

**AGENDA FOR MARCH 20, 2018 – 9:30 A.M.
WOOD COUNTY BOARD OF SUPERVISORS
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Kremer

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: none

RESIGNATIONS: none

APPOINTMENTS/Re-APPOINTMENTS: none

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS: none

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

SPECIAL ORDERS OF BUSINESS: None

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

SET DATE FOR NEXT COUNTY BOARD MEETING – April 17, 2018

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

February 20, 2018 - 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on February 20, 2018.

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

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

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

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

There were no public comments.

Minutes presented: Executive. Supervisor Leichtnam was recognized with a question regarding minutes of February 6, 2018 Executive Committee meeting under Public Comments. Question related to why access to the requested document was not given. Discussion/explanation on the floor by Supervisor Wagner and Corporation Counsel related to draft documents and the Open Records Statutes. Motion by Leichtnam to allow for all county board supervisors to have access to all documents that any county employee or department head has access to in any format. Further discussion/explanation by Corporation Counsel that it is prohibited. Question regarding modifying by redaction. Further explanation. Motion is withdrawn by Leichtnam. Supervisor Clendenning was recognized and gave a timeline of events related to the request for information.

Related also to the same Executive Committee minutes, Supervisor Clendenning makes a motion to have the Education Policy removed from the authority of the Executive Committee and referred to the Health and Human Services Committee for study and presentation to the county board. Discussion ensued. Motion died for lack of a second.

Minutes presented: Ad Hoc Property Committee minutes

Chairman Pliml without objection brought Item 1-2 forward.

RESOLUTION 18-2-1

Introduced by: Executive Committee

INTENT & SYNOPSIS: To amend the 2018 Treasurer's budget (51520) for additional expenditures that were unanticipated during the original budget process.

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

<u>Function</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
51520	Treasurer		\$100,000
34300	General Fund	\$100,000	

Motion by Hamilton/Breu to adopt Resolution 18-2-1. Motion by Wagner/Henkel to refer this resolution back to committee. Wagner explains the circumstances and expected procedure for use of this money. Questions answered from the floor. Motion carried by voice vote. Three no votes were heard. Voting no were Polach,

Clendenning and Breu.

Chairman Pliml recommended taking Items 1-1, 1-3 and 1-4 together. No objection was heard.

RESOLUTION 18-2-2

Introduced by: Conservation, Education and Economic Development and Executive Committee

INTENT & SYNOPSIS: To amend the 2017 budget for the Community Development Block Grant (CDBG) function (56780) for additional expenditures not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of the funding is from assigned fund balance. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
56780	CDBG Expenditures		\$65,000
34112	Assigned Fund Balance	\$65,000	

Motion by Feirer/Rozar to adopt Resolution 18-2-2. Motion carried unanimously.

RESOLUTION 18-2-3

Introduced by: Executive Committee and Public Safety Committee

INTENT & SYNOPSIS: To amend the 2017 budget for the Humane Officer (54129) for the purpose of moving the budget year from a fiscal year to a calendar year budget.

FISCAL NOTE: To transfer \$4,000 from available balance in contingency (51590) to the Humane Officer (54129). At the time of this request, the funds available in contingency are \$291,217. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54129	Humane Officer		\$4,000
51590	Contingency	\$4,000	

Motion by Feirer/Rozar to adopt Resolution 18-2-3. Motion carried unanimously.

RESOLUTION 18-2-4

Introduced by: Executive Committee and Public Safety Committee

INTENT & SYNOPSIS: To amend the 2017 budget of Sheriff Electronic Monitoring (52712) for additional expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is the Transfer to General Fund balance (59210). The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
52712	Sheriff Electronic Monitoring		\$7,000
59210	Transfer to General Fund	\$7,000	

Motion by Feirer/Rozar to adopt Resolution 18-2-4. Motion carried unanimously.

RESOLUTION 18-2-5

Introduced by: Executive Committee

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

FISCAL NOTE: Offered Amount	\$200.00
R.E. Taxes	(112.21)
Special Assessments	(87.79)
GAIN/LOSS	\$0

Motion by Clendenning/Hamilton to adopt Resolution 18-2-5. Motion carried unanimously.

RESOLUTION 18-2-6

Introduced by: Executive Committee

INTENT & SYNOPSIS: To authorize out-of-state training and travel for the Deputy Finance Director.

FISCAL NOTE: \$2200 for travel expenses and registration fee.

Motion by Zurfluh/Fischer to adopt Resolution 18-2-6. Motion carried unanimously.

RESOLUTION 18-2-7

Introduced by: Executive Committee

INTENT & SYNOPSIS: To join with the City of Marshfield in approving a contract authorizing the placement of a communications tower on the UW Marshfield-Wood County campus by a private entity with the revenues generated going to the UW Marshfield-Wood County Commission.

FISCAL NOTE: The City of Marshfield and Wood County jointly own the UW Marshfield-Wood County campus in Marshfield and fund the maintenance of the property via a Commission (the Commission); the revenues generated through the communications tower would go to the Commission and thereby reduce the dependency of the Commission on funding by the county and city.

Motion by Feirer/Breu to adopt Resolution 18-2-7. Motion carried. Voting no was Polach.

RESOLUTION 18-2-8

Introduced by: Executive Committee

INTENT & SYNOPSIS: To approve the continuation of the self-insured Workers Compensation program for the County of Wood in compliance with Wisconsin Administrative Code DWD 80.60(3).

FISCAL NOTE: The general assessment rate for self-insured employers is pro-rated and assessed as a percentage of the State of Wisconsin Worker's Compensation Division costs compared to insurers claim costs.

Motion by Hamilton/Henkel to adopt Resolution 18-2-8. Motion carried unanimously.

Committee minutes presented: Health and Human Services

RESOLUTION 18-2-9

Introduced by: Health and Human Services Committee and Executive Committee

INTENT & SYNOPSIS: To Create one (1.0 FTE) Human Services Deputy Director Position.

FISCAL NOTE: Anticipated wages and benefits based upon a step 1 for pay grade 16 is:

Wages:	\$ 78,936.00
Fringe:	\$ <u>32,337.10</u>
	\$111,273.10

Motion by Fischer/Kremer to adopt Resolution 18-2-9. Motion carried unanimously.

RESOLUTION 18-2-10

Introduced by: Health and Human Services Committee and Executive Committee

INTENT & SYNOPSIS: To authorize travel to Allendale Association, Lake Villa, IL.

FISCAL NOTE: Estimated at \$300 per trip.

Motion by Hamilton/Zurfluh to adopt Resolution 18-2-10. Motion carried unanimously.

RESOLUTION 18-2-11

Introduced by: Health and Human Services Committee and Judicial and Legislative Committee

INTENT & SYNOPSIS: To clarify and ratify a previous resolution of the county board that provides additional treatment options for youth that otherwise would be limited to placement at Lincoln Hills or Copper Lake Juvenile Correction Centers.

FISCAL NOTE: Anticipated cost savings as the costs of placement for youth needing services is significantly less at community based treatment programs than it is at juvenile correctional facilities.

Motion by Fischer/Clendenning to adopt Resolution 18-2-11. Motion carried unanimously.

Committee minutes presented: Conservation, Education & Economic Development, North Central ITBEC Board

SPECIAL ORDER OF BUSINESS

Land & Water Conservation Department New Initiatives

Shane Wucherphennig, County Conservationist presented information to those assembled regarding project and new initiatives in his department. He stated that his goal is to build partnerships and collaboration to move projects forward in pursuit of the department mission. They will again be hosting the third annual Healthy Soil/Healthy Water Workshop on March 22. The workshop agenda included topics related to ag practices and on-farm effects of conservation. Wucherphennig touched on the Wild Parsnip eradication program their

department initiated. He further informed the board about a possible no-till drill lease program that is being discussed. He touched on the Mill Creek watershed and events and initiatives related to it. He cited the departments 2017 accomplishments He also explained the TMDL update (Total Maximum Daily Load) and how the levels are calculated and why these numbers are important. He visually showed a history of funding or lack of funding for this project over the years. He touched on the partnership with Portage County to apply and write a 9 key element watershed plan for Mill Creek for a possible \$22,000 grant, as well as a Wood, Adams, Portage LWCD partnership to apply and write an additional 9 key element watershed plan for the 14 Mile Watershed for a possible \$25,000 grant. He addressed questions from the board floor.

Committee minutes presented: Judicial & Legislative, Highway, Infrastructure & Recreation, Aging and Disability Resources Center of Central Wisconsin, Central Wisconsin State Fair, McMillan Memorial Library, South Central Library Board of Trustees, University Commission, Department Head.

Motion by Hamilton/Fischer to adjourn at 11:10 a.m. Next scheduled county board meeting is March 20, 2018.

Respectfully Submitted
Cynthia Cephress
County Clerk

REFERRALS FOR MARCH 20, 2018 – COUNTY BOARD

- Letter to Members of the Wisconsin Legislature from Racine County Board Chair Clark, on behalf of the Racine County Executive Committee, in opposition to 2017 Senate Bill 777 and 2017 Assembly Bill 923. Referred to County Board Chair Pliml and Judicial & Legislative Committee Chairman Clendenning.

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EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, March 6, 2018

TIME: 8:30 a.m.

PLACE: Room 114, Wood County Courthouse

PRESENT: Bill Clendenning, Ed Wagner, Hilde Henkel

VIA TELEPHONE: Lance Pliml

VIA VIDEOCONFERENCE: Al Breu, Michael Feirer, Donna Rozar

OTHERS PRESENT (for part or all of meeting): Marla Cummings, Brenda Nelson, Reuben Van Tassel, Cindy Cephress, Terry Stelzer, Sue Kunferman, Adam Fandre, Amy Kaup, Heather Gehrt, Jason Grueneberg, Cindy Joosten, Brandon Vruwink, Jordan Bruce, Steve Kreuser, Shane Wucherpfennig, Chad Schooley, Randy Dorshorst, Peter Kastenholz, Brent Vruwink, Kim McGrath, Kelli Quinnell, Dennis Polach, Patrick Glynn and Jenna Bidwell (Carlson Dettmann)

The meeting was called to order by Chairman Wagner.

Public Comment – No public comments

Consent Agenda

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

Chairman Wagner stated interviews for Human Resources Director took place March 1st. One internal applicant was interviewed and one external candidate declined the offer for interview after accepting a position elsewhere. A preliminary offer letter was presented to Interim HR Director Kim McGrath.

Motion (Clendenning/Henkel) to ratify the preliminary offer for employment extended to Kim McGrath as Human Resources Director. Motion carried unanimously.

Grueneberg reviewed the Offer to Purchase received from Premier Real Estate Management for 7.710 acres of vacant land at the corner of CTH F (17th Avenue) and Rosecrans Street in Wisconsin Rapids.

Motion (Clendenning/Rozar) to approve the Offer to Purchase received from Premier Real Estate Management LLC for 7.710 acres of vacant land located at the corner of CTH F (17th Avenue) and Rosecrans Street in Wisconsin Rapids as written and present a resolution to County Board. Motion carried unanimously.

County Clerk Cephress reviewed her Letter of Comments.

Maintenance Manager Van Tassel reviewed his Letter of Comments. The Maintenance Department is now fully staffed with the addition of Ben Karbowski. The outside transformers are currently being installed. Since no bids were received on the Airport Avenue property after the open house, the bid deadline has been extended to March 23rd. The sound system will be installed soon in the River Block auditorium, and the tables and folding chairs from Courthouse conference room 114 will be moved to River Block and replaced with new furniture.

The Committee reviewed the recommendations of the Ad Hoc Property Committee. Demolition has begun on the vacated Emergency Management offices on first floor of the Courthouse in anticipation of relocating Emergency Management back to that location. Discussion was had regarding moving forward with relocating the Finance Department to River Block and leaving Human Resources in their current location in the Courthouse.

Motion (Clendenning/Henkel) to move forward with relocating the Finance Department to third floor of River Block. Motion carried unanimously.

Van Tassel presented a Design Build resolution. The resolution supports a change in legislation to raise the dollar limit thresholds on Class 1 notices and bidding requirements.

Motion (Rozar/Breu) to approve the Design Build resolution. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Risk Management Director Stelzer reviewed his Letter of Comments.

IT Director Kaup discussed her Letter of Comments, stating the IT Department continues to work on security awareness and programming for Planning & Zoning and the Parks Department.

Wellness Coordinator Fandre stated he continues to work with employees on biometric screenings and health assessments. Second quarter of the Wellness Program begins in April.

Treasurer Gehrt discussed her Letter of Comments. She presented updated estimates for remodeling in her Department.

Finance Director Cummings reviewed her Letter of Comments, stating payroll has moved to Finance and the last two payrolls have gone smoothly. The initial request, along with a second request for information from the IRS regarding their audit, was completed. The Committee discussed the lack of internal controls when departments add checking accounts without the knowledge of the Finance Department or the Treasurer. There was consensus that this practice is unacceptable. Chairman Wagner will send an email to department heads stating this fact and inform them of consequences if this practice continues. The current credit card situation was also discussed, as many departments have credit cards on their own instead of the County having a centralized procurement program. This issue will be discussed further at a future EC meeting.

Cummings presented a resolution to amend the 2017 Norwood budget.

Motion (Feirer/Clendenning) to approve the resolution to amend the 2017 Norwood budget. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Cummings presented a resolution to amend the 2018 Maintenance budget for remodeling expenditures for the Treasurer's Office.

Motion (Rozar/Feirer) to approve the resolution to amend the 2018 Maintenance budget for remodeling expenditures for the Treasurer's Office. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Cummings presented a resolution to create a full-time Accounts Payable Administrator position.

Motion (Clendenning/Breu) to approve the resolution to create a full-time Accounts Payable Administrator position. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Jordan Bruce and Brandon Vruwink presented a resolution, co-sponsored by the Health & Human Services Committee, for monies out of contingency for an HVAC upgrade at Edgewater Haven.

Motion (Clendenning/Breu) to approve the resolution for an HVAC upgrade at Edgewater Haven. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Department correspondence presented as outlined on the agenda.

Break at 9:50 a.m. Meeting reconvened at 9:58 a.m.

Human Resources (HR)

Patrick Glynn of Carlson Dettmann Consulting, LLC, presented recommendations as a result of the Wood County Market Review. This presentation was followed by a brief discussion of next steps. These steps will be discussed further at a future EC meeting.

Kim McGrath presented a resolution for the Career Advancement Policy.

Motion (Rozar/Henkel) to pass the Career Advancement Policy resolution to the County Board for consideration. Motion carried unanimously.

McGrath presented a resolution for the Copyright Liability Prevention Policy. Chairperson Wagner gave a brief overview of the background for creating this policy. A discussion regarding the Wood County logo commenced. Currently, the logo is not copyrighted; however, some Committee members and Department Heads would like to see it copyrighted. The County will look into copyrighting the Wood County logo.

Motion (Henkel/Pliml) to approve the Copyright Liability Prevention Policy resolution. Motion carried unanimously.

McGrath presented a joint resolution cosponsored by the Public Safety Committee, the Judicial and Legislative Committee, and the EC regarding the post-employment health conversion (PEHP plan) for elected officials. Peter Kastenholtz, Corporation Counsel, provided legal input on the matter. Discussion ensued. Chairperson Wagner stated he does not believe this resolution should be approved because there is no tracking of time off for elected officials as they are treated differently.

Motion (Clendenning/Breu) to adopt the PEHP plan resolution for elected officials and send to the County Board. Motion failed. Voting no were Wagner, Rozar, Henkel, Feirer.

Motion (Henkel/Breu) to go into closed session at 11:25 a.m. pursuant to Wisconsin State Statute §19.85 (1)(f) to consider an application for a leave of absence.

Roll call vote: Wagner: yes; Rozar: yes; Henkel: yes; Breu: yes; Feirer: yes; Pliml: yes; Clendenning: yes. Motion carried.

Motion (Rozar/Feirer) to return to open session at 11:29 a.m. Motion carried unanimously.

The Committee approved a personal leave of absence in closed session.

Agenda items for next meeting: None.

Next month's EC meeting is scheduled for Tuesday, April 3rd at 8:30 a.m.

A special EC meeting is being scheduled for Monday, April 16th in the afternoon for a presentation from The Horton Group regarding health insurance. It was noted that newly elected County Board Supervisors will be invited to attend.

Motion (Clendenning/Breu) to adjourn the EC meeting at 11:34 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

Human Resources agenda items minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

**EXECUTIVE COMMITTEE
SUBCOMMITTEE TO INTERVIEW HUMAN RESOURCE DIRECTOR
APPLICANTS
MEETING MINUTES**

DATE: Thursday, March 1, 2018
TIME: 9:00 a.m.
PLACE: Room 115, Wood County Courthouse
PRESENT: Ed Wagner, Hilde Henkel
OTHERS PRESENT: Angel Butler-Meddaugh, Lance Pliml, Bill Clendenning (arrived at 9:23 a.m.)

The meeting was called to order at 9:00 a.m. by Chairman Wagner.

Public Comments – None

Motion (Wagner/Henkel) to go into closed session at 9:03 a.m. pursuant to §19.85 (1)(c), Wis. Stats., to interview candidate for the Director, Human Resources position. Roll call vote: Henkel, yes; Wagner, yes; and Pliml, yes. Motion carried.

Motion (Wagner/Henkel) to return to open session at 9:45 a.m. Motion carried unanimously.

Consensus of Subcommittee to recommend to Executive Committee to extend an employment offer to the final candidate for the Director, Human Resources position within parameters discussed.

Motion (Wagner/Henkel) to adjourn the Subcommittee meeting at 9:52 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Hilde Henkel

Hilde Henkel, Acting Secretary

Minutes taken by Hilde Henkel, and prepared by Angel Butler-Meddaugh, and reviewed by Committee Acting Secretary

**AD HOC PROPERTY COMMITTEE
MINUTES**

DATE: Thursday, March 1, 2018
TIME: 1:00 p.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: Al Breu, Ken Curry, Joe Zurfluh
OTHERS PRESENT: Reuben Van Tassel, Brandon Vruwink, Cindy Robinson, Jordan Bruce, Bill Clendenning, Bill Winch

The meeting was called to order by Chairman Breu.

Public Comments

Clendenning questioned the reasoning behind having this meeting when there is a Health & Human Services Committee at 5 p.m. today to discuss the same issue. He reiterated his feeling that there is a need for a stand-alone Public Property committee.

Bruce stated that he wished the timing of the meetings had worked out better but that his goal is to get everyone on the same page and get input from this committee regarding the project.

Vruwink stated that it appears they will be able to get more work done than originally thought with the \$296,000 approved for Capital Improvements at Edgewater and it is just a matter of looking at the whole big picture and get everything done they can with the funds available. Doing so will put Edgewater in a better spot and save additional costs down the line.

Robinson noted that the whole concept of private bathrooms creates a setting people want for their loved ones and makes Edgewater more marketable.

Review/Approve Minutes

Motion (Zurfluh/Curry) to approve the minutes from the February 20, 2018 Ad Hoc Property Committee meeting. Motion carried.

Review Bids for Edgewater Improvements

Van Tassel went over the floor plans and proposed work areas with the Committee. Areas of the floor plans are color coded based on the priority of the work being done, with red areas being top priority. Bruce explained that it was previously decided that the current behavioral unit (500 North) wing would be the best spot for the TBI unit being moved down from Norwood. In order to accomplish this, current residents of 500 North would need to be relocated to 500 South, and those residents would in turn be moved to 300 North which is currently vacant. Plumbing and bathrooms need to be updated on 300 North to provide private bathrooms for each resident room. Also, everything is surface mounted at the ceiling level on 300 North and the hallway is difficult to heat. Based on the proposed plans, the \$296,000 budgeted amount would be sufficient to update the top priority (red) areas in both wings, pay

the architect fees, make necessary changes to door security and establish a 10% contingency with roughly \$31,000 left to be used for work getting done in the yellow areas.

A resolution has been drafted for presentation to the Health & Human Services Committee requesting that \$43,000 be taken out of contingency to be used for HVAC updates in the 300 North hallway. If this resolution passes, the money earmarked for the HVAC in the original budgeted amount could be used to complete renovations of four additional rooms in the 300 North wing, bringing the total rooms renovated in that wing up to eight.

If the resolution should not pass, then only the highest priority areas and the HVAC in 300 North would be completed.

Motion (Curry/Zurfluh) to recommend spending the budgeted Capital Improvement amount of \$296,000 on the construction concept submitted to the Ad Hoc Property Committee. Motion carried.

Motion (Curry/Zurfluh) to recommend supporting the Edgewater Haven resolution for HVAC upgrades in the 300 North wing. Motion carried.

Chairman Breu declared the meeting adjourned at 2:15 p.m.

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



Wood County Employee Wellness Board Meeting Minutes

Thursday, February 8, 2018

Wood County Courthouse, IT Conference Room

Board members present: Amy Kaup, Donna Rozar, Dawn Schmutzer, Kim McGrath (HR Interim Director—ex-officio), Sue Kunferman, Jordon Bruce (by phone)

Excused:

Also present: (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Angela Zausch (by phone), Jodi Liegl and Tanna Livernash (Wood County Human Services)

1. Chair Kunferman called the meeting to order at 1:00 p.m.
2. **Introductions** were made around the table.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the November 7, 2017 meeting as presented. All ayes. Motion carried.
5. **Update regarding influenza vaccination policy at the Wood County Annex and Health Center**
Jordon sent an e-mail to the leaseholders at the Wood County Annex in Marshfield encouraging influenza vaccine administration and masks if in patient care areas. There were no negative comments from leaseholders regarding the email. Jordon also reported there was 100% participation with influenza vaccine administration with Norwood Health Center employees. Furthermore, he detailed the savings of that administration by using staff members rather than contracting for the administration of the vaccine this season.
6. **Review/approve policy regarding process for dealing with rude or uncooperative employees**
Adam reported he was working with the interim HR Director to develop this policy. A draft will be ready for consideration at the next Wellness Board meeting.
7. **Review Financials**
No updates at this time. The Board will review first quarter financials at the next meeting.
8. **Reimbursement for fitness center memberships**
Discussion of this reimbursement took place with no action taken. The Board reiterated that if an individual participates in all 4 quarters of the Wellness Program, they are eligible for a Y membership drawing.
9. **Policy decision on allowing substitutions for prizes**
Discussion of a possible policy took place with no action taken.

10. Wellness points for onsite chair massage

Adam shared the offering of onsite chair massages. There was consensus that the onsite chair massages are encouraged but not eligible for Wellness points.

11. Secondary Traumatic Stress (STS) Committee Self-Care Plan

Ms. Liegl and Ms. Livernash shared the above plan currently in use by the Human Services Department. Discussion ensued regarding offering this plan thru the Wellness Program. The consensus was that this plan would be incorporated into coaching sessions when stress is identified as an issue the employee is dealing with. Discussion of this plan will be held at a future Department Head meeting as a resource for department heads when noticing STS in employees.

12. Sanitary stands

It was reported that the price of these stands is \$300/stand. 7 stands would be needed to place one at each County building entrance. The Chair will email the Maintenance Director to inquire about obtaining these stands.

13. Update from the Wellness Committee—Updates received and documents on file. Adam reported there are now 20 Wellness Champs but no one has been identified at City Hall in Marshfield. In lieu of health fairs, bulletin boards are being maintained by the Wellness Champs in departments. They are also assisting with biometric screenings.

14. General employee wellness updates—Weight management offerings are being well attended and live-streamed to Marshfield as “lunch n’ learns”.

15. Future meeting agenda items—noted

16. Next meeting date: May 10, 2018, 1-3 p.m., IT Conference Room, Wood County Courthouse

17. The Chair declared the meeting adjourned at 2:22 p.m.

Submitted and electronically signed,

Donna M. Rozar

Donna Rozar, secretary

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

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Comments from the County Clerk
March 2018 Executive Committee Meeting

The February 20th primary went quite smooth. It was a larger turnout than anyone expected, especially with the very poor weather. The county as a whole ended up with a 14.5% turnout of registered voters. This was a great opportunity to get back into election mode for clerks and inspectors as there will be three much busier elections ahead this year.

On February 7th, I held a certification class for Chief Election Inspectors in the River Block building in Room 206. This room is a welcomed large meeting space as we have very limited option here at the courthouse when bringing 60-100 people together. I appreciate the help of the Maintenance Department in bringing over extra tables from the Courthouse so I had enough seating. What I would like to see in that room is an installed projector and a sound system. I borrowed both from UW Extension and it worked fine, but having this already installed would make this room more usable.

In March, I have scheduled an election refresher training for my municipal clerks and already certified Chief Election Inspectors. The City of Pittsville, has graciously agreed to host. There will be two sessions, a morning and an evening. This center of the county site is very well received by all attending. As I am a trainer, they benefit in that they can use this three hours' time toward their certification hours in this training cycle. I'm always happy to offer as much training as my people want to keep them informed and up to speed.

On February 1st, I was a speaker for the Heart of Wisconsin Leadership Class that met here learning about government functions. I gave a brief overview of the County Clerk's duties as related to county board functions and election administration. Questions and discussion followed. They were a receptive group of people.

REMONSTRANCES. Have you ever noticed that word on the County Board Agenda? It's been on there since before I came to this office in 1999. We recently had a conversation in my office about what it means. Perhaps you've wondered too.

- a forcefully reproachful protest.
- an earnest presentation of reasons for opposition or grievance; especially a document formally stating such points
- the act of protestation, protest or reproof; especially a petition presented in protest against something.



Wood County WISCONSIN

MAINTENANCE
DEPARTMENT

Maintenance Monthly Comments From the Desk of Reuben Van Tassel

March 6, 2018

The Maintenance Department welcomed a new employee on February 26th. Ben Karbowski has joined the department as a Maintenance Technician I.

Continued work on layout options, pricing and information gathering for options to alleviate space needs issues with the Courthouse and River Block.

Work is in progress to secure the entrance to the Branch 1 office.

Progress is being made on the transformer project with the new switch gear being installed. Met with electricians and representatives from Water Works & Lighting to discuss plans for continuing the project.

Assisted the jail with installation of new washing machines.

An open house of the Airport Avenue property was held on February 21st. No bids were received.

Met with a representative from SGTS to discuss door access upgrades and pricing in the Courthouse.

The Wood County Employees Credit Union has been relocated to the south end of the first floor hallway so that demolition work of the vacated Emergency Management offices could begin. PuroClean was called in to take samples of a substance found on the chiller lines in that area to ensure there is no danger.

Met with a representative from Connected Media Solutions regarding installation of sound system in the River Block auditorium.

Participated in several conference calls and webinars with Dude Solutions to regarding the implementation of the facility management program. We have started utilizing the work order portion of the program. Engineers from Dude Solutions will be here from March 6-9 working on the facility condition assessment.

Maintenance Monthly Comments

March 6, 2018

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Several meetings with architect and Human Services staff regarding Edgewater capital improvement projects for 2018. Bids were opened on February 19th but clarification of bids was requested. Bids with clarifications were reviewed at a March 1st meeting of the Ad Hoc Property Committee.

Attended Executive Committee, WIFMA/WCA Conference in Madison, County Board, Security Committee, Health and Human Services Committee and Ad Hoc Public Property Committee meetings.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – February 2018

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

- Putting together 2018 safety training document for all employees.
- Starting renewal of Professional Liability Insurance.

Lost Time/ Restricted Duty/Medical Injuries: 8

- 02/02/2018 – Highway – Three employees sustained poison sumac exposures doing brush work. Medicals only.
- 02/07/2018 – Norwood HC – Employee sustained contusions to arms and a bite to the head from a combative resident. One day lost time non compensable and 4 days restricted duty so far.
- 02/10/2018 – Norwood HC – Employee sustained a strain to the right shoulder when restraining a combative resident. Medical with restrictions.
- 02/15/2018 – Edgewater – Employee sustained a strain to the left wrist when rolling a resident. Medical only.
- 02/21/2018 – Edgewater – Employee sustained a strain to the lower back while turning a resident. Restricted Duty.
- 2/27/2018 – Corrections – Employee sustained strains and contusions from a combative inmate. Medical only at this time.

First Aid Injuries: 15

- 01/29/2018 – Highway – Employee sustained a contusion to the left shoulder when struck by a tailgate.
- 01/30/2018 – Norwood HC – Employee sustained a contusion to left shoulder when he slipped and fell while brushing snow from car.
- 1/30/2018 - Norwood HC – Employee sustained contusions to hand and hip from a slip and fall on ice.
- 1/30/2018 - Highway – Employee sustained a strain to the groin while hauling brush.
- 02/02/2018 – Highway – Employee sustained poison sumac exposure doing brush work.
- 02/07/2018 - Sheriffs - Employee sustained contusions to back and right shoulder from a slip and fall on ice.
- 02/09/2018 – Sheriff's – Employee sustained a strain to the right ankle while running to his squad during an emergency.
- 02/8/2018 – Norwood HC – Employee sustained lacerations to neck and wrist from a suicidal resident.
- 02/09/2018 – Norwood HC – Two Employee sustained blood exposure from a suicidal resident.
- 02/13/2018 – Sheriff's – Employee sustained a contusion to his right thumb when a car door closed on it.
- 02/15/2018 – Child Support – Employee sustained minor irritation to the right eye when a fan blade broke and sent plastic bits flying towards eye.
- 02/14/2018 – Corrections – Employee sustained contusions to the right knee from a slip and fall on ice.
- 02/20/2018 – Corrections – Employee sustained left side of body contusions and minor cuts from a slip and fall on ice.
- 02/21/2018 – Norwood HC – Employee sustained a burn to the right foot when a hot pan fell.

Property/Vehicle Damage Claims: 1

- 02/01/2018 – Sheriff's squad vs. Deer. Estimated loss of \$3227.73

Liability – Wood County - Notice of Injury and Claim: 2

- 01/16/2018 – Highway – One potential mailbox claim. Asking for \$50.00
- 01/15/2018 – Parks – one copyright infringement claim. Asking \$1500.00 May deny claim.

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

- Engen vs. Wood County Highway. 9/27/2011. Claim has been dropped.
- Waite retaliation claim. 10/04/2014. Claim denied.

TREASURER'S REPORT

03-06-2018

By: H. Gehrt

- Locked up tax deed property with the Sheriff's Department on February 1.
- Attended Executive Committee meeting on February 6.
- Attended Ad Hoc Property Committee meeting on February 6.
- Prepared February settlements for the municipalities to settle with each taxing jurisdiction and submitted the information to the State for audit.
- Prepared the annual Lottery Credit File and First Dollar Credit report and submitted to the State.
- Attended County Board on February 20.
- Attended Ad Hoc Property Committee meeting on February 20.
- Met with a representative from Piper Jaffray regarding services that they have available to Counties for investing on February 23.
- Accepted sealed bids for the Airport Avenue property until February 23, unfortunately, there were none received. Seeing how this had already been noticed and we are not changing the procedures, it was determined that pictures of the inside of the building would be put on the website and sealed bid acceptance would be extended until March 23. The Maintenance Department and I will work together on this property in case there is an interest in seeing the inside to do a walk through with potential buyers.
- I have included below the final numbers to show the 2017 budget in the Treasurer's Department. I had some questions regarding what were excess funds in the carryover request numbers above and beyond the estimates:

EXPENSES				
BUDGET	ACTUAL	VARIENCE	ESTIMATED	RETURNED
\$ 429,486.00	\$ 345,693.44	\$ 83,792.56	\$ 395,442.00	\$ 49,748.56
REVENUES				
BUDGET	ACTUAL	VARIENCE	ESTIMATED	RETURNED
\$ 440,910.00	\$ 607,043.58	\$ 166,133.58	\$ 465,918.00	\$ 141,125.58
FINAL AMOUNT RETURNED				\$ 190,874.14

- I have included the revised estimates for the carryover resolution coming in under the Finance section of the meeting:

WOOD COUNTY TREASURER--OFFICE REMODEL BUDGET FIGURES	
Maintenance	\$ 6,500.00
Current Technologies	\$ 17,600.00
Bauer's Floor Mart	\$ 9,292.00
Emmons Business Interiors	\$ 26,301.00
Schmitt Acoustics LLC	\$ 5,625.00
	\$ 65,318.00
15% Contingency **	\$ 9,798.00
**If there is asbestos found while pulling up the carpet, contractor est. \$6,000 additional to remove	
TOTAL PROJECT COST:	\$ 75,116.00

- The Department sent out around 275 last notice before publication notices to those taxpayers who still owe on 2014 taxes.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

February 2018

- ◆ The IT Security Team continues to expand the Security Awareness Program. All staff with County email addresses did successfully complete the initial training required to meet the deadline for the KnowBe4 guarantee. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. Those that click on an email that is part of a simulated Phishing test will now be enrolled in additional training.

A new Security Webpage was added to the County's intranet site. Monthly security newsletters, security related documents, and additional training are available on this site.

All County staff were enrolled in another Security Training. Preventing a Cyber Attacks is a top priority for the IT Security Team. Educating users is one way to protect the County from these events occurring.
- ◆ The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application. The kick-off for replacement of the "Gas Boy" software is complete, this application is used for fuel tracking at the highway department and is at end-of-life. A new virtual server to host the Phoenix SQL system was built and software was installed. Highway will now begin testing the software.
- ◆ The TimeStar, electronic time card and time tracking, system configuration is complete. IT works continually to address some remaining issues related to accruals, year end reporting and department change requests. The PBJ reporting for CMS (Centers for Medicare & Medicaid) is being adjusted to meet needs and requirements for the Norwood facility. PBJ reports were submitted and met the November deadline.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Zoning permit data entry into the SCO Unix system needs to be replaced with added functionality in the sanitary permit web application. Sanitary permit entry into the web based system is complete.
- ◆ Discovery phase of conversion for the remaining 5 systems on the SCO Unix server is complete. Replacement system creation and implementation of these system continues as we plan to decommission the SCO Unix server early in 2018.
- ◆ Completed initial walk through of Courthouse third floor with several vendors in support of the phone/network re-cabling project. Developed an electronic layout with first-pass drop count. Submitted to vendors for quotation.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Created and deployed a new custom report/integration for the Finance department for Employee Time Off Balances. This ties together the employee information from the current HR system and from the TimeStar time keeping system that holds the time off balances.
- ◆ The new WIC Breastfeeding program for the Health department went live.
- ◆ Deployed the latest Q4 SR2 Tax Update for Payroll in both Production and Test systems.
- ◆ Citrix NetScaler and StoreFront server-upgrade have been completed. The NetScalers were running on version NS10.1 build 120.1316 from Oct. 2013 and the StoreFront servers were 2.6.0.5031 from Sept. 2014. A new client was also pushed out to all users. Preliminary discussion has started for upgrading Citrix environment to the latest version.
- ◆ Continued work on the Park Reservations system and provided a demonstration of the work in progress to Parks and Forestry staff. The demonstration was well received, so development will be completed as planned and made available for use this Spring.
- ◆ Work continues with the State reporting in order to resolve PPS submission errors.
- ◆ Continued work upgrading websites for the Health Department which includes the Wisconsin WIC Association, Wood County Breastfeeding Coalition, and Get Active Wood County.
- ◆ Completed initial planning and scheduled implementation of Laserfiche digital document software for the Human Resources department. Implementation will begin the last week of March, 2018.
- ◆ Resumed work on an updated design for the main Wood County websites, which includes improved mobile device support.
- ◆ Worked with the Sheriff Department to allow access to Lexipol, an internet based policy manual, from their squads.
- ◆ Migrated the Sheriff squad video backup from Commvault to a replication server that will be kept at Norwood.
- ◆ Five new PC's have been deployed. Several other computers have been imaged and will be deployed in March. IT has begun work prepping the first order of replacement computers for 2018.
- ◆ 743 helpdesk requests were created in January, with staff completing 761 tickets and leaving 287 open requests. These numbers represent service requests from departments throughout the County.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
- ◆ Deployed a new version of TCM. Another update to TCM is in the test environment to allow IT and HS staff time to test the upgrade prior to rolling it out to the live system.
 - ◆ Servers have been ordered for implementing our new eDiscovery solution to minimize the amount of time spent collecting e-mail for open records requests.
 - ◆ Toured locations at Norwood to store servers and spare equipment. This is part of the IT Department's business continuity plan.
 - ◆ Created and configured a new NetMotion server to support Windows 10 clients. Netmotion is the VPN solution and part of CJIS requirements that the Sheriff's Department utilizes in squad vehicles. This solution allows the units to securely make remote connects back to the County network. Squad toughbooks will all be replaced later this year and will have Windows 10.
 - ◆ Implemented a new County Public Wi-Fi that includes self-enrollment. This will allow easier access for visitors at County facilities that access Internet resources via County Wi-Fi. Previously in order to obtain access, IT would have to be contacted to provide a password. With the new solution, people can self-enroll, accept a disclaimer, and gain access.
 - ◆ Worked with Nekoosa to configure access to CIS Mobile from the new VPN solution that Nekoosa is implementing.
 - ◆ Social Media archiving solutions continue to be researched to make sure we are compliant with open records laws. Reviewed demos of products that can be used for social media archiving.
 - ◆ New phones were configured and installed in the Victim Witness, DA, and Clerk of Courts Offices.
 - ◆ Several departments have requested solutions for electronically signing documents. IT is working with those departments and Corp Counsel to provide the most efficient legal solution.
 - ◆ Setting up and testing ShareFile for County Board supervisors. This will replace the current Drop Box solution that is used and eliminate the current issue of Board members saving over the original County Board documents.
 - ◆ IT is working with Wellness to provide live streaming of Lunch and Learns so that staff from all sites can participate live.
 - ◆ Two students from Mid-State have begun a Supervised Field Experience with Wood County. These students will shadow and work with various IT staff members to gain a valuable hands on experience.



Wood County

WISCONSIN

12-A/1
Office of
Finance Director
Marla A. Cummings
Finance Director

March 6, 2018

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

Departmental Activities

Update on Payroll Project

The Interim Human Resources Director, the Benefits Administrator, the Payroll Administrator and I met. We were able to split the process of payroll and benefits to everyone's satisfaction. There might be some kinks to work out as we put our plan into action and we will address those as they arise.

Payroll has transitioned to Finance with still using the current HRMS payroll software. IT has been working on getting the data we need to move to Dynamics payroll. We are also setting up a demo with our vendor to show staff from IT, HR and Finance Dynamics payroll and the Human Resources module. Our goal is to be on Dynamics Payroll starting 1/1/2019.

IRS Notification

The IRS is requesting addition data after the initial request. We are still waiting on getting all of that back before we mail the 2nd requested information back to them.

Procurement

I was contacted by Amazon in signing Wood County up for an Amazon Business Account. Right now departments are purchasing items from Amazon individually. We could possibly save addition dollars if we sign up for Amazon Business as well as not having to pay sales tax. Right now each department that purchases through Amazon is paying sales tax.

Since procurement is not part of my function how do we want to handle these types of inquires?

Internal Controls

Until we have a fiscal policy in place the Treasurer and I need direction on how to handle departments opening bank accounts without either of our departments being notified, as well as credit cards. Right now departments open bank accounts and we don't find out until we request information for the audit. Also we get asked by the auditors who has credit cards along with the limits and access.

Budgets and Capital Improvement Plan (CIP)

One of my future goals is to start talking about and working on Budgets long before we send out the spreadsheet to departments in July. To start with that transition I emailed the CIP letter earlier than usual to department heads asking to have their request back by March 30, 2018. I would like to be able to present the CIP at the May Executive Committee Meeting. My goal is to have the CIP approved or tentatively approved before we go into the budget process so my team can include this in the departmental budgets.

One other change to the CIP this year is I am asking departments who had CIP in 2017 to fill out a follow up form. Questions asked are project start and end dates, if the project was completed and if not why, how did the project come in on estimate versus actual costs. I have attached a sample to my letter of comments.

Resolutions

- 1) Maintenance (51611) from General Fund Balance (34300)
- 2) Norwood (Various) from Norwood (Various)
- 3) This resolution is To Create one (1.0 FTE) Accounts Payable Administrator Position

Year End

Finance is still in the process of closing out the 2017 year and preparing for our annual audit.

Budget to Actual Income Statement

Budget and actual reports for 12 months ending December 31, 2017 and budget to actual report.

12/7/3

Marla Cummings

From: McGill, Dan <danmcgil@amazon.com>
Sent: Wednesday, February 28, 2018 3:01 PM
To: Marla Cummings
Subject: Amazon

Hi Marla,

Thank you for your time today, I appreciate it.

I mentioned a few of the benefits however I wanted to highlight them in writing as well.

Centralized Account Value Summary

- Easy to use, streamline end to end purchasing process
- Single point to reconcile all departments' purchases
- Insight into Amazon spend across all departments
- Each location has its own purchasing group
- Control spending with approval workflows (where/if needed)
- 1 time set up for tax exemption
- 1 time set up for invoicing
- Ability to identify purchasing trends
- Potential to set up additional discounts (Negotiated Pricing) under 1 account, for all departments' benefit

I put a note in my calendar to reach out to you in two weeks. Feel free to reach out in the meantime if you have any questions!

Thank you,

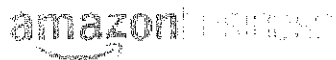
Dan McGill

Government Customer Advisor

danmcgil@amazon.com

Work: (617) 377-6159

31 St. James Ave Suite 500, Boston, MA 02116



Register for Amazon Business [here](#) or contact me for more details
Click [here](#) to schedule time in my calendar



Wood County

WISCONSIN

12-A/4
Office of
Finance Director

Marla A. Cummings
Finance Director

February 13, 2018

To: Department Heads
From: Marla Cummings
Subject: Capital Improvement Plan (CIP) 2019-2023

Please read through these instructions carefully. I have incorporated some new lines and new reporting requirements. Please feel free to contact me if you have any questions.

The purpose of the capital improvement plan is to provide an authoritative decision-making process for the evaluation, selection and multi-year scheduling of public physical improvements based on a projection of available fiscal resources and County's priorities.

The objectives of the plan are to:

1. Ensure the timely renewal and extension of the County's physical plant
2. Serve as the linkage to the County's annual budget process with a one-year horizon.
3. Maintain control over the County's long-term debt in relation to the County's financial capacity
4. Ensure coordinated capital development

Steps needed to complete the objectives of the plan are:

1. The CIP is for the five-year period from 2019 through 2023
2. The CIP will only include capital items of **\$5,000** or more (no office furniture or minor equipment).
3. Once the 2019-2023 CIP is approved, the plan will be included in the 2019 annual budget.
4. Oversight committees should therefore review the CIP requests before they are submitted to the Finance Department

The **2019** budget year schedule is as follows:

1. Project request forms issued by the Finance Director no later than **February 15th**
2. Departmental submission of project request forms to the Finance Department no later than **March 30th**
3. Analysis of available and acceptable funding levels by the Finance Director presented to the Executive Committee at their May meeting.
4. Preliminary review of project requests by the Executive Committee at their May meeting unless it is determined to have a separate meeting
5. Final review and presentation of a recommended five-year CIP to the County Board no later than May County Board meeting
6. Final consideration and adoption of the CIP by the County Board no later than the June County Board meeting

The **2020** and future years schedule for each year's CIP process shall be as follows:

1. Project request forms issued by the Finance Director no later than **December 15th**
2. Departmental submission of project request forms to the Finance Department no later than **February 15th**
3. Analysis of available and acceptable funding levels by the Finance Director presented to the Executive Committee at their March meeting.
4. Preliminary review of project requests by the Executive Committee at their March meeting unless it is determined to have a separate meeting
5. Final review and presentation of a recommended five-year CIP to the County Board no later than April County Board meeting
6. Final consideration and adoption of the CIP by the County Board no later than the May County Board meeting

Impact of CIP on Operating Budget

Wood County's operating budget is directly affected by the CIP. Almost every new capital improvement entails ongoing expenditures for routine operation, repair, and maintenance. As they age, the Counties facilities and equipment that were once considered state-of-the-art will require rehabilitation, renovation, or upgrading. Safety or structural improvements will need to be addressed. Capital Plan pay-as-you-go projects, grant matching funds, and payments for bonds and lease/purchase agreement expenditures also come directly from the operating fund.

The County's Five-Year CIP Forecast illustrates the debt impact of the Capital Improvement Plan (CIP) on the overall budget. The costs of future operations and maintenance for new CIP projects are estimated by each department based on past experience and anticipated increases in the costs of materials, labor, and other project

components. This estimated financial impact on the operating budget is included on each Project Description Form that is completed by the Department Head when requesting a new CIP project. When considering the impact of CIP on the operating budget, the following things need to be taken into consideration:

Additional Operating Expenses – Additional operating expenditures that represent any non-routine expenditure associated with a capital project including additional maintenance costs, utility cost, personnel costs, etc.

Operating Capital – Operating capital is for projects that are funded through appropriated revenues. Each fund has money reserved to make these purchases. Normally this funding source is used for projects that have a short life expectancy.

Debt Service – Debt service refers to the amount of interest and principal the County will pay during a fiscal year. The cost of existing debt will continue based on the amortization schedule of each respective bond issue, usually 15 to 20 years.

Added emphasis – The Executive Committee will be scrutinizing this CIP much more carefully than in past years. Wood County's budgets in recent years have been very challenging. A number of factors have an impact on realistic capital improvement plans:

- Operating budgets have gotten tighter putting pressure on funding capital items
- Revenues have not kept pace with expenditures
- Cash reserves have been depleted reducing ability to fund annual shortfalls
- The County's decreased ability to fund capital with a "pay-as-you-go" approach has led to significant increases in the County's outstanding debt and our annual principal and interest requirements
- The County Board's tolerance for debt is diminishing

While departments have done a good job in projecting their capital needs in years 1 through 3 in past CIP's, there typically wasn't much in years 4 and 5 in past plans. The Executive Committee is requesting that you seriously look at each of the next 5 years in completing this year's CIP.

The CIP will be arranged by projects. Please prepare individual sheets for each of your capital assets/projects for the period 2019 through 2023. I've attached an excel workbook for you to use to submit your requests to your oversight committee, once approved then to the Finance Department and then to the Executive Committee. The workbook contains three tabs at the bottom Current Project Form, Prior Project Form and List (You don't have to do anything with the list tab). The instructions for the Current Project Form are to fill in any area that is gray and as follows:

1. Project Number, Project Name, Start and End Dates:

- a. Select your department number and the project number from the drop down lists. This will auto populate other fields.
- b. Enter in the project name
- c. Enter the anticipated start and end dates of the project (project time line). Estimated project beginning and ending dates. Be sure to include any work being done in prior years, including studies or other planning.

2. Contact Person, Type, Useful Life, Category, Priority:

- a. Enter in who will be the contact person for this project
 - b. Select the following from the drop down menus:
 - i. Type
 - ii. Useful life
 - iii. Categories
 - iv. Priority-The priority will fall into one of the following:
 1. Mandated – The project has already been committed to by law or contract.
 2. Urgent – The project must be done in the next year or services stated in the departmental mission statement will suffer.
 3. Necessary – The project should be done to provide continued services as stated in the departmental mission statement, but not necessarily to be completed in the next year.
 4. Desirable – The project would enhance the departmental mission statement but is not necessary to provide current services.
 5. Future Consideration – The project would enhance the departmental mission statement but there are no plans to complete the project.
3. **Project Description** – Provide a detailed and brief (1-2) paragraph description of the project.
 4. **Project Alternatives** – Provide any other alternatives to this project that might be utilized.
 5. **Relationship to other Projects** – Provide description of this project to any other projects prior, present and/or future.
 6. **Project Justification** – This section should include complete yet concise reasons why the capital asset should be included in the CIP. The justification should verify that the service supported by the asset is in line with the departmental mission statement. The priority assigned the project should also be justified.
 7. **Expenditure Schedule** – This section is used to schedule all of the projected costs by year and by category of expense. Any costs incurred prior to 2019 should be placed in the prior total box (on the right) and any costs to be incurred subsequent to 2023 should be placed in the future total box (on the left). The total costs need to agree with the total funding sources in number 8.
 8. **Funding Sources** – This section is used to detail the type and amounts of monies that will pay for the expenditures in number 7 above. The total sources must agree with the total expenditures. It is possible that individual source year totals might not agree with individual expenditure year totals. An example would be where debt is incurred in one year for a two-year project.
 9. **Operational Impact/Other** – In many cases a new capital asset will have an impact on future operating expenses. For replacement assets, the maintenance expenses may decrease. For new assets that are not replacements, the addition of new capital assets could result in new staffing or other expenditures. This section is designed to estimate the effect of the capital asset on operating expenses.

For the year just ending or ended, please fill out the Prior Project Form tab this will be for the year 2017. The instructions for the form are to fill in any area that is gray and as follows:

1. **Original Project Number, Original Project Name, Start and End Dates:**

- a. Select your department number and the original project number from the drop down lists. This will auto populate other fields.
 - b. Enter in the original project name
 - c. Enter the actual start and end dates of the project.
2. **Contact Person, Type, Useful Life, Category, Priority as originally submitted:**
 - a. Enter in the original project manager
 - b. Select the original Type, Useful Life, Categories and Priority used from the drop down menus.
3. **Project Completion** – Enter in the drop down box yes or no. If no please provide a detailed explanation on why this project is not completed.
4. **Expenditure Schedule** – In this section please provide the estimated original cost submitted as well as the actual cost of the project.
5. **Funding Sources** – In this section please provide the estimated funding sources amount and the actual funding sources amount.

12-A/9

WOOD COUNTY
CAPITAL IMPROVEMENT PLAN
2019-2023

#1	PROJECT #		-19		-19
	PROJECT NAME:				
	START DATE:				
	END DATE:				

TOTAL PROJECT COSTS: \$ -

#2	DEPARTMENT	#N/A	#N/A
	CONTACT PERSON		
	TYPE		
	USEFUL LIFE		
	CATEGORY		
	PRIORITY		

PROJECT DESCRIPTION:

--

PROJECT ALTERNATIVES:

--

RELATIONSHIP TO OTHER PROJECTS:

--

PROJECT JUSTIFICATION Priority from Above 0

--

Expenditure Schedule

PRIOR TOTAL

--

	2019	2020	2021	2022	2023	TOTAL
Planning/Design						-
Land Acquisition						-
Construction/Maintenance						-
Equip/Vehicles/Furniture						-
Other						-
\$	-	\$	-	\$	-	\$

FUTURE TOTAL

--

Funding Sources

PRIOR TOTAL

--

	2019	2020	2021	2022	2023	TOTAL
Tax Levy						-
Debt						-
State/Federal Grant						-
User Fees						-
Other						-
\$	-	\$	-	\$	-	\$

FUTURE TOTAL

--

OPERATIONAL IMPACT/OTHER

--

Operating Budget Impact

PRIOR TOTAL

--

	2019	2020	2021	2022	2023	TOTAL
Salaries & Fringes						-
Professional Services						-
Supplies/Materials						-
Depreciation						-
Other (Insurance, Utilities)						-
Principal & Interest						-
\$	-	\$	-	\$	-	\$

FUTURE TOTAL

--

WOOD COUNTY
PRIOR CAPITAL IMPROVEMENT PLAN COMPLETION REPORT
For the Year Ended 2017

#1

PROJECT #		-17		-17
PROJECT NAME:				
START DATE:				
END DATE:				

#2

DEPARTMENT	#N/A	#N/A
CONTACT PERSON		
TYPE		
USEFUL LIFE		
CATEGORY		
PRIORITY		

PROJECT COMPLETED? ☐ If no please provide a reason this was not completed

#3

#4

Expenditure Schedule			
	Estimated Cost	Actual Cost	Difference
Planning/Design			-
Land Acquisition			-
Construction/Maintenance			-
Equip/Vehicles/Furniture			-
Other			-
	\$ -	\$ -	\$ -

#5

Funding Sources			
	Estimated Cost	Actual Cost	Difference
Tax Levy			-
Debt			-
State/Federal Grant			-
User Fees			-
Other			-
	\$ -	\$ -	\$ -

12-dt1/

WOOD COUNTY

POSITION DESCRIPTION

Name:	Vacant	Department:	Finance	
Position Title:	Accounts Payable Administrator	Pay Grade:	8	FSLA: N
Reports To:	Finance Director	Job Classification:	Non-exempt	
Date:	February 2018	Job Code:	100X	

Purpose of Position

This position is responsible for a variety of complex accounting functions in the preparation, processing, maintenance, verification and reconciliation of accounts payable, vendors database, procurement and encumbrance system for Wood County; performs related duties as required. This work is performed under the direction of the Director of Finance.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Accounts Payable Function

- Analyze, verify and audit accounts payable transactions and ensures compliance with General Accepted Accounting Principles (GAAP), Governmental Accounting Standard Board (GASB) and applicable Federal, State, and County Laws, rules, regulations and departmental procedures and guidelines.
- Receive and review all vouchers, Personal Expense Vouchers for employees, County Board and Commission Members, verifying account and taxable classifications; committee and departmental authorization and accuracy; resolve problems; enter, proof, and edit vouchers in computerized accounting system.
- Receive and resolve questions regarding payments of vouchers and general ledger postings.
- Prepare Balance Sheet Account Reconciliations and research & resolve any issues for Accounts Payable and Credit Card Payable.
- Performs accounts payable function to ensure the County financial obligations are met in an efficient and timely manner; including such activities as the timely payment of all vendor invoices and expense vouchers, reconciling outstanding account balances and the maintenance of accurate records and control reports.
- Prepare Finance Department vouchers for payment authorization.
- Maintain all county vouchers for the past seven years.
- Maintain accounts payable compliance with internal controls.
- Work on procedure documentation and process improvement in the Accounts Payable area.

12-d-1/2

- Develops, implements, analyzes, provides policy expertise, monitors and oversees controls and performance to ensure efficiencies and effective operations related to accounts payable.
- Serve as an accounts payable subject matter expert by providing procedural instructions and guidelines.
- In a lead capacity, provides guidance and assist internal and external customers and Accounts Payable staff in understanding Accounts Payable and purchasing policies, procedures and internal controls.

Vendor Database Maintenance

- Maintain vendor master file in accordance with detailed procedures which facilitate end-of-year IRS reporting.
- Responsible for 1099 reporting, periodic Sales and Use tax and other tax reporting as needed.
- Receiving and maintaining valid insurance certificates and form W-9 for all subcontractors and vendors.
- Point of Contact for subcontractor and vendor questions regarding billing processes and payment status.
- Effectively communicates with vendors when necessary to correct or resolve invoice/payment issues.
- Annually purge vendors.
- Develops, implements, analyzes, provides policy expertise, monitors and oversees controls and performance to ensure efficiencies and effective operations related to vendor database maintenance.

Encumbrance Maintenance

- Accurately prepare the encumbrance voucher and/or purchase orders. A separate encumbrance voucher is needed for each obligation or contract being encumbered.
- Verify there are adequate appropriations to cover the amount of the encumbrance.
- Assigns P.O. number and establishes an accounts payable ledger.
- Establishes invoice to be correct and sets it up for payment.
- Reports activity to the board on a monthly basis.
- Develops, implements, analyzes, provides policy expertise, monitors and oversees controls and performance to ensure efficiencies and effective operations related to encumbrances.

Procurement Administrator

- Credit Card Procurement Administrator.
- Run reports, review transactions and prepare journal entries timely.
- Administer new cards, spending limits and replacement cards.
- Assist procurement and contracting activities, understanding local government procurement processes.
- Develops, implements, analyzes, provides policy expertise, monitors and oversees controls and performance to ensure efficiencies and effective operations related to procurement.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Develop inter/intra departmental methods for submitting and receiving accounting information; train personnel outside department as to procedures for processing vouchers, vendor file maintenance, encumbrances, procurement, federal tax I.D. information, etc.
- Any other duty as assigned. Document and update all procedures in procedures manual.
- Provide exceptional service and support to both internal and external.
- Assist in audit process.
- Streamline business processes to meet department goals and objectives.
- Prepares and maintains a variety of reports and records; monitor and review reports and records for accuracy.
- Attends workshops and trainings as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in Accounting or any combination of education, training, and/or experience equivalent to an Associated Degree which demonstrates ability to perform the duties as described, including courses in accounting, business procedures, algebra, math, statistics or related subjects or high school diploma or equivalent and at least two years of direct accounts payable administration experience.

Knowledge of applicable laws, codes, regulations, standards, methods and practices related to accounts payable, vendor maintenance, procurement and encumbrance systems; basic accounting principles as related to accounts payable, vendor maintenance, procurement and encumbrance systems; customer service skills, standard office practices and procedures; advanced skills in software applications related to accounts payable, vendor maintenance, procurement and encumbrance systems /accounting systems including Excel; principles and techniques of technical record keeping.

Skills and ability to research, analyze and retrieve data to prepare and maintain accounts payable, vendor maintenance, procurement and encumbrance records, summaries and reports; reconcile differences within established accounts payable, vendor maintenance, procurement and encumbrance and accounting systems using critical analysis skills; interpret, explain and comply with prescribed laws, rules, regulations, and procedures; monitor, audit, reconcile, and balance a variety of data and transactions; perform mathematical computations quickly and accurately; identify and correct errors; operate a variety of standard office equipment; set up and maintain database files; create spreadsheets and other related forms, reports and documents; use independent judgment to maintain statistical records; communicate effectively in both oral and written form; follow detailed directions; set priorities and organize work to meet deadlines; coordinate a variety of projects simultaneously; work independently and as a team member; establish and maintain cooperative working relationships with those contacted during the course of work; train and coordinate the work of other staff assigned to the department.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Strong verbal and written communication skills.

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Accounts Payable Administrator

100X

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Mathematical Ability

Ability to perform complex mathematical calculations.

Judgment and Situational Reasoning.

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Demonstrated ability to maintain confidentiality.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, telephone, fax machine, calculator/adding machine, paper shredder and photocopier. Working knowledge of financial software and Microsoft Office Suite and ability to learn any updates as they may occur.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

Ability to exert light physical effort in sedentary to light work, but which may involve some crouching, kneeling, balancing, lifting, carrying, pushing and pulling

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, intimidation and irate individuals is minimal and poses a very limited risk of injury.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

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County of Wood
BALANCE SHEET DETAIL BY FUNCTION
 All Funds
 Sunday, December 31, 2017

		<u>2017</u>	<u>2016</u>
ASSETS			
Cash and Investments			
11000:11100	Working Cash	5,044,647.97	3,948,470.03
11101	Working Cash - Transp/Econ Development	9,192.98	67,329.72
11110	Working Cash - Norwood	2,190.95	2,190.95
11200	Working Cash - Departments	205,532.06	185,910.98
11210	Donated Cash	25,290.43	26,080.97
11220	Cash Deposits to Treasurer	2,294.23	72,187.69
11300	Temporary Cash Investments	7,401,678.17	6,869,578.24
11301	Cash Investment-ICM	14,172,862.29	15,070,872.37
11901	Cash Held by Others	27,223.69	7,371.35
	Total Cash and investments	<u>26,890,912.77</u>	<u>26,249,992.30</u>
Restricted Cash			
11310	Activity Fund Account	599.80	445.43
11500	Restricted Cash Investments	1,707,632.63	1,273,309.26
11501	Res Cash-Sheriff Drug A/C	36,183.90	42,217.60
11502	Res Cash-Sheriff Canteen	29,506.95	63,496.29
11503	Res Cash-Sheriff Jail	75,802.59	45,808.75
11504	Res Cash-Sheriff ATM	1,550.23	1,754.79
11505	Res Cash-Sheriff Bonds	865.87	791.67
11506	Res Cash-Sheriff Canine	495.75	456.79
11509	Res Cash-Sheriff Investigative	4,051.09	4,051.09
11510	Patient Trust Funds-Savings	30,888.33	26,591.16
11520	Patient Trust Funds-Checking	22,962.12	18,665.48
11530	Patient Trust Funds-Cash	1,321.26	1,428.84
11800	Petty Cash and Change Funds	6,557.46	6,507.46
11900	Cash Held by Others	27,507.00	25,418.33
	Total Restricted Cash	<u>1,945,924.98</u>	<u>1,510,942.94</u>
Receivables-Current Property Taxes			
12100	Current Property Taxes Receivable	25,645,905.49	25,712,835.99
Receivables-Delinquent Property Tax			
12310	Delinquent Property Taxes-Tax Certificates	2,814,069.56	3,112,883.02
12311	Delinquent Property Taxes-Tax Deeds	258,040.02	243,120.22
12641	Special Assessments-Delinquent, Held in Trust	18,344.87	47,122.74
12642	Special Assessments-Delinquent, Tax Deeds in Trust	40,367.13	3,049.25
12643	Delinquent Special Charges	136,029.52	100,235.60
12644	Delinquent Special Chgs-Tax Deed	23,063.67	8,229.03
	Total Receivables-Del Prop Taxes	<u>3,289,914.77</u>	<u>3,514,639.86</u>
Receivables-Miscellaneous			
13020	AR Medicaid-Nursing Home	236,225.73	252,517.77
13030	AR Private-Nursing Home	178,182.46	285,899.08
13050	AR Other Counties	161,715.39	68,781.47
13100	Accounts Receivable	845,400.83	897,721.61
13101	Accounts Receivable-Payroll	(12,066.20)	
13110	AR Other	1,380.00	294,136.00
13230	AR Inpatient-Billed Self-Pay	458,323.41	339,015.23
13240	AR Inpatient Managed Care/HMO	475,536.88	615,324.78
13250	AR Inpatient Rec-Billed Comm/SHP Managed Care	482,438.54	849,773.63
13260	AR Inpatient Rec-Billed Medicare-Prt A	381,490.83	1,024,823.32
13300	AR Inpatient Rec-Billed Medicaid	497,054.29	564,657.79
13301	AR Unearned Revenue-Medicaid	150,369.86	
13400	AR Patient Care	38.00	38.00
13410	AR Patient Accounts Private	155,394.16	177,740.90
13421	AR CCCW	17,307.85	20,484.85

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County of Wood
BALANCE SHEET DETAIL BY FUNCTION
All Funds
Sunday, December 31, 2017

		<u>2017</u>	<u>2016</u>
13426	AR Outpatient Clinic Medicare	68,456.76	34,271.18
13430	AR OPC Private Pay	1,242,697.84	1,487,379.65
13800	Other Receivables		214,377.18
13810	AR Personal Care MA	47,016.11	
13900	Allowance for Bad Debts-NHC	(855,228.43)	(682,295.30)
13925	Allowance for Bad Debts-Community	(635,226.90)	(639,352.35)
13935	Allowance for Contractual Adjustments-Community	(238,733.48)	(790,224.12)
13980	Allowance for Bad Debts	(49,736.21)	(37,479.21)
	Total Receivables-Miscellaneous	<u>3,608,037.72</u>	<u>4,977,591.46</u>
	Due from Other Governments		
14101	Due from General Fund-Donated Cash	7,337.12	7,337.12
14110	Due from Fed-Medicare "A"	276,732.83	268,529.96
14120	Due from Fed-Medicare "B"	17,987.43	27,349.13
14130	Due from Fed-Medicaid	151,829.98	174,500.02
14200	Due from State of Wisconsin	429,756.51	823,937.00
14201	Due from State DCF	88,520.16	46,224.17
14210	Due from State DHS	946,532.50	854,419.50
14212	Due from State Daycare	35,526.00	42,990.05
14220	Due from State of Wisconsin-IM	214,714.00	220,098.84
14235	Due from State WHEP	29,892.57	10,988.53
14265	Due from State DOC YA		4,436.00
14273	Due from Various Providers		5,467.34
14300	Due from other Counties	21,049.83	(299.76)
14400	Due from Cities, Villages and Towns	141,434.42	139,553.00
14500	Due from Districts-Other	25,640.46	25,640.46
	Total Due from Other Governments	<u>2,386,953.81</u>	<u>2,651,171.36</u>
15100	Due from General Fund	7,356,828.25	7,038,283.69
15104	Due from General Fund-Hwy Governmental	(2,633,150.68)	(1,931,779.69)
15210	Due from Spec Rev-Human Services	1,907,282.75	3,425,563.29
15220	Due from Spec Rev-Comm on Aging	(1,923.67)	(29,069.01)
15230	Due from Spec Rev-Child Spt	175,362.27	149,583.90
15241	Due from Spec Rev-Forest Roads	(5,996.20)	(5,538.27)
15242	Due from Spec Rev-Wildlife Hab	(1,449.79)	(1,678.51)
15243	Due from Spec Rev-Forest St Aid	(317,706.61)	(317,681.61)
15244	Due from Spec Rev-Parks St Aid	(15,440.21)	(21,319.72)
15245	Due from Spec Rev-Parks Capital Projects	(331,515.09)	(355,714.90)
15246	Due from Spec Rev-Powers Bluff Project	(3,706.60)	(1,000.00)
15261	Due from Spec Rev-Land Records	(105,475.47)	(94,728.58)
15262	Due from Spec Rev-Priv Sewage	(88,054.53)	(74,554.87)
15264	Due from DATCP	272,074.10	187,295.26
15265	Due from Nonmettalic Mining	(66,911.59)	(97,438.20)
15267	Due from Spec Rev-Transp & ED	(16,659.41)	(16,659.41)
15290	Due from Spec Rev-Sales Tax		377,232.84
15301	Due from Debt Service Fund	(1,918,229.59)	(207,232.40)
15401	Due from Capital Projects	(1,326,732.66)	(3,040,980.24)
15403	Due from Capital Projects	(42,776.75)	(42,776.75)
15404	Due from Capital Projects Highway	(2,457,223.25)	(4,661,229.01)
15601	Due from Ent-Edgewater	583,425.56	568,082.57
15603	Due from Ent-Norwood	78.00	
15604	Due from Ent-Highway	2,284,556.48	1,920,671.18
15605	Due from Ent-Hwy Frac	(596,994.57)	(596,994.57)
15701	Due from Internal Svc-Wrks Comp	(1,905,921.82)	(1,670,461.25)
15702	Due from Internal Svc-Health	1,030,460.76	821,976.10
15703	Due from Internal Svc-Bldg Mt	(847,050.56)	(581,731.97)
15704	Due from Internal Svc-OPEB	(834,081.16)	(593,741.86)
15705	Due from Internal Svc-Pc Replacement	(86,453.46)	(145,114.31)
15811	Due from Trust & Ag-Sheriff	17,981.21	17,981.21
15815	Due from Trust & Ag-Sec 125	1,002.01	1,007.12

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County of Wood
BALANCE SHEET DETAIL BY FUNCTION
All Funds
Sunday, December 31, 2017

		<u>2017</u>	<u>2016</u>
15819	Due from Trust & Ag-Other	(25,695.54)	(20,330.26)
15820	Due from Trust & Ag-WDB	97.82	78.23
	Inventories		
16100	Inventories	3,358.10	4,313.76
16101	Inventories-Dietary Supplies	1,203.49	545.77
16102	Inventories-Nursing Supplies	10,938.24	12,755.42
16105	Inventories-Linen and Bedding	3,569.08	3,199.11
16106	Inventories-Housekeeping Supplies	867.47	1,135.76
16107	Inventories-Maintenance Supplies	7,257.30	7,921.15
16110	Inventories-Housekeeping Supplies	287.69	933.17
16111	Inventories-Material & Supplies	381,222.53	253,008.90
16112	Inventories-Materials & Supplies	305,572.44	321,847.85
16113	Inventories- Material & Supplies-Gasoline	55,012.93	62,856.36
16114	Inventories-Materials & Supplies-Lubrication Oils	11,304.92	11,040.05
16116	Inventories-Material & Supplies Bituminous Raw Materials	818,256.37	659,341.24
16120	Inventories-Stores for Resale	249.33	1,384.06
16130	Inventories-Laundry Supplies	438.11	642.76
16140	Inventories-Maintenance Supplies	7,047.55	7,520.51
16160	Inventories-Nursing Supplies	46,911.22	52,468.61
16170	Inventories-Food	9,325.41	9,824.00
16180	Inventories-Dietary Supplies	1,483.33	1,935.76
16190	Inventories-Office Supplies	2,774.57	2,848.46
	Total Inventory	<u>1,667,080.08</u>	<u>1,415,522.70</u>
	Prepays		
16200	Prepaid Expenditures/Expenses	426,601.28	510,746.03
16201	Prepaid Postage	5,744.18	13,765.54
16202	Prepaid Expenses	1,539.00	
	Total Prepays	<u>433,884.46</u>	<u>524,511.57</u>
	Fixed Assets		
	Land and Land Improvements		
18200	Land	3,855,358.53	3,769,855.81
18201	Land-UW	16,150.00	16,150.00
18202	Land Improvements-UW	305,746.33	305,746.33
18210	Land	596,233.65	596,233.65
18220	Land Improvements	3,466,791.97	3,466,791.97
	Total Land and Land Improvements	<u>8,240,280.48</u>	<u>8,154,777.76</u>
	Buildings & Improvements		
18300	Buildings	5,908,397.90	5,702,557.90
18301	Buildings-UW	4,223,443.80	4,223,443.80
18302	Buildings under \$5,000	35,554.95	35,554.95
18303	Buildings Improvements-UW	929,552.07	929,552.07
18310	Buildings	22,289,284.15	22,274,328.99
18320	Building Improvements	8,153,164.52	8,111,904.79
	Total Buildings & Improvements	<u>41,539,397.39</u>	<u>41,277,342.50</u>
	Machinery and Equipment		
18500	Machinery and Equipment	21,501,371.22	20,863,672.34
18501	GFR under \$5,000	1,073,200.75	1,073,200.75
18510	Vehicles	179,295.95	182,595.95
18520	Fixed Equipment	2,628,818.81	2,586,900.92
18530	Movable Equipment	869,673.43	871,994.42
18540	Furniture & Equipment	224,355.11	224,355.11
18541	Furniture & Equipment-Entrance	9,506.60	9,506.60

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County of Wood
BALANCE SHEET DETAIL BY FUNCTION
All Funds
Sunday, December 31, 2017

		<u>2017</u>	<u>2016</u>
18542	Transportation-Vehicles	511,267.35	511,267.35
18550	Other Equipment	432,856.14	432,856.14
	Total Machinery and Equipment	<u>27,430,345.36</u>	<u>26,756,349.58</u>
	Accumulated Depreciation		
18291	Accumulated Deprec-Land Improve UW	(37,816.05)	(37,816.05)
18292	Accumulated Depreciation-Land Improvements	(1,982,197.58)	(1,976,383.45)
18390	Accumulated Depreciation-Buildings	(3,434,725.95)	(3,390,423.95)
18392	Accumulated Depreciation-Building Improvements	(3,651,517.34)	(3,533,652.95)
18391	Accumulated Depreciation-Buildings	(15,196,655.25)	(15,146,653.65)
18590	Accumulated Depreciation-Mach & Equip	(12,240,097.56)	(12,057,301.64)
18591	Accumulated Depreciation-Vehicles	(1,249,702.66)	(1,253,002.66)
18592	Accumulated Depreciation-Fixed Equipment	(1,949,523.45)	(1,907,489.47)
18593	Accumulated Depreciation-Movable Equipment	(804,667.68)	(786,879.63)
18594	Accumulated Depreciation-Moveable Equipment	(38,348.99)	(38,348.99)
18595	Accumulated Depreciation-Other Equipment	(181,271.43)	(181,271.43)
18890	Accumulated Depreciation Moveable Equip Fed Funds	(31,462,530.40)	(31,460,502.41)
	Total Accumulated Depreciation	<u>(72,229,054.34)</u>	<u>(71,769,726.28)</u>
	Construction Work in Progress		
18710	Construction Work in Progress	1,303,878.85	1,303,878.85
18810	Property Not in Service	93,411,415.05	93,402,457.05
	Total Construction Work in Progress	<u>94,715,293.90</u>	<u>94,706,335.90</u>
	Net Fixed Assets	<u>99,696,262.79</u>	<u>99,125,079.46</u>
	Advances to Other Funds		
17160	Advances to Other Funds		<u>42,598.66</u>
	TOTAL ASSETS	<u>165,564,876.87</u>	<u>165,724,886.30</u>
	Deferred Inflow of Resources		
19200	Related to pensions-WRS	<u>17,658,922.02</u>	<u>17,658,922.02</u>
	TOTAL ASSETS and DEFERRED OUTFLOWS OF RESOURCES	<u>183,223,798.89</u>	<u>183,383,808.32</u>
	LIABILITIES		
	Vouchers/Accounts Payable		
21100	Accounts (Vouchers) Payable	1,798,116.30	1,993,641.65
21000	Payroll Clearing Account	(2,614.88)	380.00
	Other Current Liabilities		
21110	Other Payables	50,006.84	48,704.86
21121	Accounts Payable-3rd Party Reimb	11,845.91	95,570.00
21296	Health Claims IBNR	783,143.70	783,143.70
	Total Other Current Liabilities	<u>844,996.45</u>	<u>927,418.56</u>
	Current Portion of Long-Term Debt		
21410	Notes & Loans Payable-Current	2,395,380.89	2,350,000.00
21450	Current Portion of Capital Lease	10,918.54	10,918.54
	Total Current Portion of L-T Debt	<u>2,406,299.43</u>	<u>2,360,918.54</u>
	Payroll Withholdings		
21511	Social Security Taxes Payable	163,179.62	12.14
21512	Federal Withholding Taxes Payable	97,629.70	(61.20)
21513	State Withholding Taxes Payable	48,136.29	(1,168.58)
21520	Retirement Deductions Payable	438,850.55	423,024.55

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County of Wood
BALANCE SHEET DETAIL BY FUNCTION
 All Funds
 Sunday, December 31, 2017

		<u>2017</u>	<u>2016</u>
21530	Supplemental Life/Disability Insurance Payable	4,152.12	
21532	Life Insurance Deductions	1,763.26	
21534	Dental Insurance Deductions Payable	5,638.48	(1,945.31)
21535	Health Insurance Ded-Employee	29,043.06	(2,193.64)
21536:21536	Vision Insurance	5,893.90	
21540	Charitable Contributions Payable	349.75	
21550	Union Dues Deductions Payable	653.48	
21560	Employee Savings Payable	27,092.87	
21570	Tax Sheltered Annuity Payable	22,316.98	(133.20)
21571	Section 125 Payable	14,248.04	6,460.08
21580	Garnishment Deductions Payable	3,893.76	127.42
21590	Other Deductions	827.30	
	Total Payroll Withholdings	<u>863,669.16</u>	<u>424,122.26</u>
	Accrued Interest		
21600	Accrued Interest Payable	106,680.74	106,680.74
	Total Accrued Interest	<u>106,680.74</u>	<u>106,680.74</u>
	Accrued Payroll		
21700:21709	Accrued Payroll	722,343.23	1,160,706.39
21710	Accrued Payroll	6,179.52	181,339.30
	Total Accrued Payroll	<u>728,522.75</u>	<u>1,342,045.69</u>
	Accrued Vacation & Sick Leave		
21800	Accrued Vacation & Sick Leave	5,799,152.25	5,735,805.60
21810	Accrued Vacation Pay	195,841.54	239,313.07
21820	Accrued Sick Pay	346,810.03	411,022.97
	Total Accrued Compensation	<u>6,341,803.82</u>	<u>6,386,141.64</u>
	Special Deposits		
23110	Burial Deposits	4,200.00	4,200.00
23140	Health Deposits	26,755.86	32,727.93
23160	Wis Fund Capital Grant	9,232.50	8,232.50
23170	Performance Bond	111,060.15	176,207.99
23190	Donation Deposits		421.85
23300	Escrow Deposits	32,346.79	30,422.09
23390	Other Trust Deposits	848,375.79	990,427.37
23600	Patient Funds Held	5,052.91	5,023.04
23610	Patient Funds on Deposit	27,341.42	23,271.52
23620	Volunteer Funds Held	14,786.24	14,165.41
	Total Special Deposits	<u>1,079,151.66</u>	<u>1,285,099.70</u>
	Due to Other Governments		
24241	Court Penalties-Fines & Forfeitures		135,366.50
24267	Mining Permit Application Fees Due State	745.00	640.00
24273	Due to Community Foundation	47,461.25	37,790.69
24275	Due to State W-2 10% Incentive		2,514.00
24276	Due to Job Fairs	2,179.43	2,461.25
24289	Due to Various Providers	47.61	9,802.66
24290	Due to State DCF/DHS	59,527.04	918,891.72
24291	Due to State Sales Tax	2,053.41	1,357.26
24292	Due to State Real Estate Transfer	463.13	
24293	Due to State Dog License Fees		1,433.60
24294	Due to State Marriage License Fees		10,725.00
24296	Due to State Probate Fees	8,866.40	8,106.47
24298	Due to State Birth Record Fees	10,625.00	9,005.00
24300:24309	Due to Other Governments-IM	1,255,928.25	664,077.70
24420	Due Municipalities-Special Assessments	91,321.34	77,936.51

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County of Wood
BALANCE SHEET DETAIL BY FUNCTION
 All Funds
 Sunday, December 31, 2017

		<u>2017</u>	<u>2016</u>
24430	Due Municipalities-Del Spec Chgs	139,304.49	102,149.85
24440	Due Municipalities-Del Spec Chgs Tax Deed	23,063.67	9,727.67
24460	Due to Other Local Governments-Severance	23,725.81	57,880.87
24490	Due to Other Local Governments-Other	108,466.42	93,153.12
24491	Advance by Districts-Roads	106,322.01	114,322.01
24492	Advance by Districts-Bridges	21,064.20	23,588.96
	Total Due to Other Governments	<u>1,901,164.46</u>	<u>2,280,930.84</u>
	Deferred Property Taxes		
26000	Deferred Revenue	14,539.78	17,081.12
26110	Deferred Property Taxes	25,645,545.50	24,886,359.93
26111	Deferred Property Taxes-Delinquent	585,371.88	585,371.88
	Total Deferred Property Taxes	<u>26,245,457.16</u>	<u>25,488,812.93</u>
	Other Deferred Revenue		
26300	Deferred Revenue-State Aid Health	66,806.00	116,462.13
26400	Deferred Revenue-Unified Board	5,530.00	4,855.00
26600	Deferred Revenue-Other Health	2,567,965.94	2,567,965.94
26900	Deferred Revenue-Other	(240.00)	
	Total Other Deferred Revenue	<u>2,640,061.94</u>	<u>2,689,283.07</u>
	General Obligation Debt		
29122	G.O. Notes-Long-Term Portion	19,490,000.00	19,490,000.00
29150	Obligations under Cap Lease	158,460.28	158,460.28
29199	G.O. Notes-Premium	704,584.66	704,584.66
	Total General Obligation Debt	<u>20,353,044.94</u>	<u>20,353,044.94</u>
	Long-Term Employee Benefits		
28200	Net Pension Liability	3,141,842.29	3,141,842.29
29629	L-T Accrued Employee Benefits-OPEB	5,677,965.00	5,677,965.00
	Total Long-term Employee Benefits	<u>8,819,807.29</u>	<u>8,819,807.29</u>
	Advances from Other Funds		
29770	Advances from Other Funds		42,598.66
	TOTAL LIABILITIES	<u>74,126,161.22</u>	<u>74,500,926.51</u>
	Deferred Inflows of Resources		
29200	Related to pensions-WRS	6,611,953.51	6,611,953.51
	TOTAL LIABILITIES and DEFERRED INFLOWS OF RESOURCES	<u>80,738,114.73</u>	<u>81,112,880.02</u>
	EQUITY		
	Investment in General Fixed Assets		
32110	Investment in General Fixed Assets-Taxes	79,640,916.69	71,097,816.51
	Total Investment in General Fixed Assets	<u>79,640,916.69</u>	<u>71,097,816.51</u>
	Retained Earnings		
33900	Retained Earnings-Unreserved	(5,215,628.78)	3,921,831.91
	Fund Balance-Nonspendable		
33901	Fund Balance-Res for Net Pensions WRS	4,814,670.80	4,814,670.80
34120	Fund Balance-Nonspendable	2,916,732.45	2,753,576.80
	Total Fund Balance-Nonspendable	<u>7,731,403.25</u>	<u>7,568,247.60</u>
	Fund Balance-Restricted		

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County of Wood
BALANCE SHEET DETAIL BY FUNCTION
 All Funds
 Sunday, December 31, 2017

		<u>2017</u>	<u>2016</u>
34113	Fund Balance-Restricted	7,952,218.40	7,952,218.40
	Total Fund Balance-Restricted	<u>7,952,218.40</u>	<u>7,952,218.40</u>
	Fund Balance-Assigned		
34112	Fund Balance-Assigned	3,346,205.41	3,393,756.53
	Total Fund Balance-Assigned	<u>3,346,205.41</u>	<u>3,393,756.53</u>
	Fund Balance-Committed		
34210	Fund Balance-Committed	1,604,614.30	1,604,614.30
	Fund Balance-Unassigned		
34300	Fund Balance-Unassigned	7,211,199.03	10,504,967.00
40000:59999	Income Summary	<u>216,736.09</u>	<u>(3,772,523.95)</u>
	Total Fund Balance-Unreserved/Undesignated	<u>7,427,935.12</u>	<u>6,732,443.05</u>
	TOTAL EQUITY	<u>102,487,664.39</u>	<u>102,270,928.30</u>
	TOTAL LIABILITIES & EQUITY	<u>183,225,779.12</u>	<u>183,383,808.32</u>

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$24,886,359.93	\$24,886,360.00	(\$0.07)	0.00%
41120 Tax Increments	15,199.45		15,199.45	0.00%
41150 Forest Cropland/Managed Forest Land	37,735.70	20,000.00	17,735.70	88.68%
41220 General Sales and Retailers' Discount	208.22	180.00	28.22	15.68%
41221 County Sales Tax	5,437,500.45	5,330,606.00	106,894.45	2.01%
41230 Real Estate Transfer Fees	211,599.72	85,000.00	126,599.72	148.94%
41800 Interest and Penalties on Taxes	538,958.56	378,000.00	160,958.56	42.58%
41910 Payments in Lieu of Taxes	18,370.24	13,350.00	5,020.24	37.60%
Total Taxes	31,145,932.27	30,713,496.00	432,436.27	1.41%
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210 Federal Grants-General Government		1,250.00	(1,250.00)	(100.00%)
43410 State Aid-Shared Revenue	3,069,185.36	3,059,556.00	9,629.36	0.31%
43430 State Aid-Other State Shared Revenues	212,236.00	291,141.00	(78,905.00)	(27.10%)
43511 State Aid-Victim Witness	38,626.41	75,372.00	(36,745.59)	(48.75%)
43512 State Aid-Courts	405,265.79	378,464.00	26,801.79	7.08%
43514 State Aid-Court Support Services	59,411.00	57,000.00	2,411.00	4.23%
43516 State Aid-Modernization Grants	60,352.00	59,752.00	600.00	1.00%
43521 State Aid - Law Enforcement	134,205.30	131,500.00	2,705.30	2.06%
43523 State Aid-Other Law Enforcement	18,027.00	18,000.00	27.00	0.15%
43528 State Aid-Emergency Government	114,794.41	111,050.00	3,744.41	3.37%
43531 State Aid-Transportation	1,823,123.43	1,823,123.00	0.43	0.00%
43549 State Aid-Private Sewage	15,799.00	25,000.00	(9,201.00)	(36.80%)
43551 State Aid-Health Immunization	78,476.06	67,843.00	10,633.06	15.67%
43554 State Aid-Health WIC Program	299,854.00	365,542.00	(65,688.00)	(17.97%)
43557 State Aid-Health Consolidated Grant	71,886.00	69,879.00	2,007.00	2.87%
43560 State Aid-Grants	62,477.00	62,477.00		0.00%
43561 State Aids	11,731,850.31	10,875,471.00	856,379.31	7.87%
43567 State Aid-Transportation	199,367.15	203,436.00	(4,068.85)	(2.00%)
43568 State Aid-Child Support	888,095.58	912,617.00	(24,521.42)	(2.69%)
43571 State Aid-UW Extension	17,738.00	6,000.00	11,738.00	195.63%
43572 State Aid-ATV Maintenance	6,715.00	6,715.00		0.00%
43574 State Aid-Snowmobile Trail Maint	91,166.77	91,166.76	0.01	0.00%
43576 State Aid-Parks		69,330.00	(69,330.00)	(100.00%)
43581 State Aid-Forestry	45,596.88	45,858.00	(261.12)	(0.57%)
43586 State Aid-Land Conservation	218,653.72	374,692.00	(156,038.28)	(41.64%)
43640 State Aid-Co Share Managed Forest Lands	20,822.17	20,000.00	822.17	4.11%
43690 State Aid-Forestry Roads	3,277.19	3,280.00	(2.81)	(0.09%)
Total Intergovernmental	19,687,001.53	19,206,314.76	480,686.77	2.50%
Licenses and Permits				
44100 Business and Occupational Licenses	184,220.77	170,000.00	14,220.77	8.37%
44101 Utility Permits	1,250.00	1,050.00	200.00	19.05%
44102 Driveway Permits	1,225.00	860.00	365.00	42.44%
44200 DNR & ML Fees	22,518.18	22,500.00	18.18	0.08%
44201 Dog License Fund	1,000.00	1,000.00		0.00%
44260 Moving Permits	1,725.00	1,025.00	700.00	68.29%
44300 Sanitary Permit Fees	47,775.00	45,000.00	2,775.00	6.17%
44410 County Planner Document Sales	173,679.75	154,658.00	19,021.75	12.30%
44411 County Planner Plat Review Fees	1,855.00	1,650.00	205.00	12.42%
44412 Wisconsin Fund Application Fees	600.00		600.00	0.00%
44413 Shoreland zoning Fees & Permits	6,075.00	3,850.00	2,225.00	57.79%
44415 HT Database Annual Fee	86,280.01	75,000.00	11,280.01	15.04%
Total Licenses and Permits	528,203.71	476,593.00	51,610.71	10.83%
Fines, Forfeits and Penalties				
45110 Ordinances Violations	2,752.35	1,700.00	1,052.35	61.90%
45115 County Share of Occupational Driver	280.00	200.00	80.00	40.00%
45120 County Share of State Fines and Forfeitures	147,619.11	159,000.00	(11,380.89)	(7.16%)
45123 County Parks Violation Fee	550.40	750.00	(199.60)	(26.61%)
45130 County Forfeitures Revenue	102,235.35	120,000.00	(17,764.65)	(14.80%)
45191 Private Sewage Fines	16,945.69	20,000.00	(3,054.31)	(15.27%)
Total Fines, Forfeits and Penalties	270,382.90	301,650.00	(31,267.10)	(10.37%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
Public Charges for Services				
46110 County Clerk-Passport Fees	22,715.00	20,000.00	2,715.00	13.58%
46121 Treasurer Fees-Redemption Notices	5,646.40	2,500.00	3,146.40	125.86%
46122 Property Conversion Charges	1,417.60	100.00	1,317.60	1,317.60%
46130 Register of Deeds-Fees	312,188.10	309,000.00	3,188.10	1.03%
46135 Land Record-Fees	91,776.00	91,248.00	528.00	0.58%
46140 Court Fees	179,573.17	175,000.00	4,573.17	2.61%
46141 Court Fees and Costs-Marriage Counseling	15,872.67	15,000.00	872.67	5.82%
46142 Court/Juvenile	22,720.44	25,000.00	(2,279.56)	(9.12%)
46143 Other Professional Reimbursements	15,085.92	12,890.00	2,195.92	17.04%
46144 Circuit Court Branch I	33,377.01	28,600.00	4,777.01	16.70%
46146 Circuit Court Branch III	9,430.99	4,835.00	4,595.99	95.06%
46191 Public Charges-Clerk	8,060.00	8,000.00	60.00	0.75%
46192 Public Chgs-Temp Licenses	7,527.70	7,000.00	527.70	7.54%
46194 County Clerk Copy Fees	140.50	410.00	(269.50)	(65.73%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	1,265,895.45	1,372,400.00	(106,504.55)	(7.76%)
46210 Sheriff-Public Charges	375.00	500.00	(125.00)	(25.00%)
46211 Sheriff Revenue-Civil Process Fees	64,565.01	60,000.00	4,565.01	7.61%
46212 Sheriff Cost Reimbursement/Witness Fees	52,561.23	53,000.00	(438.77)	(0.83%)
46214 Reserve Deputy Revenue	12,626.30	12,000.00	626.30	5.22%
46215 Sheriff Escort Service	25,908.82	30,000.00	(4,091.18)	(13.64%)
46216 Restitution	434.80	600.00	(165.20)	(27.53%)
46217 OWI Restitution	1,710.03	1,500.00	210.03	14.00%
46221 Public Chgs-Coroner Cremation	48,700.00	66,000.00	(17,300.00)	(26.21%)
46230 Death Certificates	13,500.00	15,000.00	(1,500.00)	(10.00%)
46241 Jail Surcharge	35,400.34	42,000.00	(6,599.66)	(15.71%)
46242 Huber/Electronic Monitoring	226,522.03	262,044.00	(35,521.97)	(13.56%)
46243 Inmate Booking/Processing Fee	17,743.16	23,000.00	(5,256.84)	(22.86%)
46244 Other County Transports	20,587.85	22,000.00	(1,412.15)	(6.42%)
46245 Jail Stay Fee	42,772.33	44,895.00	(2,122.67)	(4.73%)
46330 Public Chgs-Ho Chunk/AODA	27,500.00	27,500.00	0.00	0.00%
46510 Public Chgs-Crisis Stabilization	355,910.94	768,918.00	(413,007.06)	(53.71%)
46520 Institutional Care-Private Pay	980,730.66	1,470,975.00	(490,244.34)	(33.33%)
46521 Institutional Care-Other Pay	7,615.30	6,800.00	815.30	11.99%
46525 Public Chgs- Medicare	2,756,467.82	3,394,973.00	(638,505.18)	(18.81%)
46526 Public Chgs- Medicaid	5,451,677.74	5,236,812.00	214,865.74	4.10%
46527 Public Chgs-Veterans EW	11,566.10	64,747.00	(53,180.90)	(82.14%)
46530 Public Charges	4,970,766.77	5,873,370.00	(902,603.23)	(15.37%)
46531 Public Chgs- Private Insurance	1,509,374.26	1,239,799.00	269,575.26	21.74%
46532 Public Chgs-County Responsible	173,009.35	230,716.00	(57,706.65)	(25.01%)
46533 Public Chgs-NW Mental Health Inpatient	313,221.07	262,581.00	50,640.07	19.29%
46534 Public Chgs-NW Mental Health Inpatient	1,648,066.82	1,698,900.00	(50,833.18)	(2.99%)
46536 Third Party Awards & Settlements	253,900.00	224,087.00	29,813.00	13.30%
46537 Contractual Adjustment	(4,628,660.94)	(4,583,724.00)	(44,936.94)	0.98%
46590 Provision for Bad Debts-Edgewater	(12,000.00)	(12,000.00)	0.00	0.00%
46621 Child Support-Genetic Tests	2,873.42	4,500.00	(1,626.58)	(36.15%)
46622 Child Support-Application Fees		70.00	(70.00)	(100.00%)
46623 Child Support-Filing Fees	70.00	200.00	(130.00)	(65.00%)
46624 Child Support-Service Fees	11,983.07	14,000.00	(2,016.93)	(14.41%)
46625 Child Support-Extradition Charges	742.30	500.00	242.30	48.46%
46721 Public Chgs-Parks	536,786.59	475,000.00	61,786.59	13.01%
46771 UW-Extension Publication Revenue	1,314.00		1,314.00	0.00%
46772 UW-Extension Project Revenue	9,786.32	4,100.00	5,686.32	138.69%
46813 County Forest Revenue	213,532.31	385,000.00	(171,467.69)	(44.54%)
46825 Land Conservation Fees & Sales	68,660.37	68,745.00	(84.63)	(0.12%)
46826 Private Sewage Charges	1,740.00	3,000.00	(1,260.00)	(42.00%)
46901 Contractual Adjustment-Other	264.00		264.00	0.00%
Total Public Charges for Services	17,221,732.12	19,564,191.00	(2,342,458.88)	(11.97%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	584,179.29	564,877.00	19,302.29	3.42%
47230 State Charges	1,534,333.80	1,343,223.00	191,110.80	14.23%
47231 State Charges-Highway	246,036.92	250,030.00	(3,993.08)	(1.60%)
47232 State Charges-Machinery	2,226,465.11	2,186,893.00	39,572.11	1.81%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Sunday, December 31, 2017

		2017	Variance	Variance %
	Actual	Budget		
47250	Intergovernmental Transfer Program Rev	558,400.00	(31,360.00)	(5.32%)
47300	Local Gov Chgs	475,907.92	(18,246.08)	(3.69%)
47310	Local Gov Debt Service Charges		(22,000.00)	(100.00%)
47320	Local Gov Chgs-Public Safety	27,526.30	(4,473.70)	(13.98%)
47330	Local Gov Chgs-Transp	1,137,826.15	62,355.15	5.80%
47332	Local Gov Chgs-Roads	275,488.31	(101,978.69)	(27.02%)
47333	Local Gov Chgs-Bridges	51,798.09	51,798.09	0.00%
47350	Local Gov Chgs-Hlth & Human Svcs	56,171.50	35,121.50	166.85%
47360	Local Gov Chgs-Other Governments		(6,996.00)	(100.00%)
47391	Local Gov Chgs-BNI (Materials)	2,642.53	(2,357.47)	(47.15%)
47392	Local Gov Chgs-BNI (Staff)	412.50	(837.50)	(67.00%)
47393	Local Gov Chgs-Work Relief	4,804.80	1,304.80	37.28%
47395	Local Gov Chgs-EM Vehicles	5,800.83	1,300.83	28.91%
47396	Local Gov Chgs-EM Equipment	2,253.50	1,453.50	181.69%
	Total Charges to Other Governments	7,190,047.55	211,076.55	3.02%
Interdepartmental Charges for Services				
47410	Dept Charges-Hlth Benefits & Other	9,152,813.89	(199,163.11)	(2.13%)
47411	Dept Charges-Purchasing	29,354.79	27,354.79	1,367.74%
47412	Dept Charges-Insurance	420,183.63	(66,016.37)	(13.58%)
47413	Dept Charges-Gen Govt	1,166,060.04	168,560.04	16.90%
47415	Dept Charges-Systems	287,837.39	2,667.39	0.94%
47421	Dept Charges-Public Safety	16,682.57	(10,317.43)	(38.21%)
47430	Dept Charges-Bldg Rent	875,013.01	2,649.01	0.30%
47432	Dept Charges-Rent Unified	708.00	4.00	0.57%
47435	Dept Charges-Sheriff Lockup Rent	15,996.00	(4.00)	(0.03%)
47436	Dept Charges-CBRF Rent		(30,000.00)	(100.00%)
47438	Dept Charges-Riverblock Rent	430,291.42	(132,028.58)	(23.48%)
47440	Dept Charges	3,398.00	100.00	3.03%
47460	Dept Charges-Drug Court	73,000.00	33,000.00	82.50%
47470	Dept Charges-Highway	3,784,731.35	169,731.35	4.70%
	Total Interdepartmental Charges	16,256,070.09	(33,462.91)	(0.21%)
	Total Intergovernmental Charges for Services	23,446,117.64	177,613.64	0.76%
Miscellaneous				
48000	Miscellaneous	165,825.30	165,825.30	0.00%
48100	Interest	300.17	80.17	36.44%
48110	Interest-Capital Projects	1,404.58	1,395.00	0.69%
48113	Unrealized Gain/Loss on Investment	(30,423.76)	(70,423.76)	(176.06%)
48114	Interest-Investment	134,526.68	48,526.68	56.43%
48115	Interest-General Investment	79,895.72	54,895.72	219.58%
48116	Interest-Section 125 & Health	338.18	(664.82)	(66.28%)
48117	Interest-Clerk of Courts	270.47	(29.53)	(9.84%)
48200	Rental Income	130,363.82	(9,760.18)	(6.97%)
48201	Rental Income- CSP/CCS	50,400.00		0.00%
48300	Gain/Loss-Sale of Property	32,611.21	(22,888.79)	(41.24%)
48301	Occupational Therapy Misc Rev		(100.00)	(100.00%)
48310	Gain/Loss-Sale of Fixed Assets	4,120.01	4,120.01	0.00%
48320	Gain/Loss-Sale of Surplus Property	5,529.20	5,029.20	1,005.84%
48340	Gain/Loss-Sale of Salvage and Waste	6,938.24	238.24	3.56%
48440	Insurance Recoveries-Other	1,507,728.92	1,095,728.92	265.95%
48500	Donations	4,047,643.06	3,650,593.06	919.43%
48501	Donations-Designated Projects	1,410.20	1,410.20	0.00%
48502	Donations-Veterans Loan Repayment	1,870.00	1,870.00	0.00%
48503	Donations-Services ATV Club	3,984.52	(2,015.48)	(33.59%)
48525	Donations-Sheriff Trust	16,766.25	16,766.25	0.00%
48540	Donations & Contributions	137,834.61	52,432.61	61.40%
48830	Recovery of PYBD & Contractual Adj	40,612.23	8,612.23	26.91%
48860	Revenue from Meals	20,966.47	4,066.47	24.06%
48880	Food Vending Machine Income	4,553.00	53.00	1.18%
48900	Other Miscellaneous Revenue	64,798.12	17,903.12	38.18%
48901	Other/Miscellaneous Revenue	7,237.84	7,237.84	0.00%
48910	Vending/Cafeteria Revenue	7,953.24	553.24	7.48%
48920	Vending Machine Revenue	4,315.22	(4,684.78)	(52.05%)
48940	Canteen Income	47.00	(453.00)	(90.60%)
48960	FSP Parental Fees	822.00	(378.00)	(31.50%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
48970 Rental Income- NHC, Health Annex	17,309.04	17,309.00	0.04	0.00%
48980 Misc/Other Workshop Revenue	143.87	2,500.00	(2,356.13)	(94.25%)
48990 Other Operating Income	2,949.92	3,100.00	(150.08)	(4.84%)
48991 Copier Revenue	2,045.63	2,000.00	45.63	2.28%
Total Miscellaneous	6,473,090.96	1,450,998.00	5,022,092.96	346.11%
Other Financing Sources				
49110 Proceeds from Long-Term Debt	7,170,965.92	1,896,999.00	5,273,966.92	278.02%
49210 Transfer from General Fund		188,969.00	(188,969.00)	(100.00%)
49220 Transfer from Special Revenue	5,437,500.45	5,356,535.00	80,965.45	1.51%
49260 Transfer from Other Funds-Debt Service	443,866.79		443,866.79	0.00%
49270 Transfer from Internal Service		266,256.00	(266,256.00)	(100.00%)
Total Other Financing Sources	13,052,333.16	7,708,759.00	5,343,574.16	69.32%
TOTAL REVENUES	111,824,794.29	102,690,505.76	9,134,288.53	8.89%

EXPENDITURES**General Government**

51120 Committees & Commissions	178,837.48	190,246.00	11,408.52	6.00%
51212 Circuit Court Branch I	360,839.47	382,751.00	21,911.53	5.72%
51213 Circuit Court Branch II	106,940.44	117,844.00	10,903.56	9.25%
51214 Circuit Court Branch III	119,720.12	120,051.00	330.88	0.28%
51215 Drug Court	211,933.19	211,835.00	(98.19)	(0.05%)
51217 Clerk of Courts-Divorce Mediation	10,500.00	20,000.00	9,500.00	47.50%
51220 Family Court Commissioner	99,495.89	103,480.00	3,984.11	3.85%
51221 Clerk of Courts	1,300,948.64	1,308,163.00	7,214.36	0.55%
51231 Coroner	127,417.87	132,769.00	5,351.13	4.03%
51310 District Attorney	266,349.91	281,899.00	15,549.09	5.52%
51315 Victim Witness Program	146,040.86	147,819.00	1,778.14	1.20%
51316 Task Force	689.28	900.00	210.72	23.41%
51320 Corporation Counsel	223,304.62	226,995.00	3,690.38	1.63%
51330 Child Support	953,844.59	990,221.00	36,376.41	3.67%
51420 County Clerk	322,060.13	322,026.00	(34.13)	(0.01%)
51424 County Clerk-Postage Meter	12,944.45	14,300.00	1,355.55	9.48%
51430 Health Benefit Payments	12,308,478.80	10,900,069.00	(1,408,409.80)	(12.92%)
51431 Health-Wellness	234,328.16	266,256.00	31,927.84	11.99%
51433 Human Resources-Labor Relations		28,200.00	28,200.00	100.00%
51435 Human Resources-Personnel	497,982.58	501,754.00	3,771.42	0.75%
51436 Human Resources-Programs	198.72	3,452.00	3,253.28	94.24%
51440 County Clerk-Elections	39,862.63	51,884.00	12,021.37	23.17%
51450 Data Processing	1,337,625.66	1,344,214.00	6,588.34	0.49%
51451 Voice over IP	123,549.25	127,000.00	3,450.75	2.72%
51452 PC Replacement	200,740.85	201,000.00	259.15	0.13%
51453 Co Clerk-Inform & Commun	13,093.77	18,500.00	5,406.23	29.22%
51510 Finance	313,486.48	335,095.00	21,608.52	6.45%
51520 Treasurer	345,693.44	429,486.00	83,792.56	19.51%
51550 Purchasing	48,611.52	54,454.00	5,842.48	10.73%
51590 Contingency		287,217.25	287,217.25	100.00%
51611 Bldg Maint-Courthouse and Jail	805,441.71	747,101.00	(58,340.71)	(7.81%)
51620 Bldg Maint-Courthouse Annex	1,047.18	2,306.00	1,258.82	54.59%
51630 Bldg Maint-Unified Svcs Building	41,589.44	51,946.00	10,356.56	19.94%
51640 Bldg Maint-Joint Use Building	19,402.31	63,049.00	43,646.69	69.23%
51650 Bldg Maint-Sheriff Lockup	4,018.08	9,111.00	5,092.92	55.90%
51660 Bldg Maint-CBRF's	13,481.51	41,826.00	28,344.49	67.77%
51670 Bldg Maint-River Block	234,870.47	562,320.00	327,449.53	58.23%
51710 Register of Deeds	393,086.31	404,716.00	11,629.69	2.87%
51711 Register of Deeds-Redaction	29,146.40	30,987.00	1,840.60	5.94%
51931 Property and Liability Insurance	531,292.65	612,622.00	81,329.35	13.28%
51933 Workers Comp Insurance	361,669.46	485,578.00	123,908.54	25.52%
51934 Sick Leave Conversion	293,096.46	500,000.00	206,903.54	41.38%
Total General Government	22,633,660.78	22,631,442.25	(2,218.53)	(0.01%)
Public Safety				
52110 Sheriff-Administration	2,320,769.59	2,481,864.00	161,094.41	6.49%
52111 Sheriff Trust	93,943.44		(93,943.44)	0.00%
52130 Radio Engineer	163,857.48	223,835.00	59,977.52	26.80%

12-2/11

3/1/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

		2017			
		Actual	Budget	Variance	Variance %
52131	Sheriff-Indian Law Enforce	24,873.36	33,137.00	8,263.64	24.94%
52140	Sheriff-Traffic Police	2,847,278.67	3,019,764.00	172,485.33	5.71%
52150	Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52510	Emer Mgmt-SARA Title III	41,105.17	50,132.00	9,026.83	18.01%
52520	Emergency Management	260,767.73	261,599.00	831.27	0.32%
52601	Dispatch	1,746,313.64	1,849,095.00	102,781.36	5.56%
52530	Emer Mgmt-Bldg Numbering	2,020.00	3,000.00	980.00	32.67%
52540	Emer Mgmt-Work Relief	174,472.46	174,661.00	188.54	0.11%
52710	Sheriff-Jail	2,304,426.30	2,432,886.00	128,459.70	5.28%
52712	Sheriff-Electronic Monitoring	129,411.75	130,188.00	776.25	0.60%
52713	Sheriff-PT Transp/Safekeeper	1,025,805.68	1,066,215.00	40,409.32	3.79%
52721	Sheriff-Jail Surcharge	95,378.45	214,090.00	118,711.55	55.45%
	Total Public Safety	11,230,423.72	11,941,466.00	711,042.28	5.95%
Public Works-Highway					
53110	Hwy-Administration	279,750.50	284,066.00	4,315.50	1.52%
53120	Hwy-Engineer	217,886.20	221,920.00	4,033.80	1.82%
53191	Hwy-Other Administration	319,956.29	332,882.00	12,925.71	3.88%
53210	Hwy-Employee Taxes & Benefits	118,906.87		(118,906.87)	0.00%
53220	Hwy-Field Tools	10,929.03	12,778.00	1,848.97	14.47%
53230	Hwy-Shop Operations	297,968.69	298,247.00	278.31	0.09%
53232	Hwy-Fuel Handling	9,878.31	9,600.00	(278.31)	(2.90%)
53240	Hwy-Machinery Operations	1,102,841.56	1,640,056.00	537,214.44	32.76%
53260	Hwy-Bituminous Ops	219,095.00	219,095.00		0.00%
53262	Hwy-Bituminous Ops	4,214.83	49,123.00	44,908.17	91.42%
53266	Hwy-Bituminous Ops	2,546,903.43	3,139,553.00	592,649.57	18.88%
53270	Hwy-Buildings & Grounds	226,342.28	311,845.00	85,502.72	27.42%
53310	Hwy-Maintenance CTHS	2,514.98	7,325.00	4,810.02	65.67%
53311	Hwy-Maint CTHS Patrol Sectn	1,347,104.53	1,419,369.00	72,264.47	5.09%
53312	Hwy-Snow Remov	841,795.83	934,885.00	93,089.17	9.96%
53313	Hwy-Maintenance Gang	(4,776,221.29)	135,691.00	4,911,912.29	3,619.92%
53314	Hwy-Maint Gang-Materials	1,406.36	1,607.00	200.64	12.49%
53315	Hwy-Maint Gang		765.00	765.00	100.00%
53320	Hwy-Maint STHS	1,327,258.00	1,327,258.00		0.00%
53323	Hwy-Maint STHS PBM	15,965.00	15,965.00		0.00%
53330	Hwy-Local Roads	1,054,383.00	1,054,383.00		0.00%
53340	Hwy-County-Aid Road Construction	342,605.07	444,502.00	101,896.93	22.92%
53341	Hwy-County-Aid Bridge Construction	126,979.52	200,000.00	73,020.48	36.51%
53490	Hwy-State & Local Other Services	440,426.46	485,636.00	45,209.54	9.31%
	Total Public Works-Highway	6,078,890.45	12,546,551.00	6,467,660.55	51.55%
Health and Human Services					
54121	Health-Public Health	1,932,034.62	1,966,697.00	34,662.38	1.76%
54122	Health-WIC Program	349,818.98	365,542.00	15,723.02	4.30%
54128	Health-Public Health Grants	76,678.36	78,890.00	2,211.64	2.80%
54129	Humane Officer	38,257.20	38,764.00	506.80	1.31%
54130	Health-Dental Sealants	123,668.07	128,053.00	4,384.93	3.42%
54210	Edgewater-Nursing	3,982,831.55	4,199,014.00	216,182.45	5.15%
54211	Edgewater-Housekeeping	131,450.39	155,400.00	23,949.61	15.41%
54212	Edgewater-Dietary	670,914.07	796,159.00	125,244.93	15.73%
54213	Edgewater-Laundry	132,104.77	146,073.00	13,968.23	9.56%
54214	Edgewater-Maintenance	360,204.14	401,929.00	41,724.86	10.38%
54217	Edgewater-Activities	165,732.98	181,959.00	16,226.02	8.92%
54218	Edgewater-Social Services	135,171.14	140,152.00	4,980.86	3.55%
54219	Edgewater-Administration	617,976.59	652,662.00	34,685.41	5.31%
54315	Mental Health/AODA Ho Chunk	27,500.00	27,500.00		0.00%
54316	Mental Institutions State Charge	423.93	424.00	0.07	0.02%
54317	Human Services Crisis Stabilization	380,116.68	388,863.00	8,746.32	2.25%
54324	Norwood-SNF-CMI	912,651.01	928,828.00	16,176.99	1.74%
54325	Norwood SNF TBI	837,636.52	864,870.00	27,233.48	3.15%
54326	Norwood-Inpatient	3,410,186.17	3,512,791.00	102,604.83	2.92%
54330	Norwood Nursing Administration	222,012.81	218,758.00	(3,254.81)	(1.49%)
54350	Norwood-Dietary	1,041,123.01	975,655.00	(65,468.01)	(6.71%)

12-2/12

3/1/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

		2017			
		Actual	Budget	Variance	Variance %
54351	Norwood-Plant Ops & Maint	625,008.37	680,489.00	55,480.63	8.15%
54363	Norwood-Medical Records	184,675.94	190,765.00	6,089.06	3.19%
54365	Norwood-Administration	1,270,324.50	1,199,775.00	(70,549.50)	(5.88%)
54401	Human Services-Child Welfare	3,381,726.67	3,745,101.00	363,374.33	9.70%
54405	Human Services-Youth Aids	3,147,926.66	3,031,172.00	(116,754.66)	(3.85%)
54410	Human Services-Child Care	127,698.63	140,564.00	12,865.37	9.15%
54413	Human Services-Transportation	377,333.08	429,270.00	51,936.92	12.10%
54420	Human Services-ESS	1,281,270.34	1,223,127.00	(58,143.34)	(4.75%)
54425	Human Services-FSET	2,363,583.45	2,061,246.00	(302,337.45)	(14.67%)
54430	Human Services-FSET 50/50	38,517.80	590,180.00	551,662.20	93.47%
54435	Human Services-LIEAP	118,687.85	123,351.00	4,663.15	3.78%
54440	Human Services-Birth to Three	456,493.58	445,739.00	(10,754.58)	(2.41%)
54445	Human Services-Childrens COP	305,889.72	371,669.00	65,779.28	17.70%
54450	Human Services-Childrens Waivers	185,467.50	204,866.00	19,398.50	9.47%
54455	Human Services-CSP	530,431.31	542,324.00	11,892.69	2.19%
54460	Human Services-OPC MH	1,175,595.74	1,307,679.00	132,083.26	10.10%
54465	Human Services-CCS	1,732,842.69	1,629,561.00	(103,281.69)	(6.34%)
54470	Human Services-Crisis Legal Svc	693,236.70	692,722.00	(514.70)	(0.07%)
54475	Human Services-MH Contr COP	1,141,437.06	1,555,300.00	413,862.94	26.61%
54480	Human Services-OPC AODA	490,039.49	483,066.00	(6,973.49)	(1.44%)
54485	Human Services-OPC Day Treatment	75,636.24	76,128.00	491.76	0.65%
54495	Human Services-AODA Contract	73,531.55	104,900.00	31,368.45	29.90%
54500	Human Services-Administration	3,032,033.07	3,096,908.00	64,874.93	2.09%
54611	Aging-Committee on Aging	146,180.46	198,278.00	52,097.54	26.27%
54630	Aging-Alzheimer's Contrib Exp	4,482.32		(4,482.32)	0.00%
54674	Aging-Trust Fund Schmidt	53,400.93		(53,400.93)	0.00%
54710	Veterans-Veterans Relief	7,189.65	8,161.00	971.35	11.90%
54720	Veterans-Veterans Service Officer	293,857.17	314,448.00	20,590.83	6.55%
54730	Veterans Relief Donations		300.00	300.00	100.00%
54740	Veterans-Care of Veterans Graves	2,860.93	2,865.00	4.07	0.14%
54750	Veterans-WDVA Grant	12,099.41	11,300.00	(799.41)	(7.07%)
	Total Health and Human Services	38,877,951.80	40,630,237.00	1,752,285.20	4.31%
Culture, Recreation and Education					
55112	County Aid to Libraries	889,668.00	889,668.00		0.00%
55210	County Parks	1,545,398.69	1,597,796.00	52,397.31	3.28%
55441	Maintenance Snowmobile Trails	86,490.58	91,166.76	4,676.18	5.13%
55442	ATV Maintenance	9,414.54	12,715.00	3,300.46	25.96%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	461,678.72	510,670.00	48,991.28	9.59%
55630	UW-Extension Center-Marshfield	47,727.00	47,727.00		0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	23,707.66	27,700.00	3,992.34	14.41%
55661	UW-Ext Farm Technology Days		43,000.00	43,000.00	100.00%
	Total Culture, Recreation and Education:	3,121,085.19	3,277,442.76	156,357.57	4.77%
Conservation and Development					
56111	State Forestry Roads	2,819.26	4,000.00	1,180.74	29.52%
56121	Land Conservation	208,504.93	224,183.00	15,678.07	6.99%
56122	DATCP Grant	303,835.25	327,148.00	23,312.75	7.13%
56123	Wildlife Damage Abatement	74,354.21	83,975.75	9,621.54	11.46%
56125	Non-Metalic Mining Reclamation	32,542.83	36,771.00	4,228.17	11.50%
56127	Don Aron Memorial Fund	20,709.34	25,000.00	4,290.66	17.16%
56310	County Planner	348,873.24	362,464.00	13,590.76	3.75%
56320	Land Record	139,005.74	225,164.00	86,158.26	38.26%
56340	Surveyor	44,668.00	44,750.00	82.00	0.18%
56730	Transp & ED-Airport Aid	15,000.00	15,000.00		0.00%
56740	Payment in Lieu of Tax	77,344.60	77,345.00	0.40	0.00%
56750	Transp & Economic Develop	109,110.00	109,110.00		0.00%
56780	CDBG-ED	63,551.42	105,000.00	41,448.58	39.47%
56911	State Wildlife Habitat	2,000.00	2,000.00		0.00%
56913	Park & Forestry Capital Proj	39,121.72	313,660.00	274,538.28	87.53%
56943	Private Sewage System	155,218.30	235,070.00	79,851.70	33.97%

3/1/2018

12-2/13

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
Total Conservation and Development	1,636,658.84	2,190,640.75	553,981.91	25.29%
Capital Outlay				
57120 Cap Projects-Gen Government	942,120.09	925,000.00	(17,120.09)	(1.85%)
57140 Cap Projects-Gen Gov Land	2,916,137.17	3,058,487.00	142,349.83	4.65%
57210 Cap Projects-Communications	497,998.76	542,850.00	44,851.24	8.26%
57310 Highway Capital Projects	4,704,005.76	4,730,000.00	25,994.24	0.55%
57410 Cap Projects-Human Services	212,877.89	255,429.00	42,551.11	16.66%
57510 Cap Projects-Rec & Ed Bldg Impr		15,000.00	15,000.00	100.00%
57610 Cap Projects-Cons & Dev-Vehicles	30,000.00	30,000.00		0.00%
57640 U/W Remodeling/Construction	4,372,344.13		(4,372,344.13)	0.00%
57930 Depreciation & Amortization	2,454,214.88		(2,454,214.88)	0.00%
57940 Depreciation & Amortization	240,779.53		(240,779.53)	0.00%
Total Capital Outlay	16,370,478.21	9,556,766.00	(6,813,712.21)	(71.30%)
Debt Service				
58110 Debt Service Principal-Gen Gov	460,000.00	460,000.00		0.00%
58140 Debt Service Principal-Highway	1,908,900.00	1,908,900.00		0.00%
58210 Debt Service Interest-General Gov	72,154.65	72,155.00	0.35	0.00%
58240 Debt Service Interest-Highway	343,573.06	343,574.00	0.94	0.00%
58295 Paying Agent & Fiscal Charges	46,232.84	50,000.00	3,767.16	7.53%
Total Debt Service	2,830,860.55	2,834,629.00	3,768.45	0.13%
Other Financing Uses				
59210 Transfers to General Fund	5,437,500.45	5,789,479.00	351,978.55	6.08%
59220 Transfer to Special Revenue		15,281.00	15,281.00	100.00%
59260 Transfer to Enterprise	443,866.79		(443,866.79)	0.00%
59270 Transfer to Internal Service		(158,843.00)	(158,843.00)	100.00%
Total Other Financing Uses	5,881,367.24	5,645,917.00	(235,450.24)	(4.17%)
TOTAL EXPENDITURES	108,661,376.78	111,255,091.76	2,593,714.98	2.33%
NET INCOME (LOSS) *	3,163,417.51	(8,564,586.00)	11,728,003.51	(136.94%)



Wood County

WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

February 28, 2018

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

From: Kimberly McGrath, Interim Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – February 2018

General Highlights:

- Continued the realignment of the HR department, both interim and long term, upon Warren Kraft's departure of January 19th. The job descriptions presented to and approved by the Executive Committee last month were finalized and signed.
- Attended the two Ad Hoc Property Committee meetings to discuss the potential move of the Human Resources Department to River Block. Shared with the committee that while the HR staff is amenable to discussing relocation, the current space that HR occupies in the Courthouse is ideal for our needs and our preference is to remain in our current location.
- Along with Ed Wagner, met with Patrick Glynn, Senior Consultant at Carlson Dettmann, on February 5th. Patrick reviewed comparable market wage data and prepared a report of the Market Review for the County's Compensation Plan. The report was received and forwarded to the this Committee on February 19th.
- Participated in interdepartmental payroll transition meeting on February 7th, reestablishing responsibilities and general timeframes for migration of payroll function. Continuing open communication with the Finance Director to ensure a successful transition. Payroll was successfully transitioned to Finance as of the February 15th pay date. Along with Finance, prepared and distributed a communication to all employees regarding the transition.
- Attended the Wellness Board Meeting on February 8th.
- Attended the monthly Stevens Point Area Human Resources Association "Lead the Way to Picture Perfect Change" Seminar in Stevens Point on February 14th.
- Attended the quarterly Central Wisconsin Human Resources Directors Meeting at Rib Mountain Town Hall on February 22nd.
- Attended the Quarterly "Project Search" meeting at Riverview Hospital on February 22nd as a member of the Business Advisory Council. Project Search is an organization that provides valuable employment and life skills training for young adults with disabilities.
- Along with the Child Support Department, Health Department, and Human Services Department (including Edgewater and Norwood), discussed the process to complete the 2018-2021 Civil Rights Compliance Plan. We are on schedule to have a completed plan by early March.
- Met with a Human Services manager to discuss an upcoming presentation at the Human Services All-Managers meeting on March 8th. Prepared a training presentation and materials for the session.

- Attended a teleconference presented by the Wisconsin Counties Association titled “Job Documentation and Compensation in Local Government” on February 26th.
- Consulted with Corporation Counsel and external counsel on Wood County’s response for Production of Documents in a DWD Equal Rights Division claim by a former employee. Provided requested documents to counsel.

Payroll and Benefits – Jodi Pingel

- Processing Family Medical Leave requests.
- Employee updates including employee transfers, deductions, address changes, etc.
- New Hire Entries and Benefit Elections/Qualifying Events – Add in HRMS and vendor websites
- Terminations – Cancel insurance benefits, COBRA notification, report final earnings and hours to WRS, PEHP
- Exit Interviews – review payout and benefit/COBRA information with terminated employee
- New Hire Orientations on 02/05/18, 02/12/18, 02/19/18 & 02/26/18
- February COBRA remittance
- Unemployment charges for January 2017
- Assisted Finance with the processing of payroll for 02/01/18, 02/15/18 & 03/01/18 (Additional checks 02/07/18 & 02/08/18)
- Training Payroll Administrator
 - Payroll Processing
 - TimeCard approvals and data export
 - WRS Monthly Remittance (January 2018 completed)
 - Employee Labor Allocations and Fringe Benefits Timecard
 - Access/Logins for required websites (HRMS, TimeStar, WoodTrust, Delta Dental Payroll Upload, Boston Mutual Payroll Upload, TASC/FSA, Nationwide Payroll Upload, WRS/ETF Monthly Remittance)
- Add Employer Vision cost to Reusable timecards/Fringe Report
- Hours/Wages/Avg Employees from 2017 for Risk/Safety Manager
- Update New Hire Orientation Folders
- Create New Job codes in HRMS
- Update Secondary Rates in TimeStar
- Employee Count for EAP
- Update Garnishment Deduction Code in HRMS
- Update payroll and TimeStar instructions
- Meetings to discuss payroll related tasks and which department should complete them
- Mock payroll processed in Test system to confirm tax changes
- WRS Annual Reporting for 2017 – updates and verification with ETF
- IRS Audit – gather information requested
- ACA/1095C Reporting with Blue Water
- Bailiff wage increase and Clerk of Courts Reports
- Dispatch productive Rate report
- Health/Wellness Enrollment numbers for Human Services
- Eligibility questionnaire from WPS
- Employment Verifications
- TASC Admin Fees March 2018

- Fringe Report for Clerk of Courts
- Create New Fund for Norwood
 - Create PAF forms for all employees
 - Create new account numbers – 9 pages
 - Inactivate old GL account numbers
 - Update Earning/Deduction Codes
 - Update Employee Earnings/Deduction Codes
 - Update Fund in Tax section
 - Create relationship in TimeStar
- TimeStar
 - Created reports for tracking FMLA hours
 - Meeting with Insperity to update Deputy Vacation plan and create pay types for payouts upon termination or transfer to casual status
 - Update Pay Groups for employees
 - Update time off balances due to requests sent prior to Go Live date that did not register in transactions when processed
 - Update termination dates
 - Correct Expired transactions
 - Set Up new hires
 - Assisting with employee and supervisor questions related to the usage of TimeStar and Time Off Balances

Angel Butler-Meddaugh - Temporary

- Since my position was eliminated effective 1/1/18; I was asked to return temporarily as of 1/16/18. It is my hope to continue my employment with a permanent, benefited status.
- References and background completed. Offer extended and accepted regarding the CCS/CSP Service Facilitator position, start date March 5, 2018. Closed recruitment filed.
- Filled Dispatch vacancy from eligibility list, start date February 19, 2018.
- Offer extended and accepted regarding Small Claims Clerk, closed out recruitment file. Start date February 5, 2018.
- References and background completed regarding Accounting Services vacancy in Human Services. Start date February 5, 2018. Closed recruitment file.
- Ran four Human Service caregiver backgrounds with Department of Justice. Results forwarded to supervisor for review.
- References and background completed for Family Resource Coordinator. Offer extended and accepted, start date February 2, 2018. Closed recruitment file.
- Conducted four exit interviews with outgoing employees. Typed discussion, sent to Department Head and HR Director for review.
- With the assistance of IT, updated the Human Resources Department summary page/application process on the Wood County website.
- Ran four Health Department caregiver backgrounds with the Department of Justice. Results forwarded to supervisor for review.
- Developed interview questions for the Victim Witness Coordinator. Coordinated and scheduled interviews.
- Assist Wood County employees and the public with their inquiries.
- Prepared and sent 14 offer letters to part-time (Reserve) Deputies. Updated Cyber Recruiter. Assisted in onboarding. Start date March 1, 2018.

- Working with Human Services, Child Support, Health, Norwood and Edgewater in completing and compiling our 2018 – 2021 Civil Rights Compliance Plan.
- Background and references completed regarding a Residential Aide. Offer extended and accepted, start date February 26, 2018. Closed recruitment file.
- References completed for the Maintenance Technician I position. Offer extended and accepted, start date February 26, 2018. Closed recruitment file.
- Posted Corrections – Male and Female position with Cyber Recruiter, Indeed, Job Net and the Wood County employment opportunities page, with a deadline of March 18, 2018. Updating with Lieutenant regarding current/expired eligibility lists. Prepared two offers and accepted for two vacancies.
- Worked with Safety Director to obtain Driver License status regarding a Mechanic applicant. References completed, offer extended and accepted with a start date of March 5, 2018.
- Working with Al Breu and the Highway Commissioner to finalize job description. Current Highway Commissioner will be retiring in July 2018.
- Working with Ed Wagner finalizing Human Resource Director job description. Coordinated and scheduled interviews with two final candidates. Interviews scheduled for March 1, 2018.
- Working closely with the Legal Services/Crisis Supervisor to insure that movement within her units are being followed correctly.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

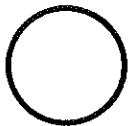
<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Clerk of Courts	Small Claims- Branch 2 Clerk	Filled
Replacement	Dispatch	Dispatcher	Filled
Replacement	District Attorney	Victim Witness Coordinator	References/Background
Replacement	Edgewater	CNA (4 FT, Multiple Casual)	Recruitment by Edgewater
Replacement	Edgewater	Dietary Aide (Casual)	Recruitment by Edgewater
Replacement	Highway	Mechanic (2)	Filled
Replacement	Human Resources	Director	Interviews scheduled
Replacement	Human Services	Accounting Clerk	Filled
Replacement	Human Services	CCS/CSP Service Facilitator	Filled
Replacement	Human Services	Crisis Interventionist (Casual Pool)	Deadline 2/18/18
Replacement	Human Services	Family Resources Coordinator	Filled
Replacement	Human Services	Residential Aides (1 FT and 1 Casual)	FT Filled
Replacement	Maintenance	Maintenance Technician I	Filled
Replacement	Norwood	Dietary Aide (1 PT)	Recruitment by Norwood
Replacement	Norwood	RN/LPN (Casuals)	Recruitment by Norwood
Replacement	Norwood	CNA (3 FT, 2 PT, 1 Casual)	Recruitment by Norwood
Replacement	Sheriff	Part-Time (Reserve) Deputies	Filled
Replacement	Sheriff	Corrections Officers-Female & Male	Deadline 3/18/18

HR Assistant – Kelli Quinnell

- Entered multiple HR vouchers for payment.
- Finalized DOT Random Drug Testing for Quarter 1.
- Assisted multiple employees in understanding their time off accruals in TimeStar.
- Created new hire paperwork packets for Part Time Deputies starting employment in March.

- Coordinated with supervisors to respond to multiple requests for information regarding Unemployment Insurance.
- Created and put in a place a more efficient petty cash tracking system for HR.
- Checked for required employment poster updates. Sent updated posters to designated contacts for each Wood County location for them to post. Updated employment posters at the Courthouse and River Block.
- Compiled and sent out Employee Feedback Group minute to all Wood County employees.
- Compiled and distributed information requested by an attorney representing Wood County in an open EEOC case.
- Processed many address changes for both current and former employees.
- Met with IT to discuss implementation of Laserfiche electronic scanning software. Utilization of Laserfiche in HR will begin taking place in late March/early April.
- Responded to requests for information from employees and supervisors.
- Responded to Verification of Employment requests.
- Attended the February Executive Committee meeting to take minutes for the HR portion of the meeting.

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



RESOLUTION#

Introduced by EXECUTIVE COMMITTEE
Page 1 of 1

ITEM#

1-1

DATE

March 20, 2018

Effective Date

March 20, 2018

Committee

BLN

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

INTENT & SYNOPSIS: To amend the 2018 Maintenance budget (51611) for additional expenditures for the Treasurer's Office that were unanticipated during the original budget process.

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

Function	Account Name	Debit	Credit
51611	Maintenance		\$75,116
34300	General Fund	\$75,116	

Source of Money: \$75,116 of money returned by the Treasurer's Department to the general fund from unanticipated 2017 revenues.

WHEREAS, the Wood County Treasurer's Office has not been remodeled in over 30 years and the Maintenance Department has not budgeted for bigger projects in 2018, and

WHEREAS, the furniture in the office is causing damage to computer equipment and preventing the department from following through with its mission: Providing the highest level of customer service, in an efficient, and professional manner by fulfilling its statutory duty to, and on behalf of, the taxpayers of Wood County, and

WHEREAS, in order to follow through with this mission, the Treasurer's Department will need to purchase new office furniture and have an electrical and lighting upgrade, and

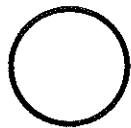
WHEREAS, these carry over excess revenues would be used to provide these updates.

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

NOW THEREFORE BE IT RESOLVED to amend the Wood County Treasurer's Department budget for 2018 by transferring \$75,116 from the General Fund (34300) to the Maintenance Budget (51611) function, and

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

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



RESOLUTION#

Executive Committee

ITEM#

1-2

DATE

March 20, 2018

Effective Date

Upon Passage and
publication

Introduced by

Page 1 of 1

Committee

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

INTENT & SYNOPSIS: To amend the 2017 budget for the Human Services Norwood Health Center programs for transfer of available appropriations to functions where actual expenditures are recorded.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed for transfers in are available and are not anticipated to be spent in the appropriations to be transferred out. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
54325	Norwood SNF/BI	\$ 8,000	
54326	Norwood Inpatient	\$75,000	
54351	Norwood Plant Ops & Maint	\$20,000	
54330	Norwood Nursing Admin		\$ 8,000
54350	Norwood Dietary		\$75,000
54365	Norwood Administration Division		\$20,000

Source money: Budget

WHEREAS the functions requiring transfer in Human Services Norwood Nursing Admin (54330), Human Services Norwood Dietary (54350), and Human Services Norwood Administration(54365) are in fact where expenditures appropriated during the adoption of the 2017 budget will be recorded, and

WHEREAS the functions making the transfer out Human Services Norwood SNF/BI (54325), Human Services Norwood Inpatient (54326) and Human Services Norwood Plant Operations and Maintenance (54351) are not expected to expend all amounts appropriated during the adoption of the 2017 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

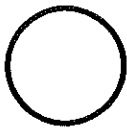
THEREFORE BE IT RESOLVED to amend the Human Services Norwood programs 2017 budget to reflect the transfer out of appropriations from Norwood SNF/BI (54325) of \$8,000, the transfer out of appropriations from Norwood Inpatient (54326) of \$75,000 and the transfer out of appropriations from Norwood Plant Operations and Maintenance(54351) of \$20,000; and the transfer in of appropriations of \$8,000 to Norwood Nursing Administration (54330), the transfer in of appropriations of \$75,000 to Norwood Dietary(54350) and the transfer in of appropriations of \$20,000 to Norwood Administration, and

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

Ed Wagner, Chair

Allen W. Breu

Bill Clendenning



RESOLUTION#

Introduced by _____ Executive Committee
Page 1 of 1

ITEM# 1-3
DATE March 20, 2018
Effective Date March 20, 2018

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

BLN

INTENT & SYNOPSIS: To have the Wood County Board of Supervisors go on record in support of requesting State law change allowing counties the use of the Design-Build Construction Method and update the statutory bidding requirements.

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

WHEREAS, under Wisconsin Statutes § 59.52(29), counties are required to engage in a competitive bidding process on public work construction projects greater than \$25,000 and provide a Class I notice on any public work with a cost between \$5,000-\$25,000; and

WHEREAS, these statutory limits of \$5,000 and \$25,000 have been in place for decades and need to be updated; and

WHEREAS, the State of Wisconsin has recognized the advantages of the Design-Build Method and authorizes that process to be followed for state-controlled building projects and certain other entities; and

WHEREAS, at the current time, Wisconsin counties are not authorized to use the Design-Build Method for construction projects; and

WHEREAS, under the Design-Build Construction Method, counties would contract with a single entity to provide both the design and the construction of a public work project as opposed to having to bid those projects separately; and

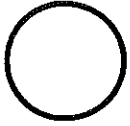
WHEREAS, in addition to a single source of responsibility, other

advantages of Design-Build include enhanced creativity, guaranteed costs, faster project completion, improved risk management, fewer change orders and less administrative burden.

NOW, THEREFORE, BE IT RESOLVED by the Wood County Board of Supervisors duly assembled this 20th day of March, 2018 that we hereby request those state legislators representing any portion of Wood County to introduce and support legislation authorizing counties to utilize the Design-Build option.

BE IT FURTHER RESOLVED that the legislature take action to update the antiquated project limits in Sec. 59.52(29), Stats., from \$25,000 to \$250,000, and the requirement of a Class I notice be raised for any public work to a cost in excess of \$50,000.

BE IT FURTHER RESOLVED that the County Clerk is directed to send copies of this resolution to the Wood County Legislative Delegation and the Wisconsin Counties Association to elicit support for these requested changes in state law.



RESOLUTION#

ITEM#

1- 4

DATE

March 20, 2018

Effective Date

Upon Passage

Introduced by

Executive Committee

Page 1 of 1

Committee

MAC

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

INTENT & SYNOPSIS: To Create one (1.0 FTE) Accounts Payable Administrator Position.

FISCAL NOTE: Anticipated wages and benefits based upon a step 1 for pay grade 8 is:

Wages: \$46,779
Fringe: \$25,115
\$71,894

Source of Money: Tax levy

WHEREAS, the Finance Department does not have time to properly maintain the vendor database which has resulted in 36,000 vendors in our Financial Software, and

WHEREAS, the burden has been on Departments on whether a vendor is a 1099 vendor and has resulted in improper reporting to the IRS, and

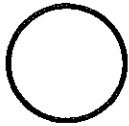
WHEREAS, the Uniform Guidance requires us to have a procurement policy and procedures in place starting with the year that ends after December 26, 2017, and

WHEREAS, the Finance Department along with the Treasurers Department would like to implement a County wide procurement system for credit cards for better internal controls and compliance, and

WHEREAS, the Finance Department would like to implement an encumbrance system to better manage budgets, and

WHEREAS, the creation of the Accounts Payable Administrator position will increase efficiencies, increase internal controls and provide support to departments on vouchers, vendors, procurements, encumbrances, as well as training to departments on these areas, and

THEREFORE BE IT RESOLVED, the Wood County Board of Supervisors Hereby Resolves to
Create One (1.0 FTE) Accounts Payable Administrator Position
Pay Grade: 8
Hours: 2080 per year
FLSA status: Non-exempt
Department: Finance



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

ITEM#

1-5

DATE

March 20, 2018

Effective Date

Upon Passage

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

INTENT & SYNOPSIS: To formally adopt the "Copyright Liability Prevention Policy."

FISCAL NOTE: None

WHEREAS, the County recognizes that infringing a copyright can mean significant legal liability and monetary cost to the County; and

WHEREAS, the County does not have a current policy related to copyright infringement or protection; and

WHEREAS, the United States Copyright Law protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture; and

WHEREAS, it is beneficial to clarify that Wood County's intent is to abide by all federal, state, and local laws and requires its employees to do the same while representing the County.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES, to approve the attached "Copyright Liability Prevention Policy."

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



Copyright Liability Prevention Policy

As a Wood County employee, if you publish articles, brochures, posters, web pages, or videos, it is important that you have a basic understanding of copyright law. Infringing a copyright can mean significant legal liability and monetary cost for the County.

Copyright Defined

Copyright in the United States is a set of federal laws protecting the creators of original works on paper, electronic, or other media that can be seen, read, or heard. This includes written text, images, videos, music and lyrics, and many other creative works.

Once a work is committed to tangible media, its original creator is automatically protected by copyright law from others using and profiting from their work, without permission from the creator.

The copyright symbol (©) or other copyright notice may be attached to a work for informational purposes. Its presence, or lack thereof, does not determine whether use of the work is covered by copyright law.

Copyright Infringement

Infringement occurs when someone uses a copyrighted work when they did not create the work and did not gain permission to use it from the original creator.

The copyright holder can bring legal action against anyone who infringes their copyright.

Examples of infringement include:

- Using images or photos from an Internet image search without permission from the creator
- Using copied text from a web page without permission from the creator
- Using a copyrighted song as background music in a video
- Copying any kind of work which was not created by you or another Wood County employee, without permission.

A copyright can also be infringed by exceeding the limits of the license granted to a user. For instance, when you purchase or rent a copyrighted movie or music disc, usually you are purchasing a license limited to your own personal use. If you play the music or movie for a group of people in a public place and/or for people outside your family or a small group of friends, you exceed the limits of your license, thereby infringing the copyright.

Exceptions to Copyright

Public Domain

Works in the "public domain" can be used freely, and include works which are old enough for copyright to have expired, works created by the US federal government (not state or local), or works for which the original author has waived copyright.

In many cases, works are protected for the life of the author plus 75 years, after which they enter the public domain.



Copyright Liability Prevention Policy

Fair Use

Fair use is a part of copyright law which permits limited use of copyrighted material, if the purpose is for criticism, comment, news reporting, teaching, scholarship, or research. Generally, under fair use you cannot use the whole original work and/or the work must be modified in a meaningful way. Determining whether your use of a work is fair use can be complicated. When in doubt, contact Corporation Counsel.

Avoiding Copyright Infringement

- Use only work that was created by County employees.
 - The safest way to ensure you are not infringing is to use all original content that was created directly by yourself or another County employee.
- Obtain explicit, written permission from the original creator of the work.
 - This can be in the form of an open license granted by the copyright holder for the public to use the work for certain purposes, or an agreement obtained by contacting the copyright holder directly. Once you gain written permission to use a copyrighted work, you should keep a copy of the agreement or license on file.
- Use caution when obtaining permission to use others' works.
 - If Wood County does not hold the copyright for a work, you must be able to prove that you have permission to use it. If you are searching for content on the Internet, it is common for websites to claim or imply something is public domain, or fair use, or otherwise free, when it actually isn't.
- Use some caution and common sense when it comes to assessing the legitimacy of these sources, and always keep a written record of where the content was obtained. When in doubt, contact Corporation Counsel.
 - If you are granted a license from a copyright holder, make sure your intended use does not exceed the limits of the license. See video rental example above.

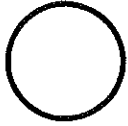
References

<https://www.legalzoom.com/articles/how-to-avoid-copyright-infringement>

<https://www.wikihow.com/Avoid-Copyright-Infringement>

https://en.wikipedia.org/wiki/Fair_use

<https://www.wlu.edu/general-counsel/answer-center/copyright-and-intellectual-property/copyright-guidelines-for-showing-movies-and-other-audiovisual-works>



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

ITEM#

1-6

DATE

March 20, 2018

Effective Date

Upon Passage

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

INTENT & SYNOPSIS: To formally adopt the "Career Advancement Policy."

FISCAL NOTE: None. The monetary impact will be by department basis based on funds they have budgeted for Employee Training and Education.

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

WHEREAS, the County encourages employees to continually find ways to improve their careers; and

WHEREAS, the current Wood County Employee Policy Handbook includes a Career Advancement Program in which employees may seek approval for continuing education and the County seeks to clarify the criteria; and

WHEREAS, the County continually looks for ways to recruit and retain talented employees.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES, to approve the attached "Career Advancement Policy."



Career Advancement Policy

Purpose

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

Tuition Assistance Program

The Tuition Assistance Program is designed to provide financial assistance to full-time employees who voluntarily enroll in educational courses that are of benefit to the County as an employer, to help the employee prepare for future positions or career advancement within Wood County, for which there is a reasonable expectation that the individual could qualify. (Full-time is defined as 2,080 hours or 2,015 hours in a calendar year period.) Subject to funding availability, this program is completely voluntary and does not create any employee rights or County obligations. To qualify, an employee must have worked full-time for Wood County for at least thirty-six (36) consecutive and continuous months and have a rating of "satisfactory" or better on his/her most recent performance review. Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid, or provide proof of ineligibility, before applying for benefits under this Program.

Approval

For each semester that a qualifying employee seeks reimbursement, the employee shall complete an application on forms provided by the Department of Human Resources. As part of the application process, the employee understands that he/she agrees to sign a promissory note covering the amount of tuition reimbursement, which will require repayment of any reimbursement under this Program if the employee does not remain employed in a full-time capacity with the County for 36 months following the date of reimbursement. Before each semester, the employee shall consult with, and receive prior approval from, the Department Head before commencing any course work to be eligible for consideration for reimbursement under this Program. The Department Head shall recommend approval to the Department's oversight committee. If the Department Head does not approve of the request, the employee is not eligible for reimbursement.

The oversight committee shall retain final authority to grant or deny approval to begin any coursework, and to grant or deny reimbursement. Approval for reimbursement for one semester does not automatically guarantee future approval(s).

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

Amount of Assistance

The County shall establish a single fund, from which reimbursement requests will be considered for payment. The annual amount will be established in the County Budget. For the course(s) taken each semester, the County will reimburse fifty percent (50%) the tuition costs only, up to a maximum \$1,500 per semester.



Career Advancement Policy

All courses must be successfully completed before reimbursement may occur. After the employee has successfully completed the class(es), an official grade report or transcript must be submitted to the Department Head. Reimbursement is based on the final grade for the course, at least "C" or above or "pass" if the course is graded "pass/fail". (If the employee has taken multiple courses, the reimbursement is based on the average of grades received for the courses taken during that semester.) Proof of tuition payment from the school is required for reimbursement. This Program does not provide reimbursement for books, student fees, personal expenses and other non-tuition costs.

The actual amount of reimbursement is subject to the availability of funds. Prior approval by the oversight committee does not guarantee reimbursement if the annual budget allocation is exhausted.

Educational Leave

Subject to Department needs and requirements, an employee may receive approved unpaid educational leave without the requirement to exhaust one's other paid time off benefits, as provided elsewhere in this Handbook. However, the employee may substitute compensatory time and/or vacation with the approval of the Department Head. An employee who takes an approved educational leave shall not lose his/her rights of longevity in relation to vacation or sick leave accruals; however, these benefits will not accrue while the employee is on leave. An employee on approved educational leave shall have the option of paying insurance premiums so as to remain a part of the County's health, dental, vision and life insurance plans. The employee will pay the entire premium. If a premium is not timely paid, that will be treated as a discontinuance of that benefit and COBRA rights, as may apply, will be implemented.

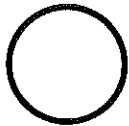
Agreement for Continued Employment

By accepting tuition reimbursement under this Program and as part of the application process, the employee is agreeing to continue employment with the County for a period of no less than 36 continuous months in a full-time position following the date of the most recent reimbursement. Employees who do not complete 36 months of continuous full-time service following reimbursement will be required to repay the full reimbursement amount. The employee agrees to sign a promissory note, on a form provided as part of the application process, for this purpose.

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

Tax Status

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



RESOLUTION#

Introduced by

Executive Committee

Page 1 of 1

Committee

JRG

Motion: Adopted: ☐
 1st _____ Lost: ☐
 2nd _____ Tabled: ☐
 No: _____ Yes: _____ Absent: _____

Number of votes required:

☒ Majority ☐ Two-thirds
Reviewed by: PAK, Corp CounselReviewed by: MAC, Finance Dir.

INTENT & SYNOPSIS: To accept the offer to purchase 7.71 acres of land at the intersection of 17th Avenue and Rosecrans St. in Wisconsin Rapids for \$120,000, with a right-of-first refusal for the adjacent remaining 25.08 acres for a period of 3 years from the date of closing of purchase.

FISCAL NOTE: \$120,000 in revenues minus some sale costs.

WHEREAS, the County purchased 32.79 acres of land comprised of 8 contiguous parcels in 2002 for \$125,000 for the purpose of "locating future County buildings".

WHEREAS, the subject property is bordered by Rosecrans Street to the north, approximately Canal St. to the east, the abandoned Fox Valley Ltd. Railroad and Green Bay Street to the South, and 17th Ave. to the west, and

WHEREAS, recent space needs studies and decisions by the Wood County Board clarified that the County will focus future space needs and building efforts in the downtown of Wisconsin Rapids. The area in the downtown that will serve as the Wood County Government campus includes the Courthouse and adjacent County-owned properties, as well as the River Block Building, and

WHEREAS, the Nov. 2012 Report and Recommendations from the Ad Hoc Wood County Space Needs Assessment Committee recommends that the 17th Avenue property...have a use identified or be sold". And potential uses have been discussed but no uses identified, and

WHEREAS, sale of this property is consistent with the following recommendations pertaining to the County government facilities in Wisconsin

Rapids that are found in the July 9, 2014, Final (Space Needs) Recommendations Report for Wood County government services,

- Make a commitment for County government to stay in downtown Wisconsin Rapids
- Make a commitment to bring all Wisconsin Rapids County Departments to the Courthouse Campus
- Address a number of priorities by committing to a long term master Plan for expansion at the Courthouse Campus, and

WHEREAS, the Executive Committee has reviewed the offer to purchase and feels that it is appropriate to sell the aforementioned property at this time for proposed market-rate housing, that the offer made by Premier Real Estate Management is fair and will promote the highest and best use of the property, and thinks it is in the County's best interest to accept the offer.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to accept the attached offer to purchase 7.71 acres of land at the intersection of 17th Avenue and Rosecrans St. in Wisconsin Rapids for \$120,000, with a right-of-first refusal for the remaining 25.08 acres for a period of 3 years from the date of closing of purchase, and directs the Planning and Zoning Director, County Clerk, and Corporation Counsel to take necessary actions to close the transactions in a timely manner.

WB-13 VACANT LAND OFFER TO PURCHASE

1 **LICENSEE DRAFTING THIS OFFER ON** February 20, 2018 **[DATE] IS (AGENT OF BUYER)**
2 **(AGENT OF SELLER/LISTING BROKER) (AGENT OF BUYER AND SELLER) [STRIKE THOSE NOT APPLICABLE]**
3 **GENERAL PROVISIONS** The Buyer, Premier Real Estate Management, LLC
4 offers to purchase the Property
5 known as [Street Address] See Addendum "A"
6 in the City of Wisconsin Rapids, County of Wood, Wisconsin (Insert
7 additional description, if any, at lines 458-464 or 526-534 or attach as an addendum per line 525), on the following terms:
8 **■ PURCHASE PRICE:** One Hundred Twenty Thousand
9 Dollars (\$ 120,000.00)
10 **■ EARNEST MONEY** of \$ SEE ADDENDUM A accompanies this Offer and earnest money of \$
11 will be mailed, or commercially or personally delivered within 5 business days of acceptance to listing broker or
12 Dominion Title & Exchange Services which will provide all title and closing services
13 **■ THE BALANCE OF PURCHASE PRICE** will be paid in cash or equivalent at closing unless otherwise provided below.
14 **■ INCLUDED IN PURCHASE PRICE:** Seller is including in the purchase price the Property, all Fixtures on the Property on the
15 date of this Offer not excluded at lines 18-19, and the following additional items: none
16
17
18 **■ NOT INCLUDED IN PURCHASE PRICE:** none
19
20 **CAUTION:** Identify Fixtures that are on the Property (see lines 290-294) to be excluded by Seller or which are rented
21 and will continue to be owned by the lessor.
22 **NOTE:** The terms of this Offer, not the listing contract or marketing materials, determine what items are
23 included/excluded. Annual crops are not part of the purchase price unless otherwise agreed.
24 **■ ZONING:** Seller represents that the Property is zoned: to be determined by Buyer
25 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical
26 copies of the Offer.
27 **CAUTION:** Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term deadlines
28 running from acceptance provide adequate time for both binding acceptance and performance.
29 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on
30 or before February 26, 2018. Seller may keep the Property on the
31 market and accept secondary offers after binding acceptance of this Offer.
32 **CAUTION:** This Offer may be withdrawn prior to delivery of the accepted Offer.
33 **OPTIONAL PROVISIONS** TERMS OF THIS OFFER THAT ARE PRECEDED BY AN OPEN BOX (☐) ARE PART OF THIS
34 OFFER ONLY IF THE BOX IS MARKED SUCH AS WITH AN "X." THEY ARE NOT PART OF THIS OFFER IF MARKED "N/A"
35 OR ARE LEFT BLANK.
36 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and
37 written notices to a Party shall be effective only when accomplished by one of the methods specified at lines 38-56.
38 (1) **Personal Delivery:** giving the document or written notice personally to the Party, or the Party's recipient for delivery if
39 named at line 40 or 41.
40 Seller's recipient for delivery (optional): _____
41 Buyer's recipient for delivery (optional): _____
42 ☐ (2) **Fax:** fax transmission of the document or written notice to the following telephone number:
43 Seller: (_____) Buyer: (_____) _____
44 ☐ (3) **Commercial Delivery:** depositing the document or written notice fees prepaid or charged to an account with a
45 commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery if named at line 40 or 41, for
46 delivery to the Party's delivery address at line 49 or 50.
47 ☐ (4) **U.S. Mail:** depositing the document or written notice postage prepaid in the U.S. Mail, addressed either to the Party,
48 or to the Party's recipient for delivery if named at line 40 or 41, for delivery to the Party's delivery address at line 49 or 50.
49 Delivery address for Seller: _____
50 Delivery address for Buyer: _____
51 ☒ (5) **E-Mail:** electronically transmitting the document or written notice to the Party's e-mail address, if given below at line
52 55 or 56. If this is a consumer transaction where the property being purchased or the sale proceeds are used primarily for
53 personal, family or household purposes, each consumer providing an e-mail address below has first consented electronically
54 to the use of electronic documents, e-mail delivery and electronic signatures in the transaction, as required by federal law.
55 E-Mail address for Seller (optional): _____
56 E-Mail address for Buyer (optional): cal@-3.com w/copy to jagoldberger@nslslaw.com
57 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller
58 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

OCCUPANCY Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in this Offer at lines 458-464 or 526-534 or in an addendum attached per line 525. At time of Buyer's occupancy, Property shall be free of all debris and personal property except for personal property belonging to current tenants, or that sold to Buyer or left with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

PROPERTY CONDITION REPRESENTATIONS Seller represents to Buyer that as of the date of acceptance Seller has no notice or knowledge of Conditions Affecting the Property or Transaction (lines 163-187 and 246-278) other than those identified in the Seller's disclosure report dated _____, which was received by Buyer prior to Buyer signing this Offer and which is made a part of this Offer by reference COMPLETE DATE OR STRIKE AS APPLICABLE and _____

INSERT CONDITIONS NOT ALREADY INCLUDED IN THE DISCLOSURE REPORT

CLOSING This transaction is to be closed no later than See Addendum "A" at the place selected by Seller, unless otherwise agreed by the Parties in writing.

CLOSING PRORATIONS The following items, if applicable, shall be prorated at closing, based upon date of closing values: real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners association assessments, fuel and _____

CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.

Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.

Real estate taxes shall be prorated at closing based on [CHECK BOX FOR APPLICABLE PRORATION FORMULA]:

☒ The net general real estate taxes for the preceding year, or the current year if available (Net general real estate taxes are defined as general property taxes after state tax credits and lottery credits are deducted) (NOTE: THIS CHOICE APPLIES IF NO BOX IS CHECKED)

☐ Current assessment times current mill rate (current means as of the date of closing)

☐ Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior year, or current year if known, multiplied by current mill rate (current means as of the date of closing)

CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be substantially different than the amount used for proration especially in transactions involving new construction, extensive rehabilitation, remodeling or area-wide re-assessment. Buyer is encouraged to contact the local assessor regarding possible tax changes.

☐ Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-closing obligation and is the responsibility of the Parties to complete, not the responsibility of the real estate brokers in this transaction.

LEASED PROPERTY If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the (written) (oral) STRIKE ONE lease(s), if any, are _____

_____. Insert additional terms, if any, at lines 458-464 or 526-534 or attach as an addendum per line 525.

N/A GOVERNMENT PROGRAMS: Seller shall deliver to Buyer, within _____ days of acceptance of this Offer, a list of all federal, state, county, and local conservation, farmland, environmental, or other land use programs, agreements, restrictions, or conservation easements, which apply to any part of the Property (e.g., farmland preservation agreements, farmland preservation or exclusive agricultural zoning, use value assessments, Forest Crop, Managed Forest, Conservation Reserve Program, Wetland mitigation, shoreland zoning mitigation plan or comparable programs), along with disclosure of any penalties, fees, withdrawal charges, or payback obligations pending, or currently deferred, if any. This contingency will be deemed satisfied unless Buyer delivers to Seller, within seven (7) days of Buyer's Actual Receipt of said list and disclosure, or the deadline for delivery, whichever is earlier, a notice terminating this Offer based upon the use restrictions, program requirements, and/or amount of any penalty, fee, charge, or payback obligation.

CAUTION: If Buyer does not terminate this Offer, Buyer is hereby agreeing that Buyer will continue in such programs, as may apply, and Buyer agrees to reimburse Seller should Buyer fail to continue any such program such that Seller incurs any costs, penalties, damages, or fees that are imposed because the program is not continued after sale. The Parties agree this provision survives closing.

N/A MANAGED FOREST LAND: All, or part, of the Property is managed forest land under the Managed Forest Law (MFL). This designation will continue after closing. Buyer is advised as follows: The MFL is a landowner incentive program that encourages sustainable forestry on private woodlands by reducing and deferring property taxes. Orders designating lands as managed forest lands remain in effect for 25 or 60 years. When ownership of land enrolled in the MFL program changes, the new owner must sign and file a report of the change of ownership on a form provided by the Department of Natural Resources and pay a fee. By filing this form, the new owner agrees to the associated MFL management plan and the MFL program rules. The DNR Division of Forestry monitors forest management plan compliance. Changes you make to property that is subject to an order designating it as managed forest land, or to its use, may jeopardize your benefits under the program or may cause the property to be withdrawn from the program and may result in the assessment of penalties. For more information call the local DNR forester or visit <http://www.dnr.state.wi.us>.

FENCES: Wis. Stat. § 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal shares where one or both of the properties is used and occupied for farming or grazing purposes.

CAUTION: Consider an agreement addressing responsibility for fences if Property or adjoining land is used and occupied for farming or grazing purposes.

USE VALUE ASSESSMENTS: The use value assessment system values agricultural land based on the income that would be generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural land to a non-agricultural use (e.g., residential or commercial development), that person may owe a conversion charge. To obtain more information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's Equalization Section or visit <http://www.revenue.wi.gov/>.

FARMLAND PRESERVATION: Rezoning a property zoned farmland preservation to another use or the early termination of a farmland preservation agreement or removal of land from such an agreement can trigger payment of a conversion fee equal to 3 times the class 1 "use value" of the land. Contact the Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Agricultural Resource Management or visit <http://www.datcp.state.wi.us/> for more information.

CONSERVATION RESERVE PROGRAM (CRP): The CRP encourages farmers, through contracts with the U.S. Department of Agriculture, to stop growing crops on highly erodible or environmentally sensitive land and instead to plant a protective cover of grass or trees. CRP contracts run for 10 to 15 years, and owners receive an annual rent plus one-half of the cost of establishing permanent ground cover. Removing lands from the CRP in breach of a contract can be quite costly. For more information call the state Farm Service Agency office or visit <http://www.fsa.usda.gov/>.

SHORELAND ZONING ORDINANCES: All counties must adopt shoreland zoning ordinances that meet or are more restrictive than Wis. Admin. Code Chapter NR 115. County shoreland zoning ordinances apply to all unincorporated land within 1,000 feet of a navigable lake, pond or flowage or within 300 feet of a navigable river or stream and establish minimum standards for building setbacks and height limits, cutting trees and shrubs, lot sizes, water runoff, impervious surface standards (that may be exceeded only if a mitigation plan is adopted) and repairs to nonconforming structures. Buyers must conform to any existing mitigation plans. For more information call the county zoning office or visit <http://www.dnr.state.wi.us/>. Buyer is advised to check with the applicable city, town or village for additional shoreland zoning restrictions, if any.

BUYER'S PRE-CLOSING WALK-THROUGH: Within 3 days prior to closing, at a reasonable time pre-approved by Seller or Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no significant change in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and that any defects Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING: Seller shall maintain the Property until the earlier of closing or occupancy of Buyer in materially the same condition as of the date of acceptance of this Offer, except for ordinary wear and tear. If, prior to closing, the Property is damaged in an amount of not more than five percent (5%) of the selling price, Seller shall be obligated to repair the Property and restore it to the same condition that it was on the day of this Offer. No later than closing, Seller shall provide Buyer with lien waivers for all lienable repairs and restoration. If the damage shall exceed such sum, Seller shall promptly notify Buyer in writing of the damage and this Offer may be canceled at option of Buyer. Should Buyer elect to carry out this Offer despite such damage, Buyer shall be entitled to the insurance proceeds, if any, relating to the damage to the Property, plus a credit towards the purchase price equal to the amount of Seller's deductible on such policy, if any. However, if this sale is financed by a land contract or a mortgage to Seller, any insurance proceeds shall be held in trust for the sole purpose of restoring the Property.

DEFINITIONS

■ ACTUAL RECEIPT: "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document or written notice physically in the Party's possession, regardless of the method of delivery.

■ CONDITIONS AFFECTING THE PROPERTY OR TRANSACTION: "Conditions Affecting the Property or Transaction" are defined to include:

- a. Proposed, planned or commenced public improvements or public construction projects which may result in special assessments or otherwise materially affect the Property or the present use of the Property.
- b. Government agency or court order requiring repair, alteration or correction of any existing condition.
- c. Land division or subdivision for which required state or local approvals were not obtained.
- d. A portion of the Property in a floodplain, wetland or shoreland zoning area under local, state or federal regulations.
- e. A portion of the Property being subject to, or in violation of, a farmland preservation agreement or in a certified farmland preservation zoning district (see lines 130-133), or enrolled in, or in violation of, a Forest Crop, Managed Forest (see lines 111-120), Conservation Reserve (see lines 134-138), or comparable program.
- f. Boundary or lot disputes, encroachments or encumbrances, a joint driveway or violation of fence laws (Wis. Stat. ch. 90) (where one or both of the properties is used and occupied for farming or grazing).
- g. Material violations of environmental rules or other rules or agreements regulating the use of the Property.
- h. Conditions constituting a significant health risk or safety hazard for occupants of the Property.
- i. Underground storage tanks presently or previously on the Property for storage of flammable or combustible liquids, including, but not limited to, gasoline and heating oil.
- j. A defect or contamination caused by unsafe concentrations of, or unsafe conditions relating to, pesticides, herbicides, fertilizer, radon, radium in water supplies, lead or arsenic in soil, or other potentially hazardous or toxic substances on the premises.
- k. Production of methamphetamine (meth) or other hazardous or toxic substances on the Property.
- l. High voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the Property.
- m. Defects in any well, including unsafe well water due to contaminants such as coliform, nitrates and atrazine, and out-of-service wells and cisterns required to be abandoned (Wis. Admin. Code § NR 812.26) but that are not closed/abandoned according to applicable regulations.

(Definitions Continued on page 5)

189 IF LINE 190 IS NOT MARKED OR IS MARKED N/A, LINES 230-236 APPLY.
190 **N/A FINANCING CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written
191 _____ [INSERT LOAN PROGRAM OR SOURCE] first mortgage
192 loan commitment as described below, within _____ days of acceptance of this Offer. The financing selected shall be in an
193 amount of not less than \$ _____ for a term of not less than _____ years, amortized over not less than _____ years.
194 Initial monthly payments of principal and interest shall not exceed \$ _____. Monthly payments may
195 also include 1/12th of the estimated net annual real estate taxes, hazard insurance premiums, and private mortgage insurance
196 premiums. The mortgage may not include a prepayment premium. Buyer agrees to pay discount points and/or loan origination
197 fee in an amount not to exceed _____ % of the loan. If the purchase price under this Offer is modified, the financed amount,
198 unless otherwise provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the
199 monthly payments shall be adjusted as necessary to maintain the term and amortization stated above.
200 **CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 201 OR 202.**
201 ☐ **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____ %.
202 ☐ **ADJUSTABLE RATE FINANCING:** The initial annual interest rate shall not exceed _____ %. The initial interest
203 rate shall be fixed for _____ months, at which time the interest rate may be increased not more than _____ % per
204 year. The maximum interest rate during the mortgage term shall not exceed _____ %. Monthly payments of principal
205 and interest may be adjusted to reflect interest changes.
206 If Buyer is using multiple loan sources or obtaining a construction loan or land contract financing, describe at lines 458-464 of
207 528-534 or in an addendum attached per line 525.
208 **■ BUYER'S LOAN COMMITMENT:** Buyer agrees to pay all customary loan and closing costs, to promptly apply for a
209 mortgage loan, and to provide evidence of application promptly upon request of Seller. If Buyer qualifies for the loan described
210 in this Offer or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of the written loan commitment no
211 later than the deadline at line 192. Buyer and Seller agree that delivery of a copy of any written loan commitment to
212 Seller (even if subject to conditions) shall satisfy the Buyer's financing contingency if, after review of the loan
213 commitment, Buyer has directed, in writing, delivery of the loan commitment. Buyer's written direction shall
214 accompany the loan commitment. Delivery shall not satisfy this contingency if accompanied by a notice of
215 unacceptability.
216 **CAUTION:** The delivered commitment may contain conditions Buyer must yet satisfy to obligate the lender to provide
217 the loan. **BUYER, BUYER'S LENDER AND AGENTS OF BUYER OR SELLER SHALL NOT DELIVER A LOAN**
218 **COMMITMENT TO SELLER OR SELLER'S AGENT WITHOUT BUYER'S PRIOR WRITTEN APPROVAL OR UNLESS**
219 **ACCOMPANIED BY A NOTICE OF UNACCEPTABILITY.**
220 **■ SELLER TERMINATION RIGHTS:** If Buyer does not make timely delivery of said commitment, Seller may terminate this
221 Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written loan
222 commitment.
223 **■ FINANCING UNAVAILABILITY:** If financing is not available on the terms stated in this Offer (and Buyer has not already
224 delivered an acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of
225 same including copies of lender(s)' rejection letter(s) or other evidence of unavailability. Unless a specific loan source is
226 named in this Offer, Seller shall then have 10 days to deliver to Buyer written notice of Seller's decision to finance this
227 transaction on the same terms set forth in this Offer and this Offer shall remain in full force and effect, with the time for closing
228 extended accordingly. If Seller's notice is not timely given, this Offer shall be null and void. Buyer authorizes Seller to obtain
229 any credit information reasonably appropriate to determine Buyer's credit worthiness for Seller financing.
230 **■ IF THIS OFFER IS NOT CONTINGENT ON FINANCING:** Within 7 days of acceptance, a financial institution or third party
231 in control of Buyer's funds shall provide Seller with reasonable written verification that Buyer has, at the time of verification,
232 sufficient funds to close. If such written verification is not provided, Seller has the right to terminate this Offer by delivering
233 written notice to Buyer. Buyer may or may not obtain mortgage financing but does not need the protection of a financing
234 contingency. Seller agrees to allow Buyer's appraiser access to the Property for purposes of an appraisal. Buyer understands
235 and agrees that this Offer is not subject to the appraisal meeting any particular value, unless this Offer is subject to an
236 appraisal contingency, nor does the right of access for an appraisal constitute a financing contingency.
237 **N/A APPRAISAL CONTINGENCY:** This Offer is contingent upon the Buyer or Buyer's lender having the Property appraised
238 at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated
239 subsequent to the date of this Offer indicating an appraised value for the Property equal to or greater than the agreed upon
240 purchase price. This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to
241 Seller a copy of the appraisal report which indicates that the appraised value is not equal to or greater than the agreed upon
242 purchase price, accompanied by a written notice of termination.
243 **CAUTION:** An appraisal ordered by Buyer's lender may not be received until shortly before closing. Consider whether
244 deadlines provide adequate time for performance.

DEFINITIONS CONTINUED FROM PAGE 3

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- n. Defects in any septic system or other sanitary disposal system on the Property or out-of-service septic systems not closed/abandoned according to applicable regulations.
- o. Subsoil conditions which would significantly increase the cost of development including, but not limited to, subsurface foundations or waste material; organic or non-organic fill; dumpsites where pesticides, herbicides, fertilizer or other toxic or hazardous materials or containers for these materials were disposed of in violation of manufacturer's or government guidelines or other laws regulating said disposal; high groundwater; adverse soil conditions (e.g. low load bearing capacity, earth or soil movement, slides) or excessive rocks or rock formations.
- p. Brownfields (abandoned, idled or under-used land which may be subject to environmental contamination) or other contaminated land, or soils contamination remediated under PECFA, the Department of Natural Resources (DNR) Remediation and Redevelopment Program, the Agricultural Chemical Cleanup Program or other similar program.
- q. Lack of legal vehicular access to the Property from public roads.
- r. Homeowners' associations, common areas shared or co-owned with others, zoning violations or nonconforming uses, conservation easements, restrictive covenants, rights-of-way, easements, easement maintenance agreements, or use of a part of Property by non-owners, other than recorded utility easements.
- s. Special purpose district, such as a drainage district, lake district, sanitary district or sewer district, that has the authority to impose assessments against the real property located within the district.
- t. Federal, state or local regulations requiring repairs, alterations or corrections of an existing condition.
- u. Property tax increases, other than normal annual increases; completed or pending property tax reassessment of the Property, or proposed or pending special assessments.
- v. Burial sites, archeological artifacts, mineral rights, orchards or endangered species.
- w. Flooding, standing water, drainage problems or other water problems on or affecting the Property.
- x. Material damage from fire, wind, floods, earthquake, expansive soils, erosion or landslides.
- y. Significant odor, noise, water intrusion or other irritants emanating from neighboring property.
- z. Substantial crop damage from disease, insects, soil contamination, wildlife or other causes; diseased trees; or substantial injuries or disease in livestock on the Property or neighboring properties.
- aa. Existing or abandoned manure storage facilities on the Property.
- bb. Impact fees, or other conditions or occurrences that would significantly increase development costs or reduce the value of the Property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.
- cc. The Property is subject to a mitigation plan required by DNR rules related to county shoreland zoning ordinances that obligates the owner to establish or maintain certain measures related to shoreland conditions, enforceable by the county (see lines 139-145).
- dd. All or part of the land has been assessed as agricultural land, the owner has been assessed a use-value conversion charge or the payment of a use-value conversion charge has been deferred.
- **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by excluding the day the event occurred and by counting subsequent calendar days. The deadline expires at midnight on the last day. Deadlines expressed as a specific number of "business days" exclude Saturdays, Sundays, any legal public holiday under Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive registered mail or make regular deliveries on that day. Deadlines expressed as a specific number of "hours" from the occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by counting 24 hours per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific event, such as closing, expire at midnight of that day.
- **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would significantly shorten or adversely affect the expected normal life of the premises.
- **FIXTURE:** A "Fixture" is an item of property which is physically attached to or so closely associated with land so as to be treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage to the premises, items specifically adapted to the premises, and items customarily treated as fixtures, including, but not limited to, all: perennial crops; garden bulbs; plants; shrubs and trees and fences; storage buildings on permanent foundations and docks/piers on permanent foundations.
- CAUTION:** Exclude any Fixtures to be retained by Seller or which are rented on lines 18-19.
- **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-7.
- PROPERTY DEVELOPMENT WARNING** If Buyer contemplates developing Property for a use other than the current use, there are a variety of issues which should be addressed to ensure the development or new use is feasible. Municipal and zoning ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or uses and therefore should be reviewed. Building permits, zoning variances, Architectural Control Committee approvals, estimates for utility hook-up expenses, special assessments, changes for installation of roads or utilities, environmental audits, subsoil tests, or other development related fees may need to be obtained or verified in order to determine the feasibility of development of, or a particular use for, a property. Optional contingencies which allow Buyer to investigate certain of these issues can be found at lines 306-350 and Buyer may add contingencies as needed in addenda (see line 525). Buyer should review any plans for development or use changes to determine what issues should be addressed in these contingencies.

N/A PROPOSED USE CONTINGENCIES: Buyer is purchasing the Property for the purpose of: _____

[Insert proposed use and type and size of building, if applicable; e.g. three bedroom single family home]. The optional provisions checked on lines 314-345 shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers written notice to Seller specifying those items which cannot be satisfied and written evidence substantiating why each specific item included in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice, this Offer shall be null and void. Seller agrees to cooperate with Buyer as necessary to satisfy the contingencies checked at lines 314-350.

☐ **ZONING CLASSIFICATION CONFIRMATION:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **STRIKE ONE** ("Buyer's" if neither is stricken) expense, verification that the Property is zoned to be determined by Buyer and that the Property's zoning allows the Buyer's proposed use described at lines 306-308.

☐ **SUBSOILS:** This offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **STRIKE ONE** ("Buyer's" if neither is stricken) expense, written evidence from a qualified soils expert that the Property is free of any subsol condition which would make the proposed use described at lines 306-308 impossible or significantly increase the costs of such development.

☐ **PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM (POWTS) SUITABILITY:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **STRIKE ONE** ("Buyer's" if neither is stricken) expense, written evidence from a certified soils tester that (a) the soils at the Property locations selected by Buyer, and (b) all other conditions that must be approved, meet the legal requirements in effect on the date of this Offer to obtain a permit for a POWTS for use of the Property as stated on lines 306-308. The POWTS (septic system) allowed by the written evidence must be one of the following POWTS that is approved by the State for use with the type of property identified at lines 306-308 **CHECK**

ALL THAT APPLY: ☐ conventional in-ground; ☐ mound; ☐ at grade; ☐ in-ground pressure distribution; ☐ holding tank; ☐ other: _____

☐ **EASEMENTS AND RESTRICTIONS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **STRIKE ONE** ("Buyer's" if neither is stricken) expense, copies of all public and private easements, covenants and restrictions affecting the Property and a written determination by a qualified independent third party that none of these prohibit or significantly delay or increase the costs of the proposed use or development identified at lines 306-308.

☐ **APPROVALS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **STRIKE ONE** ("Buyer's" if neither is stricken) expense, permits, approvals and licenses, as appropriate, or the final discretionary action by the granting authority prior to the issuance of such permits, approvals and licenses, for the following items related to Buyer's proposed use: _____

☐ **UTILITIES:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **STRIKE ONE** ("Buyer's" if neither is stricken) expense, written verification of the following utility connections at the listed locations (e.g., on the Property, at the lot line, across the street, etc.) **CHECK AND COMPLETE AS APPLICABLE:** ☐ electricity _____

☐ gas _____; ☐ sewer _____; ☐ water _____

☐ telephone _____; ☐ cable _____; ☐ other _____

☐ **ACCESS TO PROPERTY:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **STRIKE ONE** ("Buyer's" if neither is stricken) expense, written verification that there is legal vehicular access to the Property from public roads.

N/A **LAND USE APPROVAL:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **STRIKE ONE** ("Buyer's" if neither is stricken) expense, a ☐ rezoning; ☐ conditional use permit; ☐ license; ☐ variance; ☐ building permit; ☐ occupancy permit; ☐ other _____ **CHECK ALL THAT APPLY**, and delivering

written notice to Seller if the item cannot be obtained, all within _____ days of acceptance for the Property for its proposed use described at lines 306-308.

N/A **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) **STRIKE ONE** ("Seller providing" if neither is stricken) a Map of the Property dated subsequent to the date of acceptance of this Offer prepared by a registered land surveyor, within _____ days of acceptance, at (Buyer's) (Seller's) **STRIKE ONE** ("Seller's" if neither is stricken) expense. The map shall show minimum of _____ acres, maximum of _____ acres, the legal description of the Property, the Property's boundaries and dimensions, visible encroachments upon the Property, the location of improvements, if any, and:

[STRIKE AND COMPLETE AS APPLICABLE] Additional map features which may be added include, but are not limited to: staking of all corners of the Property; identifying dedicated and apparent streets; lot dimensions; total acreage or square footage; easements or rights-of-way. **CAUTION: Consider the cost and the need for map features before selecting them.** Also consider the time required to obtain the map when setting the deadline. This contingency shall be deemed satisfied unless Buyer, within five days of the earlier of: (1) Buyer's receipt of the map; or (2) the deadline for delivery of said map; delivers to Seller a copy of the map and a written notice which identifies: (1) the significant encroachment; (2) information materially inconsistent with prior representations; or (3) failure to meet requirements stated within this contingency. Upon delivery of Buyer's notice, this Offer shall be null and void.

368 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land dimensions, total square footage, acreage
 369 figures, or allocation of acreage information, provided to Buyer by Seller or by a broker, may be approximate because of
 370 rounding, formulas used or other reasons, unless verified by survey or other means.

368 **CAUTION:** Buyer should verify land dimensions, total square footage/acreage figures and allocation of acreage
 369 information if material to Buyer's decision to purchase.

370 **EARNEST MONEY**

371 ■ **HELD BY:** Unless otherwise agreed, earnest money shall be paid to and held in the trust account of the listing broker
 372 (Buyer's agent if Property is not listed or Seller's account if no broker is involved), until applied to the purchase price or
 373 otherwise disbursed as provided in the Offer.

374 **CAUTION:** Should persons other than a broker hold earnest money, an escrow agreement should be drafted by the
 375 Parties or an attorney. If someone other than Buyer makes payment of earnest money, consider a special
 376 disbursement agreement.

377 ■ **DISBURSEMENT:** If negotiations do not result in an accepted offer, the earnest money shall be promptly disbursed (after
 378 clearance from payor's depository institution if earnest money is paid by check) to the person(s) who paid the earnest money.
 379 At closing, earnest money shall be disbursed according to the closing statement. If this Offer does not close, the earnest
 380 money shall be disbursed according to a written disbursement agreement signed by all Parties to this Offer. If said
 381 disbursement agreement has not been delivered to broker within 60 days after the date set for closing, broker may disburse
 382 the earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller;
 383 (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; or (4)
 384 any other disbursement required or allowed by law. Broker may retain legal services to direct disbursement per (1) or to file an
 385 interpleader action per (2) and broker may deduct from the earnest money any costs and reasonable attorneys fees, not to
 386 exceed \$250, prior to disbursement.

387 ■ **LEGAL RIGHTS/ACTION:** Broker's disbursement of earnest money does not determine the legal rights of the Parties in
 388 relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by broker. At least 30 days prior to
 389 disbursement per (1) or (4) above, broker shall send Buyer and Seller notice of the disbursement by certified mail. If Buyer or
 390 Seller disagree with broker's proposed disbursement, a lawsuit may be filed to obtain a court order regarding disbursement.
 391 Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale of residential property with 1-4
 392 dwelling units and certain other earnest money disputes. Buyer and Seller should consider consulting attorneys regarding their
 393 legal rights under this Offer in case of a dispute. Both Parties agree to hold the broker harmless from any liability for good faith
 394 disbursement of earnest money in accordance with this Offer or applicable Department of Regulation and Licensing
 395 regulations concerning earnest money. See Wis. Admin. Code Ch. RL 18.

396 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of the
 397 Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the transaction as
 398 defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession data to multiple
 399 listing service sold databases; and (iii) provide active listing, pending sale, closed sale and financing concession information
 400 and data, and related information regarding seller contributions, incentives or assistance, and third party gifts, to appraisers
 401 researching comparable sales, market conditions and listings, upon inquiry.

402 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
 403 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at
 404 <http://www.widocoffenders.org> or by telephone at (608) 240-5830.

406 ☐ **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon delivery
408 of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer notice prior
407 to any deadline, nor is any particular secondary buyer given the right to be made primary ahead of other secondary buyers.
408 Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to delivery of Seller's notice
409 that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than _____ days after acceptance of this Offer. All
410 other Offer deadlines which are run from acceptance shall run from the time this Offer becomes primary.

411 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: (1) earnest money payment(s); (2) binding acceptance; (3)
412 occupancy; (4) date of closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in this
413 Offer except:

414 If "Time is of the Essence" applies to a date or Deadline, failure to perform by the exact date or Deadline is a breach of
415 contract. If "Time is of the Essence" does not apply to a date or Deadline, then performance within a reasonable time of the
416 date or Deadline is allowed before a breach occurs.

417 **TITLE EVIDENCE**

418 **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed
419 (or trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as
420 provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements
421 entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use
422 restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's disclosure report and
423 in this Offer, general taxes levied in the year of closing and none other.
424 _____
425 _____
426 _____

427 which constitutes merchantable title for purposes of this transaction. Seller shall complete and execute the documents
428 necessary to record the conveyance at Seller's cost and pay the Wisconsin Real Estate Transfer Fee.

429 **TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of the
430 purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall pay all
431 costs of providing title evidence to Buyer. Buyer shall pay all costs of providing title evidence required by Buyer's lender.

432 **GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's) (Buyer's) **STRIKE**
433 **ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded after the
434 effective date of the title insurance commitment and before the deed is recorded, subject to the title insurance policy
435 exclusions and exceptions, provided the title company will issue the endorsement. If a gap endorsement or equivalent gap
436 coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 442-449).

437 **PROVISION OF MERCHANTABLE TITLE:** For purposes of closing, title evidence shall be acceptable if the required title
438 insurance commitment is delivered to Buyer's attorney or Buyer not more than _____ days after acceptance ("15" if left blank),
439 showing title to the Property as of a date no more than 15 days before delivery of such title evidence to be merchantable per
440 lines 418-427, subject only to liens which will be paid out of the proceeds of closing and standard title insurance requirements
441 and exceptions, as appropriate.

442 **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of
443 objections to title within _____ days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In
444 such event, Seller shall have a reasonable time, but not exceeding _____ days ("5" if left blank) from Buyer's delivery of the
445 notice stating title objections, to deliver notice to Buyer stating Seller's election to remove the objections by the time set for
446 closing. In the event that Seller is unable to remove said objections, Buyer may deliver to Seller written notice waiving the
447 objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, Buyer shall deliver
448 written notice of termination and this Offer shall be null and void. Providing title evidence acceptable for closing does not
449 extinguish Seller's obligations to give merchantable title to Buyer.

450 **SPECIAL ASSESSMENTS:** Special assessments, if any, levied or for work actually commenced prior to the date of this
451 Offer shall be paid by Seller no later than closing. All other special assessments shall be paid by Buyer.

452 **CAUTION:** Consider a special agreement if area assessments, property owners association assessments, special
453 charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are
454 one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments)
455 relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all
456 sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact
457 fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).

458 **ADDITIONAL PROVISIONS/CONTINGENCIES** SEE ADDENDUM "A".
459 _____
460 _____
461 _____
462 _____
463 _____
464 _____

466 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and
 468 conditions of this Offer. A material failure to perform any obligation under this Offer is a default which may subject the
 467 defaulting party to liability for damages or other legal remedies.

468 If Buyer defaults, Seller may:

- 468 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
 470 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for
 471 actual damages.

472 If Seller defaults, Buyer may:

- 473 (1) sue for specific performance; or
 474 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

475 In addition, the Parties may seek any other remedies available in law or equity.

476 The Parties understand that the availability of any judicial remedy will depend upon the circumstances of the situation and the
 477 discretion of the courts. If either Party defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution
 478 instead of the remedies outlined above. By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of
 479 law those disputes covered by the arbitration agreement.

480 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES SHOULD**
 481 **READ THIS DOCUMENT CAREFULLY. BROKERS MAY PROVIDE A GENERAL EXPLANATION OF THE PROVISIONS**
 482 **OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR OPINIONS CONCERNING YOUR LEGAL**
 483 **RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT CLOSING. AN ATTORNEY SHOULD BE**
 484 **CONSULTED IF LEGAL ADVICE IS NEEDED.**

485 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller
 486 regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds and
 487 inures to the benefit of the Parties to this Offer and their successors in interest.

488 **INSPECTIONS AND TESTING** Buyer may only conduct inspections or tests if specific contingencies are included as a part of
 489 this Offer. An "inspection" is defined as an observation of the Property which does not include an appraisal or testing of the
 490 Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel source,
 491 which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or building
 492 materials from the Property and the laboratory or other analysis of these materials. Seller agrees to allow Buyer's inspectors,
 493 testers and appraisers reasonable access to the Property upon advance notice, if necessary to satisfy the contingencies in
 494 this Offer. Buyer and licensees may be present at all inspections and testing. Except as otherwise provided, Seller's
 495 authorization for inspections does not authorize Buyer to conduct testing of the Property.

496 **NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of the**
 497 **test, (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any other**
 498 **material terms of the contingency.**

499 Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed
 500 unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to Seller.
 501 Seller acknowledges that certain inspections or tests may detect environmental pollution which may be required to be reported
 502 to the Wisconsin Department of Natural Resources.

603 ☐ **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 488-502). This Offer
604 is contingent upon a qualified independent inspector(s) conducting an inspection(s), of the Property which discloses no
605 Defects. This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing
606 an inspection of _____
607 (list any Property feature(s) to be separately inspected, e.g., dumpsite, etc.) which discloses no Defects. Buyer shall order the
608 inspection(s) and be responsible for all costs of inspection(s). Buyer may have follow-up inspections recommended in a
609 written report resulting from an authorized inspection performed provided they occur prior to the deadline specified at line 513.
610 Inspection(s) shall be performed by a qualified independent inspector or independent qualified third party.
611 **CAUTION:** Buyer should provide sufficient time for the primary inspection and/or any specialized inspection(s), as
612 well as any follow-up inspection(s).

613 This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to Seller a copy of the written
614 inspection report(s) and a written notice listing the Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).

615 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**

616 For the purposes of this contingency, Defects (see lines 287-289) do not include conditions the nature and extent of which the
617 Buyer had actual knowledge or written notice before signing this Offer.

618 ☒ **RIGHT TO CURE:** Seller (shall)(shall not) ~~STRIKE ONE~~ ("shall" if neither is stricken) have a right to cure the Defects. If
619 Seller has the right to cure, Seller may satisfy this contingency by: (1) delivering written notice to Buyer within 10 days of
620 Buyer's delivery of the Notice of Defects stating Seller's election to cure Defects, (2) curing the Defects in a good and
621 workmanlike manner and (3) delivering to Buyer a written report detailing the work done within 3 days prior to closing. This
622 Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and: (1)
623 Seller does not have a right to cure or (2) Seller has a right to cure but: (a) Seller delivers written notice that Seller will not cure
624 or (b) Seller does not timely deliver the written notice of election to cure.

625 ☒ **ADDENDA:** The attached Addendum "A" is/are made part of this Offer.

626 **ADDITIONAL PROVISIONS/CONTINGENCIES**

627 _____
628 _____
629 _____
630 _____
631 _____
632 _____
633 _____
634 _____

635 This Offer was drafted by [Licensee and Firm] Attorney Joe A. Goldberger
636 _____ on 02/20/2018

637 (X) Chris M. [Signature] 2-20-18
638 Buyer's Signature ▲ Print Name Here ▶ Premier Real Estate Management Date ▲

639 (X) _____
640 Buyer's Signature ▲ Print Name Here ▶ _____ Date ▲

641 **EARNEST MONEY RECEIPT** Broker acknowledges receipt of earnest money as per line 10 of the above Offer.

642 _____ Broker (By) _____
643 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER**
644 **SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY ON**
645 **THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS OFFER.**

646 (X) _____
647 Seller's Signature ▲ Print Name Here ▶ _____ Date ▲

648 (X) _____
649 Seller's Signature ▲ Print Name Here ▶ _____ Date ▲

650 This Offer was presented to Seller by [Licensee and Firm] _____

651 _____ on _____ at _____ a.m./p.m.

652 This Offer is rejected _____ This Offer is countered [See attached counter] _____
653 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

ADDENDUM A TO VACANT LAND OFFER TO PURCHASE

THIS ADDENDUM A represents additional provisions to that certain Vacant Land Offer to Purchase (the "Offer") dated February 20, 2018 by Premier Real Estate Management, LLC, a Wisconsin limited liability company, and/or assigns (the "Buyer") regarding the purchase and sale of that certain property described in Section 1 below. The parties hereto agree that in the event the provisions of this Addendum A conflict with those of the Offer, the provisions of this Addendum A shall supersede anything to the contrary contained in the Offer. The Offer and this Addendum A, when accepted, shall sometimes collectively be referred to as the "Agreement". For the purposes hereof, the term "Effective Date" shall mean the date this Agreement is fully executed by the Buyer and the Seller.

1. **Property.** The Property subject to this Agreement is described as a 7.710 Acre parcel of vacant land located in the City of Wisconsin Rapids, Wood County, Wisconsin, depicted as "Phase I" on Exhibit "A", attached hereto and incorporated herein by reference (the "Property"). The Property will be more particularly described on the Title Commitment and the Survey to follow.

2. Purchase Price; Earnest Money.

(a) **Purchase Price.** The purchase price for the Property (the "Purchase Price") shall be One Hundred Twenty Thousand and 00/100 Dollars (\$120,000.00). The Purchase Price shall be paid at Closing in immediately available U.S. funds: (i) the Buyer shall be credited for Earnest Money paid; and (ii) the balance of the Purchase Price (subject to any other credits and prorations as provided in this Agreement) shall be paid by Buyer to Seller at Closing. Buyer shall be solely responsible for the payment of any use value assessment penalty as a result of the conversion of the Property from agricultural use.

(b) **Earnest Money.** Earnest Money in the amount of Five Thousand and 00/100 Dollars (\$5,000.00) will be paid to the Title Company (as hereinafter defined) within Five (5) business days after the Effective Date.

3. **Closing.** The closing ("Closing") of the transaction contemplated herein shall take place on or about July 1, 2018, or at such other time or place as agreed to in writing by Buyer and Seller or otherwise pursuant to the terms of this Agreement (the "Closing Date"). The closing may occur through escrow at the Title Company.

4. Deliveries at Closing.

(a) At Closing, Seller shall deliver the following documents, agreements or instruments at Closing:

- (i) A Special Warranty;
- (ii) Evidence of organizational authority as required by the Title Company;
- (iii) Affidavit as to construction liens and possession;
- (iv) GAP Indemnity;
- (v) Broker lien affidavit - Seller;
- (vi) Certificate as to non-foreign status;
- (vii) a fully issued title policy or a "marked-up" title commitment as required in Section 5(c) hereof;

(vii) Such other documents or instruments as are consistent with the Agreement and reasonably requested by Buyer, Buyer's counsel or the Title Company.

(b) At Closing, Buyer shall deliver the following:

- (i) The Purchase price, as adjusted by the Earnest Money payment and Closing prorations and adjustments;
- (ii) Broker lien affidavit – Buyer; and
- (iii) Such other documents or instruments as are consistent with the Agreement and reasonably requested by Seller, Seller's counsel or the Title Company.

(c) At Closing, Buyer and Seller shall join in delivering:

- (i) A closing statement summarizing the financial settlement of the transaction consistent with the Agreement;
- (ii) Information to permit the Title Company to complete and electronically file a Wisconsin real estate transfer return.

5. Title Insurance.

(a) Title Commitment. On or before twentieth (20th) day after the Effective Date, Seller shall cause to be furnished to Buyer a current title commitment for an owner's policy of title insurance (the "Title Commitment") issued by Carolyn Toigo of Dominion Title LLC, 3000 N. Riverside Drive, Green Bay, Wisconsin 54301, as an agent for First American Title (the "Title Company"), showing the status of title of the Property and all exceptions, including easements, restrictions, rights-of-way, covenants, reservations and other conditions, if any, affecting the Property which would appear in an owner's policy of title insurance, if issued and committing to GAP coverage. Accompanying such Title Commitment, Seller shall request Title Company to furnish Buyer with true, correct, complete and legible copies of all recorded documents affecting title to the Property. The cost and expense of the Title Commitment and GAP endorsement shall be borne by Seller. The premium for any loan policy or additional endorsements shall be paid by Buyer.

(b) Permitted Exceptions. On or before the thirtieth (30th) day after the Effective Date, Buyer shall notify Seller in writing ("Buyer's Objection") of any exceptions to title shown in the Title Commitment and/or survey (if a survey is obtained at Buyer's election and expense), which are unacceptable to Buyer. Seller shall have ten (10) days from receipt of Buyer's Objection in which to inform Buyer in writing ("Seller's Reply") of any matters in Buyer's Objection that Seller is unwilling or unable to cure. Buyer shall have ten (10) days from receipt of Seller's Reply in which to inform Seller of Buyer's election to terminate the Agreement, in which case, the Earnest Money, less the Independent Consideration (as defined below), shall be returned to Buyer, or accept the matters in Seller's Reply as additional Permitted Exceptions. The following exceptions shall be deemed the "Permitted Exceptions" for the purpose of Closing: (i) municipal and zoning ordinances; (ii) general taxes levied in the year of closing; (iii) any exceptions to the Title Commitment to which Buyer does not timely object; or (iv) any exceptions to the Title Commitment to which Buyer does timely object, but which Buyer thereafter accepts in writing. Buyer may condition its acceptance of title on the agreement of the Title Company to issue, at Buyer's expense, such standard endorsements as Buyer, in Buyer's discretion, shall deem necessary.

(c) Insured Closing. Buyer's obligation to deliver performance at Closing shall be conditioned upon Buyer's receipt from Title Company of a fully issued title policy or a "marked-up" Title Commitment showing the effective date to be the time and date of Closing and for the full amount of the Purchase Price and including a "GAP" endorsement, subject only to the Permitted Exceptions. Each party covenants with the other to cooperate in good faith to make such deliveries of evidence of organizational authority and

payment of Title Company's fees to induce title Company to deliver such "marked-up" Title Commitment or title policy.

(d) Seller's Closing Expenses. Seller shall pay: (i) the premium for the title policy in the amount of the Purchase Price and GAP endorsement; (ii) Wisconsin real estate transfer tax (if any); (iii) recording fees to record any releases of mortgages or other liens; (iv) one-half of any escrow or closing fee imposed by Title Company; (v) fees of Seller's counsel.

(e) Buyer's Closing Expenses. Buyer shall pay: (i) any additional endorsements required by Buyer or Buyer's lender, as well as any premium for a policy of title insurance for Buyer's lender; (ii) recording fee for the Special Warranty Deed; (iii) all costs and expense for Buyer's inspections, survey, municipal or other application fees and costs, if applicable; (iv) one-half of any escrow or closing fee imposed by the Title Company; and (v) fees of Buyer's counsel.

6. Buyer's Conditions Precedent. Buyer's obligation to close hereunder is expressly conditioned on the following, in addition to those set forth on the form WB-13 Vacant Land Offer to Purchase on or before June 15, 2018 (the "Due Diligence Period"):

(a) Approvals. Buyer obtaining, at Buyer's sole cost and expense, and on or before the end of the Due Diligence Period, all municipal, county and other governmental approvals deemed reasonably necessary by Buyer, in Buyer's sole discretion, to permit the construction by Buyer of a residential apartment development on the Property which conforms to a design acceptable to Buyer, in Buyer's sole discretion (the "Project").

(b) Inspection. Buyer shall have until the end of the Due Diligence Period to perform physical inspections of the Property (including, but not limited to, a Phase 1 Environmental Assessment of the, soil testing, an ALTA survey, wetland delineation and verification of the availability of utilities to service the Project) to determine, to Buyer's complete and sole satisfaction, that Buyer desires to purchase the Property.

(c) Financing. Buyer obtaining, during the Due Diligence Period, at Buyer's sole cost and expense, and from a lender acceptable to Buyer, a written commitment to finance Buyer's acquisition of the Property and the construction of the Project, on terms and conditions acceptable to Buyer, in Buyer's sole discretion.

If Buyer does not notify Seller in writing on or before the end of the Due Diligence Period of the satisfaction or Buyer's waiver of each of Buyer's Conditions Precedent, the Agreement shall be null and void and all Earnest Money, less the Independent Consideration, shall be returned to Buyer; provided, however, in consideration for Seller agreeing to the broad discretion afforded Buyer in evaluating the satisfaction of Buyer's Conditions Precedent, Seller shall be entitled to the sum of One Hundred and 00/100 Dollars (\$100.00) ("Independent Consideration") from the Earnest Money as an option payment. The Independent Consideration constitutes good and valuable consideration to Seller to agree to enter into the Agreement. Seller and Buyer hereby acknowledge and agree that they intend this Agreement to be a binding and enforceable contract, subject to the terms and conditions set forth herein, and each party hereby waives any right to hereafter challenge the enforceability of the Agreement on the basis that the contingencies set forth herein are at the sole discretion of Buyer. Buyer agrees to exercise diligent, good faith efforts to inspect the Property, review documents and determine whether the transaction contemplated herein may satisfy all of the contingencies set forth herein. Seller acknowledges and agrees that such efforts by Buyer will require Buyer to expend significant time and money investigating and reviewing such contingencies and the expenditure of such time and money by Buyer, together with the Independent Consideration and Buyer information deliveries, constitutes good and sufficient consideration to Seller for Seller granting Buyer the time set forth in the Agreement to investigate and resolve all such contingencies.

Buyer and Seller agree that in the event that this Agreement shall be terminated pursuant to the provisions of this Section 6 or any sub-section thereof, each of the parties shall promptly execute a WB-45 Cancellation and Mutual Release and agree to the prompt return of the Earnest Money to Buyer.

7. Matters Pending Closing. From and after the Effective Date until the Closing Date, Seller covenants and agrees with Buyer that Seller agrees to provide Buyer and access to the Property after the Effective Date to allow Buyer and its agents, employees and contractors to perform such inspections and testing as Buyer deems reasonable and necessary and to conduct such interviews with Seller's tenants as Buyer may deem appropriate and reasonable. Buyer agrees not to unreasonably interfere with any Seller's use and occupancy of the Property and Buyer agrees to restore the Property to substantially the same conditions as it was in prior to such inspection or testing. Buyer also agrees to indemnify and hold the Seller harmless from any damages or liability caused by Buyer's or its agents, employees and contractor's entry onto the Property to conduct such inspections and testing.

8. Commissions. The Buyer will be responsible for the payment, pursuant to a separate agreement, of a commission to Commercial Associates (the "Broker"), upon the successful closing of the transaction contemplated by this Agreement. The Buyer shall hold the Seller harmless and indemnify the Seller against any commission claimed due by the Broker. Except as aforesaid, the Seller shall hold the Buyer harmless and indemnify the Buyer against any commissions claimed by any party arising from or related to the transaction contemplated by this Agreement.

9. Assignment. Buyer shall have the right to assign all or any portion of its Interests under this Agreement without the consent of Seller. In the event of an assignment of this Offer by Buyer, the representations, warranties, covenants and agreements herein contained and all other rights of Buyer's arising hereunder will inure to the benefit of any such assignee or assignees. Seller shall not have the right to assign its interests under this Agreement without the prior written consent of the Buyer. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, interests and permitted assigns.

10. Rights of First Refusal. At Closing, the Seller shall grant the Buyer a Right of First Refusal as the parcels described as Phase II and Phase III on Exhibit A. Before the Seller may sell the Phase II or Phase III parcel to a third party, the Seller shall first offer the said parcels the Buyer, or to Buyer's assignee(s), on the same terms and conditions as are offered by the unrelated third party. The Buyer, or its assignee(s), as the case may be, shall have Thirty (30) days during which to accept said offer. If the Buyer, or its assignees, as the case may be, does not accept the said offer and enter into a binding agreement for the purchase of said Phase II and/or Phase III parcels, the Seller shall be free to accept the third-party offer. If the Seller does not enter into an agreement with the third-party on said terms and conditions and close the transaction within Ninety (90) days, the Seller's right to sell the Phase II and/or Phase III parcels to the third party shall expire and the procedure described in this Section 10 shall again be applicable. This Right of First Refusal shall be for a period of Three (3) years from the date of the Closing contemplated by this Agreement. Buyer shall have the right to record an Affidavit of Interest in the Office of the Register of Deeds for Wood County, Wisconsin at the time of Closing. Buyer shall release the Affidavit of Interest if Buyer, or Buyer's assignees, shall fail to exercise the rights set forth in the said Affidavit of Interest.

11. Additional Acts and Documents. Each party hereto agrees to do all things and to take all actions and to execute and deliver such other documents and instruments as shall be reasonably requested to carry out the provisions, intent and purpose of this Agreement.

12. Counterparts. This Agreement may be executed in multiple counterparts, each such counterpart shall be deemed to constitute one and the same instrument and each of said counterparts shall be deemed an original hereof.

13. **Governing Law.** This Agreement shall be deemed to be made under and shall be construed in accordance with and shall be governed by the laws of the State of Wisconsin without giving effect to its conflict of law provisions.

14. **Integration Clause; Oral Modification.** This Agreement represents the entire agreement of the parties with respect to the subject matter hereof; all such agreements entered into prior hereto are revoked and superseded by this Agreement; and no representations, warranties, inducements or other agreements have been made by any of the parties except as expressly set forth herein. This Agreement may not be changed, modified or rescinded except in writing signed by all of the parties hereto, and any attempt at oral modification of this Agreement shall be void and have no effect.

15. **Construction; Headings.** Section headings contained herein are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

16. **Brokerage Disclosure.** The Buyer is a Real Estate Business Entity and Real Estate Brokerage, licensed by the State of Wisconsin. Calvin M. Akin, the Sole Member of Buyer, is a real estate broker, licensed by the State of Wisconsin.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the respective day and year opposite their signatures below.

BUYER:

Premier Real Estate Management, LLC
a Wisconsin limited liability company

By: Calvin M. Akin
Calvin M. Akin, Sole Member

Date: 2-20-18

ACCEPTANCE

SELLER:

By: _____

Name: _____

Title: _____

Date: _____

THIS ADDENDUM "A" WAS DRAFTED BY:

Attorney Joe A. Goldberger
North Shore Legal
13480 N. Silver Fox Drive
Mequon, Wisconsin 53097
(262) 241-1833
(262) 241-0871 (fax)

EXHIBIT

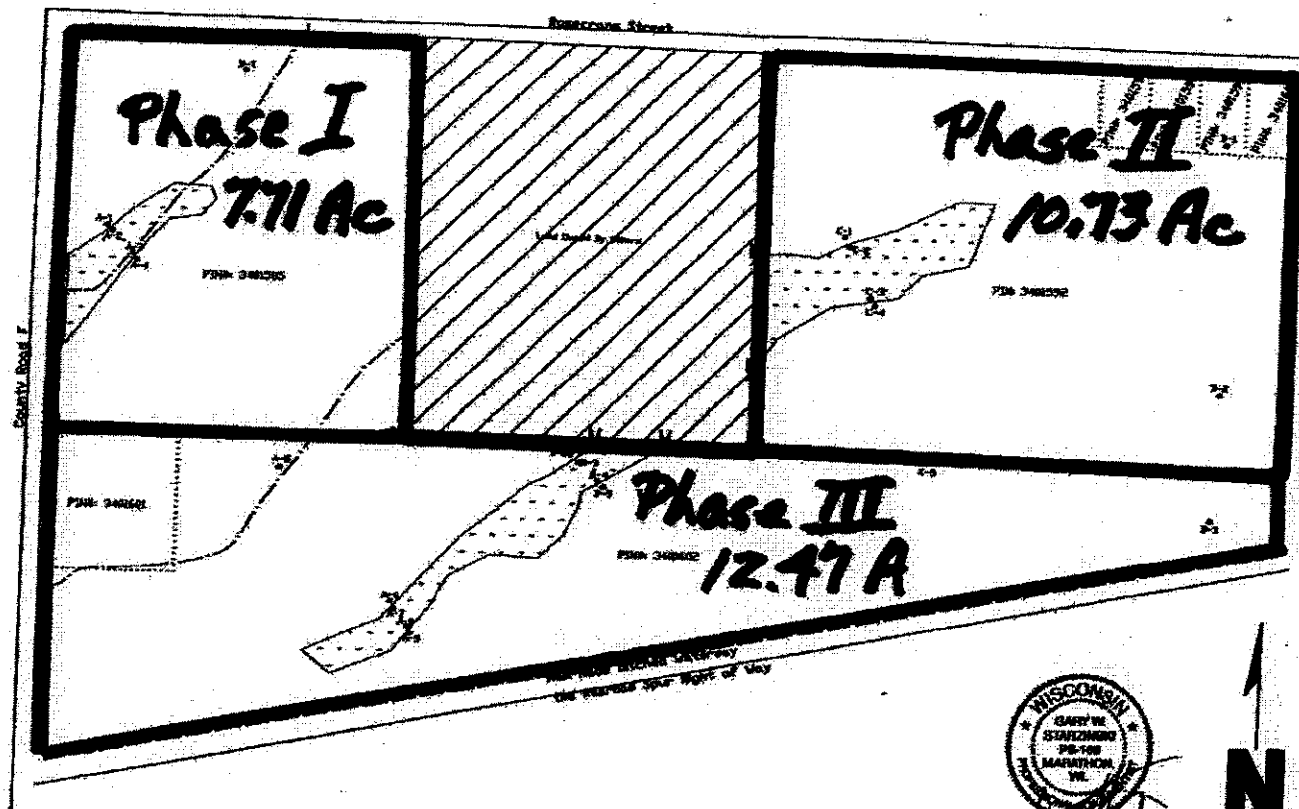
A

Wisconsin Rapids Project - 3 Phases

Project:
Wood County
SUS/A, Sec. 7, T22N-R4E
City of Wisconsin Rapids, Wood County

Wetland Delineation Map
Surveyed November 23, 2017
Drafted December 15, 2017

Created by:
Star Environmental, Inc.
PO Box 434 Marathon, WI 54448
Phone: (715) 442-4315
Fax: (715) 442-4348
Email: StarEnv@starenv.com



Scale: 1" = 160' Unless Noted
This is not a certified survey map

Legend

- Sample Point
- ▨ Wetlands
- Start/End Wetland Boundary
- Study Area
- Bar/Back (Rich) tree water presence

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: February 22, 2018

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

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

EXCUSED: Eric Quivers, M.D.

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Cindy Robinson, Jo Timmerman (Human Services Department); Sue Kunferman, Kathy Alft, Ashley Normington (Health Department); Rock Larson (Veteran Services); Reuben Van Tassel (Maintenance); Lance Pliml (County Board Chair); Ken Hartjes

1) Call to Order

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

2) Quorum

The Chair declared a quorum.

3) Public Comments

- Ken Hartjes complimented the Committee for taking time to tour Edgewater Haven and consider necessary improvements. He also shared concerns with how residents in Edgewater Haven cannot get their prescription drugs locally and suggested all supplies and services should be obtained in Wood County.
- Chair Rozar shared NALBOH News Brief

4) Health Department Opioid Presentation

Sue Kunferman introduced Ashley Normington, Health Promotion & Communications Specialist. Ashley facilitated a presentation on substance abuse, sharing strategies and resources available aimed at preventing use. Ashley responded to several Committee member questions and concerns.

5) Consent Agenda

Motion (Fischer/Kremer) to approve the consent agenda. All ayes. Motion carried.

6) Discussion and consideration of items removed from consent agenda

n/a

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

Financial statements were reviewed with specific questions answered by appropriate department staff.

8) Update from Ad Hoc Committee (out-of-home placement research)

There is no update since last meeting held on January 16, 2018.

9) 2017 Human Services Accomplishments

Brandon Vruwink shared accomplishments and successes of Edgewater Haven, Norwood Health, Administrative Services, Employment & Training Division, Family Services, Community Resources, and Behavioral Health.

10) Human Services Space Needs in Marshfield

Chair Rozar provided an update regarding her meeting with tentative new owners of City Hall Plaza and the potential to provide space for Human Services and Cornerstone within their plans for renovation.

11) Edgewater Haven resolution for HVAC upgrade

Reuben Van Tassel explained what has been initiated with a bid review and next steps prior to awarding bids for the Edgewater Haven project. Clarification of the work and better numbers are needed prior to further discussion. Further breakdown of numbers is needed prior to a decision about an opportunity for HVAC upgrade. A meeting will be scheduled Thursday, March 1st to finalize and award bids.

12) Review and award bids for Edgewater Haven CIP

Addressed as part of agenda item #11 discussion.

13) Legislative Issue Updates

Department heads provided updates regarding issues pertaining to their departments.

14) Items for Future Agenda

The Chair noted items for future agendas.

15) Next Meeting(s)

- March 1, 2018, 5:00 pm, Edgewater Haven Conf Room 110/Admin Building - Port Edwards
- March 22, 2018, 5:00 pm, Wood County Annex & Health Center Classroom - Marshfield

16) Adjourn

Motion (Fischer/Kremer) to adjourn. All ayes. Motion carried. Meeting adjourned at 6:21 p.m.

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

Minutes subject to Committee approval

Marion Hokamp, Secretary
Health and Human Services Committee

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: March 1, 2018

PLACE: Edgewater Haven – Conference Room 110, Admin Bldg, Port Edwards

PRESENT: Donna Rozar, Adam Fischer, Dennis Polach, Lori Slattery-Smith R.N. (arrived at 5:10 p.m.), Tom Buttke, Jessica Vicente

EXCUSED: Marion Hokamp, Brad Kremer

ABSENT: Eric Quivers M.D.

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Jordon Bruce, Cindy Robinson, (Human Services), Reuben Van Tassel (Maintenance), Bill Clendening (County Board Supervisor), Jim Lucas (architect)

1) Call to Order

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

2) Quorum

A quorum was declared.

3) Public Comments

None

4) Review and award bids for Edgewater Haven CIP

Motion (Fischer/Buttke) to accept all low bids for the Edgewater Haven project. All ayes. Motion carried.

Motion (Fischer/Buttke) to authorize the Edgewater Haven Administrator to sign the contracts for this project. All ayes. Motion carried.

5) Edgewater Haven resolution for HVAC upgrade

Motion (Polach/Rozar) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. 5 ayes. 1 nay (Fischer voted "no" because he is against going over-budget on this project.) Motion carried.

6) Next meeting

- March 22, 2018, 5:00 pm, Wood County Annex & Health Center, Classroom - Marshfield

7) Adjourn

Chair Rozar declared the meeting adjourned at 6:22 p.m.

Minutes taken by Chair Rozar.

Minutes subject to Committee approval

Donna Rozar, Chair

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, December 11, 2017 at the United Way of Marathon County offices in Wausau. The meeting was called to order at 6:00 pm by President Donna Rozar.

Roll call: Denis Burgess took roll call.

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

Guests: Patsy Woller introduced her husband, Denver. Diane introduced our staff person Barb Larson who is our Compliance Coordinator.

Minutes: Donna Rozar asked if another sentence could be added to separate the finance committee from the full Board motion in the minutes. Donna also reported no motion was needed to approve minutes. It is only necessary to ask if there are any questions or changes. Donna Rozar declared the minutes accepted.

Membership: Diane reported Pat Nikolai has retired from the Board of Directors.

Finance Committee: Pam distributed copies of October financial statements and the 2018 agency budget. Denis Burgess moves from committee to approve the October, 2017 financial statements. Denis Burgess discussed the 2018 budget and reported the committee recommends approval. Motion was made by Deb McDonald to approve the 2018 agency budget. Second was made by Holly Kieper. Motion carried.

Board of Directors Self Evaluation: Diane discussed the self-evaluation results. Diane reported there were several questions that would be answered through another Board member orientation as Board members seem to want to be aware of what their responsibilities are. Donna and Diane are reviewing the Board Orientation Manual and every Board member will receive a new manual at the February meeting. Donna reviewed the list of what is included in the Orientation manual. It was suggested to also add Program Director contact information, Board member contact information, agency Strategic Plan, and a list of current acronyms.

Conflict of Interest Policy: Pam discussed Attachment 1. Board members need to complete the annual form and return them to Pam.

Executive Director Evaluation Process: Donna discussed Attachment 2. If you did not complete your form and give it to Donna, please forward it to Pam and she will send the completed evaluations to Donna. Donna will meet with Diane and prepare a summary for the February meeting.

CSBG Monitoring Results: Diane discussed Attachment 3. Diane reported overall our monitoring results were positive. Recommendations include contacting Lincoln County to ask for a replacement representative for Mueller who has not attended a meeting since August 2016; complete an organizational risk assessment in 2018; and complete a review of the agency financial policies in 2018, both of which are scheduled internally for reviews in 2018. Requirements were to provide structured Board member orientation and to fill our vacant Board seats. Diane reported she will be meeting with Donna to review the Board of Directors orientation manual prior to the next meeting and new manuals will be distributed and discussed with the full Board. Diane will be reaching out to our many partners to request volunteers who may be interested in serving on our Board of Directors.

Weatherization: Tony distributed the November weatherization report. We had 30 completions for November and 48 completions for October. Contract to date we have completed 172 of 313 units and 40 limited units. Peter asked if 6 limited units equaled about 1 regular unit and Tony explained it's an average but 6-7 limited usually average close to one regular unit. Tony also discussed issues with natural gas homes not getting a Savings to Investment ratio of 1.0 or higher. Steve Robinson asked how networking with other agencies was going and Tony explained it is still not working. The State is working with other departments to improve the process but so far it is not working.

Additional Grant Funding: Diane reported we applied and received an additional \$42,750 in our ESG/HPP Transitional Housing grant.

Executive Director comments: Diane thanked Barb, Tony, and Pam for all their support and help throughout the past year learning how to navigate our programs and all the different reporting and program requirements. Diane recapped a few changes she made in 2017 including adding a 403b retirement plan, improving our agency website and adding a new/additional logo, updating personnel policies to allow PTO donations for illness, implemented the Scrip card program, discontinued food pantry screening for SOS in Marshfield, and changed how we focus on those in need by empowering them and encouraging participation. Diane distributed service summary reports for Wood, Marathon, and Lincoln Counties. These summarize services and dollars expended in each county thru October, 2017. Donna Rozar recommended Diane bring copies of the summary to the Wood County Health & Human Services Committee meeting next week. Steve Robinson asked about Salvation Army's overhead. Barb and Pam explained we only utilize Salvation Army dollars for direct client services. We get zero dollars for staff or office costs. County government contributions are one way we are able to provide those services to those in need. Steve Robinson asked Barb about the displaced families from closing the shelter in Marshfield. Barb explained St. Vincent de Paul asked for NCCAP's assistance placing the families. Barb reported all 8 families were assisted and able to obtain new housing. Donna asked if the families were all from the Marshfield area and Barb explained they were not all originally from Marshfield. Sue Sippel reported the Family Center offered assistance to the shelter but they passed on accepting the assistance.

Next Meeting Date: Our next meeting will be February 12, 2018. Pam discussed the 2018 meeting schedule. The second Monday in June would be too early for our annual meeting as our By-laws state the annual meeting will be held between 6/15 and 7/15. Our annual meeting will be scheduled for June 18, 2018, which is the third Monday in June. It is possible we could change our by-laws at a later date.

Adjourn: Donna Rozar declared the meeting adjourned at 6:58 pm.

FINANCE COMMITTEE AGENDA

DECEMBER 11, 2017

- 1. October & November expenses**
- 2. Statement of Revenue & Expenses/Balance Sheet- October, 2017**
- 3. 2018 Agency Budget**

The committee reviewed and approved October & November expenses. Pam discussed October financial statements. Motion was made by Deb McDonald to approve the finance reports as printed. Second was made by Patsy Woller. Motion carried.

Pam distributed copies of the 2018 budget. Pam discussed the budget and reminded the committee about estimates for calendar year budgets when grants overlap years. The budget includes a 2% cost of living increase as well as a 7% Pension deposit for staff. Pam also discussed wages and reported overtime hours are built in for staff who generally work more than 2080 hours in a calendar year. Donna Rozar reported Wood County Government did not include the \$5,000 for NCCAP in their 2018 budget. The budget will be reviewed with the full Board of Directors for final approval.

Members: Burgess, Woller, Rozar, Hass, McDonald

Members Present: Burgess, Woller, Rozar, McDonald

Absent: Hass

-5(b)
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**Health Department Report
February 22, 2018**

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

ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

- I did a presentation on public health ethics at the Wisconsin Association of Local Health Departments and Boards Operations Conference in Wisconsin Dells.
- Nearly all of our staff completed ICS 300 (Incident Command System). This was a refresher for many of us. Emergency Management assisted us in accessing this training, as well as ICS 400, which will occur in May.
- We met with about 20 emergency preparedness partners in Wood County to prepare for an upcoming Coalition Surge Test that will involve the simulated evacuation of 140 patients from Marshfield Medical Center. This drill will be unannounced, but we know it will be occurring sometime between Feb. 14 and March 14.
- In light of the motion from the CEED Committee to no longer provide county resources to the groundwater group meeting in Saratoga, I do not plan to send staff to those meetings. Clearly clean and safe water is a public health issue and is in line with our mission. Should the time come when strategies are brought forward that are evidence-based and scientific, the health department would participate as we would in any other situation as appropriate for our department.
- We are working with two UW Eau Claire nursing students this semester. We also continue to work with our UW Population Health Fellow as well as a Masters in Social Work student.

PERFORMANCE MANAGEMENT REPORT – AMBER FRANCE, MS, MPH, IBCLC

- Staff received annual performance management training, and all performance measures and quality improvement projects have been set for 2018.
- A new online program (VMSG) is being used to collect and track performance measures.
- Performance measure data from 2017 is being compiled for an end of the year report.

COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH

Healthy People Wood County

The Healthy People Wood County Summit was held during the end of January with an array of coalition members in attendance. This was a time that some of the Healthy People Wood County Steering Committee members were able to share the impact of the work in their organizations as well as the surrounding community. Each coalition coordinator was able to present on their specific coalition and on a specific project that the coalition is working on. The summit ended with a Health Equity Workshop in which coalition members were asked how health equity will affect their work and the work of the coalition.

A grant was submitted to the National Association of City and County Health Officials (NACCHO). The focus of the grant is strengthening the capacity of local rural health departments to include social determinants of health in their work. Work has begun with the city of Wisconsin Rapids to complete a Health Impact Assessment. In addition, in collaboration with UW-Stevens Point, a community engagement plan is being development and will be implemented in the coming months.

AOD Prevention Partnership

The Wood County Drug Task Force met January 10th and heard more about an upcoming training for Peer Recovery Coaches taking place March 2-5 in Wisconsin Rapids. Individuals in long-term recovery will be trained as certified Peer Specialists through the Darjune model to help steer people in the right direction and continuously address behaviors that need to change. Space was provided for peer recovery support at the Methodist Church in Wisconsin Rapids. A board is being developed to oversee peer recovery work.

Healthy People Wood County is partnering with other Wood County agencies to distribute 300 prescription drug lock boxes through State Targeted Response (STR) to the Opioid Crisis Funding. The lock boxes will be distributed to individuals with the highest need, such as:

- Those who receive a prescription for an opioid
- Those who are taking multiple prescription medications
- Those who have children, foster children, or grandchildren in the home
- Those who feel their prescription medications are unsafe

Information will be included with the lock boxes on the importance of locking up medications in order to reduce access to medications for nonmedical purposes.

The Alcohol Workgroup met January 16th and received an update on the Alcohol Questionnaire that was sent to Wood County liquor licensed establishments. The survey closed January 26th and the group will analyze the results before determining next steps in providing support to local businesses related to the selling and serving practices of alcohol.

Brighter Futures

Planning for 2019 Youth Risk Behavior Survey administration has begun. We will be starting an every other year cycle of administration and are proposing that all schools survey all students grades 8 thru 12. A draft of questions will be sent to the schools for feedback in March.

The Family Support Action Team is working closely with the Early Years coalition to plan an event in Wisconsin Rapids to bring awareness to the importance of early childhood. This will be a public event targeting businesses and other community sectors, honing in on the struggles experienced surrounding early childhood and what impact the early years of life have on businesses and the workforce. A small planning committee has been formed.

Outreach materials are being developed to provide clarity to professionals and consumers about what services are available for young families in Wood County. A draft is nearly complete and we will be soliciting feedback soon.

The Oral Health Action Team has received funding from Delta Dental to provide support to Aspirus Doctors Clinic. Packets promoting oral health will be made and distributed to children at their well child exams. Discussions surrounding improving oral health systems continue. The yearly survey is currently being conducted to assess dental provider capacity and services in Wood County.

Mental Health Matters

The start of the New Year brought in further discussions of what a restructure could look like for the Mental Health Matters Coalition. The hope is to have the full coalition meet and discuss action items that the coalition will pursue. From the chosen action items, specified temporary work groups will develop around these items to carry them out. Overseeing the coalition will be an "Advisory Council" who will help with higher level decisions, the formulation of workgroups, and future action items. The Advisory Council will consist of 4-6 nominated coalition members as well as David. The next full coalition meeting will be February 6th 9-11 AM.

From a sub-committee perspective, the only sub-committee that will remain after the restructure is the Healthcare Integration sub-committee, which will now be called a workgroup. The Healthcare Integration Workgroup met during January to discuss additional people who would benefit being at the table as well as what the workgroup hopes to accomplish. There is a lot of energy around educating Primary Care Providers on available resources out there as well as connecting them with Behavioral Health Specialists. There is another meeting set for February 20th, in which the workgroup will decide on action items to pursue as well as inviting others to the table.

The Trauma Informed Care Toolkit Workgroup has decided to go from being an external group to more of an internal group that consists of Health Department and Human Services employees. The first draft of the toolkit is projected to be done by the end of March and will be presented to the Child Advocacy Center at the Marshfield Clinic for input.

Lastly, a mental health presentation was delivered to Assumption Catholic School teachers during an in-service by David. The presentation covered the current state of mental health among the student population of Wood County. Data from the Youth Risk Behavior Survey was presented to the teachers as well as available resources to faculty and students. The presentation seemed to have been well received and a follow up meeting has been set for February.

Recreate Health

Recreate Health has obtained funding for a more robust bike share system hosted through Zagster. Additional funding was also secured to make sure residents were engaged in the process and that bike share would remain equitable in a rural community. Recreate Health will be collaborating with many community organizations to engage potential riders in the process. Riders will have the opportunity to aid in selection of locations, membership fees, accessible bike types, as well as identify infrastructure and signage improvement opportunities.

Recreate Health has also obtained a small grant to fund the purchase and implementation of the "green machine" at Lincoln High School in Wisconsin Rapids. The green machine is an aquaponic system that can grow up to 400 pounds of produce each cycle. Students will aid in the process of growing their own food and harvesting, food service will then purchase produce at wholesale price. Green Machine is an innovative approach to increasing access to fresh, local, and organic produce as well as cutting down barriers to food service for local procurement such as cost, aggregation, and distribution. Money raised through the purchase of the produce will go toward the expansion of green machines across the district or even the possibility of creating scholarships for students.

Recreate Health members have also been working with UW-Madison Healthy Wisconsin Leadership Institute to identify barriers to physical activity in Wood County. This team is hoping to conduct 1:1s with community members throughout many of the small townships, villages, and "middle Wood County" that is often "untapped" in terms of resident engagement.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

New Business

Marshfield Mercantile was licensed as a small retail food store, selling some meat and goods produced by small processors. Rapids Discount Grocery and More was licensed as a retail food store.

Staff Training

The Wood County Health Department hosted a DATPC facilitated Hazard Analysis Critical Control Point (HACCP) training for 8 Sanitarians from health departments across the state. There was a field training component at the Blue Heron Brew Pub and Hotel Marshfield, and live webinar presentations were coordinated with another training site in Outagamie County. Logan Manthe and Tim Wuebben participated in the training. Environmental Health staff members also received training from UW-Oshkosh Environmental Lab staff on methods, data collection, record keeping, and lab requirements to assist us with the start-up of the Wood County Health Department water lab. All equipment is in and we are working on logging equipment temperatures, developing our SOP's and manuals, and completing the required paperwork and proficiency testing which is required to begin the lab. We will test for bacteria in drinking water and beach water.

DNR 2017 County Contract Report

We had a county contract review with Wisconsin DNR Drinking and Groundwater staff to discuss our performance on the Adams, Juneau, and Wood County Transient Non-Community Water System program in 2017. We met the required number of Sanitary Surveys for the year. All samples were completed with the exception of two that were not sampled on time because they were not on the original inventory list. Overall they were very pleased with the work we have done and found that we successfully implemented the 2017 contract. The 2018 TNC contract contains no significant changes from the 2017 contract. DNR reimbursement for our services remains the same as 2017.

Food Safety Training and Media

Logan and Tim held a food safety workshop for the Knights of Columbus in Nekoosa. Kate and Mariah spoke on the radio about radon and water testing.

Complaints

Twenty three complaints were received and investigated in Wood County in January.

- 6 complaints were regarding licensed establishments. We had a complaint about mold in soup at a Wisconsin Rapids restaurant, which was unsubstantiated. Soup is made fresh daily and discarded. Cleaning issues were not substantiated at a Wisconsin Rapids retail store. A caller complained of hand contact on coffee lids and deli papers at a bakery in Marshfield. They are using proper procedures, but were reminded about bare hand contact and proper hand-washing. A report of a dirty kitchen in Rudolph was not substantiated on inspection. The complaint may have come from a disgruntled ex-employee. The Sleep Inn in Wisconsin Rapids was closed due to excessive water damage. A pool and whirlpool at a Wisconsin Rapids hotel were closed due to improper pool chemistry. The operator was given instructions on how to bring it back into compliance. They are working on improving procedures. A restaurant was closed in Wisconsin Rapids following an inspection because it had no functioning restroom and poor hand-washing techniques. Plumbing was repaired and the restaurant was re-opened later that day.
- 1 open burning complaint—investigation still pending.
- 1 complaint of no water in a rental unit—complaint resolved.
- 1 complaint from neighbors in Milladore regarding a neighbor with a garbage accumulation.
- 2 complaints regarding dogs, cats, feces, and urine in a home. One home was determined to be unfit for human habitation due to the excessive odors and contamination. An order was written for cleanup of the home and a reduction in the number of animals in the home. Another home was given an extension of time on their abatement order to correct violations.
- 1 complaint of fleas. Pest control was discussed with the tenant.
- 1 bat complaint. The landlord was ordered to hire pest control to eliminate the potential exposure of tenants to bats in the home.
- 2 bed bug complaints were resolved with information on how to address the issue.
- 1 complaint of a rental unit without heat. Landlord provided a space heater and is repairing the furnace.
- 2 mold complaints. 1 mold complaint was not substantiated. Building inspector was in and said home is fine; tenants are being evicted. Another mold complaint was unsubstantiated; no mold was found, no odors detected, no moisture problems noted.

- 1 complaint of general illness was handled with information on home humidity, discussion on CO, and other air quality issues.
- A complaint was received from Human Services of a home in disrepair with a disabled person, numerous cats and dogs, fleas, and cleaning issues. Tim worked with the homeowner to remove and replace flooring, pets are no longer in the home, and the overall conditions have improved. Case closed.
- A complaint of wild animals living in an unoccupied house was referred to the Building Inspector for Grand Rapids. Case closed.
- A sewage spill in the Wisconsin River was referred to our department due to concerns about the upcoming Polar Plunge event. The WDNR took water samples and determined the water to be safe for the event. Anchor Bay was notified.
- A relative called regarding a hoarding situation, and was looking for assistance with cleanup.

HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS

Oral Health Program - Wendy Ruesch, RDH, CDHC

The sealant program is in progress in South Wood County elementary schools. The second screening and fluoride varnish for all Head Start Centers is complete. Expansion into Middle School participation has increased from 11 students during the 2016/2017 school year to 93 so far this current school year.

COMMUNICABLE DISEASE TEAM REPORTS

Communicable Disease Update – Jean Rosekrans and Alecia Pluess

- During the month of January, Wood County had 21 cases of chlamydia and 10 cases of gonorrhea reported. Three cases of Hepatitis C and 2 cases of Hepatitis B were also investigated.
- Wood County had 1 probable and 5 suspect cases of Lyme disease during January.
- One case of E. coli was investigated.
- One long term care facility reported gastrointestinal symptoms among staff and residents. The state approved testing for the facility and the *“Recommendations for Prevention and Control of Acute Gastroenteritis Outbreaks in Wisconsin Long-Term Care Facilities”* was shared with the facility. Testing for Norovirus came back positive.
- Influenza activity continues to increase statewide. Influenza vaccination in Wisconsin is trending lower compared to previous years. During January, Wood County had 47 cases of influenza-associated hospitalizations, up from 7 cases in December. There are currently two long-term care facilities with ongoing Acute Respiratory Infection outbreaks.
- A presentation was done for participants in the Human Services Day Treatment Program on the topics of Hepatitis C and sexually transmitted infections.
- Jean presented to Nekoosa Middle School students on the topic of adolescent vaccines.
- January was Cervical Cancer Prevention Month. A Facebook post promoting HPV vaccine was shared.

Lead Update – Jean Rosekrans

Jean and Alecia accompanied Environmental Health staff on a home inspection for a child with elevated blood lead levels.

FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS

Lactation – Amber France

Wood County Health Department, in collaboration with Marshfield Clinic, will be hosting a certified lactation specialist course in April at Marshfield Clinic.

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

- The 2018 outreach plan has been initiated. Foster families are the first target population for outreach.
- Various nutrition education methods are being piloted, including telephone nutrition education contacts from the registered dietitian, in order to receive benefits.

Caseload for 2018 (Contracted caseload 1382)

	Dec 2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Active (initial)	1347	1328										
Active (final)	1422											
Participating	1489	1485										

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: February 22, 2018

Caseload activity for January - 17 new veterans served. During the month of January we completed 299 federal forms:

- 29 intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 1 Notice of Disagreement (appeal)
- 20 new claims for disability compensation
- 1 new claim for pension
- 4 new claim for surviving spouse benefits (DIC or surviving spouse pension)
- 12 new applications for VA Healthcare
- 36 appointment of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 10 burial and marker applications

Activities:

1. Completed as of February 14:
 - a. January 26 – Guest on WHFR radio in prep for VA Health Care Enrollment day.
 - b. January 30 – State Senate Committee on Transportation and Veterans Affairs hearing on State Veterans Outreach and Recovery Pilot program SB666.
 - c. January 31 – VA Health Care Enrollment day in conjunction with the Heroes Café at Crossview church. Sponsored by Tomah VA Medical Center.
 - d. February 2 – CVSO Association of Wisconsin Executive committee meeting.
 - e. February 2-3 – VFW of Wisconsin State Convention at Hotel Meade Wisconsin Rapids. Our office will provide CVSO support Table.
 - f. February 7 – Tomah VA Medical Center Director's strategic management meeting (VR-7 attended).
 - g. February 7- State Joint Finance Committee hearing on State Veterans Outreach and Recovery Pilot program AB 732 (CVSO Attended).
 - h. February 13 – Wood County I-Team meeting (crisis Intervention).
2. Near Future:
 - a. March 14 - Tomah VAMC quarterly CVSO and Congressional representative update.
 - b. April 18 – King Veterans Home Open House.

Office updates:

1. Wood County veteran hiring initiative: No progress in this reporting period
2. Veterans Office remodel - Painting, carpet, lighting and doors are completed. Only remaining items are data lines, closet door and power to the HVAC system. Then we will be able to move into our final configuration.
3. Tomah VA medical Center outreach event in the form of an Enrollment & Eligibility day was conducted on January 31 the event was a great success. 35 veterans were enrolled in VA Health care, with 18 more brought back to Tomah for further development. Over 30 had appointment scheduled within a week

and one Veteran was seen already on the afternoon of the event. Note - this is in addition to the 12 applications for health care our offices completed.

4. State Veterans Outreach and Recovery Program (VORP) update. This legislation has passed Joint Finance and the Senate Committee on Transportation and Veterans Affairs. It is now available for scheduling (for a floor session).

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

February 9, 2018

Director's Report by Brandon Vruwink

Governor Walker recently announced a plan to reform Wisconsin's Public Assistance programs. The legislation would expand work requirements for food stamps from 20 to 30 hours per week, require able-bodied adults to comply with child support orders to receive Medicaid and impose drug screening for public housing. These proposals have been sent to the legislature for their consideration, action is expected to be taken prior to the end of the special legislative session.

In my last update, I provided information related to the Governor's plan to close Lincoln Hills and Copper Lake schools. This plan has since been fast tracked, with the expectation that the legislature take action in reforming the juvenile corrections system. This plan requests that regional facilities be developed to serve youth throughout the state. To provide the best service to Wood County youth and their families it is in our best interest that a regional facility is located in a reasonable proximity to Wood County. I will work with our legislators and keep you updated on this proposal as it moves forward.

On Tuesday, February 6th and Wednesday, February 7th, we had an opportunity to welcome Jen Wilson to Wood County. Jen facilitated two training sessions for the Behavioral Health and Family Services teams on the importance of Emotional Intelligence. The training sessions were sponsored by the University of Wisconsin through our Organizational Effectiveness project. These sessions were a continuation of our efforts to increase communication and collaboration among staff.

Wood County Human Services Department submitted our response to the Request for Proposal to administer the Food Share Employment and Training Program for program years 2019-2024. This was a significant undertaking that took several weeks to complete; the final proposal was over 300 pages long. I greatly appreciate the commitment of the FSET Team in putting this proposal together, special thanks to Thomas Prete, Lacey Piekarski, Melissa Walsh, Steve Budnik, Nikki Holder, Angela O'Day, Pamela Ashbeck and Kassie Wormet. Wood County is a statewide leader in the FSET program as one of only two counties in the state that administer the program.

Family Services Update by Beth Ferdon

This January has continued to be busy in Family Services Division; however our level of referral has moderated to some extent. Many of the cases referred continue to have some involvement with illegal drug use or abuse of prescription drugs. At this point the increases continue to be within our ability to provide quality services to clients; however we are still experiencing some challenges in being able to match youth in need of out of home placement to appropriate resources.

We are working to implement the services related to the In Home Safety Services grant we received starting in January. This grant is designed to offset the expenses related to providing services and other needs related to keeping children in their parental homes on in-home safety plans. We are excited about this grant and believe that it will help us prevent out of home placements while still keeping children safe.

We have also been able to hire for the two vacant Family Resource Coordinator positions, one of which is the newly created position. This will allow us to expand our youth and parent mentoring efforts and provide additional supports to families with complex problems, as well as providing assistance to case managers.

We have also been continuing to cooperate with statewide efforts to support us in recruiting more foster parents as the need for qualified and skilled foster parents continues to grow. We have identified some foster parents who will assist us in recruitment efforts and are developing a more comprehensive recruitment plan. The Foster Care Coordinators are completing a series of webinars regarding effective recruitment strategies and will be starting to develop our county specific plan in the coming months.

Administrative Services Update by Jo Timmerman

Norwood: Norwood received a Medicaid rate change notification for the Crossroads Unit of a \$.94 per resident day increase retroactive to 1-1-18.

Staff is continuing to work on yearend closing work. The Accountant is also working on compiling data for Norwood's two Medicaid cost reports and one Medicare cost report for the Admissions Unit.

Community: Staff is busy working on yearend closing work. Part of that work includes cost reporting for eleven state aid programs due in March, and cost reconciliations for our 12 county Income Maintenance Consortium and our nine county FSET consortium.

We have listed \$97,000 in new debt to TRIP (Tax Refund Intercept Program).

Staffing needs for Support Services have been addressed for the newly expanded clinic hours.

Our new Accounting Clerk, Paula Glen, started on February 5th.

We are still working with IT to determine what is wrong with our Aging Reporting for TCM client balances. The repair of this report is critical for yearend closing work.

Edgewater: Edgewater received a Medicaid rate change notification of a \$5.80 per resident day increase retroactive to 1-1-18.

Staff is continuing to work on yearend closing work. The Accountant is also working on compiling data for Edgewater's Medicaid and Medicare cost report.

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunson

Personnel: Errin Corrin has been hired as a casual Crisis Interventionist. Dawn Jaminski has been hired as a Casual Crisis Interventionist. Elizabeth LeMoine has resigned her position as Legal Services/APS Coordinator. Alyssa Olson has resigned her position as casual Crisis Interventionist.

Outpatient Clinic Wait Times: There are currently 48 people on the waiting list for Outpatient Clinic services. We have been taking individuals off of the waiting list on a weekly basis; however continue to add to the waiting list as well. The increased effort to do more intakes is starting to increase the wait time for follow up appointments. This is an issue that we continually try to balance, so that individuals who are being seen at the clinic can get another appointment within the appropriate amount of time.

Crisis Intervention: When an individual is experiencing a mental health crisis, Crisis Intervention is frequently contacted to provide assistance, assessment and direction. We work with law enforcement, hospitals, private providers, the schools, community members and anyone who contacts our agency requesting help. As part of this process, people are often seeking to have someone involuntarily detained to a mental health hospital under an emergency detention because they believe the individual is a threat to themselves or others. Crisis Intervention must be contacted for this process to be completed.

As such, one of the many roles Crisis Intervention is responsible for is determining if a person meets the criteria under chapter 51 to be detained to a mental health hospital. People may say things like "I just want it to end," "I'm suicidal," "I wish I'd never wake up" and other things referencing self-harm, suicidal ideation or other general mental instability. This type of situation initiates a call to Crisis Intervention either by the person themselves, or another person who is assisting them. Many people assume that this type of situation automatically results in a hospitalization, but that is not the case. In reality, most people are best served with lesser restrictive options and this is often done through a community safety plan. Crisis Intervention is tasked with determining which approach is most appropriate and facilitating the outcome accordingly.

With a safety plan, we create an individualized approach to keep the person safe in the community and connect them to the services they need to stabilize their personal crisis. We refer to and coordinate with community resources, outpatient providers, our Bridgeway program, voluntary hospitalizations, and other appropriate options. This is the least restrictive and most trauma informed care approach to meeting their needs. This also prevents a significant cost to the county, the individual, insurance companies and tax payers as a whole. For example in December of 2017, the Crisis Intervention phone line completed 37 assessments on individuals. Of those 37 assessments, only 12 were hospitalized. The other 25 were diverted from an involuntary hospitalization and their needs were met in another way.

Wood County is part of the Regional Crisis Initiative Northern Region. As part of that initiative we receive training and printed materials and we are required to provide data on crisis diversions. They track this information and determine a cost savings projection based on the average daily cost of Norwood, MMC-Ashland, Sacred Heart, St Mary's Rhinelander, St Elizabeth's, Belin, and Winnebago. The numbers used for daily rates are averages and do not take into account specific contracts or insurance reimbursements. The data is meant to represent the potential cost savings that occur when a hospitalization is prevented by completing a safety plan instead. Last year in total, Crisis Intervention was able to divert at least 271 people. That is an average savings of \$412,462. These savings are seen across the board by counties utilizing crisis services. The attached table shows all of the Northern Region Crisis Initiative counties savings for 2017.

Diversion Definition

Diversion occurs when an adult or child who is involved with Crisis Intervention, 1) within 48 hours of the time of the encounter, as a result of Crisis Intervention services is *diverted* to a less intensive 2) setting that is more appropriate to their clinical need instead of being admitted to a behavioral health hospital. 3) This occurs following an original determination that inpatient services were necessary by one of the following:

- The person themselves is in crisis and expresses desire to go inpatient.
- The person themselves is expressing suicidal ideation or intent.

• One of the following actors determines that the person should be hospitalized due to apparent suicidal intent or behavior, disorganized or psychotic behavior, or threatened or apparent dangerousness to others:

- Law enforcement officer
- Correctional officer in a jail or prison
- Family member or significant other
- Clinical practitioner (e.g., psychotherapist, psychologist, doctor, nurse, etc.)
- Residential support staff (Child Care Institution, Residential Care Centers, Group Home, Community Based Residential Facility [CBRF], Foster Home, Adult Family Home, Residential Care)
- School Staff or Teacher

• Or the person presenting to Crisis manifests with unstable thinking, behavior or emotions wherein it is determined that without Crisis Intervention or Crisis Stabilization services the person would clearly have met criteria for admission to a behavioral health hospital.

A diversion does not occur if the determined need for inpatient behavioral health hospitalization is more than 48 hours before the Crisis encounter. Similarly if a Crisis program was able to effect a diversion at a given encounter but then the person is admitted to a hospital more than 48 hours later, it would still be classified as a diversion.

Adult and Youth Diversions
January-December 2017

County	Adults	Youth	Total	Avg 1 day hospital rate*	Savings
Ashland	86	3	89	\$1,522	\$135,458
Bayfield	41	14	55	\$1,522	\$83,710
Florence	8	3	11	\$1,522	\$16,742
Forest, Vilas, Oneida	497	110	607	\$1,522	\$923,854
Iron	24	4	28	\$1,522	\$42,616
Marathon, Lincoln, Langlade	1671	430	2101	\$1,522	\$3,197,722
Portage	34	28	62	\$1,522	\$94,364
Price	37	13	50	\$1,522	\$76,100
Sawyer	72	24	96	\$1,522	\$146,112
Taylor	118	46	164	\$1,522	\$249,608
Wood	174	97	271	\$1,522	\$412,462
Total Adults	2762	772	3534	\$1,522	\$5,378,748
				Total for 15 counties	\$5,378,748
MMC-Ashland	\$2,540				
Sacred Heart	\$1,405				
Norwood	\$1,415				

St Mary's-Rhi	\$928				
St Elizabeth's	\$1,313				
Belin	\$1,730				
Winnebago	\$1,320				
Total	\$10,651				
Average daily 2017 rate*	\$1,522				

Birth to Three: The Birth to Three program has had increasing number of referrals for several years now. In 2016 there were a total of 200 referrals for the year and in 2017 there were 252 referrals. This averages out to 16.6 and 21 referrals per month respectively. In January of 2018 there were 41 referrals. We will continue to watch the trend of increasing referrals in 2018.

Employment & Training Update by Lacey Piekarski

FoodShare Employment & Training: Wood County Human Services Department, in partnership with our partner, CW Solutions, has submitted a formal Request for Proposal for FFY2019 to continue administration of the Food Share Employment & Training (FSET) program. When awarded, this contract continues FSET programming for the nine-county region, for a five-year period. Our final FFY2019 proposal highlights our current customer successes, continued increasing caseload numbers, and focus on employability connections to provide our customers opportunity, directly benefiting our local communities and employers. The proposal award notification will be communicated by the end of April 2018.

Through January 31, 2018, the NorthCentral FSET Program enrolled a total of 1,367 individuals in the nine-county region, serving a total of 445 enrolled customers in Wood County. We are excited to now have a minimum of two Wood County FSET Case Managers available at each office in the Portage, Adams, and Wood County offices to provide additional support for our increasing caseloads.

Welcome to Olivia Boyd and Hannah Maurer, our newest FSET Case Managers joining our team in late 2017!

Governor Scott Walker recognized two FSET participants at the **2018 State of the State** address on January 24, 2018, one from the NorthCentral Region! Below is the excerpt from his speech:

Since we started requiring employment and worker training, more than 25,000 people have gained employment. People like Thomas from Stevens Point. Thomas had been working a series of seasonal jobs. With our training program, he now has a permanent job with MedXcel at St. Michael's in Stevens Point and says it's his dream job.

Thomas was also highlighted in the **Year 2 Report** for the FSET program. Below is our formal success story (Release granted):

When Thomas first enrolled with FSET in April 2015, he had been without a permanent job since 2009. He had been working seasonal positions since that time but could not find a permanent

position in his desired field of grounds keeping. He also was struggling with some health issues that created challenges for employment.

When he enrolled, Thomas did have a resume, but it was in need of updating. Thomas requested help with job leads and interview skills. Thomas and the FSET office worked diligently to update his resume and to customize it for each new job application. FSET also provided gas assistance for travel for job search, job interviews and other FSET activities.

We also provided solid job leads in his field of interest. Thomas and the FSET office did a thorough analysis of his interview skills and discussed how to maintain a positive approach about his experience, knowledge and skills during interviews.

Although he was able to continue seasonal employment after enrollment, it was not until 1/7/17 that Thomas achieved his goal of securing permanent, year-round work, nearly eight years after his last permanent position.

Since that time, FSET has been providing job retention services. Thomas stated he attributed the help from his case manager with job search skills and the transportation assistance as the two most important supports.

Independent Living (IL) Program: The Region 1 Independent Living Program, administered by Wood County Human Services Department in partnership with CW Solutions, celebrated one year of administration of the IL Program on January 1, 2018. Our 2018 program plan has been approved, revisions submitted for DCF review, and a formal site visit scheduled in June 2018 to our Wood County – Wisconsin Rapids River Block location.

Beth Reque, Wood County IL Coordinator, shared a youth success story in February, excited for an engaged youth graduating from Job Corps the end of the month with her Certified Nursing Assistant (C.N.A.) licensure and driver's license. Our program youth will be relocating back to Wood County and with the assistance of the IL Program, has located permanent housing and employment as a C.N.A. at an assisted living facility working 25-28 hours/week earning \$10.00 per hour. She will continue engagement and support with the IL Program, assisting with her transition from training to independence.

Norwood Health Center Update by Jordon Bruce

We continue to work on emergency preparedness for continued compliance with the new mega-rule changes from CMS. I am starting to arrange a visit sometime in April to go and visit a "higher behavioral unit" for mental health patients. These would be classified as nursing home beds. We are recruiting for an Occupational Therapist and a Certified Occupational Therapy Assistant as we gave notice to terminate the contract our current contracted therapy provider of our Occupational Therapy services on our Admissions unit as we will provide those in-house.

Pathways Update: The month of January we averaged three overflow mental health patients and 2.26 TBI patients. We had five TBI referrals in January and one admission, working on two other referrals currently from January.

Our Crossroads census maintains at capacity and our census was nearly full at 16 the entire month. We had to save one bed for a patient from the Admissions unit when that patient was ready for discharge.

I am beginning to schedule a visit to Clearview Nursing Home in April to tour the behavioral units that they operate. This is a model that might fit well in replacement of the TBI service line we deliver once that is moved to Edgewater Haven. I will invite the members of the HHS committee to join me as well on this tour.

Norwood Nursing Department by Liz Masanz

We hired the new discharge planner and she will be working on streamlining the discharge transition process, helping to ensure a warm hand-off to outpatient care and help allow the social workers to focus on counseling. We have identified a need to upgrade our furniture on the Admissions unit to further protect the safety of our staff and patients due to the violent nature of some of the patients. We have ordered weighted tables and chairs to prevent patients from throwing the furniture which is becoming a serious issue, resulting in two broken windows in as many months. Luckily, no injuries have occurred.

Norwood Maintenance Department by Lee Ackerman

Our casual maintenance employee worked his last day this month. The job opening has been posted.

We received our new lawn tractor / snow blower/ brush from Power Pac and traded in the old equipment it is replacing. The equipment works great, but we are still sorting out an issue with the tractors design; the air intakes are positioned inside of the weather enclosure which draws cold air from outside. I am working with Power Pac for a solution and trying different methods to relieve this issue.

The Emergency Preparedness Committee was formed, comprised of Norwood Dept. Heads and the Administrator. This committee meets one of many new requirements set forth by CMS code updates. The Committee will work on updating our Disaster Preparedness Plan, establish policy and procedure, determine methods of testing effectiveness of the plan, and coordinate training of staff.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of January totaled 10,514. Total revenues for the month of January: \$47,630.

Norwood Health Information Department by Jerin Turner

We were able to hire a casual receptionist to fill the opening that we had. Our current casual receptionist will continue to stay on in a casual medical records role. We continue to work on the implementation process of utilizing a scribe for our Psychiatrist. This has been going smoothly and we are realizing timely documentation and increased efficiencies with this position.

January 2018 Referrals for TBI Unit

Date	From	Patient	Status	Additional Info (Insurance/appropriate)
1/4/2017	Select Specialty Hospital	62 male	pending	MA HMO; requested disenrollment 1/5/18; f/u phone call 1/10- family not dis-enrolled from HMO yet.

1/8/2017	Gunderson LaCrosse	male	pending	Care Wisconsin member- requested contract 1/8/17 & approval from Care Wisconsin case managers
1/9/2017	Dubuque Mercy- Iowa	78 female	declined	Not TBI; behavioral LTC
1/15/2018	Sacred Heart- Eau Claire	49 male	accepted	Admit 1-24-18
1/18/2018	Sacred Heart- Eau Claire	40 male	declined	alcoholic hepatic encephalopathy- not Medicaid approved BI diagnosis

Edgewater Haven Update by Cindy Robinson

In the month of January we had 14 admissions and 4 readmissions. Current census on the Behavior Wing is 7 residents. Census comparison to last year:

January 2017 – 57.48 average census with 8.25 rehab

January 2018 – 52.19 average census with 7.12 rehab

Admissions/Discharges Comparison:

January 2017 – Admissions 13/Discharges 19/Readmissions 4

January 2018– Admissions 14/Discharges 13/Readmissions 4

Census did decline mid-month and remained throughout January, again consistent with competition. Part of the decline was that three of our long term residents passed away.

There were three planning sessions for the CIP, the plans are expected to be sent out to state and out for bids in early February. On January 9, the Norwood and Edgewater Nursing and Admissions team met to discuss the clinical and admissions process.

Edgewater Haven was recognized by Security Health Plan as a High Performance Skilled Nursing Facility.

Marketing: Meeting with Todd Burch, C.E.O., Aspirus Riverview Hospital, discussed opening of TBI and collaborating with his staff Neurologist and expansion of Mental Health Care at Riverview with Edgewater Haven. Todd will also organize a meeting with Aspirus, Wausau for TBI possibilities. Continue our monthly blood pressures, on-site visits assessments, marketing to referral sources. We also updated our marketing collateral to announce that the TBI unit is coming in 2018.

SecurityHealth PlanSM

Promises kept, plain and simple.®

January 9, 2018

EDGEWATER HAVEN NURSING HOME
1351 WISCONSIN RIVER DR
PORT EDWARDS, WI 54469

1515 North Saint Joseph Avenue
PO Box 8000
Marshfield, WI 54449-8000
1.800.472.2363 | 715.221.9555
TTY: 711
www.securityhealth.org

Dear Amy Slattery:

Security Health Plan would like to acknowledge those outstanding facilities that achieved a High Performance rating based on their 2017 naviHealth scores. Congratulations on your achievement as a High Performance Skilled Nursing Facility. Your skilled nursing facility will be featured in our upcoming Provider and Member newsletters and highlighted in our online Provider Directory.

In previous communications, Security Health Plan announced its development of a *High Performance Skilled Nursing Facility Network* in partnership with naviHealth quality standards. Our hope is to promote those Skilled Nursing Facilities that are providing our members with superior services such as low readmission rates, high star-ratings, less time (and therefore cost) spent at facilities and the achievement of providers' and/or therapists' goals.

We are thankful for your partnership and look forward to helping you better serve our members.

Sincerely,



Jill Hamus, R.N., B.S.N.
Provider Relations Account Manager

HP-782-0103-M-12-17

4

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
WEDNESDAY, FEBRUARY 28, 2018
WOOD COUNTY COURTHOUSE, ROOM 115, WISCONSIN RAPIDS, WI

Members Present: Hilde Henkel, Bill Leichtnam, Ken Curry, Robert Ashbeck, Adam Fischer

Others Present: Jason Hausler, Wood County Area Extension Director; Lance Pliml

1. **Call meeting to order.** Chairperson Hilde Henkel called the meeting to order at 9:00am.
2. **Public Comments.** No public comments.
3. **Review Correspondence.** Discussion of committee expectations for community needs to replace former Community Extension Education.
4. **CLOSED SESSION.** Motion to go into closed session pursuant to the exemption contained in S.19.85(1)(c) Wisconsin Statutes for the purpose of discussing staffing opportunities related to vacant positions within the Wood County UW-Extension Office.

*Motion to convene in closed session made by Bill Leichtnam, seconded by Adam Fischer.
Ayes: Hilde Henkel, Bill Leichtnam, Ken Curry, Robert Ashbeck, Adam Fisher
Nays: none
Motion carried unanimously.*

Adam Fischer was excused at 11:15am.

5. Return to open session.

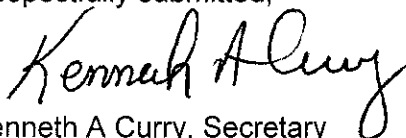
Motion to convene to open session by Bill Leichtnam, seconded by Robert Ashbeck. Motion carried unanimously.

6. Agenda items for next meeting. No items at this time.

7. Adjourn.

Motion to adjourn by Robert Ashbeck at 11:20am, seconded by Bill Leichtnam. Motion carried unanimously.

Respectfully submitted,



Kenneth A Curry, Secretary
Minutes by Kenneth Curry

Review for submittal to County Board by Ken Curry (approved on 2/28/2018)

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, MARCH 7, 2018
 WOOD COUNTY RIVER BLOCK BUILDING, AUDITORIUM ROOM #206, WISCONSIN RAPIDS WI

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

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn and Kim Keech.
 Land & Water Conservation Staff: Shane Wucherpfennig and Tracy Arnold.
 UW Extension Staff: Jason Hausler and Jeremy Erickson.

Others Present: Dist. #8 Supervisor Brad Kremer, Dist. #9 Supervisor William Winch, Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Peter Kastenholz (Wood County Corporation Counsel) and Josh Miller (City of Marshfield Economic Development Board).

1. **Call to Order.** Chairperson Henkel called the CEED Meeting to order at 9:00 a.m.
2. **Public Comment.** None
3. **Review Correspondence.** None
4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the Wednesday, February 7, 2018 and Wednesday, February 28, 2018 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Justin Conner, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Shane Wucherpfennig, Tracy Arnold, Adam Groshek, Emily Salvinski, Lori Ruess, Matt Lippert, Jodi Friday, Chris Viau, Laura Huber, Jackie Carattini and Jeremy Erickson.
 - A. Minutes of Wednesday, February 7, 2018. No additions or corrections needed.
 - B. Minutes of Wednesday, February 28, 2018. Amend #6 in minutes.
 - C. Department Bills. No additions or corrections needed.
 - D. Staff Activity Reports. No additions or corrections needed.

Motion by Kenneth Curry to approve and accept the Wednesday February 7, 2018 and Wednesday, February 28, 2018 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Harvey Peterson. Motion carried unanimously.

Kenneth Curry discussed amending the Wednesday, February 28, 2018 minutes for agenda item #6.

Motion by Kenneth Curry to amend the Wednesday, February 28, 2018 CEED minutes agenda item #6 to correctly read: Discussion of committee structure and time allocation. Second by Bill Leichtnam. Motion carried unanimously.

5. **Risk and Injury Report.** Nothing to report.

Chairperson Henkel moved up agenda item #11A

11. Planning.

- A. Discuss staff recommendation pertaining to the regulation of non-ferrous metallic mining operations in Wood County. A meeting with Peter Kastenholz, Land & Water Conservation Department staff and Planning & Zoning Department staff took place to discuss an ordinance for non-ferrous metallic mining in Wood County. Peter Kastenholz explained the legal aspects of drafting an ordinance for nonferrous metallic mining. The state statute deadline to put an ordinance in place is July 1st. Peter Kastenholz shared that the county doesn't have to meet that

deadline but a sooner than later approach is advised with an option to modify the ordinance in the future. A zoning regulation versus licensing gives the county more flexibility. The state does regulate metallic mining exploration stage with certain restrictions. Currently, there is no metallic mining prospecting or activity in Wood County. Chairman Henkel commented that a broad & simple approach versus detailed would be more beneficial in drafting the ordinance designating Shane Wucherpfennig to take the lead in drafting the ordinance for non-ferrous metallic mining operations consulting with other departments and individuals. Chairman Henkel stated that a model ordinance should be drafted and shared at the April CEED Committee meeting.

6. Land & Water Conservation Department.

- A. Nonmetallic mining reclamation update. Tracy Arnold shared with the committee a letter drafted by Tracy Arnold and Shane Wucherpfennig and reviewed by Peter Kastenholz of Wood County Corporation Counsel on a contested mine site regarding the appeal items in question on this site. Peter Kastenholz explained that the letter upholds the departments prior decision to help allow Tracy Arnold to testify at a hearing on the contested mine. Shane Wucherpfennig commented that the 8 landowner claims from in May 2017 on the contested mine were all corrected in fall 2017. The contested mine site was not signed off as fully reclaimed until mid-November 2017. Shane Wucherpfennig shared that many numerous hours and money has been spent by the department regarding the contested mine. Shane Wucherpfennig reminded the committee that nonmetallic mining in Wood County is a self-funded program through permit fees.
- B. Department policy for nonmetallic mining permit transfer & inactive mines. Shane Wucherpfennig explained the need for the department to have a policy in place for nonmetallic mining permit transfer and inactive mines sharing that some miners want to purchase inactive mines in Wood County.

Motion by Bill Leichnam to approve and accept Land & Water Conservation Department NMM Permit Transfer Fee and Three year inactive annual fee policy. Second by Robert Ashbeck. Motion carried unanimously.

- C. List members' key points from water presentations.
Committee members brought bullet points of the most important parts of groundwater presentations from Dr. Mark Borchardt (USDA Agricultural Research Service) and Kevin Masarik, (UW Extension Groundwater Education Specialist):
- Groundwater flow
 - Microbes unable to move through the ground
 - Residential land use
 - 20 pounds of nitrates going back into the ground for septic systems
 - Nitrate penetration and distance from a well
 - Kewaunee County study
 - Maps of groundwater sustainability
 - Importance of crop rotation on sandy soils
 - Role of Water Treatment Plants
 - Importance of education
 - Phosphorous issue
 - Not only an urban problem but also a rural problem
 - Nitrates found in a well and only the ability to land spread within a certain distance from that well.

Chairman Henkel summarized that the key points from committee members are the primary concern regarding water quality.

Shane Wucherpfennig gave a brief summary on the DNR TMDL meeting on March 6th in Stevens Point that Adam Groshek attended. A TMDL is a watershed proposal detailing the amount of a pollutant a water body can accept before becoming impaired for fish/wildlife or recreational uses. There are 2 TMDL proposals that are being addressed by the DNR which will be sent to EPA and EPA deciding which is best for the WI River.

7. UW Extension.

- A. Staffing/Office Operations Update Jason Hausler shared that the potential candidate has declined the Wood County Community Resource & Development Agent position but may apply for the position when posted. Jason Hausler stated that the next state UWEX hiring meeting is March 23rd and that he will expedite the Community Resource & Development Agent vacancy. A draft of the Community Resource & Development Agent position description will be in the committee packet and discussed at the April Meeting. A revised contract for UWEX contracts will also be in the next committee packet. UWEX will be hiring a summer intern to help assist with 4-H programs and Farm Technology Days. Jason Hausler has been working with the Wellness Coordinator Adam Fandre updating work stations and office furniture in the department.
- B. MOU Discussion Jason Hausler shared that Peter Kastenholz has reviewed and approved the Memorandum of Understanding (MOU) agreement between the Board of Regents of the University of Wisconsin Systems, on behalf of University of Wisconsin Extension, Cooperative Extension Division and Wood County. The agreement is ready for Wood County signature.

Motion by Bill Leightnam to approve and accept Memorandum of Understanding (MOU) agreement between the Board of Regents of the University of Wisconsin System, on behalf of University of Wisconsin Extension, Cooperative Extension Division and Wood County. Second by Robert Ashbeck. Motion carried unanimously.

- C. Horticulture Programming Update/Presentation Jeremy Erickson gave a brief presentation on the Wood County Master Gardener Association horticulture programs. Master Gardeners has transitioned from beautification projects to educational based programs. Jeremy Erickson shared some of the Master Gardeners activities are spring and fall garden seminars, farmer markets, garden and coffee talks at Wood County Libraries, Central Wisconsin State Fair booth, community gardens, Mead Wildlife Center, Facebook page and much more.

8. Economic Development.

- A. Activity update from Marshfield Economic Development Board (Josh Miller) Josh Miller reported on the City of Marshfield's Economic Development Board 2018 budget of project funding grants. The Marshfield Residential Incentive (MRI) Program will receive a \$31,250 grant and the Marshfield Economic Development Board will receive a \$30,500 grant from Wood Count. Josh Miller commented that the \$30,500 Marshfield Economic Development Board grant will be used for a housing study, attending Economic Development related conferences, marketing and support existing business programming.
- B. Discuss potential Economic Development impact of ATV routes and trails in Wood County, and consider next steps. Jason Grueneberg gave a brief overview of the economic development impact of ATV routes and trails in Wood County. A 2015 Jackson County ATV Trail User Survey Report was shared regarding the economic impact of ATV routes and trails in Jackson County anticipating a \$7 - \$9 million annual return on investment. Economic Development impact consists of 60% of ATV users to stay overnight spending \$355 - \$427. Adam Fischer asked why Wood County hasn't developed ATV/UTV routes and distributed a draft resolution encouraging Planning & Zoning Department, Highway Department and Park & Forestry Departments to improve the system in Wood County. Bill Winch commented that the Highway Committee voted 4-1 against allowing ATV routes and trails on county roads a couple of years ago. Adam Fischer asked what the economic impact would be in Wood County. Jason Grueneberg shared that ATV routes and trails would impact economic development but some towns do not want to allow it for liability issues. Adam DeKleyn commented that an inventory of current ATV/UTV routes in Wood County needs to be completed.

Motion by Adam Fischer to approve the resolution to encourage the Highway, Parks and Planning & Zoning departments to work together to improve the ATV/UTV trail/route system in Wood County. No Second. Discussion followed.

Adam Fischer expressed that the resolution would empower and commission the Planning & Zoning Department to work together to improve the ATV/UTV trail/route system in Wood County. Brad Kremer shared that the 2017 Wisconsin Act 87 allows a city, village or town to enact an ordinance authorizing the operation of ATV's and UTV's on a highway that has a speed of 35 miles per hours or less and is located within the territorial boundaries of that municipality.

Motion by Adam Fischer to amend his resolution for a special CEED meeting to discuss the resolution to encourage the Highway, Park & Foresty and Planning & Zoning departments to work together to improve the ATV/UTV trail/route system in Wood County. Second by Kenneth Curry. Motion carried 4-1. Bill Leichtnam would like to see more information come before the CEED Committee to discuss before making a decision.

9. County Surveyor.

- A. Review proposals and select contractor to complete 2018 Public Land Survey System (PLSS) maintenance of 259 corners. Jason Grueneberg gave an overview of the nine bids that were received. Quest Civil Engineers LLC had the lowest bid. Jason Grueneberg explained that the department has worked with them in the past and recommends selecting Quest Civil Engineers LLC as the contractor to complete the 2018 Public Land Survey System (PLSS) maintenance of 259 corners.

Motion by Kenneth Curry to accept the low bid from Quest Civil Engineers LLC for the 2018 Public Land Survey System maintenance of 259 corners. Second by Bill Leichtnam. Motion carried unanimously.

10. Private Sewage. Nothing to report.

11. Planning.

- A. Discuss staff recommendation pertaining to the regulation of non-ferrous metallic mining operations in Wood County. This item followed #5 on the CEED Committee agenda.

12. Schedule Next Meeting.

The next regular CEED meeting is scheduled for Wednesday, April 4, 2018 at 9:00 a.m. at the Wood County Courthouse in Room #115.

13. Agenda items for next meeting.

- A. Model ordinance for non-ferrous metallic mining operations in Wood County.
B. Community Resource & Development Agent job description.

14. Schedule any additional meetings if necessary.

A special CEED Committee meeting is scheduled for Tuesday, March 20, 2018 at 9:00 a.m. at the Wood County Courthouse in Room #115.

15. Adjourn.

Motion by Adam Fischer to adjourn at 11:13 a.m. Second by Kenneth Curry. Motion carried unanimously.

Respectfully submitted,



Kenneth Curry, Secretary
Minutes by Kim Keech, Planning & Zoning Office
Review for submittal to County Board by Kenneth Curry (approved on March 12, 2018 @ 9:06 a.m)

Golden Sands Resource Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
January 18, 2018
Golden Sands Office, Stevens Point, WI

Call to Order: Ed Hernandez called the meeting to order at 9:04 a.m.

Attendance: Al Barden; Gary Beastro; Reesa Evans; Ed Hernandez; Denise Hilgart; Deb Jacubek; Joel Kuehnhold; Hugh O'Donnell; Amy Thorstenson. Ed Miller was not present. Bill Clendenning was also present.

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

Into Closed Session: Motion by Evans, seconded by Barden, to go into closed session at 9:05 a.m.
 Clendenning, Hilgart and Kuehnhold left the room.

Out of Closed Session: Motion by Evans, seconded by Barden, to come out of closed session at 9:21 a.m.
 Clendenning, Hilgart and Kuehnhold re-enter the room.

Treasurer's Report: Hilgart passed out the treasurer's report, along with separate sheets outlining credit card specifics. There were no dispersals or receipts out of the norm. At least one WDNR for about \$40,000 is submitted and due to be paid. Cisar and Hamerla are working on closing the old AIS grants for reimbursement. The EAB grant was extended for a final meeting, which has now occurred, so that reimbursement request can be submitted. There may also be a draw on the Woods & Wildlife grant. No use of the contingency fund. Motion by Evans, seconded by Barden, to forward to the full council.
 Motion carried unanimously.

Financial Procedures:

Accountant's Compilation: Copies of the accountant's compilation for 2016 were passed around. Full audit or review were not required for that year; the compilation is considerably cheaper. 2016 was finished at a loss of \$26,421.26. Discussion with the accountant showed that income receipt was about \$125,000 less for that year. There were also several staffing changes, sometimes requiring double employment to allow for training of new staff. The old computers, which were listed as assets, were also retired which means you take the loss on that fiscal year. She and Hilgart will look into some comparisons on issues and report at the March meeting.

Joe Piechowski Memorial Fund: Although the interpretive sign and tree plaque are completed, they didn't get installed before the ground froze up, so it will likely be spring before the project can be completed. Great Lakes did pay the rest of its share of the costs, so the project will likely finish in the black.

Development and Marketing Plan: The hourly rate for contracted services has been raised to \$45 (from \$40). Kuehnhold met with Paul and Diane from Marathon County and presented before the full county board in Waupaca. In the future, staff that have projects in particular county will carry out

these reports. Thorstenson will also be asking the staff to participate in making more information available for the Facebook page and website.

Staff & Membership:

Possible Conflict of Interest: Evans reported that she retired from Adams County and will be doing private consulting on lake issues. It is possible that GS and Evans could compete for the same jobs, but that is not certain.

Personnel Reviews: Personnel reviews will be started soon, likely starting with Cisar, since she is new and due for review. The March P/F meeting may require closed session time for discussing reviews.

Council Purchases: A newsletter went out recently using Benchmark software. Information on the costs of this service will be made available at the March meeting. Thorstenson plans a spring newsletter in March 2018.

Insurance & Benefits: Nothing new. GS will likely participate again in the state RC & D insurance programs.

Personnel Policy & Procedure Handbook: Highlights went out. The old Prairie Chicken Festival website was updated to direct people to GS website about grazing and promoting grasslands. Thorstenson and Kuehnhold have been working on removing outdated information from the GS website and doing some updating.

Other Business: None.

Adjournment: The meeting was adjourned at 9:50 a.m. upon motion made by Barden, seconded by O'Donnell.

Respectfully submitted,

Reesa Evans
Secretary, Golden Sands RC & D

Golden Sands Resource Conservation & Development Council, Inc.
Water Committee Meeting
January 18, 2018
Golden Sands Office, Stevens Point, WI

Call to Order: Al Rosenthal, acting chair, called the meeting to order at 10:01 a.m.

Attendance: Anna Cisar; Bob Ellis; Reesa Evans; Chris Hamerla; Brian Haase; Ed Hernandez; Bill Leichtnam; Paul Pisellini; Al Rosenthal; Amy Thorstenson; Joe Tomandl; Shane Wucherpennig.

Minutes: Motion made by Wucherpennig, seconded by Pisellini, to approve minutes of the last meeting. Motion carried unanimously.

New Projects: Thorstenson presented two gold sheets for \$2200 each. These are for contracted services for Marl Lake and West Branch Millpond in Waushara County to cover EWM work. Cisar will be doing point intercept surveys covered by the AIS grants on the same two lakes. Motion made by Ellis, seconded by Evans, to approve the application and send to full council for authorization. Thorstenson expects to have sheets for various CBCW projects at the March meeting

Update on Groundwater Protection: Leichtnam noted that Kristina Shankland has introduced AB 686 that sets aside \$100,000 to cover the costs of well replacement in rural areas for people whose wells become contaminated. There is already a similar program, with more funds, established for those who keep livestock and get contaminated wells. When Leichtnam last checked, the bill was not scheduled for anything. The Wisconsin Counties group is having a ½ day training on sulfide mining called Mining 101.

Updates:

Ellis: He has been putting in a lot of time and experiencing a lot of frustration trying to apply for several thousand dollars of reimbursement from the WDNR. Other attendees commiserated. He is also trying to figure out how to compare the value of lakefront property and agricultural property in a way that makes sense.

Haase: Waupaca County submitted a River Planning Grant to use in the coming 9 Key Element plan.

Wucherpennig: He expanded on the 9 Key Element plan—a grant was recently received by Adams County, but will also include input from Portage, Waushara and Wood Counties. His office has been working on the Mill Creek Watershed. He is looking into applying for some MDB money; there is a concern that such could be completed because of the 14 months from application deadline. Wood County LWCD is also putting together more Healthy Soils, Healthy Waters workshops.

Hernandez: Waushara is involved the 9 Key Element planning with Wood and Adams Counties. Waushara has started mapping the results of the private well testing program started by the county.

Cisar and Hamerla: They have both been working on wrapping up old AIS grants to apply for reimbursements. A new AIS grant was applied for in 12/17. If it is awarded, they will be hiring 2 LTEs for the summer. They are starting to plan for the upcoming season. Cisar will be looking for Asian clams on the Chain of Lakes, since they were found in Stratton Lake this past year. Hamerla is finalizing the Taylor County AIS plan. They are also planning an advanced milfoil identification training in the Westfield area on 6/14/18 with Paul Skawinski of the Citizen Lake Monitoring Program. More specific information is available in their written reports.

Thorstenson: She completed her multi-year EWM weevil study and will be submitting for reimbursement. She has also been working on two big acrylic orders and there may be another one coming in from SeaGrant.

Evans: Adams County LWCD is trying to plan for the work needed for the 9 Key Element plan for the 14-Mile Creek Watershed. Adams County applied for a Lake Planning Grant to develop plans for the beach clubs on the Tri-Lakes that make up over 11% of the lake shores. These clubs have multiple owners and seem to be sources of erosion and sedimentation. If the grant is awarded, its results will be incorporated into the 14-Mile Creek 9 Key Element Plan. Interviews for her former position were last week.

Leichtnam: The Wood County subcommittee on Central Sands Groundwater is looking into setting up a groundwater summit to keep groundwater in the public eye.

Pisellini: Some problems in the LWCD need to be settled. The Tri-Lakes Management District agreed to give up to \$2000 cash for the beach club grant applied for by the county. The LWCD committee has request a joint meeting with the P & Z committee to discover why the state and county shoreland ordinances are not being enforced.

Tomandl: Taylor LWCD is finishing up its Soil & Water Resource Management Plan to submit to the state Natural Resources Board.

Rosenthal: The conservation technician job has still not been enforced.

Adjournment: Upon motions by Tomandl/Wucherpennig, the meeting was adjourned at 11:02 a.m.

Respectfully submitted,

Reesa Evans
Temporary Recording Secretary

Golden Sands Resource Conservation & Development Council, Inc.
Forestry/Agriculture/Wildlife Committee Meeting Minutes
January 18, 2018
Golden Sands RC & D Office, Stevens Points, WI

Attendees: Al Barden (Member-at-Large); Gary Beastron (Marathon); Bill Clendenning (Wood); Karyn Eckert (Taylor); Deb Jacobek (Farmers Union); Joel Kuehnhold (Golden Sands); Tyrone Larson (NRCS); Josh Beneš (Golden Sands); Hugh O'Donnell (member-at-large)

Bat Houses: The Tomorrow River school is working on bluebird and bat houses.

Tree shelters: Information on tree shelters sales was sent to the GS counties and placed on the GS website. A news release will also go out.

Stevens Point Area Neighborhood Gardens (SPANG): GS is investigating using a high school shop class to rebuild the neighborhood garden beds.

Woods & Wildlife for Today & Tomorrow (WWTT): Benes will be setting up some Forest Stewardship meetings with landowners in several GS counties and is looking for ways to increase attendance at the landowner meetings. He has had meetings in 3 counties so far and has 2 other scheduled in the next few weeks. He is always looking for more ways to connect with landowners in forest cooperative areas. If you have any connections to the following areas please let him know:

Towns of Cary, Wood, and Rock in Wood County. Town of Belmont in Portage County. Town of Rose in Waushara County. Town of Kronenwetter in Marathon County. Town of Necedah in Juneau County. Town of Richfield in Adams County. Town of Ridgeville in Monroe County. Town of Farmington in Waupaca County.

Emerald Ash Borer: The focus for Emerald Ash Borer activities is shifting from affected trees to considering alternatives for managing recovery. Funding for current grants concluded at the end of 2017.

Clendenning noted that the Prairie Chicken Festival will occur on 4/15/18 this year.

New Projects: The committee approved one new project called Smart & Connected Community. This project is National Science Foundation funded, and we will be working with UW Stevens Point to enact the project. From the NSF website: "The goal of the NSF Smart and Connected Communities (S&CC) program solicitation is to accelerate the creation of the scientific and engineering foundations that will enable smart and connected communities to bring about new levels of economic opportunity and growth, safety and security, health and wellness, and overall quality of life. This goal will be achieved through integrative research projects that pair advances in technological and social dimensions with meaningful community engagement".

Respectfully submitted,

Josh Benes, Amy Thorstenson
Temporary recording secretaries

Golden Sands Resource Conservation & Development Council, Inc.
Regular Business/Executive Committee Meeting Minutes
January 18, 2018
Golden Sands RC & D Office, Stevens Points, WI

Attendees: Al Barden (Member-at-Large); Gary Beastron (Marathon); Steve Bradley (Portage); Bill Clendenning (Wood); Karyn Eckert (Taylor); Bob Ellis (Waupaca); Reesa Evans (Member-at-Large); Ed Hernandez (Waushara); Brian Haase (Waupaca); Denise Hilgart (Golden Sands); Deb Jacubek (Farmers Union); Joel Kuehnhold (Golden Sands); Tyrone Larson (NRCS); Bill Leichtnam (Wood); Hugh O'Donnell (member-at-large); Paul Pisellini (Adams); Amy Thorstenson (Golden Sands); Joe Tomandl (Taylor); Shane Wucherpennig (Wood).

CALL TO ORDER: The meeting was called to order by President O'Donnell at 11:10 a.m.

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

APPROVAL OF MINUTES: Motion made by Barden, seconded by Clendenning, to accept the minutes of the November 2017 meeting as written. Motion carried unanimously.

TREASURER'S REPORT: The treasurer's report for November and December 2017 was passed around. Hilgart indicated there were no out-of-the-ordinary expenses. Dispersals and receipts were fairly standard. No use of the contingency fund. Motion made by Clendenning, seconded by Clendenning, to accept and file the treasurer's reports. Motion carried unanimously. Thorstenson reminded attendees that selecting Golden Sands as your charity when purchasing through Amazon Smile brings in a few dollars per year and encouraged anyone using Amazon to name GS as its desired charity.

OLD BUSINESS:

Wisconsin RC & D Update: Barden reported the next state meeting is set for 1/26/18. Ed Miller is still sidelined by recovery from injuries he suffered in an auto accident last fall. 5 RC & D are still open and functioning in Wisconsin (down from 7).

3-Year Plan Steering Committee: Kuehnhold noted surveys did not go out as planned.

Joe P Memorial: Thorstenson said the interpretive sign and tree plaque are completed, but didn't get installed before the ground froze. These should be installed in the spring once the ground thaws. Great Lakes made its final payment for its share.

Update on Groundwater Legislation: Leichtnam noted that Kristina Shankland has introduced AB 686 that sets aside \$100,000 to cover the costs of well replacement in rural areas for people whose wells become contaminated. There is already a similar program, with more funds, established for those who keep livestock and get contaminated wells. When Leichtnam last checked, the bill was not scheduled for anything. Bradley announced that a resolution supporting the proposal is expected to go before the Portage County Board in February 2018.

NEW BUSINESS

Accountant Report/Compilation: Thorstenson passed around copies of the latest accountant compilation. Neither a full audit nor review was necessary this year, so this provides basic information for a lower cost. The numbers shown are for 2016. 2016 finished over \$26,000 in the red. Part of this can be attributed to lower income for 2016, staff turnover resulting in higher labor costs with less productivity, and the scrapping of old computers and taking the depreciation on that fiscal year. By the March meeting, she and Hilgart will have more specific information about changes in income, donations and direct services.

Other: Thorstenson passed around a list of the current delegates she is aware of. Also, each county was sent a list of ongoing projects in the particular county recently. She will bring a list of the current projects in March for review.

COMMITTEE REPORTS:

Personnel/Finance Committee Report: Evans reported on the meeting this morning. Hilgart distributed the most recent treasurer's report. There were no out-of-the-norm dispersals or receipts. Some WDNR reimbursements are pending and some are being prepared for submittal. The Emerald Ash Borer project is completed, so reimbursement can be applied for. Thorstenson outlined the results of the accountant compilation for 2016, including possible reasons for ending that year with a loss over \$26,000, and plans to report in more detail at the March meeting. The interpretive sign & tree plaque for the Joe Piechowski memorial will be installed in the spring, since the ground froze before they could be installed in 2017. Due to a change in duties, Kuehnhold will not be going to county LWCD committees in the future; instead, such reports will be handled by project staff doing work in the particular counties. Personnel reviews are expected to start soon. A newsletter/highlights went out using Benchmark software. The old Prairie Chicken Festival website was updated to direct seekers to the GS website for grazing info, which is in the process of being updated.

Forestry/Agriculture/Wildlife Committee Report: Kuehnhold outlined today's meeting. The Tomorrow River school is working on bluebird and bat houses. Information on tree shelters sales was sent to the counties GS and placed on the GS website. A news release will also go out. GS is investigating using high school students to rebuild the neighborhood garden beds. Benes will be setting up some Forest Stewardship meetings with landowners in several GS counties and is looking for ways to increase attendance at the landowner meetings, which has so far been low. The focus for Emerald Ash Borer activities is shifting from affected trees to considering alternatives for managing recovery. The Prairie Chicken Festival will occur on 4/15/18. The committee approved one new project called Smart & Connected Community, which has several goals.

Water Committee Report: Evans reported on today's water meeting. The committee approved 2 new project involving managed/removing Eurasian Watermilfoil on Marl and West Branch Millpond in Waushara County. These are contracted services, not grants. Leichtnam reported on AB 686 that sets aside \$100,000 to cover the costs of well replacement in rural areas for people whose wells become contaminated. There is already a similar program, with more funds, established for those who keep livestock and get contaminated wells. Ellis is struggling with reimbursement for WDNR grants and finding it frustrating. Haase, Wucherpfennig, Hernandez and Evans all reported on pending 9 Key Element plans that involved the Mill Creek and 14-Mile Creek watersheds. These are generally multi-county projects with a short timeline. Impaired waters within the watersheds is required for these monies. Wood County is planning for more Healthy Soils, Healthy Water workshops. Waushara

County is starting to map private well-testing results. Hamerla and Cisar are working on AIS reimbursements after submitting for a new grant and planning for the coming season. More specific information is available in their written reports. Cisar will search for more Asian Clam populations on the Chain of Lakes in Waupaca County. Hamerla is finalizing the AIS plan for Taylor County and working on an advanced milfoil identification session set for 6/14/18 in the Westfield area. Thorstenson was able to complete her multi-year EWM weevil projects and is also continuing work on AIS specimens in acrylics. Pisellini reported that Tri-Lakes Management District pledged up to \$2000 to support a grant submitted by Adams LWCD for plans to address beach club erosion and sedimentation. The LWCC committee has asked for a joint meeting for LWCD and P&Z to determine why shoreland laws are not being enforced. Taylor County is finishing up its Soil & Water Resource Management Plan to submit to the Natural Resources Board. Marquette County still has not filled its conservation technician position.

Motion made by Clendenning, seconded by Leichtnam to approve reports. Motion carried unanimously.

NEW PROJECTS: The Waters Committee sent on to full council the two gold sheets for the EWM work on Marl Lake and West Branch Millpond of \$2200 each. These are contracted services without any match requirement. The Forestry, Agriculture and Wildlife Committee also presented a gold sheet, to apply for a National Science Foundation grant of up to \$3,000,000 that involves several agencies and up to 13 counties. Activities may include increasing access and training for rural farmers, promotional work on agricultural programs and Farmers Market, and similar activities. This cover 3 years and includes a required research assistant position. Motion made by Evans, seconded by Clendenning, to approve the new projects. Motion carried unanimously.

STAFF/PROJECT UPDATES: Written staff reports were sent out electronically before the meeting. Paper copies are available today.

AGENCY/PARTNER REPORTS:

Tyrone Larson, NRCS: Larson announced that Wisconsin has a new state conservationist named Angela Biggs. She is currently going around the state to familiarize herself with the various offices and counties. EQIP contracts for 2018 are being finalized. There will be conservation (forest) stewardship and conservation innovation signups coming up, once the federal budget is finalized. Funding may also be available for regional conservation groups. Hiring is currently frozen, so NRCS staff in the state are stretched. The state resource conservationist retired; the position cannot be filled under the current situation. A new Tomorrow River Pheasants Forever chapter was formed by combining some county chapters together.

Deb Jacubek, Farmers Union: The state Farmers Union Convention is set for the first weekend in February 2018. Work is already happening on scheduling summer pasture walks in various areas, including more in central Wisconsin. She has the two most recent newsletters for pickup today.

OTHER REPORTS: None.

NEXT MEETING: The next meeting will be ~~March 15, 2018.~~ (Changed to March 22, 2018)

ADJOURNMENT: The meeting was adjourned at 11:58 a.m. on motion by Barden, seconded by Tomandl.

Respectfully submitted,
Reesa Evans

Secretary, Golden Sands RC & D



Activities Report for Shane Wucherpennig February 2018

- **February 1** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **February 2**– Worked on Mill Creek Watershed 9 Key Element Plan.
- **February 2**– Attended CEED meeting.
- **February 3**– Health Soil Health Water (HSHW) committee Phone Conference.
- **February 3**– Staff Meeting.
- **February 2**– Met with Liquid Coin Dairy, LLC Partners.
- **February 6** – Attended Executive Committee Meeting.
- **February 6** – Hosted a 9-key plan & monitoring strategy session with Wood/Portage County, DNR & UW St. Point Personnel.
- **February 7**– Attended CEED Meeting.
- **February 7** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **February 8** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **February 8** – Picked up donated cheese from Nasonville Dairy/Weber's Farm Store for our North Central Conservation Association mgt.
- **February 9** – Hosted North Central Conservation Association mgt. at Nepco Shelter house.
- **February 12** – Attended MSHA miner safety training in Tomah.
- **February 13** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **February 14** – Health Soil Health Water (HSHW) committee Phone Conference.
- **February 14** – Nonferrous Metallic Mining Discussion.
- **February 14** – Hosted a Mill Creek Planning Meeting at LWCD.
- **February 15** – Met with Peter Kastenholtz to discuss Badger Sandstone site paper review.
- **February 16** – Met with Peter Kastenholtz to discuss Badger Sandstone site paper review.
- **February 19** – Worked on Construction plans for 2018 projects.
- **February 20** – Gave New initiatives Presentation at County Board.
- **February 20** – Met with Peter Kastenholtz to discuss Badger Sandstone site paper review.
- **February 20** – Health Soil Health Water (HSHW) committee Phone Conference.
- **February 21** – Presented at the Lake Redstone Producer meeting in Wonewoc, WI.
- **February 22**– Worked on Health Soil Health Water (HSHW) Mail lists and email lists for registration.
- **February 23** – Met with Dennis Guden on farm to discuss NM planning for winter applications.
- **February 22**– Worked on Health Soil Health Water (HSHW) Mail lists and email lists for registration.
- **February 26** – Staff Meeting.
- **February 26** – Health Soil Health Water (HSHW) committee Phone Conference.
- **February 26** - Attended 2018 Wisconsin Cover Crop Conference at Holiday Inn Convention Center in St. Point.
- **February 28** - Worked on Health Soil Health Water (HSHW) Mail lists and email lists for registration.
- **February 28** – Met with Tracy A. to discuss Badger Sandstone site paper review.

Activities Report for Tracy Arnold 02-2018

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Finalized the WDACP Venison Donation program for Wood County
- Re-enrolling Wood County landowners for the 2018 crop year
- Coordinating paperwork for the WDACP 2018 season
- Designed 3 WDACP permanent fences for 2018. Working with landowners for final approval and will submit them to DNR for funding approval
- Start the designs for 4 additional permanent fences to submit to DNR for approval
- Working through issues with P&Z, HWY, DOT involving 1 permanent fence site design
- Submitted the final 2017 reimbursement to DNR
- Working with DNR to receive the 2017 reimbursements

Non-metallic mining reclamation program

- Updating NMM databases
- Following up on the status of financial assurance on those expiring soon
- Compiling evidence for the Joan Arnold paper review/contested case hearing
 - To date (2-28-18) 90+ hours invested with most being after work hours and weekends
- Met with Peter K several times regarding the Joan Arnold hearing
- Met with Peter K to discuss next steps with the seized financial assurance from CIM several times
- Several phone calls with landowners of sites that are currently in Notice of Violation due to seized financial assurance.
- Presented department policy for transferring permit to present to CEED
- Will come back to next CEED meeting for action on department policy on transferring permits/inactive fees
- Completed the MSHA Part 46/48 Training Plan and Compliance Book Questionnaire paperwork per Shane's request
- Completed the MSHA Part 46/48 Training for 2018

Land and Water Conservation

- Entering stream flow data into the SWIMS database for 11 sites (authorized by state to enter data)
- Chair of the Youth Education Committee for the WI Land+Water
- Co-Coordinating the WI Land+Water State Poster and Speaking Contest
- Co-Coordinating the WI Envirothon, and assisting Wood County teams prepare
- Secretary of the North Central Land and Water Conservation Area Association
- Assisting Forest County set up next North Central meeting
- Facilitated the North Central Land and Water Conservation Area Association February meeting in Wisconsin Rapids with Lori and Emily.
- Attended meeting regarding 8 County Regional Pollinator Partnership with Lori and Emily
- Presented on Bees, Butterflies and Bats at over 90 students and parents at the Literacy Night at St. Vincent
- Requested new tree sale program from IT, current one is from 1995

Activities Report for Adam Groshek – February 2018

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

- ~Working on manure storage abandonment plan for pre-ordinance pit on land that Daryl Sternweis bought.
- ~Attendance of multiple webinars discussing WI, IA, and MN trials, tips, and tricks to cover crops and no-tilling to promote the environment and the farmer's bottom line.
- ~Discussed possible manure storage pit expansion with Steve Seidel near Auburndale.
- ~Discussion with Todd Bores on his future barn rebuild and manure storage facility and need for permits and inspection by County staff during construction.
- ~Planning for potential manure storage abandonment, nutrient management plan and potential future manure storage pit for farm near Nasonville, and a streambank improvement project.
- ~County Park floor layout plan drawings for the Parks Department.
- ~AutoCAD Civil3D renewal registration.
- ~Working on annual work plan.
- ~Working on 2017 LWCD accomplishment report.
- ~Truck maintenance items.
- ~Reviewing new ATCP 50 language.
- ~Assistance with no-till drill monetary donation letter drafting.
- ~Attendance of the North Central Land and Water Conservation Association meeting at NEPCO shelter
- ~Annual non-metallic mining MSHA training in Tomah.
- ~Biometric health screening and health assessment questionnaire as required for health insurance.
- ~Asbuilt points taken for part of John Eron's grade stabilization projects.
- ~Plan calcs and preliminary design for Mike Duckett's 2018 manure storage pad and manure liquids and milking wastewater transfer systems.
- ~Wisconsin River TMDL webinar attendance discussing the draft TMDL allocations out for public comment for all stormwater and wastewater point phosphorus loads and assumed natural, agricultural, and urban non-point loads.
- ~KnowBe4 required IT phishing emails training.

Activities Report for Emily Salvinski February 2018

- **Thursday, February 1.** Completed NMP review while finalizing new review form. Got GPS coordinates for pollinator plot, took pictures/inventory of our seed at the forestry garage.
- **Friday, February 2.** Organized duplicate GIS files. Looked up where there has been previous monitoring on Mill Creek.
- **Monday, February 5.** Updated mailing list for checklist reminders. Attended staff meeting. Pollinator & NMFE correspondence.
- **Tuesday, February 6.** Envirothon meeting. Updated 2017 numbers for work plan. 9-Key meeting to catch up other county and discuss water monitoring.
- **Wednesday, February 7.** Finalized wildlife damage webpage and worked on CREP webpage. Printed mailing.
- **Thursday, February 8.** Worked on webpage for all phosphorus future and current funding. Edited donation letter.
- **Friday, February 9.** North Central Area meeting and poster & speaking contest.
- **Monday, February 12.** WI DNR CAFO update meeting in Marshfield
- **Tuesday, February 13.** Created no NMP shapefile to add to NMP database and added to it.
- **Wednesday, February 14.** Mill Creek 9-key planning meeting for water monitoring strategy portion
- **Thursday, February 15.** Worked on question that came up at yesterday's meeting. Typed up meeting notes. Added notes to plan template.
- **Friday, February 16.** Prepped seeds for frost seeding. Frost seeded prairie seeds near building.
- **Monday, February 19.** Updated prairie plot database with seeding info. Read most of Apple Creek 9-key plan.
- **Tuesday, February 20.** Prepped multiple visuals for 9-key plan. Prepped maps for Shane to take to farm visit.
- **Wednesday, February 21.** Prepped for farm show. Manned booth at farm show.
- **Thursday, February 22.** Worked on Wild Parsnip report for this summer.
- **Friday, February 23.** Processed checklist (GIS map, excel forms), prepped snap+ for new user
- **Monday, February 26.** Staff meeting. Updated Central Sands fields in our nutrient management database from their 2018 NMP. Went through files on DNRs website.
- **Tuesday, February 27.** Cover Crops conference in Stevens Point.

Activities Report for Lori Ruess – February 2018

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Wednesdays & Fridays.
- Reviewed general ledger and payroll registers and completed journal entries to correct payrolls.
- Completed January sales tax report and submitted report to Finance.
- Attended February 7th CEED meeting and completed minutes.
- Attended February 5th and February 26th staff meeting and typed minutes.
- Attended February 9th North Central Land & Water Conservation Association Area Speaking Contest and meeting at Nepco Shelter House. Worked with caterer and registration table.
- Requested information for agencies to include in the 2017 LWCD accomplishment report. Will be compiling information and completing the report.
- Working on annual work plan.
- Received DATCP grant staff & support reimbursement in the amount of \$120,642.
- Attended January 24th Employee Feedback meeting.
- 2017 budget review and preparation for budget close.
- Completed the KnowBe4 IT phishing emails training.
- Organized County Board and CEED packet information and took to County Clerk's office.
- Compiled producers email and snail mail lists for the Healthy Soils Healthy Waters Workshop and mailed invitations to the producers without email addresses.

CEED Committee Report *for the month of February 2018*

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- I met with the all-committee group and the Executive committee for the Farm Technology Days Event.
- I assisted with the Wood County Holstein Breeders plan for their upcoming project calf sale to be held March 3 at the fairgrounds
- I provided PAT certification for 20 growers and general farmers at the Marshfield Ag Research Station
- I attended a program that featured the director of the UWEX affiliated Discovery Farms, discussing nutrient issues with soil and water. The program also included a panel of producers from around the state that have worked to improve water quality. The program was offered by the Wood County Farm Bureau
- The MACCI Agri-Business Committee met and also hosted a booth at the Marshfield Farm Show held at the Marshfield Mall. Cheese, sausage and cranberry products from local processors were highlighted. The committee also hosted a reception to the exhibitors at the show in the evening.
- The Farm Tech Days committee was at a number of shows during the month including the Farm Show at the Mall.
- Heart of the Farm was held at the Belvedere Supper Club. HOF is a program for women in agriculture hosted by the joint efforts of Wood, Marathon, Clark and Taylor County UWEX offices. We had 34 people attending and topics such as farm transition from an attorney's perspective, developing a direct marketing produce business, understanding your body to fight stress and a general farm transition topic were well received.
- I interviewed with WDLB and WFHR radio.
- I met with the Wood County Farm Bureau Board.
- I conducted an evaluation of the cranberry school and shared it with them at their education committee meeting. Plans were made for a safety program and two grower workshops this spring.
- I judged a discussion contest as part of the local FFA speaking event where ten school districts were invited to attend.
- I attended and assisted with the development of a program for all staff in Extension Area 7 including Wood, Portage, Clark and Marathon Counties.

JODI FRIDAY

Wood County UW-Extension, FoodWise Nutrition Educator

- Taught in **24** classrooms to over **425+** 3rd grade students (2/2, 5, 6, 9, 12, 13, 16, 21 & 26). This completes a series of five lessons focusing on making healthier food choices within each food group. Students sampled spinach, red pepper and the famous Mrs. Friday's Rockin' Refried Beans.

- Presented to the CEED Committee on the Eating Smart Being Active series with funding through the Expanded Food Nutrition Education Program (EFNEP) (2/7)
- Continued with the Eating Smart, Being Active series with Nekoosa's Bizzy Bee's Day Care (2/7, 14, 21 & 28).
- Certified in First Aid and CPR, a requirement of the EFNEP funding (2/8).
- Participated in the monthly Wood/Portage FoodWise meeting (2/8)
- Participated in the State FoodWise Golden Apple Employee Recognition Committee Google Hangout. Award criteria, nominations and scoring rubric have been sent to the State Program Advisor, Amber Canto, for review (2/13)
- Attended the Wood County Board meeting and the Ad Hoc Space Needs Committee meeting on behalf of UW-Extension (2/20)
- Attended the UW-Extension Area 7 (Wood, Portage, Marathon, Clark Counties) meeting (2/22)
- Taught "Healthy Cents at the Pantry" at the South Wood County Emerging Pantry. The topic was 'Developing a Food Budget.' Twelve learners attended. (2/27)
- Participated in weekly Wood County Staff meetings (2/5, 12, 19 & 26)

Comments from Bizzy Bee's participant of the Eating Smart Being Active series: "This is the best class ever" and "We made the Garden Vegetable Soup that we learned during last week's lesson for the kids at the day care. They gobbled it up!"

CHRIS VIAU

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

The following is a summary of Youth Development activities:

4-H Club and Program Management:

- Leadership Washington Focus Trip Planning and Logistics
 - 2018 program start-up. Answer questions, Reservations
 - Participant orientation resources- update and prepare for mailing
- 4-H Club and Volunteer Management concerns
 - Volunteer Background Check support (new process implementation)
 - 4-H Club transitions
 - VIP Training at Project Discovery Days-7 new volunteers trained

Central WI State Fair

- Support Fairbook Updates
- FairEntry software updates and prep for 2018

Other

- WFHR Radio-"Getting ready for Summer Camp at Upham Woods"

Administrative

- State and Regional Phone Conferences and Meetings
- UW-Extension All-Colleague Meeting
- 4-H Program Coordinator Hiring process

- 4-H Youth Development Liaison Responsibilities- 25% FTE

Laura Huber

Wood County UW-Extension, 4-H Program Assistant

- Coordinated Wood County 4-H Bowling Fun Night at Marshfield's Rose Bowl Lanes on 2 February
- Completed YQCA (Youth for the Quality Care of Animals) Training on 6 February
- Listened to a 4-H Wisline on 8 February
- Coordinated and set up Wood County 4-H's Project Discovery Day (held 10 February)
- Helped Shady Lane 4-H Club with radio appearance (WDLB) on 20 February
- Attended Junior Fair Board meeting on 21 February
- Participated in the UW Extension Area 7 All Colleague meeting on 22 February
- Attended Farm Tech Days Youth Tent planning meeting on 28 February
- I participated in an online course entitled "Achieving the Extension Mission Through Volunteers" which began on 23 January and will run through 2 March.
- Participated in a course webinar on 1 February. The focus was on the motivation and trends in volunteerism
- Week 3 focused on identifying and recruiting volunteers.
- Week 4 focused on selecting and orienting volunteers.
- Week 5 focused on supporting volunteers with training, recognition, and coaching. I participated in a related course webinar on 23 February.
- The final week will focus on communicating public value and I will participate in the final webinar on 27 February.

Ongoing responsibilities:

- Updated and maintained the Wood County 4-H, WI Facebook page. 692 followers.
- Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page. 262 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
- Ongoing coordination of Creative Arts Day (14 Apr)
- Ongoing assistance for new leaders and the volunteer background checks

Jackie Carattini

Wood County UW-Extension, Family Living Educator

- Attended multiple meetings and work associated with WEAFCs (Wisconsin Association of Family and Consumer Sciences- Currently State President) -Attended multiple meetings with libraries in Wood County about programming needs and schedules for 2018.
- Attended a meeting with United Way about community needs and partnerships.
- Met with multiple partners about community needs regarding financial education and scheduled programming for 2018.
- Taught a monthly parenting and financial education program at the Ho-Chunk HeadStart.
- Set-Up, presently and taught 2 sessions at the Financial Wellness Conference at NTC.
- Held the final strategic planning session with Bell Tower Residence.

- Attended and taught "Taking Care of You" at the Heart of the Farm.
- Attended the "Raising a Thinking Child" team meeting via wisline.
- Led the monthly JCEP (Joint Council Extension Professionals) board meeting. (current chair) - Prepared and attended my annual review with current Department Chair.
- Attended the Area 7 all staff meeting at the Mead Wildlife area.
- Facilitated two poverty simulations.
- Was on a radio program in Marshfield speaking on upcoming Food Preservation programs for 2018.

Jeremy Erickson

Wood County UW-Extension, Horticulture Educator

- Appear on WFHR and WDLB Radio Programs
- Attend Master Gardener Board meeting
- Attend Marshfield Community Garden Committee meeting
- Host and Facilitate "Garden and Coffee Talks" educational program at Arpin Public Library
- Had my Annual Performance Review with Area Extension Director
- Attend Wood County Farmers Market meeting
- Respond to horticultural inquiries from the community
- Attend the Area Extension All Colleague meeting at Mead Wildlife Area
- Facilitate the Master Gardeners' Community Education and Awareness Committee meeting
- Planning for upcoming events, workshops, and meetings

TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for March 1, 2017

1. Administrative (Jason Grueneberg)

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

2. Economic Development (Jason Grueneberg)

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

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

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

3. Planning (Adam DeKleyn)

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

4. Land Records (Justin Conner)

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

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

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

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

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

6. POWTS Activity (Kim Keech)

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

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

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

- c. Maintenance Notices

- 1. 2016

- 1. On April 26th, 2,711 notices were mailed by ODC to those owners who need to have their system serviced this year, with a due date of August 12th. Eighteen notices were also mailed to owners who have an Aerobic Treatment Unit (ATU), which requires annual servicing.
 - 2. On September 16th, 401 second notices were mailed to those owners who did not meet the August 12th deadline.
 - 3. On November 7th, 84 owners were sent a letter from Wood Co Corp Counsel regarding failure to provide servicing documentation.
 - 4. A possible small claims action for 18 owners for failure to service is being reviewed. Following vacancy checks, these are being referred for failure to service system.

- d. Program Fee Notices

- i. 2016

- 1. On November 7th, 4,532 program fee notices were mailed to those owners who need to pay their \$20 program fee this year, with a due date of December 2nd.
 - 2. On December 2nd, 721 second program fee notices were mailed to those owners who did not meet the December 2nd deadline.
 - 3. On January 31st, 187 owners were sent a letter from Wood Co Corp Counsel regarding failure to pay the program fee for 2016.
 - 4. A possible small claims action for 89 owners for failure to pay the program fee is being reviewed.

- e. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2015 are available for viewing on the County's website

www.co.wood.wi.us/Departments/PZ. 2016 Sanitary Permits will be prepped and scanned in fall 2017.

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

CWED BOARD OF DIRECTORS MEETING

January 17, 2018

Central Wisconsin Airport 200 CWA Drive Conference Room B, Mosinee, WI

MINUTES

Present: Adams County - Tanya Walsh-Laehn (phone), Village of Athens - Lisa Czech (phone), Forest County - Paul Millan (Phone), Lincoln County - Ken Maule, Marathon County - James Warsaw, City of Marshfield - Keith Strey (phone), City of Mosinee - Jeff Gates, Village of Plover - Richard Holden, City of Stevens Point - Michael Ostrowski, Vilas County - Bob Egan, City of Wisconsin Rapids - Zach Vruwink (phone), Wood County - Jason Grueneberg

Not Represented: City of Merrill, Portage County, Town of Rib Mountain, City of Schofield, Village of Weston

Others present: CAP Services: Laura West, Susan Henry, Joni Kearn, Dawn Thrun

1. Call to order at 1:32

President Ostrowski called the meeting to order.

Roll Call: Adams County - Tanya Walsh-Laehn (phone), Village of Athens - Lisa Czech (phone), Forest County - Paul Millan (Phone), Lincoln County - Ken Maule, Marathon County - James Warsaw, City of Marshfield - Keith Strey (phone), City of Mosinee - Jeff Gates, Village of Plover - Richard Holden, City of Stevens Point - Michael Ostrowski, Vilas County - Bob Egan, City of Wisconsin Rapids - Zach Vruwink (phone), Wood County - Jason Grueneberg

2. Minutes of 10/18/2017 and 11/1/2017 CWED Board of Directors meetings

Motion by Secretary Holden to approve the minutes of the 10/18/17 and 11/1/2017 Board of Directors meetings; seconded by Director Egan.

Motion carried

3. Approval of City of Marshfield representative

No action taken as Keith Strey currently represents Marshfield as the Alternate.

4. Election of Vice President

Treasurer Grueneberg nominated Ken Maule.

Motion by Director Gates to close nominations and unanimously approve the candidate; seconded by Director Warsaw.

Motion carried

5. Adjourn into closed session pursuant to Wisconsin Statutes 19.85(1)(e)(deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) relating to the following:

- a. Request by Great Lakes Alfalfa & Great Lakes Alfalfa Transport to use vehicles in a manner other than intended

- b. Subordination Request – Espresso Sensory Perceptions, aka Vino Latte
- c. Loan for Chula Vista, Inc.

Motion by Director Maule to adjourn into closed session; seconded by Director Egan.

Roll Call: Yeas: Walsh-Laehn, Czech, Millan, Maule, Warsaw, Strey, Gates, Holden, Ostrowski, Egan, Vruwink, Grueneberg

Nays: None

Motion carried

Meeting adjourned into closed session at 1:37 PM.

6. Reconvene into open session for possible action on the above

Motion by Secretary Holden to reconvene into open session; seconded by Director Grueneberg.

Roll Call: Yeas: Walsh-Laehn, Czech, Millan, Maule, Warsaw, Strey, Gates, Holden, Ostrowski, Egan, Vruwink, Grueneberg

Nays: None

Motion carried

Meeting reconvened into open session at 3:15 PM.

- a. Request by Great Lakes Alfalfa & Great Lakes Alfalfa Transport to use vehicles in a manner other than intended

Motion by Vice President Maule to approve the request with conditions that Byline Bank receive notification and require the payments for the use of the equipment (4 trucks and 2 trailers) be assigned to lenders; seconded by Director Gates.

Roll Call: Yeas: Walsh-Laehn, Czech, Millan, Maule, Warsaw, Strey, Gates, Holden, Ostrowski, Egan, Vruwink, Grueneberg

Nays: None

Motion carried

- b. Subordination Request- Espresso Sensory Perceptions, aka Vino Latte

Motion by Director Warsaw to accept the request as presented; seconded by Director Egan.

Roll Call: Yeas: Walsh-Laehn, Czech, Millan, Maule, Warsaw, Strey, Gates, Holden, Ostrowski, Egan, Vruwink, Grueneberg

Motion carried

- c. Loan for Chula Vista, Inc.

Motion by President Ostrowski to extend the loan commitment for 30 days with an acceptable intercreditor agreement; seconded by Director Gates.

Roll Call: Yeas: Walsh-Laehn, Czech, Millan, Warsaw, Strey, Gates, Holden, Ostrowski, Egan, Vruwink, Grueneberg

Nays: Maule

Motion carried

7) Minutes of the 12/8/2017 Executive Committee meeting.

Motion by Vice President Maule to approve the minutes of the 12/8/2017 Executive Committee meeting; seconded by Treasurer Grueneberg.

Motion carried

8) Actions of the 1/9/2017 Finance Committee meeting

Motion by Director Warsaw to approve the actions of the 1/9/18 Finance Committee meeting; seconded by Director Vruwink.

Roll call: Yeas: Czech, Millan, Maule, Warsaw, Strey, Gates, Holden, Ostrowski, Egan, Vruwink, Grueneberg

Nays: None

Motion carried

9) Interim Financial Statements for December 2017

Motion by Secretary Holden to accept and place in file the December 2017 Interim Financial Statements; seconded by Director Millan.

Motion carried

10) Update to CWED Bylaws

Postponed

11) Update to Policy and Procedures Manual

Postponed

12) Advisory Committee Update

No Report

13) Loan Updates

West and Kearn commented on the status of a few loans and the pipeline.

14) Monthly Fund Status and Activity Report

There were no significant comments or explanations needed for the Monthly Fund Status and Activity Report.

15) Strategic planning and/or goal setting operations for CWED

At the last Executive Committee meeting options were discussed. There will probably be some preliminary meetings with the UW Extension to establish a proposal for strategic planning session which would include the CWED Board, all committee members, and CAP.

16) Creating an Executive Director position

This will be on hold, pending the results of the strategic planning efforts and/or goal setting.

17) President's update

There was nothing other than the strategic planning efforts.

18) Administrator/Service Provider update

West reported that there is a new CWED RLF and MICRO loan application on the website that can be filled out online. This application provides some clarity for potential clients with respect to the loan options and requirements. There will be a link provided to CWED member municipalities to the website application.

19) Adjourn

The meeting adjourned at 3:36 PM

Drafted by Dawn Thrun, submitted by Secretary Holden



City of Marshfield Memorandum

TO: Wood County Conservation, Education, and Economic Development Committee
FROM: Josh Miller, Director of Development Services
DATE: March 7, 2018

RE: 2018 Budget – Project Funding Report for the City of Marshfield's Economic Development Board (EDB)

The 2018 funding request from Wood County is shown below:

Category	Amount	Program
Professional Services	\$1,500	Housing Study
Conferences & Dues	\$1,000	Attending Economic Development Related Conferences
Misc. or Other	\$28,000	Marketing and Supporting Existing Businesses – Wenzel Family Plaza Programming
Misc. or Other	\$31,250	Marshfield MRI – Housing Incentive
Total	\$61,750	

Housing Study

From the time the housing study was completed in 2014, until now, approximately 152 multifamily dwelling units have been constructed. Between December 1, 2017 and March 1, 2018, the City of Marshfield has reviewed applications for four projects that include 304 multifamily dwelling units and 13 duplexes. These projects will be phased in over the next three construction seasons. The full impact these new units will have on the housing in Marshfield will likely take 4+ years to understand. The City has also approved 45 new single family homes and 3 additional duplexes. Given the changes in the market and the additional influx of multifamily dwellings, the EDB felt it was time to conduct another housing study. The study likely won't begin until late summer or early fall.

Conferences & Dues

I already attended the WEDA Governor's Conference in Madison in the beginning of February and will look to other conference and economic development related training opportunities as they become available. The WEDA conference was a valuable experience and I made a lot of great contacts and learned about disruptive innovations, incremental development, Foxconn, the

future of autonomous vehicles, and new WHEDA and WEDC initiatives and programs.

Misc. or Other – Wenzel Family Plaza and MRI Program

The EDB has committed to spending \$50,000 towards the 2018 programming for the Wenzel Family Plaza. The Wenzel Family Plaza Committee (WFPC) has been formed. They are working on hiring a staff person to handle the programming and marketing. The EDB is in the process of approving a MOU with the WFPC to ensure that certain success metrics are identified and achieved throughout the use of the Plaza. The goal is to have the first event the week of Farm Technology Days in second week of July.

To help foster new residential development and meet the owner-occupied housing needs identified the 2014 Housing Study, last year the EDB approved the Marshfield Residential Incentive Program which provides financial incentives to those that construct single and two family residential dwelling units. The payment structure was as follows:

- 5% incentive for new homes with an assessed value of \$150,000 or less
- 4% incentive for new homes with an assessed value of \$150,001-\$175,000
- 3% incentive for new homes with an assessed value of \$175,001-\$200,000
- 2% incentive for new homes with an assessed value of \$200,001+

In 2017, there were nine applications accepted for the program. Only three of the homes were constructed and given an incentive payment. The other six are slated for completion early this year. The total incentive paid to date has been \$15,044. The average estimated assessed value of the three homes constructed is just over \$250,000.



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Jackson County ATV Trail Users Survey Report, 2015

**James Janke
David Trechter**

**Survey Research Center Report 2016/2
January 2016**

Staff and students working for the Survey Research Center (SRC) at UW-River Falls were instrumental in the completion of this study. We would like to thank Denise Parks, Shelly Hadley, Katrina Barrett, David Jacobsen, Kaylin Spaeth, and Emily Johnson. We gratefully acknowledge their hard work and dedication.

The SRC would also like to thank the Jackson County client team for their valuable guidance and input throughout the project. Team members include Jon Schweitzer (Jackson County Forestry and Parks Department), Chris Hardie (Black River Area Chamber of Commerce), Ashley Stetzer (Jackson County Forestry and Parks Department), and Luane Meyer (Jackson County UW-Extension).

Special thanks to UW-Extension Specialist David Marcouiller for conducting the economic impact analysis.

Finally, we would like to thank the volunteers who administered the survey and the trail users who took the time to complete it.

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Executive Summary

The purpose of this study was to assess the economic impact of users of the Jackson County trail network and to solicit feedback from riders about their experience. Survey data were collected by intercept interviews with trail users during the 2015 trail season (May 16 to October 15). At the end of the season, the completed surveys were shipped to the SRC for processing and analysis. The shipment contained 155 completed questionnaires. The SRC had hoped that 400 surveys would be collected over the season. Further, while reviewing the data, the SRC observed multiple instances where members of the same group were interviewed at the same time, which raises concerns about the degree of randomness in the sample and, hence, about the representativeness of the results. Given this uncertainty about the data collection process, the SRC randomly selected one respondent from each group trail users who were interviewed at the same time. This process resulted in a final sample of 129 observations in the data set. Based on this number of observations, the confidence interval ("margin of error") of the results is plus/minus 8.6%, which is larger than had been planned. Within this sample of 129 observations, 110 respondents from outside Jackson County provided information about their expenditures in Jackson County businesses. The margin of error for the expenditure data is plus/minus 9.2%.

The Survey Research Center estimates that the trail hosted 23,750 visitors during the season, including 21,600 visitors from other counties whose expenditures infuse money into the Jackson County economy.

The largest portion of respondents were middle-age adults, 45 to 54 years old. Compared to the state average, a larger percentage of respondents have some college/tech or an Associate degree or vocational certificate.

Seven in ten respondents said riding trails was the primary reason they were in the Black River Falls area and 91% were visiting from other counties in Wisconsin, Minnesota, Illinois, Iowa, and Missouri. The largest number of non-county respondents were from La Crosse County.

The primary source of information about the trail system is from family and friends (64%).

The trail system attracts a high percentage of return visitors (81%), who most frequently use the trails two or three times per year.

Most trail users enter the network at one of three locations: East Arbutus parking lot, Arrowhead Lodge/Orange Moose, or Highway 54 parking lot.

The most frequently used trail segment is between Black River Falls and Lake Arbutus (72%).

Respondents tend to travel in pairs. The most common group size is two (24%) or four (23%), but larger groups are not uncommon.

Large majorities of respondents are satisfied or very satisfied with trail access and parking, camping facilities, trail signage, trail safety, and grooming of the Jackson County portion of the network. A smaller majority are satisfied or very satisfied with the grooming on the State portion of the trail network.

60% of respondents are overnight visitors. Most respondents traveling overnight stay at a hotel/motel (44%) or campground (42%). The Arrowhead Lodge Best Western and Parkland Village were the most frequently used overnight accommodations. Most visitors stay 2 (36%) or 3 nights (38%).

Half of respondents making a lodging reservation used the telephone, and 28% used the Internet.

Expenditures by non-county trail users represent infusions of money into the Jackson County economy. Trail users from outside Jackson County were asked how many dollars they have spent or plan to spend in Jackson County during their trip. 110 non-local respondents provided expenditure data. Due to this relatively low number of observations, the confidence interval ("margin of error") for the economic impact analysis is plus/minus 9.2%, and the results are reported as a range using the lower and upper limits of the confidence interval.

Non-local respondents reported spending between \$355 and \$427 on average in Jackson County. The largest expenditures were for lodging and food and drink. Total expenditures at Jackson County businesses by non-county trail users are estimated to be between \$7.6 million and \$9.2 million annually. Some of these expenditures remain in the Jackson County economy as businesses make purchases from other local businesses and employees and owners spend their wages and profits on local purchases.

To measure overall economic impact of trail visitors on the Jackson County economy, we need to account for the direct, indirect, and induced effects of non-county trail users. Direct impacts focus on the spending by non-county trail users. Indirect economic impacts are business-to-business transactions generated by trail users. For example, increased purchases of meals by visiting trail users would cause a restaurant to increase purchases of various foods for their menus. Induced impacts are the additional economic activity generated by the way workers and owners spend the incomes they earned from trail-related expenditures. For instance a worker in restaurant frequented by non-county trail users will spend some of his/her wages and tips on rent, and the landlord, in turn will spend some of this rent money at the local grocery store. The total (direct + indirect + induced) impact measures the net increase in economic activity (labor income plus profits) generated by non-locals who use Jackson County trails. The estimated annual economic impact of expenditures by non-county trail users are as follows:

- Between 118 and 142 jobs created/sustained
- Between \$2.0 million and \$2.4 million in labor income
- Between \$4.0 million and \$4.6 million added to the Jackson County economy.
- Between \$7.8 million and \$9.34 million of total economic activity (mostly labor income and profits)

Survey Purpose

The purpose of this study was to assess the economic impact of users of the Jackson County trail network and to solicit feedback from riders about their experience. Jackson County officials chose to work with the Survey Research Center (SRC) at the University of Wisconsin-River Falls to gather this information.

Survey Methods

The survey data were collected by intercept interviews of trail users during the 2015 season between May 16 and October 15. Interviews were conducted by staff from the Jackson County Forestry and Parks Department and by volunteers from local ATV clubs. Interviewers were provided with a set of instructions for implementing the survey process. At the end of the season, the completed surveys were shipped to the SRC for processing and analysis. The shipment contained 155 completed questionnaires. The SRC had hoped that 400 surveys would be collected over the season. Further, while reviewing the data, the SRC observed multiple instances where members of the same group were interviewed at the same time, which raises concerns about the degree of randomness in the sample and, hence, about the representativeness of the results. Given this uncertainty about the data collection process, the SRC randomly selected one respondent from each group of trail users who were interviewed at the same time. This process resulted in a final sample of 129 observations in the data set. Among the 129 observations were 110 non-local respondents who provided data on their purchases at Jackson County businesses. Their expenditure information was used to assess the economic impact of non-county trail users on the Jackson County economy.

The Jackson County Forestry and Parks Department uses mechanical counters at four locations on the trail network to measure usage. The counters recorded a total of 51,026 hits in 2015. But a single trail user may be counted between one and four times on a single day. Thus, the exact number of riders is not known. The SRC developed an estimate of total annual trail use based on the data from the mechanical trail counters in combination with the responses to trail usage reported in Question 2 (*On which trail segments did you ride?*). The estimate was calculated by determining the average number of trail segments ridden per rider as reported in Question 2 (2.15) and dividing the result into the total number recorded by the counters (51,026). The resulting estimate is approximately 23,750 visitors in 2015. With the exception of the expenditures at local businesses, the results provided in this report are expected to be accurate to within plus or minus 8.6% with 95% confidence. Expenditure data from the subset sample of 110 non-local respondents is expected to be accurate to within plus/minus 9.2% based on 21,600 non-local trail users.

In addition to numeric data, respondents provided additional written answers in an “other, specify” category. **Appendix A** contains the written responses

Appendix B contains copies of survey questionnaire with a complete quantitative summary of responses by question.

Profile of Respondents

Table 1 summarizes the demographic profile of the survey respondents. Comparable data from the American Community Survey 1-year estimates for the State of Wisconsin are provided as a point of comparison to the overall state population.

There were more men (69%) among respondents than women (31%). Compared to the state population profile, the sample of trail users had fewer young adults (age 18-24) and senior citizens (age 65+). The largest single age group among respondents was middle-age adults age 45 to 54, which comprised a third of the total.

There were relatively few respondents who have not completed high school and relatively few with graduate or professional degrees. Respondents are more likely to have some college/tech or to have an Associate degree or vocational certificate than the state average. Survey respondents tend to have higher than average incomes; the percentage of respondents with incomes in the categories between \$75,000 and \$149,999 is larger than the state as a whole.

Table 1. Profile of Respondents – Jackson County ATV Trail Users

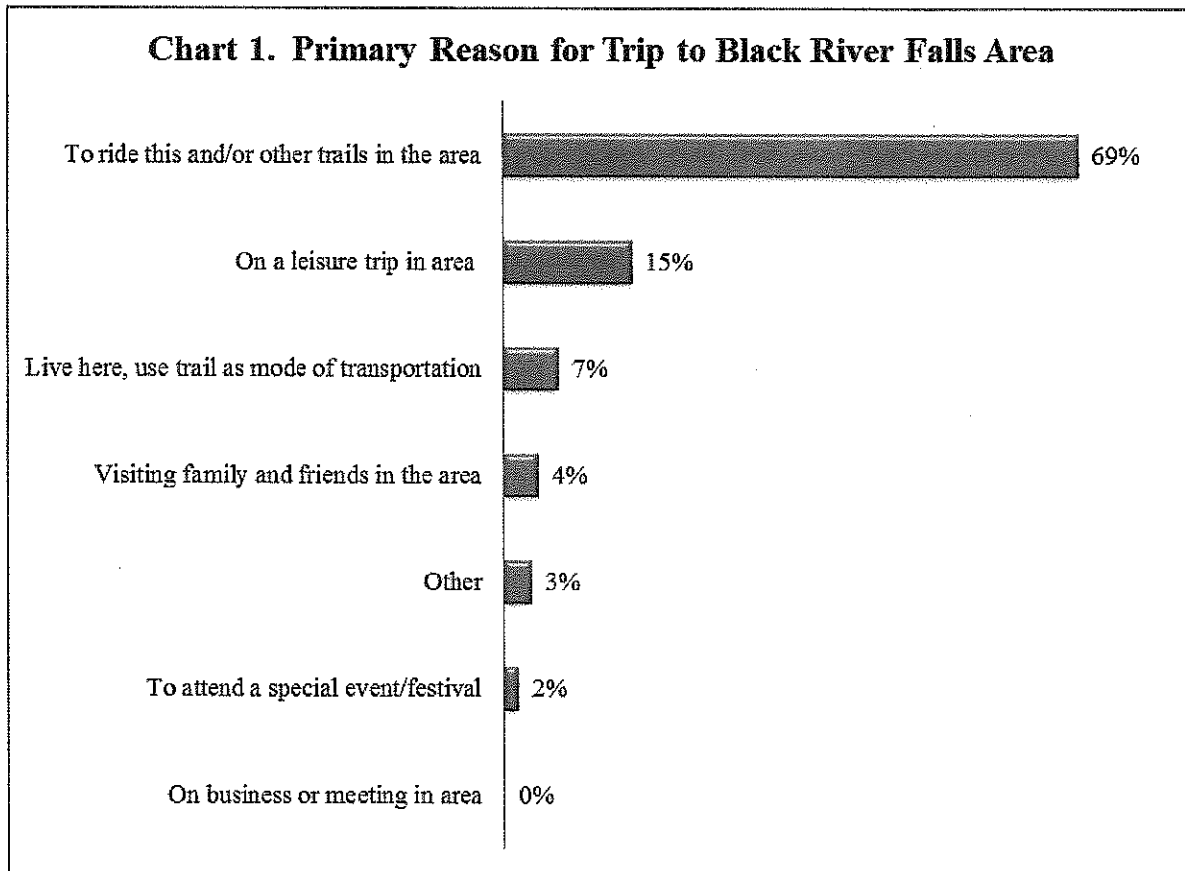
Gender (Age 18+)	Count	Male	Female				
Sample	122	69%	31%				
WI population –ACS	4.46M	49%	51%				
Age Group (Age 18+)	Count	18-24	25-34	35-44	45-54	55-64	65+
Sample	123	7%	15%	20%	33%	17%	8%
WI population – ACS	4.46M	13%	16%	16%	18%	17%	20%
Educational Attainment (age 25+)	Count	< High School	High School Grad.	Some College/ Tech	Associate Degree/ Certificate	Bachelor's Degree	Graduate/ Profess. Degree
Sample	125	0%	33%	26%	19%	18%	5%
WI population –ACS	3.89M	9%	32%	21%	10%	19%	10%
Household income range	Count	<\$25K	\$25K-\$44.9K	\$50K-\$74.9K	\$75K-\$99.9K	\$100K-144.9K	\$150K+
Sample	112 ¹	2%	18%	27%	21%	25%	7%
WI population –ACS	2.29M	22%	25%	20%	13%	13%	7%

The SRC performed statistical tests to see if there were significant differences in the responses to the survey questions based on demographic characteristics. In statistics, a result is called statistically significant if it is unlikely to have occurred by chance. Statistical significance is expressed as a probability that the difference between groups is not real. A commonly used probability standard is .05 (5%). Statistical significance at the .05 level indicates there is only a 5 in 100 probability that the difference between two estimated values is not real. It does not necessarily mean the difference is large, important, or significant in the common meaning of the word. If there are a sufficiently large number of observations, even small differences of opinion can be statistically significant. In this survey, there were relatively few differences in the answers based on demographic groups. These instances will be noted in the report.

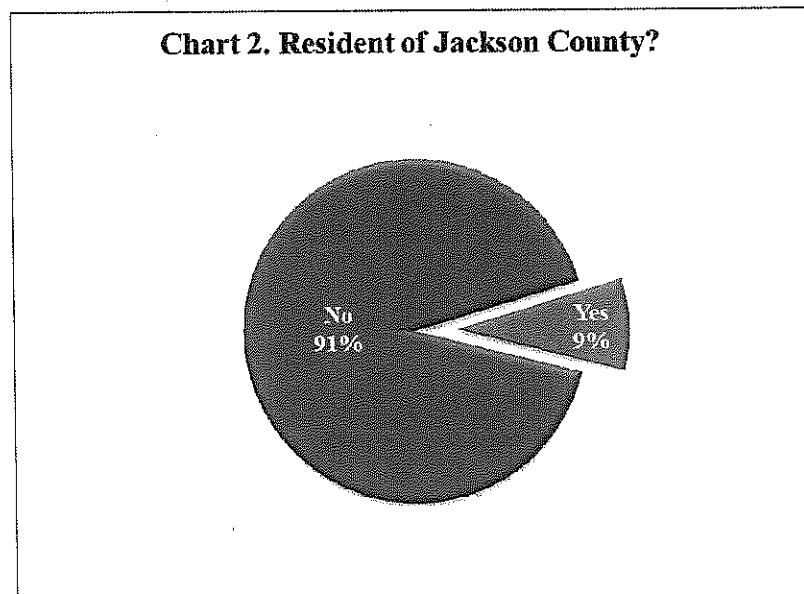
¹ Excludes respondents who chose the "Prefer Not to Answer" option

Primary Purpose of Trip and Home Location

As shown in Chart 1, seven in ten respondents said riding trails was the primary reason they were in the Black River Falls area. Relatively few respondents said that a leisure trip to the area was their primary reason (15%), while 7% said they are local residents who use the trail system as a mode of transportation. Very few respondents were in the area primarily to visit family and friends (4%), to attend an event or festival (2%), or on a business trip (0%).

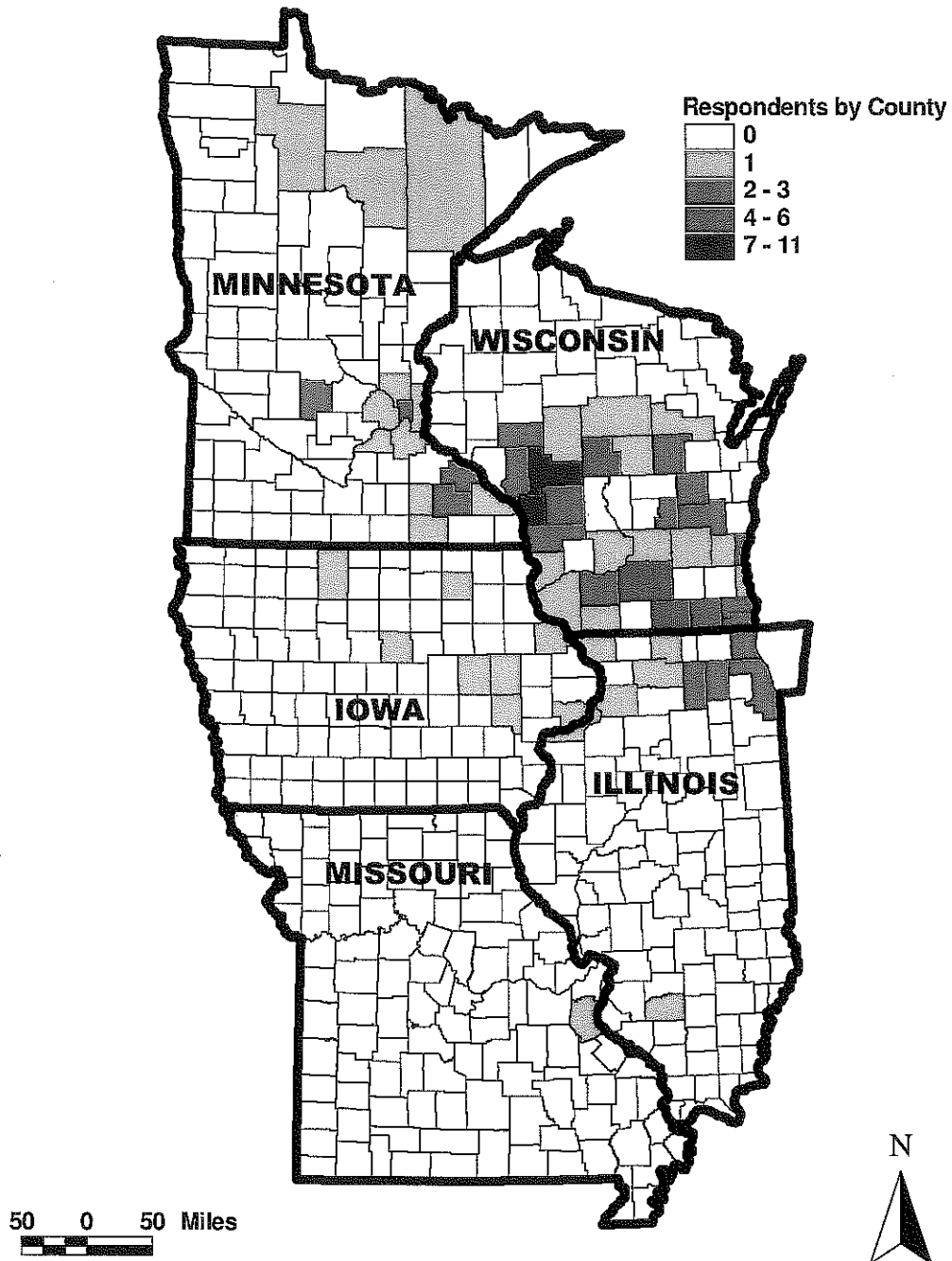


Respondents were asked if they are a resident of Jackson County. The results are shown in Chart 2, which indicates that 91% of respondents were non-residents of Jackson County. Economists assume that expenditures by local residents on, in this instance, riding ATV trails in Jackson County don't add to the local economy because if locals hadn't spent this money on ATV riding, they would have spent it on some other activity in the county. In contrast, the purchases of goods and services in Jackson County by non-resident trail users represent infusions of money into the Jackson County economy. The economic impact of these expenditures will be examined later in this report.



Respondents were also asked for the ZIP code of their home address. A total of 125 respondents provided a ZIP code. The SRC determined the state and county for each of the ZIP codes. Among the responses, 65% were from Wisconsin, 16% from Minnesota, 11% from Illinois, 7% from Iowa, and 1% from Missouri. As shown in Chart 2, 9% of the respondents were from Jackson County. The largest number of non-local respondents were from La Crosse County, with 8% of the total. Wood and Dane County tied for third place with 4% each. Map 1 (next page) shows the distribution of visitors among the counties in the five states. The Jackson County trail network attracts visitors who travel hundreds of miles to use the trails.

**Map 1. Jackson County ATV Trail Users Survey
Respondents by County**

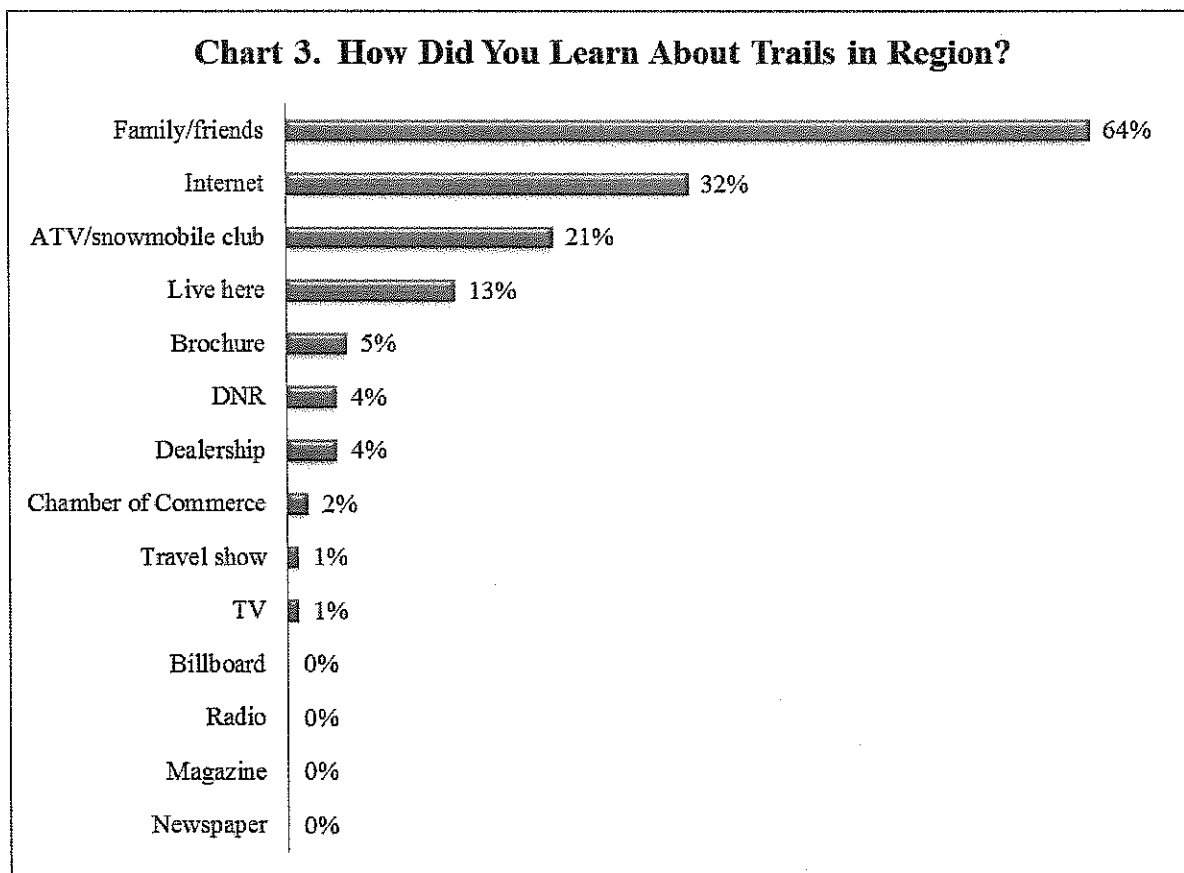


Source of Information

When asked to indicate their primary source of information about the Black River Falls region, Chart 3 shows that about two-thirds of respondents said family and friends was their primary source, outdistancing the second most frequent primary source, the Internet, by a two-to-one margin (32%).

ATV/snowmobile clubs were identified as a primary information source by about one in five respondents.

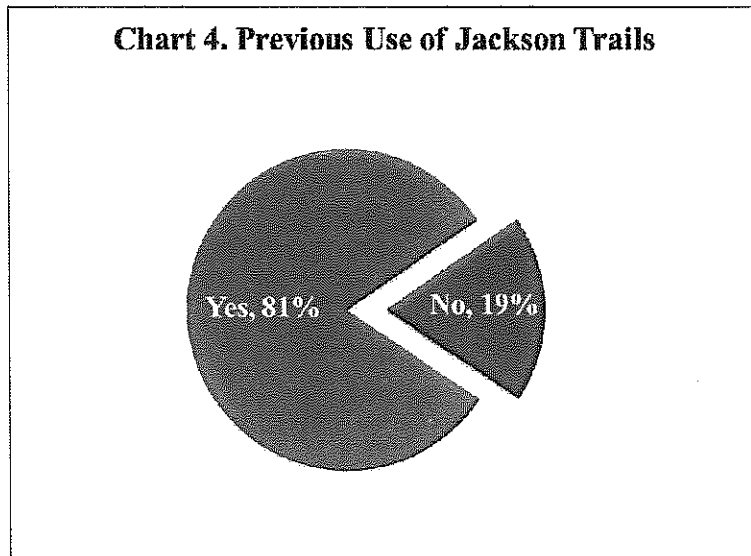
About one in eight respondents said they know about the area because they live in the region. No more than 5% indicated that their primary source of information came from any of the other listed choices, including brochures (5%), the DNR (4%), dealerships (4%), Chamber of Commerce (2%), travel shows (1%), or TV (1%). No respondents listed billboards, radio, magazines, and newspapers as their primary information source about the trails.



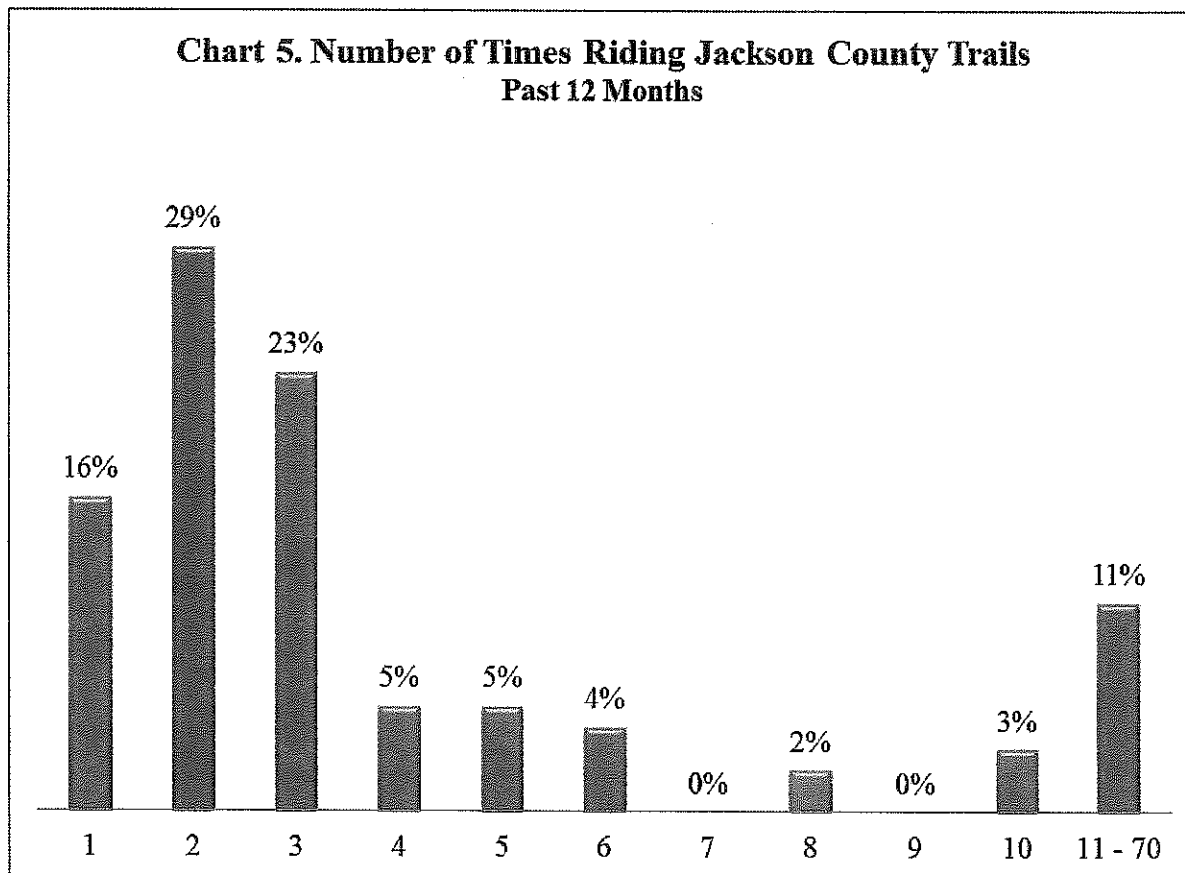
Demographic comparisons. Respondents age 45 and older were more likely to have included the Internet as a source of information for the trails (38%) compared to respondents under age 45 (24%). Respondents who have completed a post-secondary educational program were more likely to have included the Internet among their sources (44%) compared to respondents who have not completed a post-secondary educational program (25%).

Trails Use and Satisfaction

As shown in Chart 4, the Jackson County trail network attracts a high proportion of return visitors. Eight in ten respondents had ridden these trails previously.



Previous riders were asked how many times they had ridden the trail network in the past 12 months. Chart 5 summarizes the results. The most common annual ridership is two times (29%) and three times (23%). One in five respondents have visited the trails between four and ten times in the previous 12 months, and 11% have ridden the Jackson County trails over 10 times in the past year. The maximum number of visits reported by one trail user was 70.

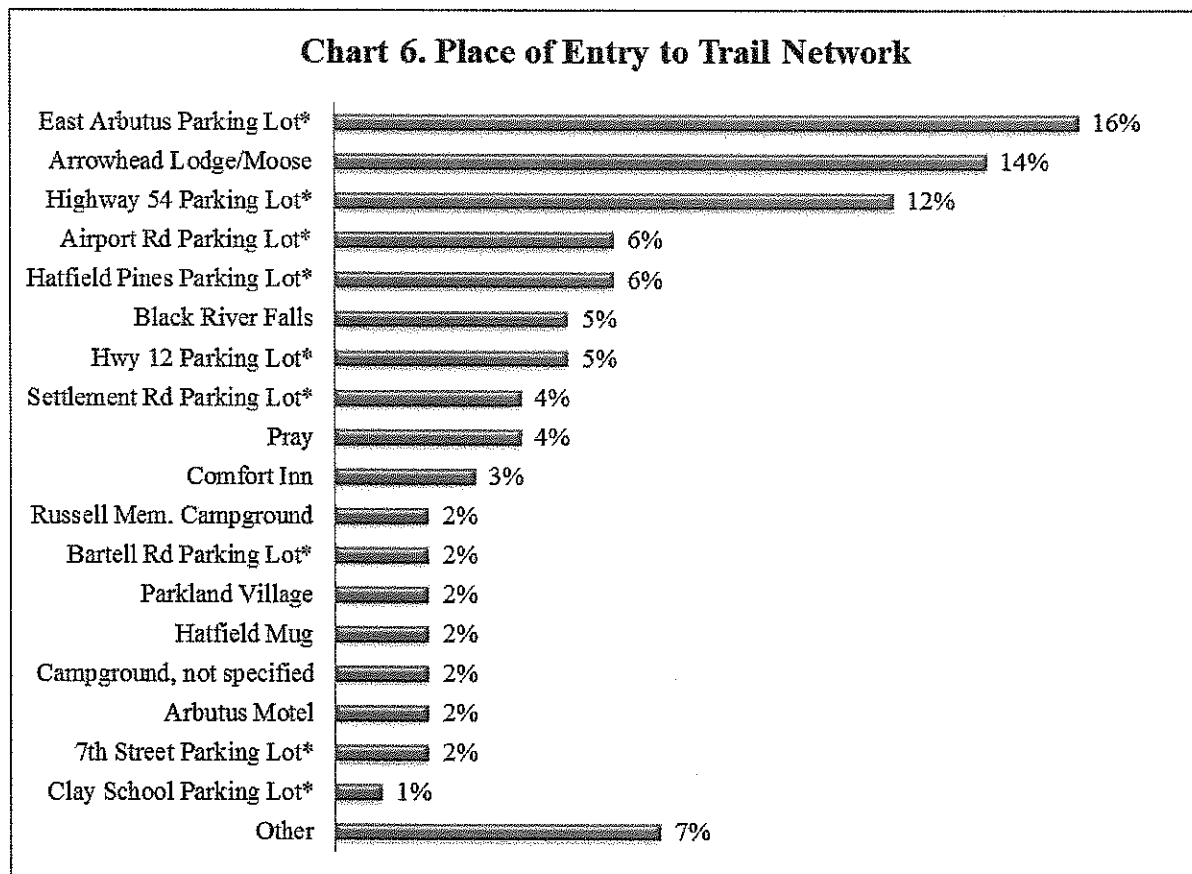


Respondents were asked to indicate the location of their entry into the trail network. The survey questionnaire included nine locations plus an option to enter a location not included in the list ("other"). The "other" option proved to be quite popular. In the raw data over 40% of the respondents chose a site not included on the provided list. The SRC analyzed these "other" responses and identified several that were the same place. These were grouped and added to the list of trail entry places. The results are shown in Chart 6 (* indicates an entry location included in the original list).

Three locations stand out at the top of the entry points to the trail network: East Arbutus Parking Lot (16%), Arrowhead Lodge Best Western/Orange Moose (14%), and Highway 54 Parking Lot (12%). The Airport Road Parking Lot and at the Hatfield Pines Parking Lot were used by 6% each. The Highway 12 Parking Lot was the entry point for 5% of respondents, and an additional 5% used undefined locations within Black River Falls.

All additional entry points were used by no more than 4% of respondents.

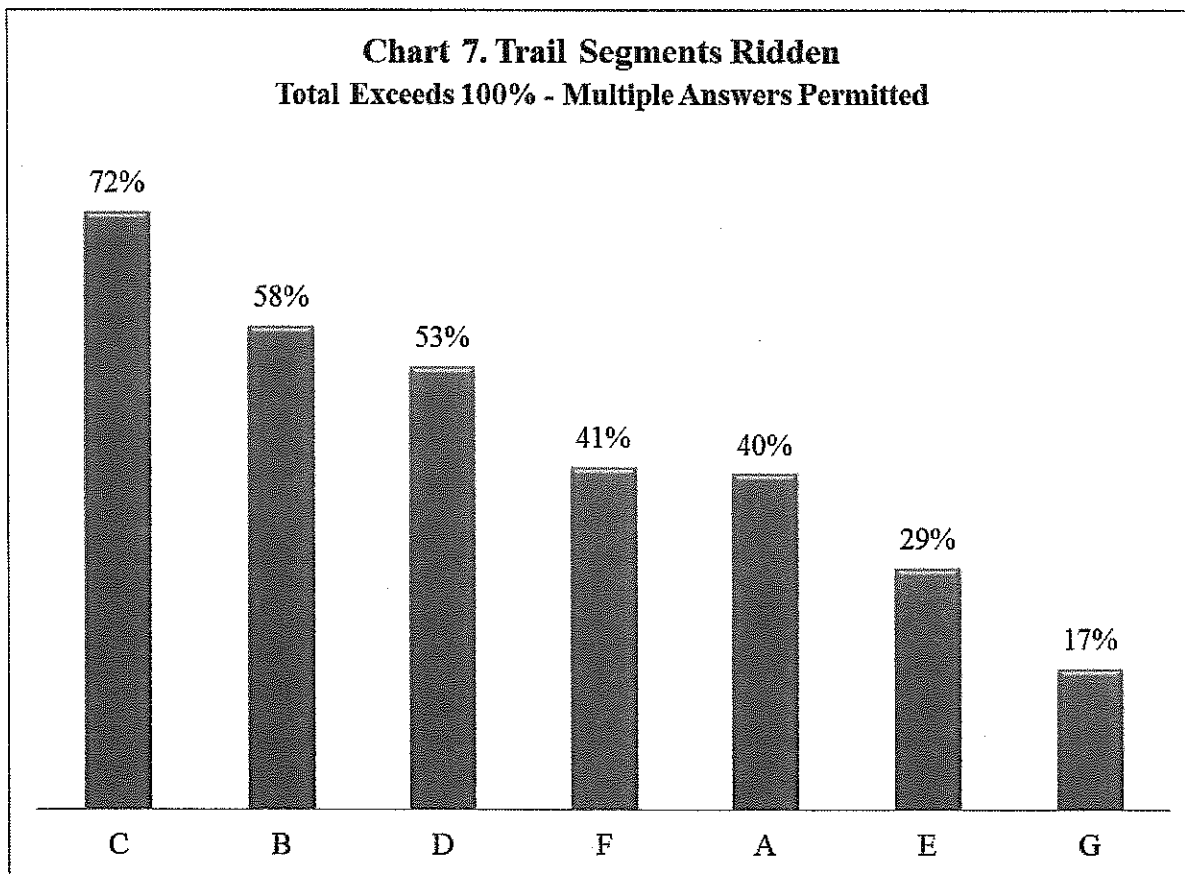
After re-grouping, 7% of the responses remained in the "other" category. These responses can be found in Appendix A.



Respondents were asked to identify the trail segments they had ridden the day of the interview. The segments have no formal names, so the Jackson County Forestry and Parks Department labeled seven segments with letter identifiers from A to G and produced a map showing the location of each segment. The map (see Figure 1) was shown to respondents, who were asked to identify the segments ridden.

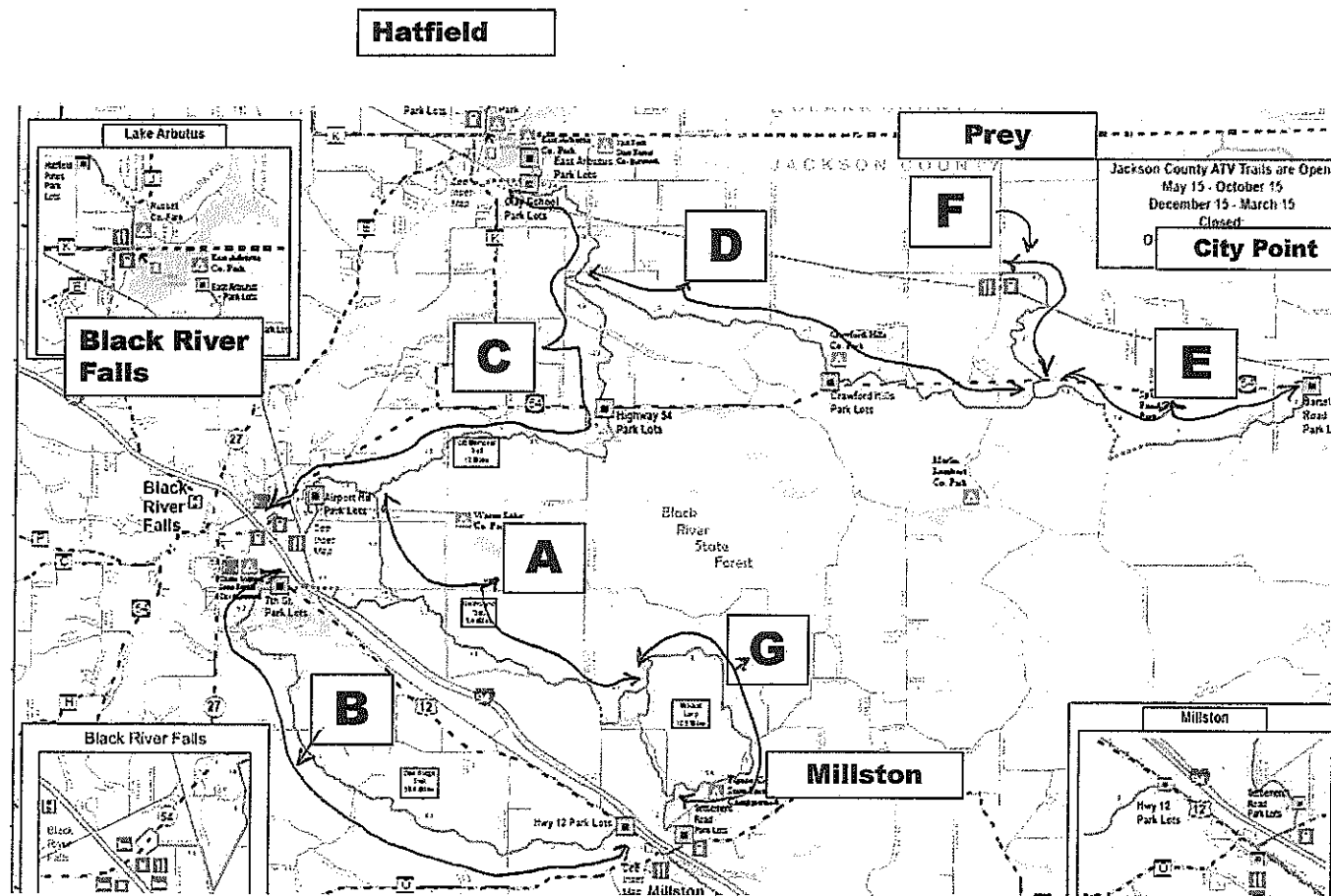
As shown in Chart 7, the most frequently used segment was C, which runs between Black River Falls and Lake Arbutus, which was ridden by 72% of respondents.

Trail segment B was ridden by 58% and segment D by 53%. There is a somewhat sharp break in the rankings going from segment D to segments F (41%) and A (40%). Trail usage was lowest on segments E (29%) and G (17%).

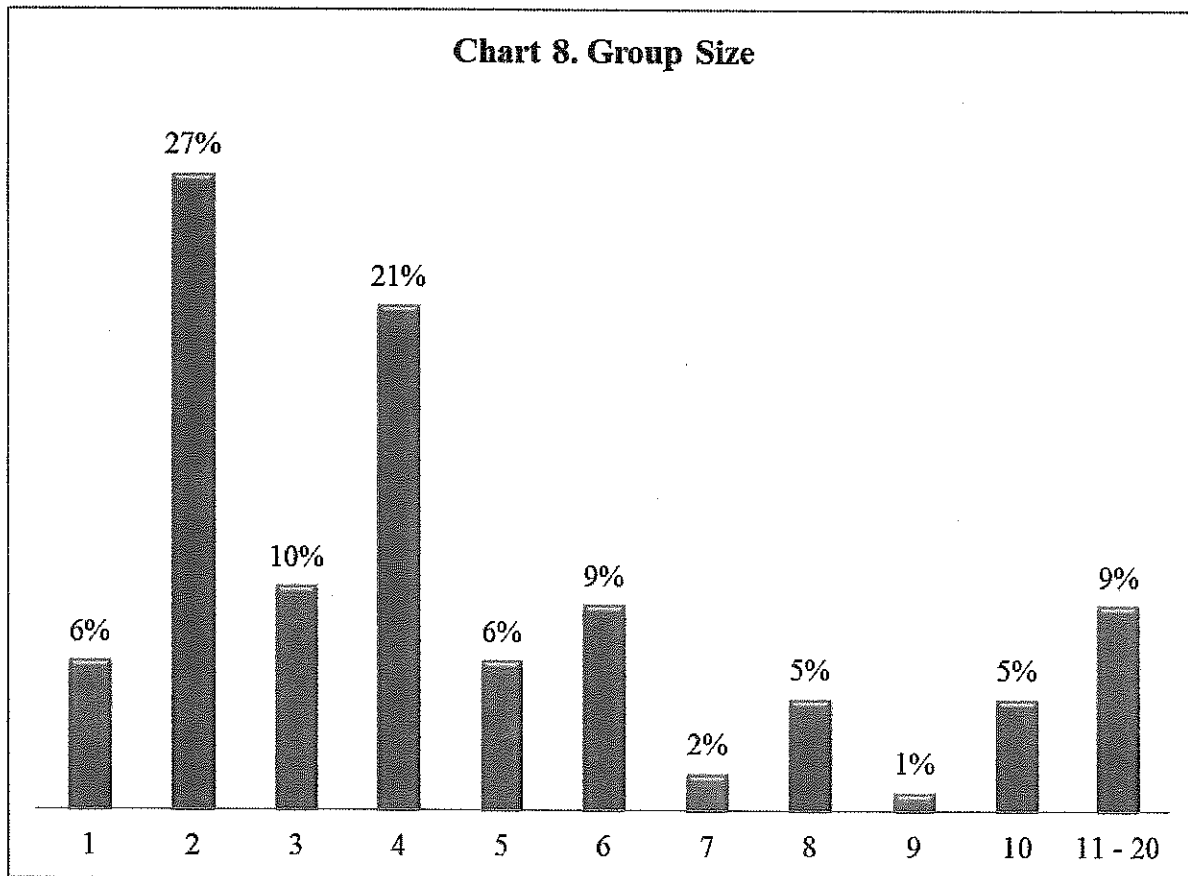


Demographic comparisons. Respondents under age 45 were more likely to have ridden on Segment B (67%) compared to 49% of respondents age 45 plus. A larger percentage of respondents age 45 plus said they rode on Segments E (38%) and F (50%) than younger respondents (16% rode Segment E and 28% rode Segment F).

Figure 1. Jackson County Trail Network Segment Identification



Respondents were asked to indicate how many people were in their group (including self). As shown in Chart 8, about half of the groups were 2 people (27%) or 4 people (21%). Two-thirds of the groups had five or less individuals and a third of the groups had 6 to 20 participants. A few groups mentioned that they were an organized club that came to ride the Jackson County trails. The mean (average) group size was 5.0 participants.

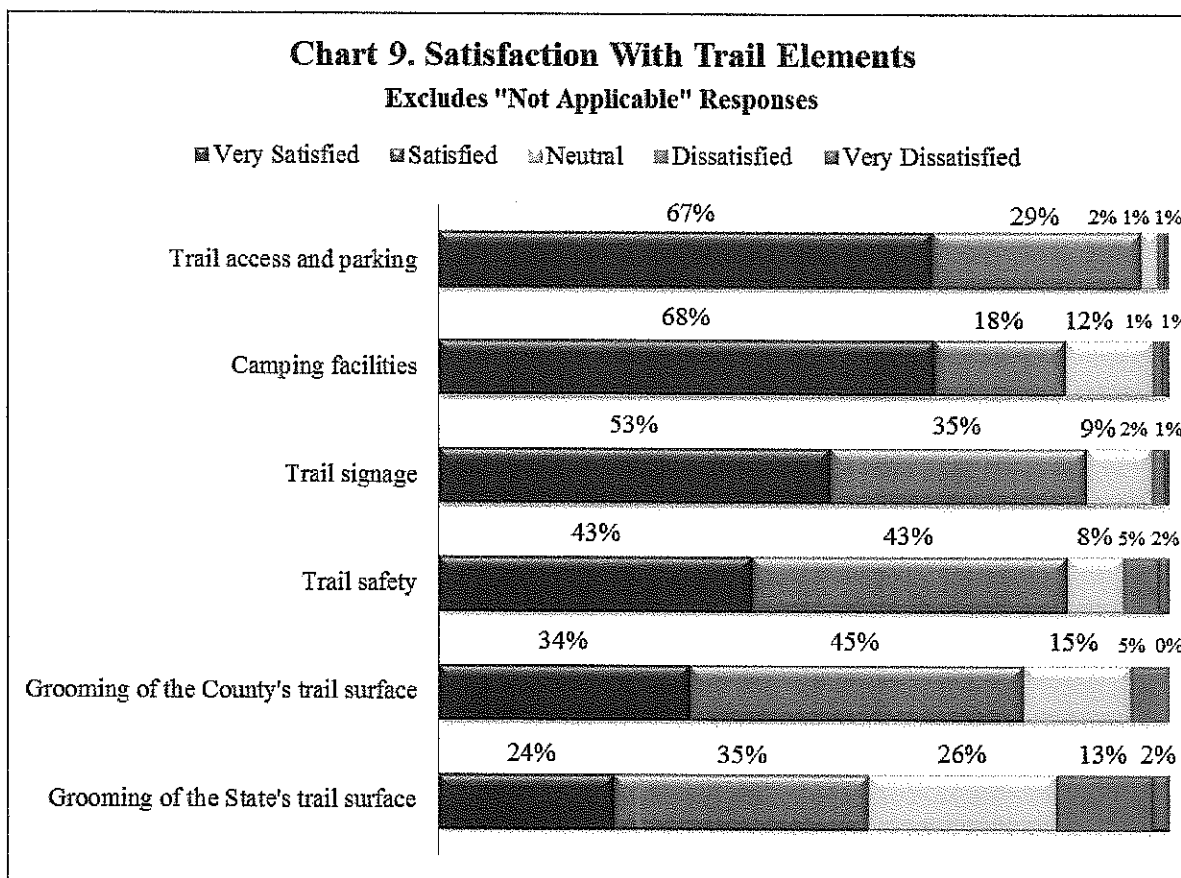


Demographic comparisons. There were no statistically significant differences within any of the demographic groups.

Respondents were asked to rate their satisfaction on six elements of the trail system. Answer choices were as follows: very satisfied, satisfied, neutral, dissatisfied, very dissatisfied, and not applicable. The results are shown in Chart 9. The calculated percentages in Chart 9 exclude the count of respondents who chose the "not applicable" answer.

At least eight in ten respondents were satisfied or very satisfied with access and parking, camping facilities, signage, safety, and grooming of the County's trail surface. The highest satisfaction ratings went to trail access and parking for which 96% of respondents were very satisfied (66%) or satisfied (30%). Camping facilities among users received similarly high ratings, with 68% saying they were very satisfied and 18% were satisfied.

Grooming of the State's trail surface received the lowest satisfaction ratings. Although a majority (59%) of respondents were satisfied or very satisfied with the State's trail surface, it received the highest percentage of neutral (26%), dissatisfied (13%) and very dissatisfied ratings (2%).

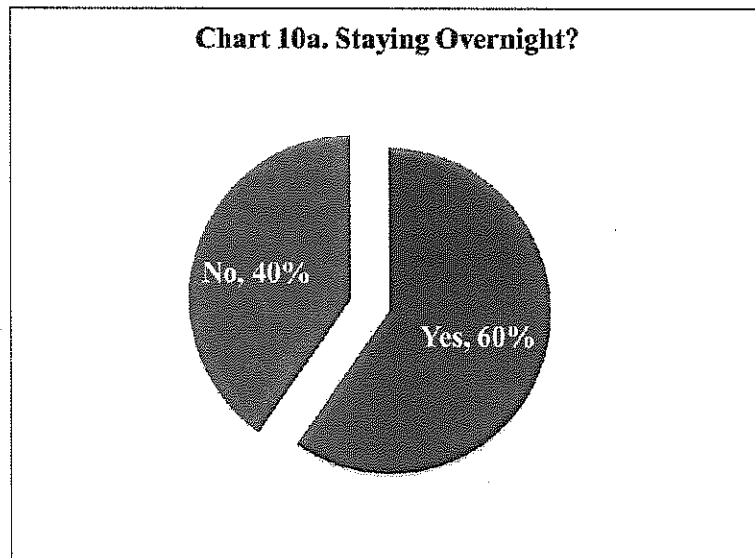


Demographic comparisons. Female respondents said they were more satisfied with the grooming of the County's portion of the trail and with trail safety than did male respondents. Specifically, 58% of women were very satisfied with the grooming of the County's trail surface compared to men (25% very satisfied). Similarly, 64% of women respondents were very satisfied with trail safety compared to 36% of men. In both instances, men tended to have said they were satisfied rather than very satisfied.

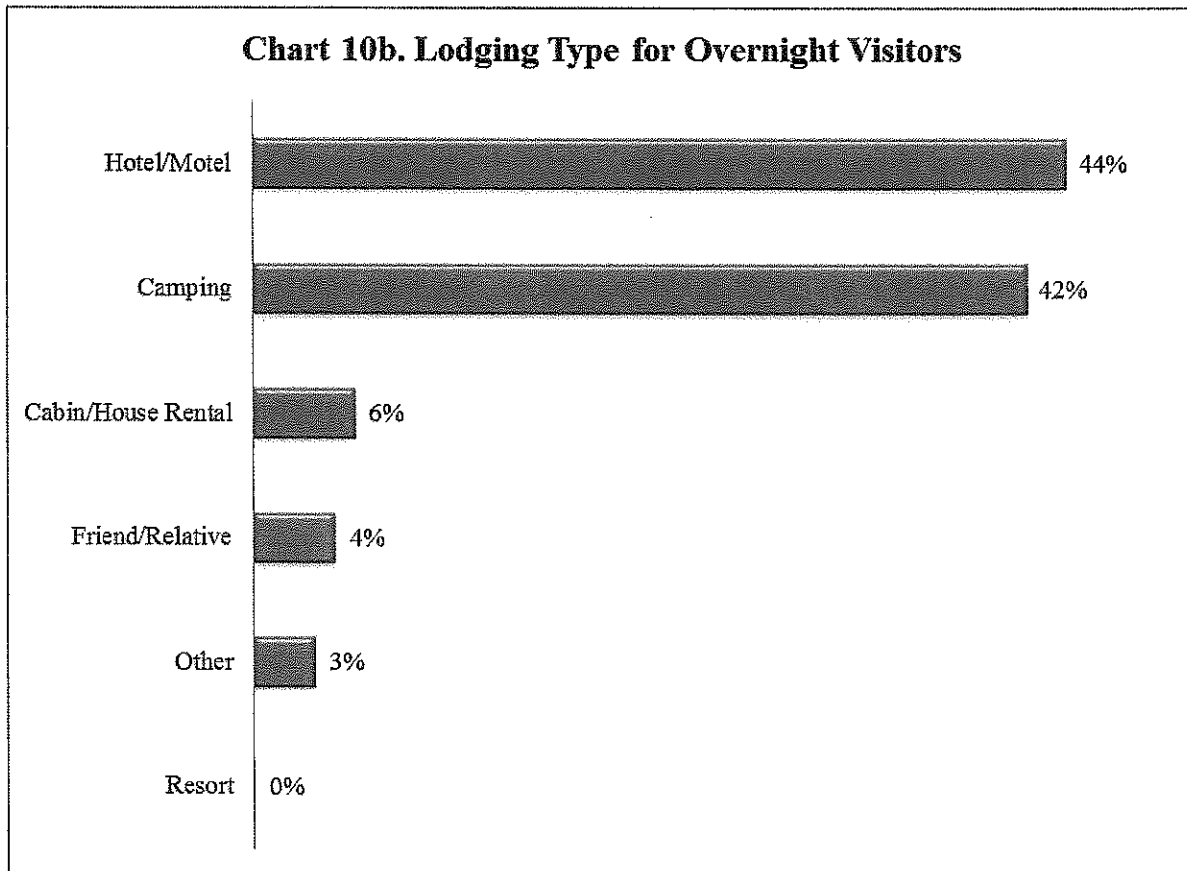
Lodging

Respondents were asked if they were staying overnight and, if so, to indicate the type of facility they had chosen.

Chart 10a indicates that 60% of respondents said they are overnight visitors.



As shown in Chart 10b, overnight visitors were about evenly split between using hotels/motels (44%) and campgrounds (42%). Relatively few respondents said they were staying at the rental cabin/house (6%) or with a friend/relative (4%).

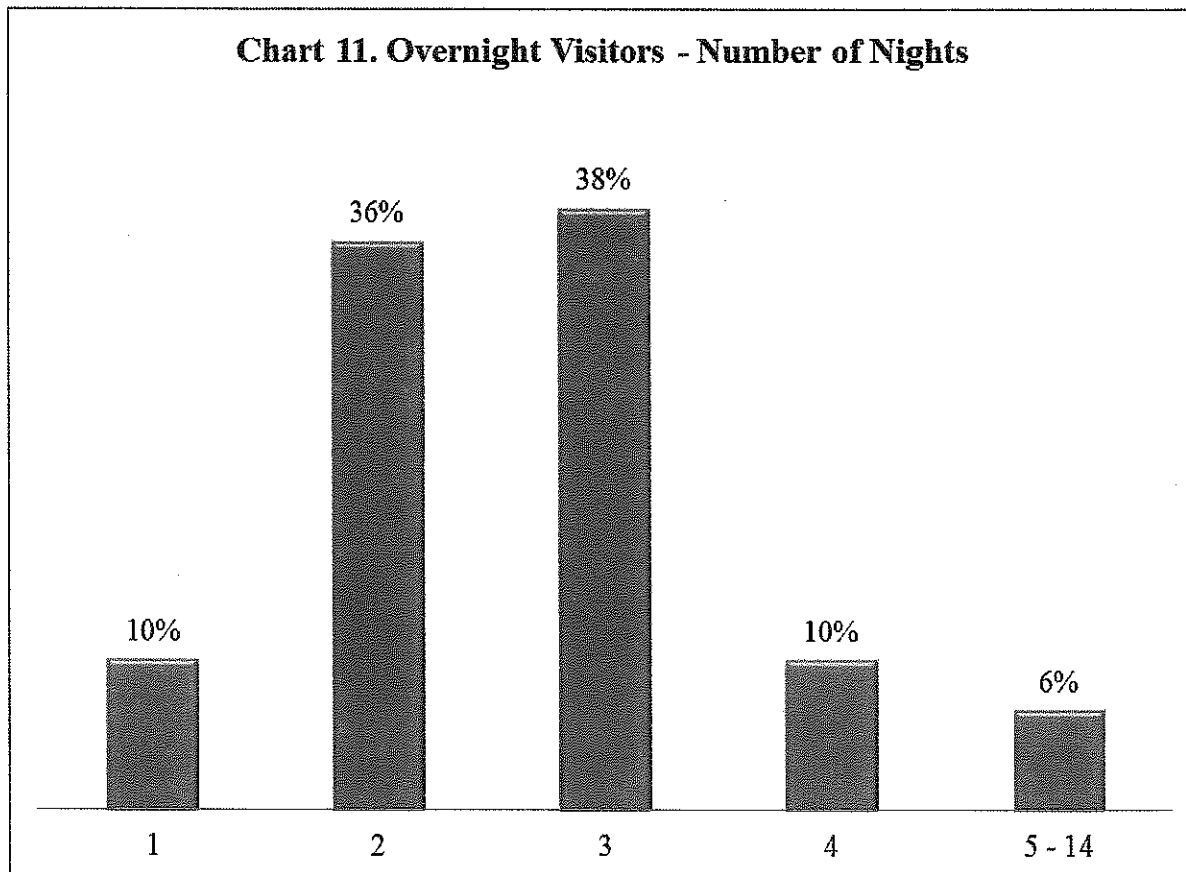


Respondents staying overnight in a lodging facility were asked to provide the name of the establishment. The results are shown in Table 2. The Arrowhead Lodge Best Western Motel was chosen by 25% percent of the respondents, and the Parkland Village campground was chosen by 19% of respondents. Fourteen percent of the respondents stayed at the Comfort Inn, followed by 11% at the East Arbutus Campground and 11% at the Russell Memorial Campground. All of the remaining lodging establishments were below 10%.

Table 2. Commercial Lodging Facility

Facility Name	Count	Percent
Arrowhead Lodge Best Western	18	25%
Parkland Village	14	19%
Comfort Inn	10	14%
East Arbutus Campground	8	11%
Russell Memorial Campground	8	11%
Arbutus Motel	6	8%
Homestead/Millston Motel	2	3%
Super 8 Neillsville	2	2%
Cranberry Lodge	1	1%
Crawford Hills	1	1%
Depot	1	1%
Doc's Bunkhouse	1	2%
Wildcat Mound	1	1%
Total	73	100%

As shown in Chart 11, trips to Jackson County ATV trails are likely to involve multi-night stays. The majority of respondents said they are staying two (36%) nights or three (38%) nights on their trip. Ten percent stay only a single night, and 10% stay four nights. Only 6% of respondents stay longer than four nights. The overall average number of nights is 2.9.



As shown in Chart 12, 48% of respondents said they made their lodging reservation by telephone. Twenty-eight percent of respondents went online to make their reservations, and 23% used other methods for making their reservations, including through the County Parks and Forestry Department.

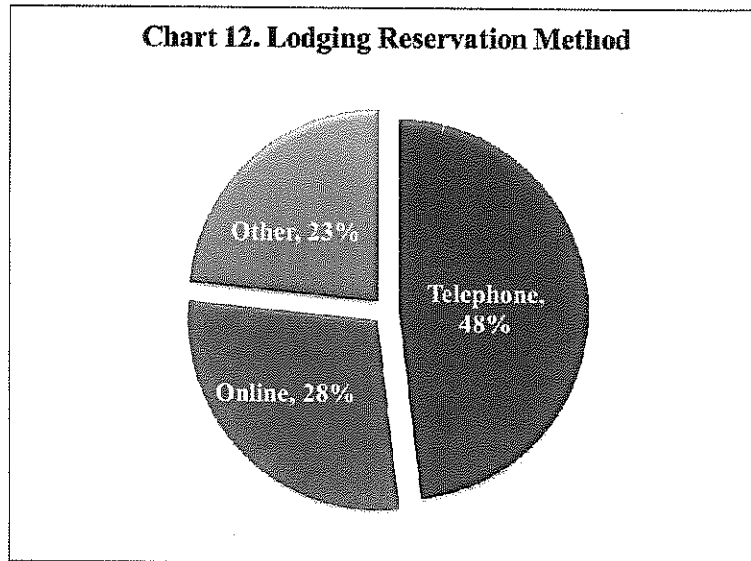
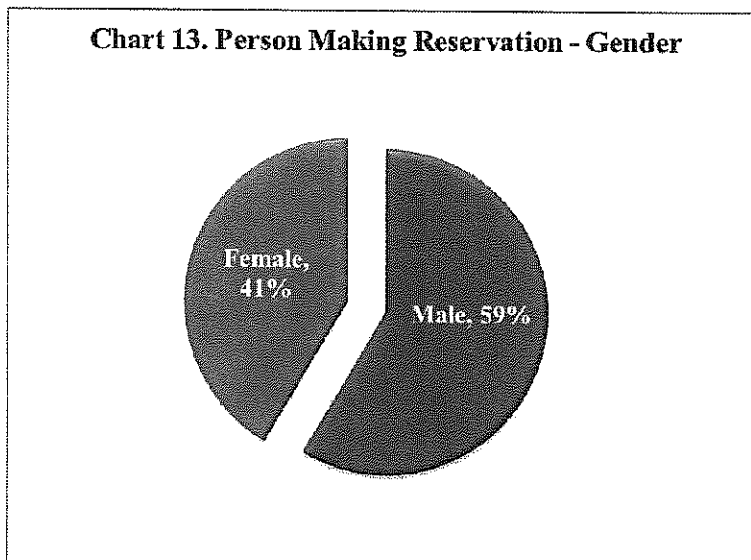


Chart 13 shows that men were slightly more likely to make the lodging reservations for the stay.



Economic Impact on Jackson County

Another primary purpose of this study was to estimate the economic impact of trail users on the Jackson County economy. For economic impact assessment, we use only non-county trail user spending as the externally driven annual stimulus to the Jackson County economy. Expenditures by residents from other counties create local economic activity that, for the most part, would not have occurred in Jackson County if those visitors hadn't come into the county to ride the trails.

As described earlier in this report, the SRC estimates that there were approximately 23,750 trail users in the 2015 season, of which an estimated 21,600 were not residents of Jackson County. In order to gather data about their spending patterns, non-county visitors were asked how many dollars they spent or plan to spend individually in Jackson County by business type. If the respondent reported sector expenditures as a total for his/her group, the total was divided by the number of individuals in the group. A total of 110 respondents provided answers to this question. The SRC calculated the average expenditure for each business sector. Based on the population of approximately 21,600 non-county trail users, the confidence interval ("margin of error") is plus/minus 9.2%. The SRC then calculated a maximum and minimum range of the average categorical expenditures using the lower and upper limits of the confidence interval. The results are shown in Table 3. Given the relatively low number of observations, these results should be viewed as a fairly gross approximation of actual spending based on responses of trail users intercepted while recreating.

The top expenditure categories were in lodging (\$102 to \$123 per trip) and food and drink (\$80 to \$96 per trip). The total of the average expenditures ranges from \$355 to \$427. The rightmost columns of Table 3 show the minimum and maximum "expanded" totals which were derived by multiplying the average minimum and maximum categorical expenditures by the estimated total number of non-county visitors in 2015 (21,600). Given the size of our sample and the estimated population of non-county trail users, total expenditures at Jackson County businesses are estimated to be between \$7.6 million and \$9.2 million annually. To reiterate, this represents a stimulus of outside money into the Jackson County economy.

Table 3. Expenditures Per Capita - Jackson County Trail Users (in 2015 USD)

Business Sector of Spending	Average Individual Minimum*	Average Individual Maximum*	Expanded Minimum*	Expanded Maximum*
Lodging	\$102.04	\$122.72	\$2,204,086	\$2,650,730
Food & Drink	\$79.89	\$96.07	\$1,725,534	\$2,075,202
Entertainment	\$12.08	\$14.52	\$260,850	\$313,710
Shopping	\$17.10	\$20.56	\$369,309	\$444,147
Gas & Repairs	\$61.16	\$73.56	\$1,321,118	\$1,588,834
Convenience	\$23.87	\$28.71	\$515,621	\$620,107
ATV Rental	\$8.79	\$10.57	\$189,852	\$228,324
Gaming	\$34.64	\$41.66	\$748,228	\$899,852
Other	<u>\$15.58</u>	<u>\$18.74</u>	<u>\$336,556</u>	<u>\$404,756</u>
Total	\$355.15	\$427.11	\$7,671,154	\$9,225,662

Total observations = 110. * Minimum, maximum, expanded minimum, and expanded maximum based on range of 9.2% confidence interval

The total economic impact of non-county trail users in Jackson County includes “direct” “indirect” and “induced” economic impacts.

Direct impacts measure income from direct spending associated with the visits by non-county trail users. Indirect and induced economic impacts measure the additional economic activities that occur because the visitors came into Jackson County to ride the trails.

Indirect economic impacts are business-to-business transactions. For example, purchases of meals by trail users causes those restaurants to increase their purchases of meat, fish, poultry, vegetables, etc. from their suppliers. This increased production creates additional economic activity in the form of more hired labor, more transportation services, and so on. Some of these economic activities stimulate the local economy (e.g. the wages paid to the local person who delivers the supplies) and some leaks out into the national or international economy (e.g. the purchase of the diesel fuel used in the delivery). Indirect impacts measure the total additional local economic activity generated by these types of business-to-business transactions.

Induced impacts are the additional economic activity generated by the way workers and owners spend the incomes they earned from trail users’ expenditures. To illustrate, consider the server at the restaurant. When he/she receives a paycheck and tips, some of which comes from trail users, the money is likely to be used to pay for rent/mortgage, groceries, utilities, fuel for a car, and so on. As the paycheck is spent, some of it “leaks” out of the local economy (e.g. to pay for food shipped to the local grocery store from an out-of-state wholesaler), but some of it remains in the local economy (e.g. to pay the wages for the cashier at the grocery store). Likewise, some of the cashier’s wages remain in the local economy and some of it pays for products coming from outside the local economy. Induced impacts measure the total local economic value of these expenditures.

The total economic impact (direct + indirect + induced effects) was estimated using an input-output model constructed for Jackson County. Dr. David Marcouiller (UW-Madison/Extension) applied the data from Table 3 to this input-output model constructed using IMPLAN software and data. The results of the IMPLAN model are summarized in Table 4. The model estimates that expenditures by non-county trail users generate between 118 and 142 jobs for the Jackson County economy and between \$2.01 million and \$2.39 million in labor income. The total value added to the Jackson County economy, roughly equal to net business income, is between \$3.97 million and \$4.60 million. Output, in the following table, measures total economic activity in Jackson County, in terms of income and profits, across all sectors of the economy and is analogous to gross regional product or gross domestic product. Output includes income from intermediate purchased inputs, labor, land and capital plus business taxes, and net exports. In effect, output measures the amount of additional money (mainly wages and profits) that stays in the Jackson County economy from spending by non-county trail users. In sum, the economic impact of non-resident trail users is estimated to create between \$7.76 million and \$9.34 million of total economic activity each year.

Table 4. Economic Impacts to Jackson County, Wisconsin of Nonlocal Trail Users*
(IMPLAN v 3.1 with 2012 regional data using Expanded Local Expenditures in 2015 USD as defined in Table 3).

Impact Type	Employment (in jobs)	Labor Income (in 2016 USD)	Total Value Added (in 2016 USD)	Output (in 2016 USD)
MINIMUM:				
Direct Effect	104	\$1,534,000	\$2,911,000	\$6,083,000
Indirect Effect	8	\$278,000	\$525,000	\$959,000
Induced Effect	6	\$199,000	\$430,000	\$714,000
Total Effect**	118	\$2,011,000	\$3,866,000	\$7,755,000
MAXIMUM:				
Direct Effect	125	\$1,810,000	\$3,448,000	\$7,315,000
Indirect Effect	10	\$342,000	\$642,000	\$1,175,000
Induced Effect	7	\$236,000	\$511,000	\$848,000
Total Effect**	142	\$2,389,000	\$4,600,000	\$9,338,000

* All dollar-based impacts reflect results inflated to 2016 USD; based on stimulus as defined in Table 3.

Open Ended Comments About Jackson County ATV Trail Experience

Respondents were asked if they had any additional comments about their ATV experience in Jackson County. As noted in the Survey Methods section, some quantitative responses from some respondents were deleted. However all qualitative comments were retained and included in the analysis. A total of 66 individuals provided comments. The SRC analyzed the comments and placed them into five topical categories plus a miscellaneous category. Table 3 summarizes the results.

Table 3. Comments about ATV experience in Jackson County		
Topic	Count	Percent
Positive Sentiment - General	19	29%
Trail Width/Safety	15	23%
Trail Conditions	14	21%
Trail Preferences	10	15%
Trail Signage/Maps	4	6%
Miscellaneous	4	6%
Total	66	100%

The most common comments were general positive statements about their experience. This group comprised 29% of the total.

The following quotes are representative of this theme:

"Great time. Keep up the good work."

"Love this trail system"

In second place were comments about the width of the trails and safety issues. A theme within this group of comments was about trail width with respect to the safety of multi-rider UTV machines on the trail system as illustrated by the following quotes.

"UTV's seemed to hog the trail instead of moving over."

"Need some trails just for single rider ATVs 50" or less-less gravel on trails."

Comments about trail conditions were in third place, accounting for 21% of the total. A few respondents liked the trail conditions.

Positive comments included the following:

"Trails in good condition"

But the majority of these 14 comments were suggestions for improvement and complaints about rough conditions. Trail 9 in particular was criticized by four respondents.

Typical of these comments, one rider said,

"Trail 9 surface extremely rough"

Conclusions

The Jackson County ATV trail network attracts a significant portion of trail users from other areas of Wisconsin, Minnesota, and northern Illinois who are likely to be overnight visitors.

Respondents report high levels of satisfaction with their experience using the trail network and a high proportion are repeat visitors. Significantly, many trail users spend multiple days in the County, racking up lodging, meal, and other expenses.

Respondents from outside the county reported average spending between \$355 and \$427 per trip in Jackson County, which represents an infusion of new money into the county's economy. As these new monies are spent by business owners and employees, some remains in the county to support additional economic activity. Expenditures by trail users from outside Jackson County have a positive effect on the Jackson County economy.

Appendix A – “Other” Written Responses

Q1. Where did you get on the trail? “Other” (9 responses)

- Oakridge Road (x2)
- Bauer Rd
- Clark County
- Doc's Bunkhouse
- Hole 1
- Home
- Motel, not specified
- Private property

Q3. What is the primary reason for your trip to this area? Other (6 responses)

- 4
- Club Ride
- Drink beer
- Live here
- See colors
- Vacation

Q7. Home ZIP code.

ZIP	Count	ZIP	Count	ZIP	Count	ZIP	Count	ZIP	Count
50126	1	53511	1	54494	1	54940	1	56630	1
50559	1	53532	1	54495	2	54947	1	57961	1
50658	1	53533	1	54499	1	54963	1	60089	1
52040	1	53546	2	54601	3	54983	1	60099	1
52065	1	53548	1	54603	2	55016	1	60107	1
52122	1	53561	1	54615	7	55020	1	60115	1
52206	1	53571	1	54621	1	55076	1	60120	1
52243	1	53582	1	54628	1	55107	1	60151	1
52401	1	53585	1	54630	2	55130	1	60178	1
53024	2	53586	1	54636	1	55355	1	60464	1
53040	1	53597	1	54642	1	55389	2	61036	1
53065	1	53598	1	54650	2	55414	1	61068	1
53080	1	53719	1	54656	2	55494	1	61071	1
53105	1	53807	1	54660	1	55744	1	61111	1
53115	1	53916	1	54667	2	55802	1	61244	1
53126	1	53949	1	54669	2	55903	1	62263	1
53148	1	53954	1	54703	2	55912	1	63028	1
53168	1	54411	1	54741	1	55920	1		
53181	1	54456	1	54754	3	55932	1		
53182	1	54457	1	54773	1	55955	1		
53190	1	54466	1	54923	1	55956	1		
53228	1	54481	1	54935	1	55969	1		

Q12. Do you have any additional comments about your ATV experience in Jackson County? (76 responses)

Positive Sentiments – General (19 responses)

- Great/nice trails! (x5)
- Always fun.
- Awesome
- Excellent, we come every week.
- Glad we have trails in our county.
- Good time.
- Great time. Keep up the good work
- Had a great day.
- Love it all.
- Love it!
- Really enjoy coming here.
- Thanks for the trails.
- Love the trails.
- Love this trail system.
- Nice facilities, great bars.

Trail Width/Safety (15 responses)

- Too much [unreadable], leave the mud puddles and holes. It slows the idiots on the trails down, especially the ones that fly around the corner on the wrong side. (x2)
- Allowing side by side UTV was a mistake. Continued gravel and widening the trails into roads is causing high speed and dangerous trails. If they are to be allowed so only trails must be added as loops off the main trails. These should be one way trails. We used to ride here more often but now go elsewhere.
- By allowing UTV's side by side and widening of trails has turned it into a speedway which has people traveling faster. We are now going to Wyoming and the trails are better.
- Concerns with width or machines. Trails not wide enough.
- Don't like side by sides too wide
- Get rid of blind corners with UTV's on trail accident waiting to happen
- More tickets to careless drivers
- More trails. Widen corners
- Need 50" trails off main trails. More sand. Gravel is ok in washout areas. Not a fan of side-by-sides-that's why we need 50" trails. Take a look at the Matt Lowry trails, MN. They are great.
- Need loops for 50" ATV off main trails. Less gravel.
- Need some trails just for single rider ATVs 50" or less-less gravel on trails.
- Priority should be to add 50" trails for ATVs to hop off main trails- stop! Smooth out and widen trails for UTVs. The trails are becoming roads not trails.
- Raisers and rangers almost always never have lights on. Some places are not wide enough for these and an ATV to pass.
- UTV's seemed to hog the trail instead of moving over.

- Your trails are too small for UTVs. We were almost hit 5 times today. If you meet one on a corner you're done! ATVs will fit side by side not with a UTV. Please consider other options for these.

Trail Conditions (14 Responses)

- A little wet in areas
- Dusty. Water the trails.
- Great condition of trails.
- Like the area, however trails are always rough. Rode in Florence county this summer and like how trails were always groomed. Saw a post on Facebook that trails were groomed but trail we were on did not seem like it was.
- Nice grooming
- More grooming
- Rough trails near BRF
- State trails are rough.
- Trail 9 inadequate. Worse trail surface - washboard
- Trail 9 inadequate. Worse trail surface. too bumpy
- Trail 9 surface extremely rough
- Trail surface #9 sucked
- Trails in good condition.
- UTV's (side by sides) make the trails very wash-boardy.

Trail Preferences (10 responses)

- Be nice if all trails were open. Trail A and G are closed.
- Like to ride when it's muddy and rainy.
- More mud holes. Playground "water."
- More trails
- Off-trail areas for racing
- Side by side makes it difficult to enjoy. We miss the challenge of the trail and how it used to be not a Hwy.
- To have more challenging areas to experience.
- Video trails for UTV.
- We prefer trails going through forest/woods, like the winding trails.
- We realize a pipeline needed to be put in but that hugely impacted our own experience to Millston. It feels more like a route now instead of a trail.

Trail Signage/Maps (4 responses)

- Better signage for where you are located and where bathrooms are located
- Map for trail at railroad in Millston-day trip.
- More or better maps. I am new to this recreation.
- Need to improve signage at intersections and on maps.

Miscellaneous (4 Responses)

- Busy weekend
- Clarify this trail pass issue
- Rules about being out of state?

- We have camped at East Arbutus in the past. Good campsites but always full. Need more ATV sites.

Q15. If this is an “overnight” trip, what type of lodging are you using? Other (3 responses)

- Not specified (2x)
- Trail E

Q17. How did you reserve your lodging?

Online. Name of website: (13 responses)

- Jackson County Forestry and Parks (4x)
- Choice Hotels (x2)
- 3 Bears Lodge
- Best Western
- Camping site Jackson
- Comfort Inn
- Hotel website
- Russellmemorial.com
- Their website

Other (specify) (28 responses)

- Walk in (x6)
- Call (x3)
- Friend (x3)
- Brother
- Called Choice Hotels
- Drive here
- Drove to campground. Been going for years.
- Family/friends
- Have permanent site
- In person
- None
- Our last visit
- Own a cabin in Hixton
- Parkland Village
- Permanent site
- Phone
- Prior stay
- Repeat stays
- Stopped for verbal reservation

Appendix B – Quantitative Summary of Responses by Question

Jackson County Trail Study Survey Sheet

Time: _____ Respondent _____ Equipment Type: ☐ ATV #vehicles: Avg: 2.3
 Date: _____ 69% Male ☐ UTV #vehicles: Avg: 1.6
 Location: _____ 31% Female ☐ Motorcycle #vehicles: Avg: 0

1. Where did you get on the trail?

<u>6%</u> Hatfield Pines Parking Lot	<u>2%</u> 7 th Street Parking Lot
<u>16%</u> East Arbutus Parking Lot	<u>5%</u> Hwy 12 Parking Lot
<u>1%</u> Clay School Parking Lot	<u>4%</u> Settlement Rd Parking Lot
<u>12%</u> Highway 54 Parking Lot	<u>2%</u> Bartell Rd Parking Lot
<u>6%</u> Airport Rd. Parking Lot	<u>14%</u> Arrowhead/Moose
<u>5%</u> Black River Falls	<u>2%</u> Russell Campground
<u>4%</u> Pray	<u>2%</u> Parkland Village
<u>2%</u> Hatfield Mug	<u>3%</u> Comfort Inn
<u>2%</u> Campground, not specified	<u>2%</u> Arbutus Motel
<u>7%</u> Other (See Appendix A)	

2. On which trail segments did you ride? (refer to map)

A	B	C	D	E	F	G
40%	58%	72%	53%	29%	41%	17%

3. What is the primary reason for your trip to this area? (Mark • one)

69% To ride this and/or other trails in the area
2% To attend a special event/festival
15% On a leisure trip in area
4% Visiting family and friends in the area
0% On business or meeting in area
7% Live here, use trail as mode of transportation
3% Other (See Appendix A)

3. How did you find out about the trails in this region? (Mark • all that apply)

<u>64%</u> Family/friends	<u>0%</u> Radio
<u>32%</u> Internet	<u>2%</u> Chamber of commerce
<u>0%</u> Newspaper	<u>0%</u> Billboard
<u>1%</u> TV	<u>21%</u> ATV/snowmobile club
<u>0%</u> Magazine	<u>5%</u> Brochure
<u>1%</u> Travel show	<u>4%</u> DNR
<u>4%</u> Dealership	<u>13%</u> Live here

4. How satisfied are you with ...

	Very Dissatisfied		Neutral		Very Satisfied	NA-Excluded from tabulation
		Dissatisfied		Satisfied		
Trail signage?	<u>1%</u>	<u>2%</u>	<u>9%</u>	<u>35%</u>	<u>53%</u>	----
Grooming of the State's trail surface?	<u>2%</u>	<u>13%</u>	<u>26%</u>	<u>35%</u>	<u>24%</u>	----
Grooming of the County's trail surface?	<u>0%</u>	<u>5%</u>	<u>15%</u>	<u>45%</u>	<u>34%</u>	----
Trail safety?	<u>2%</u>	<u>5%</u>	<u>8%</u>	<u>43%</u>	<u>43%</u>	----
Camping facilities?	<u>1%</u>	<u>1%</u>	<u>12%</u>	<u>18%</u>	<u>68%</u>	----
Trail access & parking	<u>1%</u>	<u>1%</u>	<u>2%</u>	<u>29%</u>	<u>67%</u>	----

5. Have you ridden on Jackson County trails before?

19% No

81% Yes - How many times during the past 12 months? Avg: 5.2

6. Including yourself, how many people are in your immediate travel group? Avg: 5.0

7. What is your home zip code? (See Appendix A)

8. What is your age?

18-24	25-34	35-44	45-54	55-64	65+
<u>7%</u>	<u>15%</u>	<u>20%</u>	<u>33%</u>	<u>17%</u>	<u>8%</u>

9. What is the highest level of schooling you've completed?

<u>0%</u> Some high school	<u>19%</u> Associate degree/certificate
<u>33%</u> High school graduate	<u>18%</u> Bachelor's degree
<u>26%</u> Some college/tech school	<u>5%</u> Graduate or professional degree

10. Which of these categories best describes your annual household income?

<u>2%</u> Less than \$25,000	<u>25%</u> \$100,000-\$149,999
<u>18%</u> \$25,000-\$49,999	<u>7%</u> Over \$150,000
<u>27%</u> \$50,000-\$74,999	---- Prefer not to answer - Excluded from tabulation
<u>21%</u> \$75,000-\$99,999	

11. Follow-up Information

	Yes	No
a. Would you like to receive future emails on recreational opportunities in Jackson County?	<u>34%</u>	<u>66%</u>
b. When the study is finished, would you like results emailed to you?	<u>29%</u>	<u>71%</u>

If yes to either a or b, email addr: _____

**12. Do you have any additional comments about your ATV experience in Jackson County?
(See Appendix A)**

13. Are you a resident of Jackson County?

Yes (stop here) No
9% 91%

14. Please estimate how much you (individually) have spent or plan to spend on this trip in the following categories?

Average: \$112_____ lodging/overnight accommodations

Average: \$88_____ food & drink at area restaurants/bars

Average: \$13_____ area entertainment

Average: \$19_____ shopping (souvenirs, gifts, clothing)

Average: \$67_____ gas, repairs (auto and ATV/UTV equipment)

Average: \$26_____ convenience stores

Average: \$10_____ ATV/UTV rental

Average: \$38_____ gaming (casinos)

Average: \$18_____ other leisure spending

15. If this is an "overnight" trip, what type of lodging are you using?

44% Hotel/motel

6% Cabin/house rental

42% Camping

0% Resort

4% Friend/relative

3% Other (See Appendix A)

Name of facility (if lodging business) Most frequent: Arrowhead – 25%; Parkland Village – 19% (See Appendix A for full list)

16. How many nights will you be away from home? Avg: 2.9

17. How did you reserve your lodging?

48% Telephone

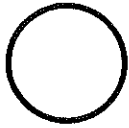
28% Online. Name of website: (See Appendix A)

24% Other (specify) (See Appendix A)

18. Gender of person making the lodging reservation?

Male Female

54% 46%



RESOLUTION#

Introduced by
Page 1 of 1

Conservation, Education & Economic Development

LAD

INTENT & SYNOPSIS: To encourage the Highway, Parks and Forestry, and Planning & Zoning departments to work together to improve the ATV/UTV trail/route system in Wood County.

FISCAL NOTE: Nothing direct. Recreational development promotes economic development as well as the well-being of the residents of the county.

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

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

WHEREAS, townships and other municipalities within Wood County have sought to work with the county in better developing, maintaining and integrating the All-Terrain Vehicle (ATV) and Utility Terrain Vehicle (UTV) trails/routes in the county, including the Towns of Arpin, Auburndale, Cary, Dexter, Hansen, Hiles, Port Edwards, Richfield, Rock, Saratoga, Sherry, Sigel, and Wood; the Villages of Arpin, Auburndale, Port Edwards, and Vesper; and the City of Pittsville, and

WHEREAS, there is also an interest both within Wood County and by the residents of neighboring counties to have the ATV trails of Adams, Juneau, Clark, and Jackson Counties all connected, and

WHEREAS, based upon a 2015 economic impact study for Jackson County it can be anticipated that there is a \$7 – \$9 million annual return on investment for ATV trails to Jackson County, and

WHEREAS, it is possible to integrate some county highways into ATV trails/routes where necessary to avoid areas of high groundwater all of which would enhance the economic return on the ATV trails/routes in this county.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to direct the Highway, Parks and Forestry, and Planning and Zoning departments to work in conjunction with municipalities within Wood County as well as adjoining counties to expand, maintain and integrate the county's ATV and UTV trails/routes to better serve the users of all-terrain vehicles and utility terrain vehicles.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: March 2, 2018
 TIME: 1:30 p.m.
 PLACE: Room 115, Wood County Courthouse
 TIME ADJOURNED: 3:50 p.m.
 MEMBERS PRESENT: Chairman William Clendenning, Ed Wagner, Bill
 Leichtnam, Kenneth Curry, Dave LaFontaine
 OTHERS PRESENT: Peter Kastenholz and see attached list.

1. At 1:30 p.m., Chairman Clendenning called the meeting to order.
2. Public comments. None at this time.
3. Chairman Clendenning asked if there were any objections to the minutes for the February 2, 2018, meeting. The minutes were accepted with a change in the reference to a bill designation from SB 384 to AB 384. No objections.
4. The Committee reviewed monthly voucher and department reports of the departments they oversee. Moved by LaFontaine, seconded by Curry, to approve the reports and payment of department vouchers. All ayes.
5. Report from committee members attending hearing on AB 954 on 2/21/2018. Clendenning, Leichtnam, Vruwink, and a Child Support staff person went to Madison to advocate for an administrative paternity establishment bill that is before the legislature. It is not likely for the legislation to be passed this session.
6. The Committee reviewed the claims of Joan Arnold and Randy Savage. These claims will be provided to the county board.
7. There were no new animal claims against the County.
8. Discussion on latest edition of the following publications:
 - a. Wisconsin Taxpayer. None.
 - b. FOCUS. None.
 - c. NACo County News. None.
9. The Committee reviewed correspondence and legislative issues.
 - a. Review of resolution for a non-binding referendum on nonpartisan redistricting reform.

Moved by LaFontaine, seconded by Curry, to support the resolution for a non-binding referendum on nonpartisan redistricting reform.

Wagner expressed a desire to change tactics and instead remind the legislature that the county already approved a referendum supporting nonpartisan redistricting and they should adopt it.

Moved by LaFontaine, seconded by Wagner, to amend the main motion to strike the referendum and add the notice. 3 ayes, 2 nays.

Vote on amended motion - All ayes.

- b. Corporation counsel memorandum "Using 'Correspondence' and 'Reports' on an Agenda" was approved by the Committee and will be forwarded to the county board.
 - c. Report on Central Sands Water Committee (Water Committee).
Over the last 14 months the Water Committee has met many times. Supervisor Leichtnam reported about the Water Committee seeking input next from outside stakeholders. The Judicial & Legislative Committee wants continued updates on the Water Committee activities.
 - d. Report on Legislative breakfast. Chairman Clendenning reported that this was a well-attended and worthwhile event.
 - e. Mining 101 issue. Supervisor Leichtnam attended a meeting regarding Marathon County's draft ordinance on metallic mining. Bill wrote up comments on the meeting that will be attached to these minutes. Moved by Curry, seconded by LaFontaine, to authorize payment of per diem and mileage for attending that meeting. All ayes. The Committee encouraged staff to prepare an ordinance on metallic mining within the next several months.
10. Review of resolution for post-employment health conversion for elected officials.

Moved by LaFontaine, seconded by Leichtnam, to approve the resolution for post-employment health conversion for elected officials.

Sheriff Reichert pointed out that the current draft of the resolution doesn't actually grant the PEHP benefit to the current elected officials. Reichert proposes to grandfather in sitting elected officials. Kastenholz advised it wasn't legal to do so. LaFontaine spoke in favor of allowing PEHP benefits to elected officials if they worked for the county a total of 20 years, elected and unelected.

Wagner advocated paying out some amount of accumulated sick time for staff when they take the position of an elected department head. Moved by LaFontaine, seconded by Leichtnam, to change the time period of service required to receive the benefit. (no vote).

Moved by Clendenning, seconded by Curry, to postpone addressing this issue until the next meeting. All ayes.

11. Courthouse Security Committee update and minutes of last meeting. Minutes will be included with this committee's minutes. General discussion was had on security of employees in the county buildings. Moved by LaFontaine, seconded by Curry, to request Judge Brazeau to meet with the committee next month to discuss courthouse security and time tables. 4 ayes, 1 no. Wagner voted no as he feels the CIP process is an adequate method of moving the security issue forward.
 12. Discussion on recruiting supervisors and interesting constituents in running for office. Moved by Leichtnam, seconded by Curry, to table indefinitely. All ayes. (Supervisor Clendenning was not present during the discussion and vote.)
 13. County Board rules.
 - a. Terminating a position via county board action at the budget meeting. Moved by LaFontaine, seconded by Clendenning, to table indefinitely. All ayes.
 - b. Stand-alone vs. ad hoc Public Property Committee. Moved by Clendenning, seconded by Wagner, to postpone this proposal indefinitely. All ayes.
 - c. Review of resolution amending Rules 40 A. and 36 on electing committee chairs. Moved by Clendenning, seconded by Leichtnam, to support the resolution amending Rules 40 A. and 36 on electing committee chairs and to forward it to the county board. 3 ayes, 2 nays. Wagner and LaFontaine voted no because they believe the Chair/Administrative Coordinator should be appointing the committee chairs.
 - d. Attendance at meetings by means of audio or video communications. Kastenholz will draw up some options for the committee to discuss that pertain to AV and telephonic participation at county board and committee meetings.
 14. Agenda items for the April 2018, meeting:
 - Central Sands Water Committee update.
 - Attendance at meetings via AV or telephonic.
 - PEHP for elected department heads.
 15. The next committee meeting will be April 6, 2018, at 9:30 a.m.
 16. Chairman Clendenning declared meeting adjourned at 3:50 p.m.
- Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry

Kenneth Curry, Secretary (signed electronically)

Legislative 3/2/18

5

DENNIS POLACH - WCB - #14

~~WIM WINCH~~ ~~WCB~~ #13

Thomas Reichert WCB

Joe Zupfluh WCB-17

REBEKAH VANTASSEL MAINT.

Brian Vowinkel CSA

Kimberly McGrath HR

Wood County
Security Committee Minutes
February 13, 2018

PRESENT: Judge Brazeau, Cindy Joosten, Laura Clark, Amy Kaup, Leigh Neville-Neil, Reuben Van Tassel, Bill Clendenning, Ed Wagner

Meeting Called to order at 12:00 p.m.

Old Business:

Secure Funds for Courthouse Upgrades: Judge Brazeau stated he met with the Judicial Committee regarding the courthouse security ideas from the committee. Maintenance Director Rueben Van Tassel discussed with the Committee the possible "steps" for the courthouse security upgrades.

- Step 1 is in place now, which is to secure Branch 1 entrance as well as upgrade the door access system. The cost of this is approximately \$50,000.
- Step 2 includes metal detectors/x-ray machine at main entrance, security office, secure employee entrances and main hallways, upgrade security cameras, blinds in judge's chambers, and secure hallway light switches by adding sensors. The cost of these upgrades is approximately \$300,000.
- Step 3 includes securing the Maintenance ramp; secure each department reception area with security glass, door, and cameras, as well as ballistic material in Judge's benches, and new window coverings in the courtrooms. The cost of these upgrades is approximately \$340,000.

The funding will be done in stages. The upgrades will be put on the capital improvement plan. The Public Safety Committee as well as the Judicial and Legislative Committee are on board with these upgrades. The Committee feels a commitment is needed for the funding.

New Business:

Courthouse Security Update: Rueben discussed new security cameras as well as the upgrade to the door access system. With new technology there are many features that will enhance the security of the courthouse. It is felt at least two people should man the front door security area once Step 2 is complete. Judge has been in contact with the Sheriff's Department to discuss costs regarding sworn officers manning that area. More discussion will be needed on which department will absorb these costs.

3rd Floor Remodel Meeting Synopsis: Rueben put together a 3rd floor remodel meeting held with all parties involved. The meeting consisted of discussing the 3rd floor remodel plans as well as security issues. Maintenance is currently working on the new entrance to the Branch 1 offices.

Amy Kaup from IT stated new phones will be installed on the 3rd floor throughout the year. Panic buttons will be in the same key for all phones. She stated there is an IT Security Team that will work with Maintenance to do training videos once new equipment is installed.

Next Meeting: To be determined

Adjourned: Meeting adjourned at 12:21 p.m.

WOOD COUNTY CRIMINAL JUSTICE TASK FORCE MINUTES

December 6, 2017

PRESENT: Todd Wolf, Branch 3; Craig Lambert, District Attorney; Trisha Anderson, Victim Witness; Ted Ashbeck, Wood County Jail; James Wunrow, Wood County Jail; Lori Heideman, Wood County Dispatch; Jackie Arnold, Clerk of Courts; Dan Schroeder, Dept. of Corrections; Caitlin Saylor, Dept. of Corrections; Kate Frigo Drury, Public Defender; Adam Stublaski, Dept. of Corrections; Melvin Pedersen, Grand Rapids PD; Suzanne O'Neill, Public Defender; Bill Clendenning, Wood County Board.

12:00 - Judge Wolf called meeting to order. No corrections made to minutes of 9/20/17. Motion by Todd Wolf to approve minutes, second by Kate Frigo Drury. Minutes are approved.

No public comment.

ADDITIONS TO AGENDA: Trisha Anderson indicates there is an issue regarding motions being set and she is not notified and, therefore, victims are not notified. They are contacting her saying they are seeing them on CCAP. Judge Wolf explains procedure and how motion dates are given and entered. Trisha indicates that there are dates entered, but motions are not filed. Judge Wolf says he will check on this. Craig Lambert states that there is a problem sometimes with attorneys getting dates for motion hearings, but motion is not filed until day before hearing. James Wunrow also indicates there is a problem of the jail not being advised of motion dates. Suzanne O'Neill states some of the surrounding counties will not give dates until the attorney has motion in hand.

Suzanne O'Neill introduces herself to the group. She is manager at the Public Defender's Office.

Judge Wolf says that defendants are writing to him saying that Jail is telling them to write to court about waiving DNA fee. Judge Wolf says that he waives it on extra counts. Some judges waive it entirely and some judges impose it on every count. Jail feels that this may be coming from other inmates.

NEW PRE-TRIAL/JURY PROCESS: Judge Wolf says that Fridays are very busy, but the system seems to be working and many cases are being disposed of on that day. Kate Frigo Drury restates her preference for informal PTC times and that they are set by the Court. Judge Wolf says that she should send out a survey to Bar defense attorneys on how they feel about an informal PTC. Jail questions if in-custody defendants would need to attend. Kate says that they would not. Suzanne O'Neill advises of Marathon County process. Kate says that PTC's would be informal, but a notice would come from the Court. Warrants are issued if the defendants do not appear. But the Court would not have any other involvement in the informal PTC's. She suggests that informal PTC be set 30 days after initial appearance, FPTC set 60 days after initial and jury trial set 90 days after initial appearance. Trisha states that victims would need to be notified of the informal PTC. Both PTC dates would be given in Court. Jackie says that Minute Sheet order has been placed for next year already. Judge Wolf questions Suzanne if Marathon County's procedure is in writing and if it is can she forward it to him.

RESTORATIVE JUSTICE: Trisha says the Victim Impact Panel is set for 12/12/17 and there are 45 people registered. She does not have the dates confirmed for 2018. The second Tuesday of March is the first tentative date.

DRUG COURT: Judge Wolf states that State grant was approved for 2018. Marshfield City Council approved money for 2018. They may be seeking some private funding. Drug Court is now at full capacity and may have a waiting list. Kate will review procedure for defendants when they are on the waiting list and get results to Judges by meeting in February.

ROUND TABLE: Kate indicates that she sent a letter to the Ethics Committee regarding the local rules. She has not received an opinion yet.

Ted Ashbeck says that there is an issue with VINE and a fix is being worked on. The program shows that a defendant is in jail, but they are on Huber or EMP. It then needs to be entered manually, but then it sends out an alert. Jail inmate number is still high.

Judge Wolf says that there was a sustainability meeting for drug court and only 3 people showed up. Adam Stublaski says he will be at the next meeting.

Meeting adjourned at 12:40 p.m.

Submitted 12/19/17

Jackie Arnold
Deputy Clerk of Courts



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

5

MARCH 2018

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- On February 8th and 9th I attended WCSEA meetings in Manitowoc.
- The agency will once again be facilitating child support training in Wisconsin Rapids later this spring.
- Along with Supervisors Clendenning and Leichtnam, Tiffany Ringer and I were at the Capitol on February 21st to support AB-954. AB-954 is the Administrative Paternity legislation we have been working on for a long period of time. I was able to testify in support of the legislation. The Assembly will be adjourning for the session very soon so the odds of getting this legislation passed remain slim. We also visited with Senator Testin's office as they are working on the Senate companion bill. I want to thank Supervisors Clendenning and Leichtnam for their help.
- I will be attending the WCA Health and Human Services Steering Committee meeting on March 2nd in Stevens Point. I will be discussing the legislative issues that will be important to Child Support Agencies during the next budget process.
- I will be attending the Joint Legislative Committee meeting in Mosinee on March 12th.
- The final payment from the state for 2017 was received. This closes 2017 with a net levy of around \$50,000. The amount was around \$8,000 less than we had budgeted because we were able to secure additional revenue through the Employment and Training Partnership Plan I wrote.
- The January performance numbers have been released. We again are on target to meet all four Federal Performance Measures.
- The current IV-D case count is 3,915.



Wood County WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholtz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE
March 2018

5

1. Opioid Litigation. The counsel for the Wisconsin counties involved in the opioid litigation have been stressing the confidentiality associated with the legal proceedings and internal settlement discussions in their periodic updates. These counsel do recognize, though, the need for the county corporation counsel to provide updates to our clients, the county boards, and with that in mind have prepared the following communique to be shared with the boards.

Status of Opioid Litigation: There are currently 62 Wisconsin Counties that are participating in the National Opioid Litigation. The Wisconsin Counties' cases are consolidated as part of the approximately 330 cases in the Multi-District Litigation ("MDL") pending before Judge Daniel Polster in the Northern District of Ohio (Cleveland). The MDL includes cases filed by Counties, Cities, Indian Tribes, Hospitals, Third-Party Payors and Individuals. The primary defendants are the Opioid Manufacturers and the Opioid Distributors. In addition to these MDL cases, there are approximately 75 cases pending in State Courts throughout the Nation. Cases continue to be filed on a daily basis. A Plaintiff's Leadership Team consisting of 22 attorneys has been established to steer the MDL cases throughout the Nation. Two attorneys that are representing the Wisconsin Counties are part of the Leadership Team, including the Lead Attorney Paul Hanly and Executive Committee member Erin Dickinson. Judge Polster has clearly defined his objective as attempting to resolve these lawsuits in 2018. Therefore, settlement committees have been established and will be working on a potential resolution with Judge Polster in the upcoming months. As a result of Judge Polster's current objective, dispositive motions and discovery will not take place in the immediate future. Nonetheless, it is imperative that your County continues to preserve any opioid related documents or data and assists in providing high level information to counsel related to past and future potential damages. We will be distributing additional instructions regarding document preservation in the near future.

2. Goals for 2018. Per the committee's direction last month, I have prepared the attached memo to the county board dealing with the open meetings law in general and the use of the agenda items "correspondence" and "reports" in particular. Over the next 6 months or so I will be attending at least two full meetings of each standing committee and will be making observations associated with open meeting law notice compliance.
3. Walking Quorums. Sometimes I will be contacted by a supervisor who will state that they have been in touch with a number of other supervisors on a committee and they all feel a certain way in regards to a matter or collectively have this or that concern. You cannot legally have those types of chain communications as they are known as a walking quorum and that type of activity violates the open meetings law. The consequences of a violation of the open meetings law can be a forfeiture that the county board supervisor is personally liable for and the undoing of what was discussed in the un-noticed meeting(s). Just because there may be no consequences most times a violation of the open meeting law takes place doesn't mean that there won't be a sanction if and when you violate the law. Please be mindful of this admonition.

NOTICE OF INJURY AND CLAIM

RECEIVED

FEB 01 2018

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

WOOD CO. CORP. COUNSEL

5

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

THE INCIDENT

Date: 01/16/2018

Time: 10:00 AM

Place: 4610 County Road Q, WI Rapids, WI 54495

The circumstances giving rise to my claim are as follows:

Checked my mailbox on the morning of Jan 16th
and noticed it was down. Upon closer inspection I
could see it was hit by the snowplow. I then called
Wood Co. Highway Dept. to report this and was
told to then call the Wood Co. Clerk to also report
this

The names of county personnel involved are: County Snowplow

The names of other witnesses are: County Supervisor?

THE CLAIM

I request the following monetary or other relief: mailbox 20⁰⁰
post 20⁰⁰ adhesive numbers 10⁰⁰

RECEIVED

FEB -1 2018

01/29/2018
Date

Randy Savage
Signature
Print Name: Randy Savage
Address: 4610 County Road Q
WI Rapids, WI 54495
Phone: 715-323-2885 cell

(Rev. Feb. 09)

authn: Risk, Corp Cnsl, Hwy



Wood County WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MEMORANDUM

5

TO: Judicial and Legislative Committee

FROM: Peter A. Kastenholz, Corporation Counsel *PAK*

DATE: March 2, 2018

RE: Arnold Notice of Injury and Claim

The short story is that you really don't need to read the Arnold notice of injury and claim or for that matter, the rest of this memo. The longer story follows.

Joan Arnold (Arnold) bought property upon which a non-metallic mining permit and reclamation plan existed. Arnold's purchase of the property was subject to the permit and reclamation plan, which were held by and the responsibility of a third party (the Miner). The Miner ended the mining operation and reclaimed the property to the satisfaction of the county at which point the county issued a certificate of completion to the Miner. Arnold was not satisfied with how the property was reclaimed and filed a request with the county to review its decision to issue the certificate of completion. I advised my client that the county could either have a paper review done (likely by the same staff who issued the certificate of completion) and then afford Arnold the right to a hearing or go directly to a hearing.

By this point, Arnold had retained counsel and she and her counsel had reviewed the file numerous times and had a dozen or so record requests responded to. The Land Conservation staff had also dealt with various experts on reclamation that had contacted the office on Arnold's behalf. This case was clearly going to make its way to an administrative hearing and from there likely on to court, so I advised my client that although there is no case law on point, I think we can skip the paper review process and go directly to a hearing. Land Conservation advised they would prefer to skip the paper review process as it seemed like a waste of time and possibly a lot of time as the file here is a good six inches thick.

An administrative hearing was set up within the tight 15-day time frame and the parties both agreed to waive the time frames and the hearing was reset for six weeks later. Meanwhile, Arnold's counsel advised that they still wanted the paper review before the hearing. The law isn't clear on whether Arnold has the right to the paper review first so I advised them, no, they would not get the paper review first but since the law wasn't clear, they could petition a court for a declaratory judgment, where the court would decide the issue of whether the county must grant the paper review first or not.

Judicial and Legislative Committee
March 2, 2018
Page Two

Arnold's counsel advised that they were going to seek the declaratory judgment from a court so we have again adjourned the hearing. Meanwhile, Arnold's counsel thought she needed to file a notice of injury and claim against the county before seeking the declaratory judgment. I don't think that is necessary but again the law isn't clear on that point either. Anyway, I have advised Arnold's counsel I would waive the s. 893.80 notice of injury and claim process here and we could proceed directly to court with a petition for a declaratory judgment.

Consequently, there is really no need for you folks to spend much time on the attached notice of injury and claim as we will not be routing it on to our insurance carrier or taking any formal action on it.

For those of you who may be interested in the Wisconsin Statute Ch. 68 administrative review process itself, there is a primer on it with forms that we use on the intranet site under corporation counsel.

Since you guys are my oversight committee and don't often get very deep into what I do around here, I will say that the further I research and assess the strength of my contention that the county can forgo the paper review process and go directly to a hearing, the less confident I am in it. By the time you actually review this, I may have capitulated on the point, maybe not, I don't know yet because I am not done mocking up the brief.

Two points I look for you to take from this additional commentary: first, I am not always right and when I conclude I am not, I will change my mind and not waste time. Secondly, the more time I spend researching a matter, the better my analysis of the law is. This is not a prelude to a request for adding another counsel in the office, just a common sense observation that there is a positive correlation between time spent by an attorney on a matter and the quality of the work product.

As always, please advise if you have any questions or concerns about this matter or any other county legal issues that come up.

Buzza Dreier & Johnson LLC

Legal Services

Gary L. Dreier
gary.dreier@bdjwislaw.com
(715) 997-9080

Landmark Professional Building
2925 Post Road
Stevens Point WI 54481

*Certified Civil Trial Lawyer
By the National Board of Trial Advocacy*

Via US Mail and email

February 15, 2018

Peter Kastenholtz
Wood County Corporation Counsel
400 Market Street
Wisconsin Rapids, WI 54495-8095

MY CLIENT: JOAN ARNOLD NONMETALLIC MINING RECLAMATION REQUEST FOR REVIEW OF DETERMINATION

Dear Peter:

Joan Arnold has decided to pursue the declaratory judgment route suggested in your letter to me of February 9, 2018. Accompanying is a copy of a Notice of Circumstances of Claim and Claim, without exhibits signed by her February 14, 2018. These documents will be served as provided by statute. These documents must be served and the Claim denied before a circuit court action for declaratory judgment may be commenced.

Please confirm the hearing will be adjourned pending the outcome of the declaratory judgment action as was suggested in your letter to me of February 9, 2018.

Thank you.

Very truly yours,
Buzza Dreier & Johnson LLC
A limited liability company


Gary L. Dreier

Enc.: Notice of Circumstances of Claim and Claim without exhibits
C: Joan Arnold via US Mail and email w/enc.

RECEIVED

FEB 19 2018

WOOD CO. CORP. COUNSEL

CLAIM

TO: Wood County, Wisconsin
c/o Cynthia Cepress, its Clerk
400 Market Street
Wisconsin Rapids, WI 54495-8095

Land and Water Conservation Department, Wood County, Wisconsin
c/o Shane Wucherpennig, Wood County LWCD
111 West. Jackson Street, Wisconsin Rapids, WI 54495-8095

Land and Water Conservation Department, Wood County, Wisconsin
c/o Tracy Arnold, Wood County LWCD
111 West. Jackson Street, Wisconsin Rapids, WI 54495-8095

This Claim is made by Joan Arnold, 285 County Rd. TP Rudolph, WI 54475 (herein "Claimant") against Wood County, Wisconsin and against the Land and Water Conservation Department of Wood County, Wisconsin (herein "LWCD"), pursuant to Wis. Stat. § 893.80.

The Claimant is the owner of real estate described in the Attached Exhibit B.

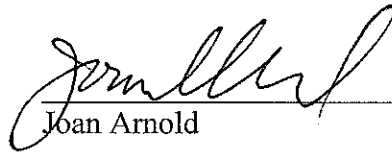
Previously or simultaneously with the service of this Claim, Claimant served on Wood County and on LWCD a Notice of Circumstances of Claim dated February 14, 2018 which requested a "paper review" of the issuance of the subject Certificate of Completion and issuance of a Decision on Review under Wis. Stat. § 68.09(5) with respect to such Certificate of Completion.

Joan Arnold is entitled to a "paper review" of the issuance of the subject Certificate of Completion and is entitled to the issuance of a Decision on Review under Wis. Stat. § 68.09(5).

Joan Arnold is entitled to a declaratory judgment to be rendered by a circuit court that she is entitled to a "paper review" of the issuance of the subject Certificate of Completion and is entitled to the issuance of a Decision on Review under Wis. Stat. § 68.09(5).

By reason of the foregoing and as set forth in the Notice of Circumstances of Claim, Joan Arnold has a Claim that Wood County and/or LWCD should conduct a review as provided by Wis. Stat. § 68.09(3) and that a Decision on Review should be issued as provided by Wis. Stat. § 68.09(5). Joan Arnold states if such review is not conducted and such Decision on Review is not provided, she may enforce her Claim by commencing an action before the Circuit Court seeking a declaratory judgment that she is entitled to such relief.

Dated this 14th day of February 2018.



Joan Arnold

FEB 19 2018

NOTICE OF CIRCUMSTANCES OF CLAIM

WOOD CO. CORP. COUNSEL

TO: Wood County, Wisconsin
c/o Cynthia Cepress, its Clerk
400 Market Street
Wisconsin Rapids, WI 54495-8095

Land and Water Conservation Department, Wood County, Wisconsin
c/o Shane Wucherpennig, Wood County LWCD
111 West. Jackson Street, Wisconsin Rapids, WI 54495-8095

Land and Water Conservation Department, Wood County, Wisconsin
c/o Tracy Arnold, Wood County LWCD
111 West. Jackson Street, Wisconsin Rapids, WI 54495-8095

This Notice of Circumstances of Claim is given by Joan Arnold, 285 County Rd. TP Rudolph, WI 54475 (herein "Claimant") to Wood County, Wisconsin and to the Land and Water Conservation Department of Wood County, Wisconsin (herein "LWCD"), pursuant to Wis. Stat. § 893.80.

The Claimant is the owner of real estate described in the Attached Exhibit B. Previously Claimant served on LWCD a Request for Review of Determination, a copy of which is attached hereto as Exhibit A without exhibits, which requested among other things that:

After submission of written evidence and argument, the Wood County Land and Water Conservation Department issue its Decision on Review which cancels, vacates or withdraws the subject Certificate of Completion and orders Badger Sandstone LLC to complete reclamation of the Joan Arnold property as required by the Wisconsin Adm. code NR 135.

Joan Arnold by her legal counsel requested issuance of a Decision on Review not only in the Request for Review of Determination but in the following letters:

1. December 19, 2017, a copy of which is attached as Exhibit C;
2. February 7, 2018, copy of which is attached as Exhibit D;
3. February 12, 2018, copy of which is attached as Exhibit E;
4. February 14, 2018, copy of which is attached as Exhibit F.

Legal counsel for Wood County and LWCD responded to the request for a "paper review" and for issuance of a Decision on Review by letter dated February 9, 2018, copy of which is attached as Exhibit G.

Joan Arnold has furnished written evidence and Argument under Wis. Stat. §68.09 (4). A copy of such Argument, without exhibits, is attached as Exhibit H and such Argument requested,

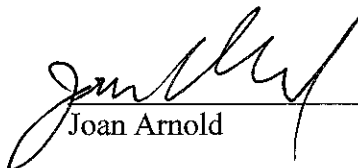
among other things, that the Decision on Review respond to the assertions in the Request For Review.

By reason of the foregoing,

1. Joan Arnold is entitled to a "paper review" of the issuance of the subject Certificate of Completion and is entitled to the issuance of a Decision on Review under Wis. Stat. § 68.09(5).
2. Joan Arnold is entitled to a declaratory judgment to be rendered by a circuit court that she is entitled to a "paper review" of the issuance of the subject Certificate of Completion and is entitled to the issuance of a Decision on Review under Wis. Stat. § 68.09(5).

WHEREFORE, Joan Arnold requests that Wood County and LWCD investigate the circumstances of this Claim, as provided by Wis. Stat. § 893.80.

Dated this 14th day of February 2018.


Joan Arnold

REQUEST FOR REVIEW OF DETERMINATION

To: Land and Water Conservation Department, Wood County, Wisconsin
111 West. Jackson Street, Wisconsin Rapids, WI 54495-8095

Shane Wucherpennig, Wood County LWCD
111 W. Jackson Street, Wisconsin Rapids, WI 54495-8095

Tracy Arnold, Wood County LWCD
111 W. Jackson Street, Wisconsin Rapids, WI 54495-8095

Joan Arnold, 285 County Road PP, Rudolph, WI 54475 hereby requests review, cancellation and vacation of the Certificate of Completion dated November 16, 2017, a copy of which is attached hereto as Exhibit A. As support and grounds for this Request for Review of Determination Joan Arnold states:

1. This Request for Review of Determination is made as provided by and in accordance with Section 802.22 of the Wood County Ordinances, Wisconsin Adm. Code § NR 135.30 (herein "NR 135.30") and Wis. Stat. §§ 68.08, 68.09, 68.10 and 68.11.
2. The undersigned, Joan Arnold, is an adult with a residence address of 285 County Road PP, Rudolph, WI 54475 who owns real estate in Wood County Wisconsin which is legally described on the Warranty Deed, copy of which is attached hereto as Exhibit B. Such property is referred to herein as the "Arnold Property."
3. Previously, Badger Sandstone LLC, Sussex, Wisconsin, applied for and received two Nonmetallic Mining Reclamation Permits to perform activities on the Arnold property, then owned by Badger Sandstone, LLC. One such permit is referenced in the attached Exhibit A. Two applications/permits for Nonmetallic Mining Reclamation Permit involving the Arnold Property are attached: Exhibit C-1 involves the 2004 application and permit; Exhibit C-2 involves the 2014 application and permit.
4. On or about November 16, 2017, the Wood County Land and Water Conservation Department issued a Certificate of Completion (Exhibit A) respecting reclamation activities by Badger Sandstone LLC on the Arnold property.
5. As of November 16, 2017, and as of the date of this Request for Review of Determination, the reclamation activities performed on the Arnold Property:
 - A. Did not comply with the requirements of Wisconsin Adm. Code § NR 135 in that:
 1. In areas on the Arnold Property to be reclaimed, insufficient topsoil was applied to support permanent vegetation. For example, in the north slope

area, vegetation is random. The absence of vegetation renders these areas of the Arnold Property unstable and highly susceptible to erosion.

2. A sinkhole approximately 4 feet in depth and up to 20 feet in diameter remains. This area is not stable.

3. The hill access road is unstable. The recent grading of the road has made it unpassable and highly susceptible to erosion.

4. A high wall, debris, waste material and side castings remain on the Arnold property and are not reclaimed.

5. There has been insufficient control of invasive species. NR 40 restricted invasive species continue to be present.

6. A large, unnecessary material storage and mining work area remains in the area of the shed which created a continuing water runoff erosion problem directly affecting adjacent agricultural fields. This former mining work area is unusable for any agricultural use and is highly susceptible to erosion.

7. The driveway on Gumz Road is unstable and liable to wash out because the volume of sheet flow of water has not been addressed.

8. Slope "shoulder" stabilization inside the treeline over much of the perimeter of the site has not been adequately addressed.

B. Did not comply with the requirements of the reclamation plan in that not all the issues of concern expressed in the June 9, 2016 communication to Badger Sandstone LLC (the attached Exhibit D) have been adequately addressed.

6. Subchapter II-Standards of NR 135 have not been followed in the attempted reclamation.

7. The criteria for assessing when reclamation is complete as set forth in NR 135.13 and NR 135.15 have not been fully complied with previous to issuance of the Certificate of Completion (Exhibit B).

8. The subject reclamation plan did not include the minimum requirements set forth in NR 135.19 and, consequently, issuance of the Certificate of Completion (Exhibit B) was premature and not in compliance with applicable standards.

9. By reason of the foregoing, the Certificate of Completion (Exhibit A) should be reviewed and withdrawn and Badger Sandstone LLC should be ordered to complete reclamation of the Joan Arnold property as required by Wisconsin Adm. Code NR 135.

WHEREFORE, Joan Arnold requests that:

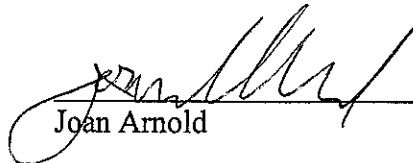
A. The issuance of the subject Certificate of Completion be reviewed in accordance with Chapter 68 of the Wisconsin Statutes and after such review be canceled, vacated or withdrawn.

B. The time for review of the issuance of the Certificate of Completion be extended as permitted by Wis. Stat. §68.09 (3).

C. After submission of written evidence and argument, the Wood County Land and Water Conservation Department issue its Decision on Review which cancels, vacates or withdraws the subject Certificate of Completion and orders Badger Sandstone LLC to complete reclamation of the Joan Arnold property as required by Wisconsin Adm. Code NR 135.

D. That a suitable period of time be established when maintenance activities under NR 135.15 must be conducted to prevent erosion, sedimentation and/or environmental pollution on the site.

Dated this 13th, day of December, 2017.


Joan Arnold

Enc.: Exhibit A—Certificate of Completion
Exhibit B—Warranty Deed;
Exhibit C-1 2004 Application and Permit
Exhibit C-2 2014 Application and Permit
Exhibit D-June 9, 2016 letter

C: Wisconsin Department of Natural Resources w/enc.

WARRANTY DEED

This Deed, made between Badger Sandstone, LLC, a Wisconsin limited liability company ("Grantor")

And Joan C. Arnold, a single person ("Grantee").

Grantor, for a valuable consideration, conveys to Grantee the following described real estate in Wood County, State of Wisconsin (the "Property"):

The Northeast Quarter of the Southeast Quarter, that part of the Northwest Quarter of the Southeast Quarter, and that part of the Southeast Quarter of the Southeast Quarter of Section 13, Township 23 North, Range 6 East, Town of Rudolph, Wood County, Wisconsin, described as follows:

Commencing at the Southwest corner of Section 13; thence N 89°10'12" E along the South line of Section 13, 2,644.93 feet to the South Quarter corner of Section 13; thence N 88°45'33" E along the South line of Section 13, 1,301.66 feet; thence N 01°14'27" W, 33.00 feet to the North right-of-way line of Gumz Road, said point being the point of beginning of the parcel to be described; thence N 00°19'27" W, 1,692.46 feet; thence S 88°45'33" W, 1,000.13 feet; thence N 00°19'27" W, 914.88 feet; thence N 88°45'33" E, 2,320.30 feet; thence S 00°19'27" E, 2,607.33 feet to the North right-of-way line of Gumz Road; thence S 88°45'33" W along the North right-of-way line of Gumz Road, 1,320.17 feet to the point of beginning.



* 2015R08390 *

2015R08390

SUSAN E. GENTER
WOOD COUNTY
REGISTER OF DEEDS
RECORDED ON:

09/18/2015 10:45AM
REC FEE: 30.00
TRANS FEE: 750.00
EXEMPT #: N/A
PAGES: 1

*McDonald
Title*

Name and Return Address

Joan C. Arnold
285 County Road PP
Rudolph, WI 54475

*300P
McDonald
Title*

CH-14540

17-00275, 17-1700272 & 17-00273A

Parcel Identification Number (PIN)

This is not Homestead property.

Grantor warrants that the title to the Property is good, indefeasible in fee simple and free and clear of encumbrances except: covenants, conditions, restrictions and easements of record and except any portion thereof used for road purposes.

Dated this 11th day of September, 2015.

Badger Sandstone, LLC, By:

Thomas Halquist (SEAL)
Thomas Halquist, Vice President of Halquist Stone Company,
Inc., Member

AUTHENTICATION

Signature(s) _____

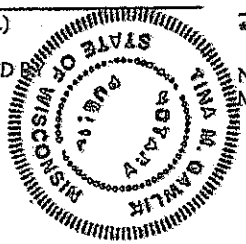
Authenticated this 11th day of September, 2015

*
TITLE: MEMBER STATE BAR OF WISCONSIN

(If not, _____)
Authorized by § 706.06, Wis. Stats.)

THIS INSTRUMENT WAS DRAFTED

Attorney Robert E. McDonald
McDonald Law Office



ACKNOWLEDGMENT

State of Wisconsin,

SS. }
Portage County.

Personally came before me this 11th day of September, 2015 the above named Thomas Halquist to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Tina M. Gawlik
*Tina M. Gawlik

Notary Public, State of Wisconsin
My Commission expires: 06-21-2019

EXHIBIT

B

Buzza Dreier & Johnson LLC

Legal Services

Gary L. Dreier
gary.dreier@bdjwislaw.com
(715) 997-9080

Landmark Professional Building
2925 Post Road
Stevens Point WI 54481

*Certified Civil Trial Lawyer
By the National Board of Trial Advocacy*

Via fax: 715.421.8555

December 19, 2017

FAXED
12/19/17

Peter Kastenholz
Wood County Corporation Counsel
400 Market Street
Wisconsin Rapids, WI 54495-8095

**MY CLIENT: JOAN ARNOLD
NONMETALLIC MINING RECLAMATION ON HER PROPERTY
REQUEST FOR REVIEW OF DETERMINATION**

Dear Peter:

My client, Joan Arnold, informed me she received a Notice of Hearing in connection with her Request for Review of Determination, which notice schedules the initial hearing for December 28, 2017 at 9:00 AM. While I have not yet received such notice of hearing, I request that the initial hearing be adjourned.

For some time, I have been scheduled to represent a personal representative in Estate litigation pending before Judge Wolf, *In the matter of Jere M. Manz*, deceased, Wood County case number 2016PR219. The hearing in this probate case is scheduled to begin at 1:00 PM on December 28, 2017. I do not know how long the hearing in the above matter currently scheduled for December 28, 2017, will last. It is likely, however, that the hearing may not conclude by noon on December 28.

Second, the Petition for Review of Determination signed by Joan Arnold requested an extension of time for review of the issuance of the Certificate of Completion, as permitted by Wis. Stat. § 68.09 (3). I think it would be appropriate to extend the time for review as contemplated by that statute. Joan Arnold's Petition for Review of Determination requests review of an initial determination as defined in §68.09 (1). Such review may be extended by agreement with the person aggrieved, here Joan Arnold.

There currently is no Decision on Review as described in § 68.09 (5) from which Joan Arnold may appeal. Since Joan Arnold has not had a hearing under § 68.11, under § 68.10 she is to follow the procedures set forth in §§ 68.08 and 68.09, including the delivery of a request for review of an initial determination, which she has done. I think we are currently at the review of

Buzza Dreier & Johnson LLC

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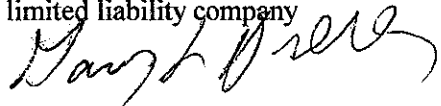
determination stage under § 68.09 rather than at the stage where a hearing on an administrative appeal is to be conducted under § 68.11. Wis. Stat. §§ 68.08–68.11 contemplate that there be a decision on review before there is a hearing on administrative appeal. Under § 68.09 (4), Joan Arnold may present written evidence and argument with respect to the initial determination, i.e. the issuance of the Certificate of Completion. As provided by § 68.09 (5), if Joan Arnold decides to appeal a future Decision on Review, she is to be advised of her right to appeal the decision, the time within which appeal shall be taken and the officer person with whom the notice of appeal shall be filed as provided by § 68.09 (5). If we reach the stage where there is an appeal from a Decision on Review, then a § 68.11 hearing on administrative appeal with the calling, examination and cross-examination of witnesses, issuance of subpoenae, and the making of a record of hearing under §68.11 (3) come into play.

To summarize, on behalf of Joan Arnold I request an adjournment of the initial hearing and, for the reasons stated above, contend the initial hearing is to be conducted under § 68.09 rather than under § 68.11.

I tried reaching you by phone late this morning. Please return my call when you can.

Thank you.

Very truly yours,
Buzza Dreier & Johnson LLC
A limited liability company


Gary L. Dreier

C: Joan Arnold via email and US Mail

Buzza Dreier & Johnson LLC

5

Legal Services

Gary L. Dreier
gary.dreier@bdjwislaw.com
(715) 997-9080

Landmark Professional Building
2925 Post Road
Stevens Point WI 54481

*Certified Civil Trial Lawyer
By the National Board of Trial Advocacy*

Via US Mail and email



February 7, 2018

Peter Kastenholz
Wood County Corporation Counsel
400 Market Street
Wisconsin Rapids, WI 54495-8095

**MY CLIENT: JOAN ARNOLD
NONMETALLIC MINING RECLAMATION
REQUEST FOR REVIEW OF DETERMINATION**

Dear Peter:

We discussed the above matter by phone on more than one occasion and we have exchanged letters. A hearing on Joan Arnold's Request for Review of Determination has been set for hearing for Monday, February 19, 2018 at 9:00 AM in Room 114 of the Wood County Courthouse.

I write to request that the statutory sequence found in Chapter 68 be followed and that a review of initial determination as provided in Wis. Stat. § 68.09, a so-called "paper review," be conducted and that a decision on review be made before a full-blown evidentiary hearing is conducted.

Joan Arnold's Petition For Review of Determination requested Review of an Initial Determination, as defined in § 68.09(1). There currently is no Decision on Review as described in § 68.09(5) from which Joan Arnold may appeal. Since Joan Arnold has not had a § 68.11 hearing, under §68.10, she is to follow the procedures set forth in §§ 68.08 and 68.09, including the delivery of a Request for Review of an Initial Determination, which she has done. As I mentioned in my letter to you of December 19, 2017, I think we are currently at the review of an initial determination stage under § 68.09 rather than at the stage where a hearing on an administrative appeal is to be conducted under § 68.11. Wis. Stat. §§ 68.08-68.11 contemplate that there be a Decision on Review before there is a hearing on an Administrative Appeal. Under §68.09(4) Joan Arnold may present written evidence and argument with respect to the initial determination, i.e. the issuance of the Certificate of Completion. As provided by § 68.09(5), if Joan Arnold decides to appeal a Decision on Review which has not yet been made, she is to be

Buzza Dreier & Johnson LLC

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advised of her right to appeal the decision, the time within which appeal shall be taken and the office or person with whom the notice of appeal shall be filed, as provided by §68.09(5).

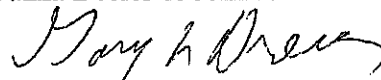
You were kind enough to forward me a copy of a two page document entitled "Ch. 68 Administrative Review Process", which I understand is often used in Wood County administrative appeals. You mentioned that in many instances, a "paper review" can be a waste of time. While I can appreciate that may be the case in some instances, I think a review under § 68.09 (a "paper review") following which a Decision on Review is made is appropriate with respect to Joan Arnold's pending Request for Review of Initial Determination for the following reasons:

1. Wis. Stat. § 68.08 – 68.11 contemplate the preparation of a Decision on Review. It is from the Decision on Review, not the initial determination, from which a party may appeal under § 68.09(5).
2. I do not read the provisions of § 68.09 to be optional. While I suspect a party may waive the provisions of this statute, Joan Arnold does not wish to do so.
3. Utilizing the "paper review" provisions of § 68.09 should narrow the issues to be presented in a § 68.11 hearing on administrative appeal which is to be a full-blown evidentiary hearing.
4. If there is an unfavorable decision in an administrative appeal and a certiorari proceeding is commenced, as authorized by § 68.13, Joan Arnold would like to be sure there is a full record, including a Decision on Review which is to be made under §68.09(5).

Andy Nelson has previously conferred with Wood County staff. As permitted by § 68.09(4), I anticipate filing his written report as well as my written argument in support of Joan Arnold's position with regard to the initial determination (issuance of the Certificate of Completion) either this Friday, February 9 or on Monday, February 12, 2018. Mr. Nelson's report and my written argument should assist in focusing the issues.

Thank you.

Very truly yours,
Buzza Dreier & Johnson LLC



Gary L. Dreier

C: Joan Arnold via US Mail and email

Buzza Dreier & Johnson LLC

Legal Services

Gary L. Dreier
gary.dreier@bdjwislaw.com
(715) 997-9080

Landmark Professional Building
2925 Post Road
Stevens Point WI 54481

*Certified Civil Trial Lawyer
By the National Board of Trial Advocacy*

Via US Mail and email

February 12, 2018

 **E-MAILED**
2/12/18

Peter Kastenholz
Wood County Corporation Counsel
400 Market Street
Wisconsin Rapids, WI 54495-8095

MY CLIENT: JOAN ARNOLD NONMETALLIC MINING RECLAMATION REQUEST FOR REVIEW OF DETERMINATION

Dear Peter:

I reviewed your letter to me dated February 9, 2018 which denies the request for a paper review of the initial determination and suggests a declaratory judgment may be necessary to determine whether Joan Arnold has a right to a paper review and a Decision on Review.

I will be speaking with Joan Arnold but in the meantime:

1. I think under applicable case law, service of a Notice of Circumstances of Claim and Claim under Wis. Stat. § 893.80 and denial of the Claim would be necessary before a declaratory judgment action could be commenced.

2. *Jennifer R. Koenig and Jenny's Bunch Home Day Care, Petitioners v. Pierce County Department of Human Services*, 367 Wis. 2d 633, 877 N.W. 2d 632, 2016 WI App 23, at ¶¶ 36, 37 and 38 suggests there is a right to a paper review and referenced the Petitioner's right to due process in connection with analyzing the paper review of the initial determination. While the facts in Joan Arnold's situation differ, I think the take away from the *Koenig* case is that there is a right to a paper review.

After I have had a chance to confer with Joan Arnold, I will let you know whether she will seek a declaratory judgment and, as a preliminary step, serve a notice of circumstances of claim and claim.

Thank you.

Very truly yours,

Buzza Dreier & Johnson LLC

Buzza Dreier & Johnson LLC



Gary L. Dreier

C: Joan Arnold via US Mail and email

Buzza Dreier & Johnson LLC

Legal Services

Gary L. Dreier
gary.dreier@bdjwislaw.com
(715) 997-9080

Landmark Professional Building
2925 Post Road
Stevens Point WI 54481

*Certified Civil Trial Lawyer
By the National Board of Trial Advocacy*

Via US Mail and email

February 14, 2018

Peter Kastenholz
Wood County Corporation Counsel
400 Market Street
Wisconsin Rapids, WI 54495-8095

MY CLIENT: JOAN ARNOLD NONMETALLIC MINING RECLAMATION REQUEST FOR REVIEW OF DETERMINATION

Dear Peter:

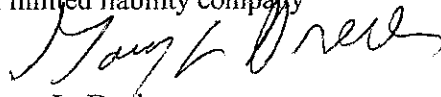
Wis. Stat. § 68.09(4) references the right to present evidence and argument, which Joan Arnold provided with my letter to you with enclosures dated February 9, 2018.

Wis. Stat. § 68.09 (5) states the municipal authority may affirm, reverse or modify the initial determination (the issuance of the Certificate of Completion) and shall mail or deliver to Joan Arnold a copy of the Decision on Review which shall state the reasons for such Decision. We do not have a Decision on Review.

I will be speaking with Joan Arnold later today about instituting a declaratory judgment action, a course you suggested she would have to follow to obtain a Decision on Review and let you know our decision either later today or tomorrow morning.

Thank you.

Very truly yours,
Buzza Dreier & Johnson LLC
A limited liability company


Gary L. Dreier

C: Joan Arnold via US Mail and email w/enc.



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

February 9, 2018

Via US mail and email

Gary Dreier
Buzza Dreier & Johnson LLC
2925 Post Road
Stevens Point, WI 54481

received
2/12/18

RE: Request for Review of Determination
Nonmetallic Mining Reclamation
Your Client: Joan Arnold

Dear Gary:

I am in receipt of your letter dated February 7, 2018, concerning a request for a Review of Determination, wherein you seek to have a paper review of the initial determination prior to proceeding to the administrative hearing scheduled for February 19, 2018, at 9:00 a.m., and I now write in response thereto.

My reading of Wis. Stat. s. 68.10(1) is that it allows for the commencement of the administrative hearing process in response to either an initial determination or from a paper review of the initial determination. Due to the fact the employee who made the initial determination, Tracy Arnold, as well as her supervisor, Land Conservationist Shane Wucherpennig, have reviewed the initial determination on numerous occasions and have taken into account the position of your client and her experts, it is deemed by the county to be a waste of time and resources to perform a paper review. Instead, it is appropriate to move on to an independent arbiter of the facts and law.

If you think my construction of Ch. 68 is incorrect you can seek a declaratory judgment from a court and the county would agree to delay the hearing pending the outcome of such action.

Thank you for your attention to this matter.

Sincerely,

Peter A. Kastenholz
Wood County Corporation Counsel

Pak/ld

C: Tracy Arnold

EXHIBIT G

**IN RE: NONMETALLIC MINING RECLAMATION CERTIFICATE OF
COMPLETION**

Joan Arnold, Petitioner

and

Land and Water Conservation Department, Wood County, Wisconsin; Shane
Wucherpennig, Wood County LWCD; and Tracy Arnold, Wood County LWCD,
Respondents

To: Land and Water Conservation Department, Wood County, Wisconsin
111 West. Jackson Street, Wisconsin Rapids, WI 54495-8095

Shane Wucherpennig, Wood County LWCD
111 W. Jackson Street, Wisconsin Rapids, WI 54495-8095

Tracy Arnold, Wood County LWCD
111 W. Jackson Street, Wisconsin Rapids, WI 54495-8095

c/o Peter Kastenholtz via US Mail and email: pkastenholtz@co.wood.wi.us
Wood County Corporation Counsel
400 Market Street
Wisconsin Rapids, WI 54495-8095

PETITIONER, JOAN ARNOLD'S § 68.09(4) ARGUMENT

Joan Arnold ("Petitioner"), by her attorneys, Buzza Dreier & Johnson LLC by Gary L Dreier, respectfully submits this Argument in support of her Request for Review of Determination dated December 13, 2017 ("Request for Review") This Argument is submitted as provided by Wis. Stat. §68.09(4).

1. REPORT OF ANDY NELSON

Accompanying this Argument is the report of Andy Nelson, Senior Biologist of Eco-Resource Consulting, Inc. which provides compelling facts and opinion that the subject Certificate of Completion should not have been issued because reclamation of the subject site, as of the time of issuance of such Certificate, was incomplete and not in compliance with the reclamation plan or NR 135.

Such noncompliance was summarized in Mr. Nelson's report as follows:

During ERC's site visits we observed a high wall, poor soil coverage, rill and gully erosion, unstable slopes, sparse vegetation, excessive unreclaimed areas, and lack of designed stormwater management practices on the former quarry site. Though some improvements were noted between visits, the fundamental problems of poor/absent design continue, causing portions of the site remain unvegetated and unstable. Therefore, the requirements of NR 135 Wis. Adm. Code for non-metallic mining reclamation have not been satisfied.

Mr. Nelson's report concluded:

For these reasons, it is ERC's professional opinion that the Badger Sandstone, LLC site at 130 Gumz Rd, Rudolph, WI does not conform with multiple standards within NR 135 Wis. Adm. Code. As such, the Certification of Completion should not have been issued by Wood County. We further recommend that the reclamation of the site resume until all applicable reclamation standards have been satisfied.

Andy Nelson's resume also accompanies this Argument.

2. SPECIFIC RESPONSES TO THE REQUEST FOR REVIEW SHOULD BE PROVIDED IN A DECISION ON REVIEW.

The Respondents' Decision on Review under § 68.09(5) should include a specific response to the assertions found in the Request for Review. Such assertions include those made in ¶ 5A. 1-8 as follows: (1) insufficient topsoil to support permanent vegetation; (2) a sinkhole; (3) an unstable hill access road; (4) the presence of a high wall, debris, waste material and side castings; (5) insufficient control of invasive species; (6) a large, necessary material storage and mining work area; (7) unstable driveway; (8) insufficient slope "shoulder" stabilization inside the tree line. Photos documenting these conditions are found on the accompanying flash drive. These photos are identified by various issues of concern in the accompanying Memo.

The Respondents' Decision on Review should include a specific response to the assertion found in ¶ 5. B. of the Request for Review that many issues of concern expressed in the June 9, 2016, communication to Badger Stone LLC (Exhibit D to the Request for Review) remain and have not been adequately addressed. The remaining matters of concern include the following items in that June 9, 2016, letter: 1, 3, 9, 10, 12, 14, 18 and 20.

The Respondents' Decision on Review should address the assertion in ¶ 6. of the Request for Review that the Subchapter II-Standards of NR 135 have not been followed in the attempted reclamation. Such deficiencies are highlighted in the accompanying report of Andy Nelson.

The Respondents' Decision on Review should address the assertion in ¶ 7 of the Request for Review by itemizing the criteria utilized by Respondents for assessing whether the reclamation was complete. Joan Arnold asserts such itemization will show the criteria set forth in NR 135.13 and NR 135.15 were not met.

As asserted in ¶ 8 of the Request for Review, the subject reclamation plan did not include the minimum requirements of NR 135.19 in the following respects:

A. The 2014 Reclamation Plan does not specify a proposed post – mining land use, contrary to NR 135.19(3). This is of significance because a considerable portion of the subject site has not been reclaimed to permit an agricultural use and is patently not suitable for such purpose.

B. The Reclamation Plan does not contain quantifiable standards for revegetation adequate to show that a sustainable stand of vegetation has been established which will support the approved post-mining land use, contrary to the requirements of NR 135.19(4) (g). This is of significance because vegetation and topsoil placed during the reclamation process have been washed away and eroded. Please view the photos which are included with Andy Nelson's report and the photos which are found on the accompanying flash drive.

C. The Reclamation Plan does not contain a plan and a narrative showing erosion control measures to be employed during reclamation activities, contrary to the requirements of NR 135.19(4)(h). A review of the photographs which are included with Andy Nelson's report and the photos which are found on the accompanying flash drive depict significant erosion.

D. The Reclamation Plan does not contain criteria for assuring successful reclamation, contrary to the requirements of NR 135.19(5). For example, the criteria for demonstrating successful reclamation found on page 4 of Exhibit C-1 to the request for review reads: "See reclamation plans." There appears to be no other such criteria.

Consequently, issuance of the subject Certificate of Completion was premature and should be withdrawn.

3. THE RECLAMATION CHALLENGES PRESENTED BY THE TOPOGRAPHY OF THE SUBJECT SITE HAVE NOT BEEN MET

It is apparent from Andy Nelson's report and the photographs on the accompanying flash drive that there has been a continuing washing away of the attempts at revegetation and of the topsoil placed on the property. The topographical data submitted in connection with the reclamation plan was sparse and revegetation methods were insufficiently described and insufficiently implemented to support sustained vegetation on the area which should have been reclaimed. In addition to Figure 6 referenced in Andy Nelson's Report, accompanying is a topographical map showing greater detail at near the subject site.

One cannot view the photos and Andy Nelson's report and conclude the site has been reclaimed for agricultural use.

4. **THE RECLAMATION PLAN, ITS IMPLEMENTATION AND ISSUANCE OF THE CERTIFICATE ARE REQUIRED TO COMPLY WITH APPLICABLE STATUTES AND REGULATIONS**

Wood County ordinance 802.13 requires submission of reclamation plans that meet the requirements of NR 135.19.

Under Wis. Stat. § 295.13(1), ordinances enacted by a county, including Chapter 802 of the Wood County Ordinances entitled Nonmetallic Mining Reclamation, must comply with rules adopted pursuant to § 295.12. NR 135 was promulgated pursuant to Chapter 295 of the Wisconsin Statutes. Wood County Ordinance 802.05 provides Chapter 802 is to be interpreted consistent with the provisions of Wisconsin Statutes and the provisions of Chapter NR 135, Wisconsin Administrative Code and that where any terms of Chapter 802 appear to be inconsistent or conflicting with Wisconsin Statutes or Chapter NR 135, the more restrictive requirements or interpretation shall apply. The reclamation plan, its implementation and the issuance of the Certificate of Completion were all required to comply with Wis. Stat. §295.12 and NR 135.

CONCLUSION

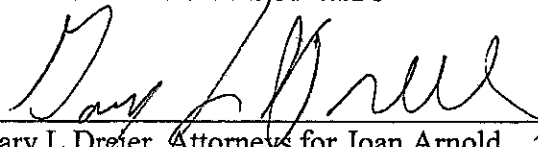
Wood County, by its Land and Water Conservation Department should determine reclamation of the subject site is not yet complete, as permitted by NR 135.40 (7)(c)1., and withdraw its Certificate of Completion.

WHEREFORE, Joan Arnold requests that the Wood County Land and Water Conservation Department issue its Decision on Review which (1) cancels, vacates or withdraws the subject Certificate of Completion and orders Badger Sandstone LLC to complete reclamation of the Joan Arnold property as required by Wisconsin Adm. Code NR 135 and (2) establishes a suitable period of time during which maintenance activities under NR 135.15 must be conducted to prevent erosion, sedimentation and/or environmental pollution on the site.

Dated this 9th day of February, 2018.

BUZZA DREIER & JOHNSON LLC

By:


Gary L Dreier, Attorneys for Joan Arnold
State Bar No: 1016656

MAILING ADDRESS
2925 Post Road
Stevens Point, Wisconsin 54481
Phone: 715.997.9080

Enc.: Eco-Resource Consulting, Inc. Report
Figures 1-6 referred to in ERC Report
Resume of Andy Nelson
Flash drive containing photos
Memo identifying photos
Topographical Map



Wood County WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MEMORANDUM

5

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel

DATE: March 20, 2018

RE: Using "Correspondence" and "Reports" on an Agenda

The application of the open meetings law, Wis. Stat. s. 19.81, et seq., to an agenda is very fact specific. The reason for this is that the case law construing the statutory provisions essentially creates a sliding scale with respect to the level of notice that is required to be given. Simply put, the greater the interest the public may have in a given topic, the greater the level of notice that must be provided. There is, of course, a minimum amount of notice that is required even for matters that the public is likely to have no interest in whatsoever. So, having an agenda item that says "corporation counsel attendance at conference" is sufficient, but "bonding for \$2 million" is insufficient. The public will not be interested in knowing what the topics at the educational conference will be but the public will be curious in knowing what the county intends upon using the \$2 million for.

When it comes to listing on a governmental meeting agenda the topic of "correspondence" the listing itself is not problematic but the use of it may be. For example, the statement that a communication was received and a department head will be addressing the matter and will report back to the committee in regards to the issue addressed in the communication would be appropriate. If, however, the department head wanted to discuss with the committee how to deal with the matter brought up in the communication or anticipated that a committee member might want to give some input, then just bringing the communication up under correspondence is not appropriate; it should be separately listed as an agenda item, possibly under the correspondence heading or just on its own.

Admittedly, it can be difficult at times to predict the level of interest of committee members in a topic that might fit under the general heading of correspondence so as to know whether to separately identify the matter within the agenda or not, but it is better for the committee chair and the department heads putting the agenda together to be safe than sorry. A higher level of public notice than the open meetings law requires will not get you into a legal jam but a lesser amount of notice can. The concern is less the potential for legal fines to the county board members for violating the open meetings law (we all know the supervisors tend to be wealthy individuals who can afford a couple hundred dollar fine); no, the concern has more to do with the impact of what

was decided at the meeting. If the notice wasn't adequate, then one of the options a court will have and a plaintiff will likely pursue, will be to undo what was decided at the meeting. If what was decided was already acted upon, well, that can leave quite a mess. For instance, how do we undo an employee having gone to a meeting at county expense? Do we dock the employee's pay and mileage reimbursement? Fixing the wrong won't be pleasant for those involved. So, even though problems seldom result from governmental entities not providing enough notice of what will be transpiring at a meeting of a governmental entity, if things go wrong, they can get ugly quick.

Although I was asked to just opine on problems associated with the use of 'correspondence' as an agenda item, I am going to take this opportunity to caution about the use of "reports" on agendas. Often staff will have detailed reports that accompany the agenda that are available to the public and that is exactly as it should be. However, the fact that an agenda identifies that a department head will give a report does not mean it is open season to discuss anything the department head has been up to or will be dealing with. So, if my oversight committee agenda identifies a monthly report by me and I provide a written report that I had 15 mental commitment hearings, 8 guardianships, and attended 11 meetings over the course of the past month, that doesn't give me the ability to bring up at the committee meeting or for a supervisor to ask about obtaining an injunction against a local CAFO. If the CAFO is to be a part of the conversation, then the topic needs to be on the agenda, directly or indirectly via inclusion in the written report. This obligation to not abuse the use of 'reports' on committee agendas puts a burden upon the department heads as well as the committee members to make sure the agenda covers matters that you want to discuss at the committee meetings.

Taking the time to prepare agendas properly is time well spent.

Central Sands Group Meeting Minutes

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Date: Monday, February 19th, 2018

Location: Saratoga Town Hall

Time: 2:00pm

Members Present: Bill Leichtnam, Bill Clendenning, Doug Passineau, Nathan Wolosek, Rick Bakovka, Rick Potter, Bruce Dimick

1. Call meeting to order. Rick Bakovka called the meeting to order at 2:10 pm.
2. **Introductions**- Attendees introduced themselves to the rest of the group.
3. **Future facilitation/organization of group.** Peter Manley retired from UW-Extension. The CEED Committee passed a motion last week that "no contractual dollars be used for facilitator salary; cost of facilitator should be paid by the CSGW Group." Hilde Henkel clarified to UW-Extension staff that the motion was "not to end the extension facilitation, merely to refuse to use monies on an outside facilitator". At this time, the UW-Extension office will continue to support the group with administrative support of sending out meeting agendas and taking notes at the meetings. Rick Bakovka has agreed to facilitate for the next three meetings, until Peter's replacement is hired.

Bill Leichtnam gave an update of what happened at the CEED Meeting. The message from the CEED committee is that the group needs to have all of the stakeholders at the table. Not everyone in the county views this as a high-priority problem. This group needs to make commitment to urge the other stakeholders to come. There has been a good representation of the agriculture community, but we need to get other stakeholders, like the golf courses, Wysocki, and landscapers to attend. Rick Bakovka believes he can help with that. Bruce Dimick mentioned that he has been highly encouraged by the number of the Ag community that has been attending regularly.

Bruce Dimick raised a concern that certain realtors in the area have not warned people about the problem with nitrates. Those realtors/developers are stakeholders as well. They should be a part of this discussion.

Bill Leichtnam read the group's mission statement aloud to remind the group of the mission.

Central Wisconsin is in need of subdivisions with some acreage.

Rick Bakovka referenced Mark Borchardt's presentation about the best time to spread manure. Nathan explained that the best time spread manure is when the plant is actively growing and using the fertilizer. He emphasized that there are things that farmers can do, but we need to educate about the new styles of farming.

Bill Clendenning brought the discussion back to how to get the stakeholders here. He brought up the pink cow signs on public property and asked if those signs give the impression that we want to talk. We aren't going to get people here with that messaging. This gives outsiders the impression that this area doesn't like cows. This isn't an anti-CAFO group. This group is here to get the stakeholders to the table. Rick Bakovka stated that the pink cows are detrimental to economic development. They show that the area is in conflict. Bill Clendenning doesn't think the signs should be on public property. Rick Potter argued that the first amendment allows the cows to be there and that they bring awareness to the public about the issue.

Bruce stated that if there is bacteria contamination under a well, it is probably from you. Saratoga doesn't have a bacteria problem, but he is concerned that because of the sandy soils in Saratoga, there is the potential to develop a nitrate problem.

Bill Leichtnam urged that the group needs to get stakeholders to the table and think of projects to work on. He passed out a potential for a layout for a Groundwater Summit. He explained that Portage County has a Groundwater Specialist, Jen McMillan and that the Groundwater Summit could be a joint venture between the Central Sands counties. He also explained that the Wood County board has 8 contested seats and that Portage County board has more. When the new board members come in, they will need to have an orientation session with problems that face the Central Sands area- groundwater being one of them. Bill believes this could be done before a larger groundwater summit later on. He urged that we can't sit and argue and that we need to figure out how to get the stakeholders here and do something viably.

Rick Bakovka suggested framing the messaging in the Groundwater Summit proposal to make it more word-neutral and more receptive to all of the stakeholders. Nathan shared that there is a *Cover Crops in Wisconsin* conference on February 27th that will cover a lot of these subjects, and he doesn't believe that we will get the Ag community to another summit with the same topics. However, we could gain more ground if we approach these groups individually. If there is a meeting or conference that is already set up, we could ask to have an education-focused breakout session at these meetings. The people are going to be there anyways, so we could open their eyes and get more people involved that way.

Rick Bakovka thinks he could get Sand Valley's agronomist and the cranberry growers here to start building those relationships. Once we bring stakeholders here, we should ask them what clean groundwater means to them and listen to their perspectives with no finger-pointing.

We need to also bring landscapers to the table. Adams County was successful in engaging those folks. If they did have a landscaper that was minimizing impacts, their group awarded them with certification. Some of those landscapers didn't know what they were doing, and the general landowners didn't realize that they were over-applying.

If we are successful in the next five months at bringing new stakeholders to the table, where do we go from there? We could have a public session to educate the public on what we've learned.

Bruce passed around a handout with a Water Audit Proposal that aims to establish and publish baseline data for water quality in the Central Sands area based on current available data. Katie will send out a copy of this proposal with the minutes.

5. Next Speakers.

The group agreed to invite one or two new stakeholder groups per month to each meeting to hear their perspectives regarding groundwater. Rick Bakovka will contact Sandy Valley for the March meeting. He will also try to get one of the landscapers in the area to present.

Rick Bakovka asked who the most influential Ag people are. Nathan responded that Tamas, who has been regularly attending these meetings representing the WPVGA, is very influential. Tamas may be able to have an environmental impacts session at one of their conventions. The group liked the idea of having breakout sessions at other groups' meetings and conferences to educate.

The next meeting will be held on Monday, March 19th from 2-4pm at the Saratoga Town Hall.

The meeting was adjourned at 3:49pm.

MARATHON COUNTY METALLIC MINING ORDINANCE

PUBLIC HEARING

(in response to Wis. Act 134)
effective date July 1, 2018
19 Speakers

3-1-2018
Bill Leichnam

Primary speaker--Corp. Counsel Scott Corbett
Authority--St. Statute 59.69 ("Public Safety & General Welfare") provision
Concern--Marathon Co. Chairman Kurt Gibbs letter to Wis. Legislature concerns not addressed during Amendment process of Act. 134 last fall
Tasked--Co. Land Cons. Zoning Committee tasked with having ordinance ready for March County Board approval
Immediacy--"Reef (Gold) Deposit 5 miles east of Wausau

PROVISIONS NEEDED IN METALLIC MINING ORDINANCE

- 1) Process to obtain "Conditional Use Permit" and transfer of ownership to secondary mining companies
- 2) "Prospecting" and "Bulk Sampling" Amendment needed (10,000 Tons of rock & dirt removed before mining begins)
- 3) Applicant must pay all applicable fees
- 4) "Groundwater Trust Fund" provision that water quality must be restored w/i 30 days
- 5) "Tallyings" to be covered with clay
- 6) "Financial Assurances" for socio-economic factors to include things like: lost property values and retraining of displaced local workers
- 7) "Noise Ordinance" due to 24/7 operation & on-site blasting
- 8) Cost of WDNR hydrologist for 99 yrs.
- 9) Maintain quality of life
- 10) Threats of aquatic life in tailing ponds
- 11) Provisions for change of ownership & bankruptcy

CITIZEN OBJECTIONS TO MARATHON COUNTY'S DRAFT ORDINANCE

- 1) Groundwater monitoring should be longer 40 ---> 250 yrs.
- 2) Noise pollution
- 3) Need to reconstruct town & county roads (heavy hauling)
- 4) Wanted "temporary hold" on proposed Gold Mine
- 5) Fear of cyanide & sulfuric acid releases into surface waters
- 6) "Setbacks" (streams--300' and roads 1,000') should be switched around

GREATEST FEARS

- 1) Arsenic, lead, & mercury released into air and water
- 2) Setbacks / Buffers too narrow

MOST HELP

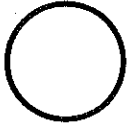
- 1) WCA's "best practices" publication
- 2) Bill Davis--Sierra Club"--Point-by-point Analysis of Marathon Co. Ordinance

Page 2

MOST RESTRICTIVE CURRENT MINING ORDINANCE
Ashland Co.

RUSK COUNTY'S MISTAKES (recently closed FLAMBEAU MINE)
From former Ladysmith City Administrator

- 1) Realize mining operation may occur rapidly--Flambeau mine only operated 4 1/4 yrs
(one mine operated only 15 hrs.)
DON'T DEMAND REMOVAL OF INFRASTRUCTURE IMMEDIATELY
- 2) Leave railroad spur once mine is closed--wood yard
- 3) Wastewater Management Plant cost \$3.4 million to rebuild in 2014
- 4) Leave monitoring wells (could have been used for a potential water bottling operation)
- 5) 25 acre pond could have been fish pond
- 6) Mining Office could have been potential Visitor Center



RESOLUTION#

Introduced by

Judicial & Legislative Committee

Page 1 of 2

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

LAC

INTENT & SYNOPSIS: To amend the county board rules so as to provide that committees elect their own chairpersons.

FISCAL NOTE: none

WHEREAS, the "Rules and Committees of the Wood County Board of Supervisors" currently provides at Rule #40 A. that: "In all committees, the first supervisors named on each committee by the County Board Chairperson shall act as chairperson, unless otherwise stated." Thus leaving it to the County Board Chairperson to determine who will serve as the committee chairs and, by extension thereof, which supervisors will serve on the Executive Committee, and

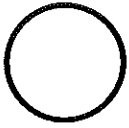
WHEREAS, allowing the committees of the county board to select their own chairpersons by election is a more democratic and egalitarian approach that should strengthen the position of the committee chair and provide for the smoother operation of the committees, and

WHEREAS, the Judicial and Legislative Committee is responsible for studying the rules of the board and making recommendations as to modifications to them and the Committee has, by a majority vote, recommended to the board that having the five main standing committees of the board (Health & Human Services; Public Safety; Conservation, Education & Economic Development; Judicial & Legislative; and Highway Infrastructure & Recreation) elect their own chairs is preferable to the present practice of having the County Board Chairperson determine the committee chairs, and

WHEREAS, this approach would still retain significant authority in the position of the County Board Chairperson in that the person elected by the board to that position would continue to automatically be a member of the Executive Committee, would serve as the chair of the Executive Committee or name another member of that committee to serve as its chair, and would continue to appoint the members of the committees, in conjunction with other authority and responsibilities attendant to that position, and

WHEREAS, Rule #36 currently provides that no supervisor shall serve on more than a total of two main committees of the board and allowing the committees to elect their own chairs would make it unclear which supervisors would be serving on the Executive Committee until after each main committee had met to select its chair and would then make it difficult for the County Board Chairperson to know how many committees a given supervisor will be on. Therefore, to resolve this problem it would be appropriate to modify Rule #36 so as to exclude the Executive Committee from the number of main committees a supervisor can be on.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to modify County Board Rule #40 A. such that the first sentence thereof is deleted and replaced with the following language: "In all main committees (except Executive), the members thereof shall elect the chairperson at the first meeting of the committee. Each main committee (except Executive) shall meet within one week of the naming of the

**RESOLUTION#**

Introduced by

Judicial & Legislative Committee

Page 2 of 2

committee members by the County Board Chairperson. None of these main committees may elect as its chair a supervisor who is serving as a chair of another main committee, the County Board Chairperson or Vice-Chairperson, as they are already members of the Executive Committee."

BE IT FURTHER RESOLVED that County Board Rule #36 be amended to read: "No supervisor shall serve on more than a total of two (2) main committees of the County Board, not including the Executive Committee."

BE IT FURTHER RESOLVED that the provisions contained in the Rules that establish the main committees of the County Board shall have removed therefrom language that provides that the County Board Chairperson shall designate the chair of the committee. This change does not include the Executive Committee, which provides that the County Board Chairperson or his/her designee shall serve as the Chairperson of the Executive Committee.

6

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

DAY & DATE: Thursday, March 1, 2018
PLACE: Wood County Highway Department, 555 17th Ave North,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 12:00 Noon
MEMBERS PRESENT: Chairman Al Breu, Supervisor Marion Hokamp, Supervisor
David LaFontaine, Supervisor William Winch, Supervisor
Joseph Zurfluh
OTHERS PRESENT: Dennis Polach, Wood County Board; Bill Clendenning,
Wood County Board; Parks and Forestry Director Chad
Schooley; Forest Administrator Fritz Schubert; Highway
Commissioner Douglas Passineau; State Forester Gavin
Hutchinson; Director of Finance, Marla Cummings arrived
at 9:10 am; WI DOT Doug Meeks; Highway Accounting
Technician Caitlin Carmody; Highway Department Brad
Martinson and John Peckham

1. Call meeting to order. Meeting called to order at 8:04 am.
2. Public comments. None.
3. Approve minutes of the February 1, 2018 Highway, Infrastructure, and Recreation Committee meeting(s).
Motion by LaFontaine and Zurfluh to approve the February 1, 2018 HIRC minutes.

PARKS:

4. Parks Construction Supervisor report.
 - a. Current projects update.
 - b. Employee matters.
Motion D. LaFontaine and second by M. Hokamp to approve the Parks Construction Supervisor report. Motion carried.
5. Office Supervisor report.
 - a. Snowmobile/ATV Reports. Discussion was held regarding the vehicle that was stuck in the ATV Park and left for approximately three weeks without notification to the parks office. Penalties and fines were also discussed. The ordinance will be reviewed and the violation(s) dollar value will be considered.
 - b. Office Update
Motion by D. LaFontaine and second by J. Zurfluh to approve the Parks Office Supervisor report. Motion carried.
6. Park and Forestry Director report.
 - a. Quotes for 1-ton flat bed. We have a 2004 Ford 1-ton flatbed at North Park that will be replaced. Three quotes were received. The first was the Dodge, at \$37,958, the second is the Chevy at \$38,214 and the third is the Ford at \$38,315.82. The old truck will be placed on Wisconsin Surplus Auction.
Motion by D. LaFontaine and second by J. Zurfluh to approve the quote that is most advantageous to Wood County. Motion carried.
 - b. Quotes for SP shop addition. The old shop is not conducive to storing larger equipment, and is primarily used for storing lumber, garbage cans, and other miscellaneous items. C. Schooley believes this structure was used by the original

park caretakers. It is approximately a 20x35 structure, and has two walk through doors for access. It has a wooden floor and is sitting on a concrete block foundation. The location of the building, at 5410 North Beach Road, is not ideal due to being outside of a secure fenced in area. The Department intends on placing this building on the Wisconsin Surplus Auction site, as it may be able to be moved. Once they remove the building they would convert that area into additional parking stalls for people who are utilizing the walking trails. In order to replace this lost storage area, they would add a bay to the current maintenance shop building. Quotes for the addition to the building: Eagle Construction is \$24,900 and Rich Builders quote is \$20,050. Quotes for replacing the old steel on the existing shop roof: \$10,090 and Rich \$8,050. Rich Builders was the low quote for both the addition and shop roof replacement.

Motion by D. LaFontaine and second by B. Winch to approve the quote that is most advantageous to Wood County. Motion Carried.

- c. Bids for White Beach retaining wall replacement. This wall has been failing for the past several years. There are budgeted dollars for this project in the parks capital projects account. There are bids from Property Works, Paul's Landscaping, Wolosek Landscaping and Smith Restorations.

Motion by D. Lafontaine and second by M. Hokamp to approve the quote that is most advantageous to Wood County. Motion Carried.

- d. 2019-2023 CIP. A review of the Capital Improvement Plan was passed out to the committee members. Some of the input from the current Parks, Recreation, and Open Spaces Plan survey was taken into consideration. W. Winch requested discussing further about the funding of the Powers Bluff project. This discussion will be at the May HIRC.

Motion by D. LaFontaine and J. Zurfluh to remove the two bottom lines on the worksheet, approve the proposed summary of the 2019-2023 Capital Improvement Plan and forward to Finance. Motion carried.

Last item on the park director's report: Park Plantation thinning was discussed which F. Schubert and C. Dammann are working on.

- e. Special Use Permits. None.

Motion by J. Zurfluh and second by M. Hokamp to approve the Parks and Forestry Director report. Motion carried.

FORESTRY:

7. Forest Administrator report.

- a. Timber Sale Update. Timber sale activity is going ok. F. Schubert met with Dan Peterson from Verso to try and market the two timber sales that received no bids during the past two bid openings. The rules regarding bidding procedures on county forest timber sales allow for a direct sale after two unsuccessful biddings. The total value of the direct sale must equal or exceed the minimum acceptable bid as previously advertised. Dan Peterson is interested in one of the sales and has submitted an offer which exceeds the minimum acceptable bid by approximately \$300. The other timber sale will be reappraised and rebid during our spring/summer bid opening.

Motion by J. Zurfluh and second by D. LaFontaine to issue the contract to Dan Peterson from Verso. Motion carried.

Motion by J. Zurfluh and second by D. LaFontaine to approve the Forest Administrator report. Motion carried.

8. Correspondence. C. Schooley had a phone call discussion with Supervisor Kramer regarding ATV's in Wood County and utilizing routes and highway sections, as well as possible County owned properties.

9. Approve payment of bills.

Motion by J. Zurfluh and second by D. LaFontaine to approve the Parks & Forestry payment of bills. Motion carried.

10. Revenue report.

Motion by D. LaFontaine and second by J. Zurfluh to approve the Parks & Forestry revenue report. Motion carried.

HIGHWAY:

11. Shop Rates and Costs (Doug Meeks, Wisconsin Dept. of Transportation). Shop rates are made up of Labor and Fringe Benefits. Historically, the Highway Department has not charged an overhead rate, which would cover a portion of the Department's expenses for such things as heat and lights. Doug Meek, a consultant for the Wisconsin Department of Transportation, attended the meeting to discuss the concept of overhead rates as well as the practice of charging them to the Highway Department books. In addition, he talked about the possibility of the oversight committee authorizing the Department to charge an overhead rate to entities outside the Department, such as the Parks and Sheriff's Departments and municipalities. He handed out several documents showing how the overhead rate is calculated and how it affects the total revenues and expenses of the Department. Discussion with the Committee included the possibility of using different rates for other County departments than the rates that would be used for municipalities. Furthermore, some felt that, because of budgeting, it would be fair to those involved to put off instituting the rates until 2019. The Committee felt that any further discussion and action will be decided at the next regularly scheduled HIRC meeting.

12. Sale of Pittsville Shop. Segregate the shop and keep the salt shed there and sell the rest. They are getting close to moving forward with this.

13. Quotes for Small Grader. Bid information was handed out.

Motion by J. Zurfluh and second by D. LaFontaine to go with the quote that is most advantageous to the county. Motion carried.

14. Quotes for Pneumatic Tired Roller. Bid information was handed out.

Motion by J. Zurfluh and second by D. LaFontaine to go with the quote that is most advantageous to the county. Motion carried.

15. Frac Sand update. No update.

16. Current projects update. Winter snow and ice control; sign repairs, asphalt repairs, salt brining, rubberized crack filling, frozen culverts, etc.

17. Approve payment of bills.

Motion by D. LaFontaine and second by J. Zurfluh to approve the Highway payment of bills. Motion carried.

18. Accounting Supervisor's Report.

Motion by D. LaFontaine and second by M. Hokamp to approve the Accounting Supervisor's report. Motion carried.

19. Correspondence. D. Passineau's retirement is July 5, 2018.

20. Next meeting date: April 5, 2018 at the Wood County Highway Department,
555 17th Ave. North, Wisconsin Rapids, WI 54495 at 8:00 am.

21. Motion to adjourn.

Motion by D. LaFontaine and second by J. Zurfluh to adjourn at 12:00 noon.

Signed electronically by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor

PARKS CONSTRUCTION SUPERVISOR REPORT

March 1, 2018

By D. Quinnell

CURRENT PROJECTS

- The South Park Ranger Cabin remodel is under way. The interior should be completed before April 1, 2018.
- We are taking bids on the South Park, White Beach retaining wall replacement. Bids will be awarded at this meeting, March 1, 2018.
- We are taking quotes for the South Park Shop addition. If the quotes are in we will also award this project at this meeting, March 1, 2018.

MAINTENANCE OPERATIONS

- Powers Bluff winter sports area was open for two weeks and is currently closed as of this writing.
- All parks are closed and crews are working on winter maintenance projects such as cutting dead trees, repairing tables and repairing equipment.

EMPLOYEE MATTERS

- The LTE's for the Bluff were added and are currently laid-off with PB closing.
- The lead workers are attending team leadership training at the Highway shop February 26, 2018.

OTHER

WOOD COUNTY PARKS & FORESTRY
OFFICE SUPERVISOR REPORT

March 1, 2018

By: Sandra Green

SNOWMOBILE:

- I attended the February 5th Snowmobile AWSC meeting in Milladore. A lot of good discussion as well as concern for the lack of snow and condition of trails. I opened the Bakerville Sno Rover trails on January 29th, the Vesper Snow Drifters on February 8th at Noon, Rudolph, Auburndale, Yellow River and Sunset on February 10th at 8am. Kellner Knights trails remain closed until further notice. The "County Ride" was also discussed and agreed to push back to February 17th due to the original date of the 10th being on the same day the trails officially open. As of February 15th, the ride is canceled due to lack of snow. During this same timeframe, I closed all Wood County Snowmobile trails except the Bakerville Sno Rover who continue to remain open.
- Worked with Annie Loechler at the DNR to gather additional information on all of the clubs equipment.

ATV:

On Saturday, January 6th, I was made aware of a truck that was stuck in the park. It had appeared the person driving tried his best to get out, but was not successful. I spoke with Randy Bowden regarding this and asked him to remove the vehicle the following Monday or Tuesday. I made contact with the sheriff's office and asked if they could assist Randy. On Monday, January 8th, the truck was removed with the assistance of the sheriff's office and Nieman's. It was really frozen in and the driver caused significant damage trying to get his vehicle out. Pictures were sent to me and shared with the director, forester and sheriff's office. Deputy Brundidge put together a CAD report and will send that to us as soon as it is complete. Once the frost is out of the ground, the ATV club, or our department, will have to go out to that site and grade out the large tire ruts that were created by the truck. We may also issue a citation for damage to forest property.

On February 7, 2018, Fritz Schubert went out to the site. His estimate to repair the mud hole where it was stuck is 8 hours with our small dozer and forestry technician as operator which comes to \$582. Again, this is an estimate. Please be aware that the location was a portion of the trail that has not received much maintenance so the mud hole was already there. However, we believe its condition has become worse due to the illegal activity. Also, we were not able to discern neither the route taken nor any additional damage to the trails where the truck may have traveled to get to the location where it was found. It is likely that other damage did occur but it will be impossible to assess at this time.

We believe our Forestry Ordinance allows for a citation ranging from a minimum \$25 to a maximum of \$500. The forester and director believe the guilty party should pay an amount that "stings" and will act as a deterrent for future offenders contemplating such actions.

OFFICE:

- Provided Wellness materials to employees in the field and office.
- Attended the Wellness meeting on January 15th.
- Have been working on a new fundraiser. A vendor event to be held at Nepco Lake Shelter on March 16 and 17. Currently, we have 31 spaces paid for. Waiting on an additional 17 spaces to be paid for within the next week or so.
- Launched the Open Spaces Plan Survey first week in January. Currently as of February 20th we have over 535 responses which is a tremendous increase from the last survey that was sent out in 2015 at 143. The website page is the link at the bottom on the right of our Parks website. Please feel free to take the survey for those who read this.
- Continued preparing paperwork for the 2017 Audit.
- Put together a layout for our booth for the Farm Technology Days in July.
- Promoted our new deal at Powers Bluff for an "All Day Pass for \$20".
- Worked with the concessionaire at Powers Bluff on each Tuesday for reconciliation.
- Sent out news releases for the opening and closing of snowmobile trails and opening and closing of Powers Bluff as well as placed that information on our Facebook page, our county website and updated our voice mail to reflect these openings.
- I updated the Powers Bluff work schedule as needed for weekends and parties.
- Started working on the Capital Improvements Plan.

Parks and Forestry Director Report

By Chad Schooley, Parks and Forestry Director
March 1, 2018
HIRC meeting

- Participated in an interview with Marshfield Public Access on 2/7/18, and with WFHR on 2/13/18, promoting the Parks, Recreation and Open Spaces Plan survey. The survey is available until February 28th. We are getting a good response so far, with over 500 responses as of 2/21/18.
- Attended County Board on 2/20/18.
- The fleet vehicle replacement dollars (\$35,000), in the 2018 budget, will be used to replace the 1994 Ford 1-ton, flat bed dump truck. Quotes will be brought to the HIRC for review and approval.
- A portion of the building improvement dollars (\$30,000), in the 2018 budget, will be going towards the addition to the South Park equipment storage building. This addition is being constructed to accommodate for the lost storage space from the removal of the "old shop", and from the future remodeling of the White Sands Beach beach house. Quotes for the addition will be brought to the HIRC for review and approval.
- We have advertised for bids for the replacement of the White Sands Beach retaining wall. This wall replacement was a part of a larger project entitled the White Beach Renovation Project, which included remodeling of the beach house, ADA access to the beach area, and replacement of the retaining wall. This project was submitted for stewardship grant funding the past 2 years. We unfortunately were not awarded a grant for this project. Due to the existing retaining wall's deteriorating condition, it needs to be replaced soon. We will be using a portion of the dollars that were budgeted for the entire project, that are located in the non-lapsing Capital Projects account. Bids will be brought to the HIRC for review and possible approval.
- A summary sheet of the 2019-2023 CIP will be brought to the meeting for review.
- Fritz and I will give an update on the South Park pine plantation thinning project.

February: 10 shelter reservations, Pittsville Lions fisheree on Lake Dexter, Ice Races on Lake Dexter, 2 school parties at Powers Bluff

Special Use Permits None at this time

FOREST ADMINISTRATOR REPORT

March 1, 2018

By: F.Schubert

Timber Sale Activity

TIMBER SALE BALANCES AS OF 2-28-2018

JOB NUMBER	CONTRACTOR	ENDING MONTH BALANCE	CONTRACT ESTIMATE	PAYMENTS RECEIVED THIS MONTH	YEAR AWARDED
716	FUTUREWOOD	0.00	27,881.35	4,112.13	2013
717	FUTUREWOOD	0.00	46,606.00	32,488.97	2013
719	SCHREINER	(8,974.37)	47,060.00	3,269.75	2013
Payments Received This Month:				\$39,870.85	
2018 Forestry Revenue:		\$ 60,108.10			

Timber Sale Activity - January

Jobs Started: #724 Futurewood

Jobs Continuing/Reactivated: #719 Schreiner Forestry

Jobs Gone Inactive: None

Jobs Finished: #717 Futurewood

2019-2023 - 5 YEAR CAPITAL IMPROVEMENT PLAN

WOOD COUNTY PARKS & FORESTRY DEPARTMENT

	2019	2020	2021	2022	2023
FOREST ADM. VEHICLE REPLACEMENT	\$30,000.00				
NORTH PARK WOOD SHED	\$20,000.00				
SP- WILLOW RUN TOILET REMODEL	\$7,000.00				
SOUTH PARK CAMPGROUND EXPANSION**	\$200,000.00				
WHITE BEACH REMODEL**	\$125,000.00				
PB TRAIL CONSTRUCTION	\$5,000.00				
PB ENTRANCE ROAD AND OPEN SHELTER**		\$1,000,000.00			
NORTH PARK OPEN SHELTER**			\$100,000.00		
NORTH PARK LOWER DAM REPAIRS**			\$400,000.00		
NEPCO WALK TRAIL AND RIP-RAP REPAIRS			\$35,000.00		
FLEET VEHICLE REPLACEMENT				\$35,000.00	
DEXTER TRAIL IMPROVEMENTS				\$25,000.00	
SINGLE AXEL DUMP TRUCK REPLACEMENT				\$35,000.00	
PB- SNOW MAKING EQUIPMENT				\$400,000.00	
D3 CAT REPLACEMENT				\$40,000.00	
SOUTH PARK TRAIL PAVING**				\$100,000.00	
PLAYGROUND REPLACEMENT					\$75,000.00
SP- 3RD LOOP RESTROOM REPLACEMENT					\$35,000.00
POWERS BLUFF MAINTENANCE SHOP					\$100,000.00
OPEN SHELTER - NORTH PARK **					\$200,000.00
	\$387,000.00	\$1,000,000.00	\$535,000.00	\$635,000.00	\$410,000.00
STATE AID FUNDING**	\$162,500.00	\$500,000.00	\$225,000.00	\$50,000.00	\$100,000.00
NET TAX LEVY	\$224,500.00	\$500,000.00	\$310,000.00	\$585,000.00	\$310,000.00

CURRENT AMOUNT IN CAPITAL PROJECTS ACCOUNT: \$331,515.31

ANNUAL HO-CHUNK ALLOTMENT: \$27,500

WOOD COUNTY PARKS & FORESTRY DEPARTMENT

WHITE SANDS RETAINING WALL

BID OPENING, FEBRUARY 28, 2018 - 8AM

	SUBMITTED	OTHER	BID	TOTAL
	BID AMOUNT	AMOUNT	BOND?	BID AMOUNT
Property Works	\$ 32,778.47		yes	\$ 32,778.47
Paul's Landscaping	\$ 30,000.00		yes	\$ 30,000.00
Nolasek Landscaping	\$ 34,300.00		yes	\$ 34,300.00
Smith Restorations	\$ 52,375.00		yes	\$ 52,375.00

The Parks & Forestry Department recommends going with the lowest bid in each category.

LOWEST BID:





7

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Avenue; Wausau, WI
January 11, 2018

Finance Committee Members Present: Larry Lebal, Jim Hampton, Will Hascall

Excused: Tim Buttke

Others Present: Steve Prell

1. Call to Order:

Meeting was called to order at 8:53 AM by Larry Lebal

2. Public Comments:

None

3. Approval of Minutes:

Motion to approve by Jim Hampton. Second by Will Hascall. Motion Carried.

4. Financial Report:

The committee had a discussion about office space costs – rent and utilities. Steve explained that some of our office leases include utilities and some do not. Committee discussed the Wausau office space, Steve informed the committee that the utility cost for the first year in the Wausau office was higher than what was in the budget and that this was taken into consideration when building the 2018 budget. Committee also asked how the tax levy from the member counties is used. Steve explained he didn't have a breakdown with him at the time but that this information is provided each year when the budget is presented to the board. The committee also asked about match requirements for our grants. Steve said that the match requirements are generally met with the tax levy from the four member counties. Some grants do allow "in-kind" match to meet this requirement, however cash match is preferred by the grantors.

5. Review monthly disbursements:

The committee reviewed the reports. The committee asked about check 705512 SWITS LTD. Steve explained this is for interpreting services that we are required to provide and that this is through a contract that Marathon County has with SWITS LTD. Committee asked about check 705076 Inner Piece LLC. Steve explained that this was for project management, renovation, artwork, furnishings and signs in some of our offices.

6. 2017 Year End:

Steve informed the committee of the progress made. All vendor invoices from 2017 must be paid by the end of January. Final grant reports will be sent in February after these invoices are processed. Overall we should be within our budgeted expenses, however there will be some budget adjustments requested at the February meeting. Steve also reminded the committee that a December report would not be included in the February packet since the books won't be closed by that time. Steve anticipates having everything completed by the March board meeting.

7. Future Agenda Items:

Board Policies – up to date

8. Adjournment:

Motion to adjourn made by Jim Hampton; seconded by Will Hascall. Motion carried, meeting adjourned at 9:22

7

Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

Location: Wausau ADRC-CW boardroom, 2600 Stewart Avenue, Wausau, Wisconsin

January 11, 2018

Board members present: Chairman - Doug Machon, Vice-Chairman –Jim Hampton, Will Hascall, Danielle Yuska, Bob Reichelt, Mike Feirer, Kirby Crosby, Larry Lebal, Sharon Rybacki, and Dona Schwichtenberg.

Board members excused: Mike Feirer, Jean Doty, Tim Buttke, and Vern Cahak

Board members absent: Joel Lewis and Julie Webb

Others present: Linda Weitz, Mike Rhea, Ronda James, Tim Moe, Steve Prell, and Angela Hansen.

1. Call to order:
 - a. Meeting was called to order by Chairman Doug Machon, at 9:32am.
2. Public comments:
 - a. No public comments
3. Approval of minutes:
 - a. December 14, 2017
 - b. Motion to approve minutes by Larry Lebal, seconded by Bob Reichelt.
Motion carried, minutes approved.
4. Discussion/possible action – report from the Finance Committee:
 - a. Report presented by Larry Lebal.
 - b. Motion to accept the report by Bob Reichelt, seconded by Will Hascall.
Motion carried, report accepted.
5. Discussion/possible action – Executive Director Recruitment – Update – Setting dates for Executive Committee meeting screening of applicants and interviews, full board meeting for hire offer:
 - a. Executive Committee meets at the Marathon County Courthouse Friday, January 19, 2018 at 10:00 am to review the applicants.
 - b. Interviews to be scheduled for the next week or prior to the next Board meeting.
6. Discussion/possible action – 2018 Goals:
 - a. List of goals included in the board packet.
 - b. Question raised: How did we do on 2017 goals?
7. Education item – Family Care and IRIS services:
 - a. Overview presented by Mike Rhea
8. Executive Director's report:
 - a. Linda Weitz mentions things not in the report:
 - i. Marshfield office remodel is underway.
 - ii. Wisconsin Rapids office reception remodel is nearly completed.

- iii. The ADRC-CW is scheduled to speak to PCA employees in a series of presentations.
 - iv. Additional funding from Alzheimer Association received to provide direct support for these customers.
- b. Full report in board packet.
- 9. Future Agenda Items and Location:
 - a. Executive Director candidate offer (closed session).
 - b. Review of 2017 Goals.
 - c. Board policy review.
 - d. John O'Keefe scheduled to attend and speak to the Board.
 - e. Budget adjustments for 2017.
 - f. February 8, 2018: Wausau ADRC-CW office, 2600 Stewart Avenue, Wausau Wisconsin.
- 10. Adjournment:
 - a. Meeting adjourned by Chairman Doug Machon at 11:02am.

7

Draft
MINUTES
SCLS BOARD OF TRUSTEES
January 25, 2018 12:15 p.m.
SCLS Headquarters

Action Items: Election of officers.

Present: J. Ashford, A. Bhasin, N. Brien, F. Cherney, P. Cox, M. Furgal, J. Healy-Plotkin, N. Long, K. Michaelis, M. Nelson, P. Nelson, R. Seltzer, L. Sipiorski

Also Present: K. Goeden

Absent: R. Owens, M. Hokamp, A. Pawlak,

Excused: P. Behling, J. Harrington, A. Weier

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

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

Minutes: P. Nelson moved approval of the December 28, 2017 minutes. P. Cox seconded.
Motion carried.

Bills for Payments: P. Nelson reviewed the bills for payment in the amount of \$316,542.45 and moved approval. J. Healy-Plotkin seconded. Motion carried.

Financial Statements: K. Goeden

Committee Reports:

- a. Advocacy: M. Nelson noted the committee selected A. Weier to attend National Legislative Day in Washington D. C.
The Public Library Data and Technology Training bill was passed in the Senate. It needs the Governor's signature for final approval.
- b. Budget/Finance: Meet with auditor after meeting for pre-audit discussion.

Action Items: None

Recess the January SCLS Board meeting for the purpose of conducting the 2018 SCLS Annual Meeting

M. Furgal moved to recess the 1/25/2018 meeting for the purpose of conducting the 2018 Annual Meeting.
P. Cox seconded. Motion carried.

I. Convene the 2018 SCLS Annual Meeting

- a. Election of officers - Nomination Committee
 - President: K. Michaelis
 - Vice President: M. Nelson
 - Secretary: J. Ashford
 - Treasurer: N. Long
- b. Other Business

On behalf of the nomination committee, M. Furgal moved to close the nominations and to cast a unanimous ballot for the slate of officers as presented. N. Brien seconded. Motion carried. M. Furgal moved adjournment of the annual meeting and to reconvene the January SCLS Board meeting. M. Nelson seconded. Motion carried.

SCLS Foundation Report: The Rio Community Library and the Rio Friends Group have joined the foundation. The total ending balance of the foundation account in December 2017 was \$1.4 million. SCLS's portion is \$221,000.

System Director's Report: The Baraboo and Oregon Library are seeking new directors. The Angie W. Cox Public Library hired Terry Miller as their new director. J. Tallman was hired as the director at Wyocena and she is also the director at the Cambria library. The Lester Public Library of Rome has hired Renee Daley as the Director due to the retirement of Lore Ingram.

Tamara Ramski will move to full time through the end of the year as the Digitization Assistant.

SCLS is looking into hiring someone to assist with workforce development and lifelong learning for the member libraries.

PLSR: A handout was provided indicating important event dates. V. Teal Lovely and M. Van Pelt have applied to serve as either a Core Recommendation Collaborator or Summit participant. K. Goeden and C. Bauman applied to be on the Summit. Both roles will help the PLSR Steering Committee with recommendations regarding the administrative, governance, and funding structure to support service model recommendations developed by project workgroups. Anyone is eligible to apply. No board members present were interested in applying. M. Van Pelt invited board members to attend the afternoon of the July All Directors meeting in Fitchburg to listen or participate in reviewing the final PLSR Steering Committee recommendations along with member library directors.

Discussion:

- a. SCLS Time Line for 2019 Budget (audit schedule): The board determined the audit can be approved in May. The budget timeline will be updated to reflect the change.
- b. 2018 Schedule for Meeting Topics
- c. 2018 Board Education Topics: The November 29th board meeting will be held at the South Madison Branch and a tour of the Delivery facility will be available following the meeting. J. Healy-Plotkin volunteered to present Trustee Essentials #4 at the April meeting. P. Nelson volunteered to present Trustee Essentials #17 at the July meeting. M. Van Pelt will provide a revised handout reflecting the changes.

Administrative Council (AC) Report: Met January 18, 2018. You may view the minutes online. The new Administrative Council Chair is Margie Navarre Saaf, MPL, and the Vice Chair is Tracy Herold, DCLS.

Other Business: None

Information Sharing:

K. Michaelis noted the committee chairs of the board committees agreed to serve in 2018.

It was determined that there is no need for a Bylaws Committee in 2018.

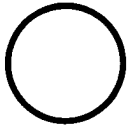
P. Nelson shared an interesting story about the process involved with creating a dog friendly work environment in the City County Building.

The next board meeting will be held on February 22, 2018

Meeting adjourned at 1:16 p.m.

Heidi Moe, Recorder

BOT/Minutes/1-28-2018



RESOLUTION#

ITEM#

7-1

DATE

March 20, 2018

Effective Date

January 7, 2019

Introduced by

Chairman Lance Pliml

Page 1 of 1

DBH

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

INTENT & SYNOPSIS: To increase the compensation of the Wood County Coroner for the next term of office beginning on 1-7-2019.

FISCAL NOTE: The Coroner currently receives \$2.43/hr. for a 40-hour week and is paid \$85 per diem for each call and is reimbursed expenses.

Source of Money: Tax levy

WHEREAS, the Coroner has identified a need for a full-time coroner position due to a caseload that is steadily increasing in both number and complexity and the actual administrative and call hours worked; and

WHEREAS, the time needed to complete a Comprehensive Medicolegal Death Investigation has increased due to the complexity of death scene investigations; and

WHEREAS, the growing number of death investigations has caused the Coroner's office to reduce participation in other initiatives and services countywide; and

WHEREAS, the Public Safety Committee, which oversees the elected position of coroner, recently assessed the need for a full-time coroner and did not support doing so at this time but the committee members did support an increase in the compensation and budget for the coroner; and

WHEREAS, the time nomination papers can first be taken out for the position of coroner is April 15, 2018, and any changes to the compensation of the position need to be set by the county board prior to that time, and

WHEREAS, County Board Chairman/Administrative Coordinator Pliml recognizes that the matter of the compensation of the coroner needs to be dealt with immediately lest we don't have a qualified candidate willing to accept the responsibilities of the position and the county board can determine what amounts to set for the per diems and hourly rate for administrative services by means of discussion and motions to amend at the county board meeting.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to set the compensation for the Coroner for the term of office beginning on January 7, 2019, as follows:

\$ _____ - hourly rate of pay based upon a 40-hour week.

\$ _____ - per diem for call outs.

Mileage at the IRS rate and reimbursements as provided in the current term of office.

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