

## EXECUTIVE COMMITTEE

DATE: Tuesday, March 6, 2018  
TIME: 8:30 a.m.  
LOCATION: Wood County Courthouse, Room 114

1. Call meeting to order
2. Public comments
3. **CONSENT AGENDA**
  - (a) Review/approve minutes from previous committee meetings
  - (b) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Review candidate for Director, Human Resources and ratify offer to candidate.
6. Review Offer to Purchase 7.710 acres of vacant land Corner of Co. Trunk F and Rosecrans St.
7. **County Clerk**
  - (a) Review letter of comments
8. **Maintenance**
  - (a) Review letter of comments
  - (b) Review recommendations of Ad Hoc Property Committee
  - (c) Design Build Resolution
9. **Safety & Risk Management**
  - (a) Review letter of comments
  - (b) Resolution for self-insured workers compensation
10. **Information Technology**
  - (a) Review letter of comments
11. **Wellness**
  - (a) Wellness Updates
12. **Treasurer**
  - (a) Review letter of comments
  - (b) Updated office estimates
13. **Finance**
  - (a) Review letter of comments
  - (b) Resolutions to amend 2017 budget
    - 1) Norwood (Various) from Norwood (Various)
  - (c) Resolutions to amend 2018 budget
    - 1) Maintenance (51611) from General Fund Balance (34300)
  - (d) Resolutions
    - 1) To create one (1.0 FTE) Accounts Payable Administrator Position.
  - (e) Correspondence
    - Budget and actual reports for 12 months ended December 31, 2017
14. **Human Resources (HR)**
  - (a) Review letter of comments
  - (b) Resolution for Educational Reimbursement Policy
  - (c) Resolution for Copyright Liability Prevention Policy
  - (d) Presentation of Wood County Market Review by Patrick Glynn of Carlson Dettmann Consulting, LLC
  - (e) Review resolution for post-employment health conversion for elected officials
  - (f) The committee may go into closed session pursuant to Wis. Stat. s. 19.85(1)(f) to consider an application for a leave of absence.
15. Consider any agenda items for next meeting.
16. Set next regular committee meeting date.
17. Adjourn

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, February 6, 2018

**TIME:** 8:30 a.m.

**PLACE:** Room 114, Wood County Courthouse

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

**VIA TELEPHONE:** Bill Clendenning, Lance Pliml

**OTHERS PRESENT** (for part or all of meeting): Marla Cummings, Lacey Bell, Brenda Nelson, Reuben Van Tassel, Cindy Ceyress, Terry Stelzer, Sue Kunferman, Adam Fandre, Amy Kaup, Heather Gehrt, Jason Grueneberg, Cindy Joosten, Brandon Vruwink, Cindy Robinson, Jordan Bruce, Steve Kreuser, Shane Wucherpfennig, Chad Schooley, Kim McGrath, Kelli Quinnett, Ken Curry, Brad Kremer, Dennis Polach, Bill Winch

The meeting was called to order by Chairman Wagner.

**Public Comment** – Clendenning stated he requested a copy of Carlson Dettman documents from Warren Kraft and was told he could not have them because they were in draft form and not available. Clendenning questioned why documents regarding the wage study were not being made available to County Board Supervisors and more specifically, to Executive Committee members. Wagner stated he asked Carlson Dettman to put the report in a particular format and HR was tasked with attaching costing to the options being outlined. The final reports will be presented at the March Executive Committee meeting.

### **Consent Agenda**

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

Discussion was held regarding the resolution for a communications tower on the UW Marshfield/Wood County campus. Rozar stated the Marshfield City Council approved the final document with a resolution with minor changes as outlined on page 33 of the packet.

**Motion (Rozar/Feirer) to approve the resolution authorizing the placement of a communications tower on the UW Marshfield/Wood County Campus. Motion carried unanimously.**

Discussion was held regarding the County policy for the effective date of pay raises. A policy is in place to specify when step increases take effect but not cost-of-living increases. Cost-of-living increases were budgeted for by departments to take effect January 1<sup>st</sup>. Finance Director Cummings stated it would be cleaner to put both increases in effect at the same time. Wagner directed that this be put into policy. Employees will receive back pay for the cost-of-living increase they did not receive for the first two weeks of 2018.

Supervisors Breu and Curry are in agreement that two additional members are needed on the Ad Hoc Property Committee to make it a five member Committee. Effective immediately, Chairman Wagner is appointing Joe Zurfluh and Michael Feirer to join the Committee.

Wagner led a discussion regarding the compensation plan for elected officials. With two elected positions up for re-election in 2018 (Sheriff and Clerk of Circuit Courts), now is the time to make changes to their salary if deemed necessary. Clendenning said he believes the newly elected officials should receive the same pay as their predecessors. It was the general consensus of the Executive Committee to not make any changes to the current salary of elected officials.

County Clerk Ceyress reviewed her Letter of Comments with the Committee.

Maintenance Manager Van Tassel reviewed his Letter of Comments. Henkel requested an update on the Courthouse elevator. Van Tassel stated there are no issues as of today. Discussion regarding the need for a second elevator in the Courthouse was held.

The Committee reviewed the recommendations of the Ad Hoc Property Committee to relocate Human Resources and Finance to the River Block building and move Emergency Management into the HR offices in the Courthouse. Clendenning does not agree with relocating HR and Finance to River Block and would like to see the issue sent back to the now 5 member Ad Hoc Property Committee for further discussion. Pliml also stated the Departments should be kept in the Courthouse. Breu stated it is a space issue and there is available room at River Block.

**Motion (Rozar/Henkel) to refer the above space needs back to the Ad Hoc Property Committee for further discussion. Motion carried unanimously.**

Van Tassel has been in discussion with the US Marshall regarding Courthouse security with main issues being an upgrade to the Courthouse door access system to integrate it with the security cameras, securing the entrance to Branch 1 offices, reinstating locks on the Maintenance shop area, upgrading Courthouse cameras, security at employee entrances, metal detectors at the main doors, and every department having secure access. The Security Committee will be meeting again next week. Clendenning voiced he believes security should be the number one priority and that the Security Committee minutes should be in the public domain.

Risk Management Director Stelzer reviewed his Letter of Comments and stated he should be back full-time starting next week.

Stelzer presented a resolution to approve continuation of the self-insured Workers Compensation program.

**Motion (Feirer/Henkel) to approve the resolution to approve continuation of the self-insured Workers Compensation program. Motion carried unanimously.**

IT Director Kaup discussed her Letter of Comments, stating that everyone in the county has completed security training.

Kaup presented a draft of a Copyright Liability Prevention policy she has worked on with Corporation Counsel and Human Resources. It is believed that HR should champion this policy. Clendenning believes the Judicial and Legislative Committee should be handling this.

Wellness Coordinator Fandre stated he continues to work with employees on biometric screenings and portal signups.

Treasurer Gehrt discussed her Letter of Comments with the Committee. The bid packet for the Airport Avenue CBRF is being published in local newspapers today and will be added to the County's Facebook and web pages.

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

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

Gehrt presented a resolution to amend the 2018 Treasurer's budget for additional expenditures to allow for remodeling of the Treasurer's office to elevate current issues outdated electrical, lighting and furniture.

**Motion (Clendenning/Breu) to approve the resolution to amend the 2018 Treasurer's budget for additional unanticipated expenditures to remodel the office. Motion carried unanimously.**

Finance Director Cummings reviewed her Letter of Comments, stating her department is working well with Human Resources and IT on moving payroll to Finance. Payroll Administrator Yang will be processing the next payroll. Wood County has received notice from the IRS that an audit of the 2016 payroll and 1099's for 2015 and 2016 is being requested. The 1099 audit is being prompted due to 1099's being sent out with missing or incorrect TINs. Cummings attempted to implement a policy 2 years ago requiring W9's be on file for all vendors before payment is made but received push back from several departments. She will be requiring W9's with all new vendor requests starting April 1<sup>st</sup>. As her current staff does not have time to dedicate to vendor maintenance and W9/1099 monitoring, she would like to propose adding a full time Accounts Payable clerk to the Finance Department to maintain vouchers and vendor files, in addition to the administration of procurement and encumbrance systems to monitor department budgets.

Cummings presented a resolution to amend the 2017 budget of Sheriff Electronic Monitoring.

**Motion (Rozar/Breu) to approve the resolution to amend the 2017 budget of Sheriff Electronic Monitoring. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Cummings presented a resolution to amend the 2017 budget for the Humane Officer for the purpose of moving the budget year from a fiscal year to a calendar year budget.

**Motion (Henkel/Feirer) to approve the resolution to amend the 2017 budget for the Humane Officer for the purpose of moving the budget year from a fiscal year to a calendar year budget. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Cummings presented a resolution to amend the 2017 budget for the Community Development Block Grant (CDBG).

**Motion (Rozar/Henkel) to approve the resolution to amend the 2017 budget for the Community Development Block Grant (CDBG). The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Cummings presented a resolution requesting out-of-state travel for the Deputy Finance Director for training.

**Motion (Breu/Feirer) to approve the resolution to allow out-of-state travel for the Deputy Finance Director for training. Motion carried unanimously.**

Discussion was held regarding the draft Carryover Funds Policy (Non-Lapsing) presented by Cummings. Pliml would like to delay any decision on this policy to allow for more time to review and Clendenning would like department heads to discuss and provide input. Cummings will get this on the agenda for the next department head meeting. Wucherpfenning stated he would like to establish a non-lapsing account to start a loan program for farmers for tilling equipment. His Department will be seeking donations to purchase the equipment and has already received some. Parks and Forestry has been soliciting funds to help pay for their Powers Bluff project. The consensus of the Executive Committee is to put a freeze on any new non-lapsing accounts until a policy can be put in place.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 10:15 a.m. Meeting reconvened at 10:25 a.m.

#### **Human Resources (HR)**

Kim McGrath reviewed the Monthly Letter of Comments. McGrath reported the payroll transition to Finance is proceeding smoothly.

McGrath presented job descriptions for the four restructured full-time positions in the HR department. Discussion ensued.

**Motion (Feirer/Rozar) to post the Human Resources Director position as written in the presented job descriptions. Motion carried unanimously.**

McGrath presented the draft Educational Reimbursement Policy. Discussion was held at length.

Supervisor Henkel excused at 10:45 a.m.

**Motion (Rozar/Pliml) to approve the Educational Reimbursement Policy as presented. Motion carried, with Clendenning voting no.**

Agenda items for next meeting: As previously noted during meeting

Next month's Executive Committee meeting is scheduled for Tuesday, March 6<sup>th</sup> at 8:30 a.m.

**Motion (Rozar/Pliml) to adjourn the Executive Committee meeting at 10:53 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

*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 secretary. Minutes in draft form until approved at the next EC meeting.

## Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: February 2018

For the range of vouchers: 06170484 - 0617484    06180014 - 06180044

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06170484	WISCONSIN RAPIDS COMMUNITY MEDIA	DVD - County Board 12/19/17	02/06/2018	\$20.00	P
06180014	LANGTON DENNIS	January 2018 Deliveries	02/05/2018	\$209.00	P
06180015	ELECTION SYSTEMS & SOFTWARE	Coding 2/20/18 Election	02/05/2018	\$2,010.63	P
06180016	WISCONSIN RAPIDS COMMUNITY MEDIA	DVD - County Board 1/16/2018	02/06/2018	\$20.00	P
06180017	WOODTRUST BANK NA	January 2018 VISA Charges	02/08/2018	\$287.28	P
06180018	CEPRESS CINDY	Election Traning Expenses	02/08/2018	\$5.54	P
06180019	ASHBECK ROBERT	R ASHBECK JAN 18 MILEAGE	02/13/2018	\$89.38	P
06180020	BARTH DAVID	D BARTH JAN 18 MILEAGE	02/13/2018	\$7.09	P
06180021	BREU ALLEN	A BREU JAN 18 MILEAGE	02/13/2018	\$103.55	P
06180022	CLENDENNING WILLIAM	W CLENDENNING JAN 18 MILEAGE	02/13/2018	\$61.04	P
06180023	CURRY KENNETH	K CURRY JAN 18 MIELAGE	02/13/2018	\$173.31	P
06180024	FEIRER MICHAEL	M FEIER JAN 18 MILEAGE	02/13/2018	\$34.88	P
06180025	FISCHER ADAM	A FISCHER JAN 18 MILEAGE	02/13/2018	\$86.11	P
06180026	HAMILTON BRAD R	B HAMILTON JAN 18 MILEAG MEALS	02/13/2018	\$19.63	P
06180027	HENKEL HILDE	H HENKEL JAN 18 MILEAGE	02/13/2018	\$39.24	P
06180028	HOKAMP MARION	M HOKAMP JAN 18 MILEAGE	02/13/2018	\$240.89	P
06180029	LEICHTNAM BILL	B LEICHTNAM JAN 18 MILEAGE	02/13/2018	\$237.08	P
06180030	MACHON DOUG	D MACHON JAN 18 MILEAGE	02/13/2018	\$147.15	P
06180031	MACIEJEWSKI JANE	J MACIEJEWSKI JAN 18 MILEAGE	02/13/2018	\$25.07	P
06180032	PLIML LANCE	L PLIML JAN 18 MILEAGE MEALS	02/13/2018	\$53.69	P
06180033	POLACH DENNIS	D POLACH JAN 18 MILEAGE	02/13/2018	\$108.29	P
06180034	ROZAR DONNA	D ROZAR JAN 18 MILEAGE	02/13/2018	\$78.48	P
06180035	VICENTE JESSICA	J VICENTE JAN -DEC 17 MILEAGE	02/13/2018	\$276.06	P
06180036	WAGNER ED	E WAGNER JAN 18 MILEAGE	02/13/2018	\$107.91	P
06180037	WINCH WILLIAM	W WINCH JAN 18 MILEAGE	02/13/2018	\$45.78	P
06180038	ZURFLUH JOSEPH SR	J ZURFLUH JAN 18 MILEAGE	02/13/2018	\$55.05	P
06180039	WISCONSIN MEDIA	VAR ADS 1/1 - 1/31/18 WIS MEDI	02/14/2018	\$1,015.28	P
06180040	UNITED MAILING SERVICE	MAIL FEES JAN 1 - 31, 2018	02/14/2018	\$1,100.42	P
06180041	CENTURYLINK	Various Dept Long Distance Chg	02/19/2018	\$158.08	P
06180042	HEART OF WI CHAMBER OF COMMERCE	Leg Brkfst Reg. (Clendenning)	02/20/2018	\$25.00	P
06180043	FRONTIER COMMUNICATIONS	Various Mfld Dept Phone Chgs	02/26/2018	\$133.34	P
06180044	HOKS DAVID E	Boards of Canvass - 2/20/18	02/27/2018	\$80.00	P
<b>Grand Total:</b>				<b>\$7,054.25</b>	

Signatures

Committee Chair: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_

**COUNTY BOARD**  
January 2018 vouchers

**REPORT ON CLAIMS**  
Paid February 2018

#1

DEPT CODE	CLAIMANT	NATURE OF CLAIM	AMOUNT
PD-PP	Wisconsin Employee Trust Funds	Retirement	\$ 302,180.91
CB	Robert Ashbeck	January 2018 Per Diem	\$ 350.00
CB	Allen Breu	January 2018 Per Diem	\$ 430.00
CB	William Clendenning	January 2018 Per Diem	\$ 465.00
CB	Ken Curry	January 2018 Per Diem	\$ 550.00
CB	Michael Feirer	January 2018 Per Diem	\$ 315.00
CB	Adam Fischer	January 2018 Per Diem	\$ 300.00
CB	Brad Hamilton	January 2018 Per Diem	\$ 300.00
CB	Hilde Henkel	January 2018 Per Diem	\$ 365.00
CB	Marion Hokamp	January 2018 Per Diem	\$ 450.00
CB	Bill Leichtnam	January 2018 Per Diem	\$ 500.00
CB	Doug Machon	January 2018 Per Diem	\$ 365.00
CB	Lance Pliml	January 2018 Per Diem	\$ 650.00
CB	Dennis Polach	January 2018 Per Diem	\$ 350.00
CB	Donna Rozar	January 2018 Per Diem	\$ 380.00
CB	Ed Wagner	January 2018 Per Diem	\$ 330.00
CB	William Winch	January 2018 Per Diem	\$ 300.00
CB	Joe Zurfluh	January 2018 Per Diem	\$ 350.00
CB	David Barth	January 2018 Per Diem	\$ 50.00
CB	Jane Maciejewski	January 2018 Per Diem	\$ 50.00
CB	Jessica Vincente	January - December 2017 Per Diem	\$ 850.00
<b>TOTAL</b>			<b>\$ 309,880.91</b>

Chairman

Executive Committee



## Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: FEBRUARY 2018

For the range of vouchers: 19171355 - 19171356 19180048 - 19180135 50120299 - 50120302

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19171355	VAN TASSEL REUBEN	MILEAGE REIMBURSEMENT	12/31/2017	\$43.87	P
19171356	OTIS ELEVATOR CO	RB ELEVATOR REPAIRS	12/29/2017	\$15,000.00	P
19180048	HEINZEN PRINTING	PRINTING	01/31/2018	\$1,106.00	P
19180049	ACE HARDWARE	JAIL ELECTRICAL	01/26/2018	\$1.99	P
19180050	ACE HARDWARE	SUPPLIES	01/30/2018	\$9.97	P
19180051	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	01/25/2018	\$3,679.79	P
19180052	CRESCENT ELECTRIC SUPPLY CO	VETERANS REMODEL-LIGHTING	01/19/2018	\$542.46	P
19180053	CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	01/25/2018	\$35.30	P
19180054	ERON & GEE/HERMAN'S PLUMBING & HEATING	REPLACE GAS VALVE ON BOILER	01/25/2018	\$1,955.00	P
19180055	ERON & GEE/HERMAN'S PLUMBING & HEATING	CLEAN DRAIN IN JAIL KITCHEN	01/25/2018	\$209.00	P
19180056	GAPPA SECURITY SOLUTIONS	RB SERVICE CALL	01/24/2018	\$382.00	P
19180057	GAPPA SECURITY SOLUTIONS	RB KEYSWITCH OVERRIDE	01/24/2018	\$893.05	P
19180058	SHERWIN-WILLIAMS CO THE	VETERANS REMODEL-PAINT	01/19/2018	\$250.32	P
19180059	SHERWIN-WILLIAMS CO THE	VETERANS REMODEL-PAINT	01/19/2018	\$59.49	P
19180060	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	01/24/2018	\$488.04	P
19180061	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE COURTHOUSE	01/24/2018	\$9,557.65	P
19180062	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	01/24/2018	\$239.51	P
19180063	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	01/24/2018	\$97.83	P
19180064	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC AIRPORT CBRF	01/24/2018	\$70.16	P
19180065	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	01/24/2018	\$10.62	P
19180066	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	01/24/2018	\$444.04	P
19180067	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	01/24/2018	\$105.58	P
19180068	WE ENERGIES	GAS SERVICE JAIL	01/26/2018	\$2,049.40	P
19180069	WE ENERGIES	GAS SERVICE COMMUNICATIONS	01/26/2018	\$539.24	P
19180070	WE ENERGIES	GAS SERVICE COURTHOUSE	01/26/2018	\$4,929.34	P
19180071	WE ENERGIES	GAS SERVICE HUMAN SERVICES	01/26/2018	\$167.10	P
19180072	WE ENERGIES	GAS SERVICE AIRPORT CBRF	01/26/2018	\$128.62	P
19180073	VAN TASSEL REUBEN	MILEAGE REIMBURSEMENT	01/31/2018	\$20.17	P
19180074	ACE HARDWARE	TOOLS	02/05/2018	\$31.56	P
19180075	ADVANCE JANITORIAL SERVICE & SUPPLY	JANITORIAL SUPPLIES	01/31/2018	\$368.90	P
19180076	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	01/31/2018	\$4,455.90	P
19180077	CRESCENT ELECTRIC SUPPLY CO	WIRE	01/29/2018	\$66.79	P
19180078	G & K SERVICES	MAT CLEANING COURTHOUSE	02/07/2018	\$137.80	P
19180079	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING COURTHOUSE	02/04/2018	\$2,570.00	P

## Committee Report - County of Wood

MAINTENANCE / PURCHASING -  
FEBRUARY 2018

50120299 - 50120302 19180048 - 19180135 19171355 - 19171356

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19180080	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING RIVER BLOCK	02/04/2018	\$1,425.00	P
19180081	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING ELKS LOT	02/04/2018	\$925.00	P
19180082	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING MUPPET LOT	02/04/2018	\$750.00	P
19180083	NAPA CENT WI AUTO PARTS Wis.Rapids	OIL DRY	02/01/2018	\$19.60	P
19180084	RIESTERER & SCHNELL INC	TIRE CHAIN FOR JOHN DEERE	02/05/2018	\$97.67	P
19180085	SHERWIN-WILLIAMS CO THE	PAINTING SUPPLIES	02/02/2018	\$18.89	P
19180086	SUPERIOR CHEMICAL CORPORATION	ICE MELT	01/31/2018	\$1,630.56	P
19180087	SUPERIOR CHEMICAL CORPORATION	HAND CLEANER	01/31/2018	\$155.72	P
19180088	WASTE MANAGEMENT	WASTE DISPOSAL COURTHOUSE	01/26/2018	\$927.26	P
19180089	WASTE MANAGEMENT	WASTE DISPOSAL JOINT USE	01/26/2018	\$75.77	P
19180090	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	01/29/2018	\$595.50	P
19180091	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	01/29/2018	\$282.37	P
19180092	WE ENERGIES	GAS SERVICE RIVER BLOCK	01/30/2018	\$3,390.30	P
19180093	ACE HARDWARE	TOOLS	02/13/2018	\$15.99	P
19180094	BAUER'S FLOOR MART	VETERANS REMODEL-CARPET	01/16/2018	\$410.00	P
19180095	BAUER'S FLOOR MART	SHERIFFS REMODEL-CARPET	02/06/2018	\$275.00	P
19180096	CRESCENT ELECTRIC SUPPLY CO	VETERANS REMODEL-SUPPLIES	02/07/2018	\$11.13	P
19180097	G & K SERVICES	MAT CLEANING RIVER BLOCK	02/14/2018	\$81.83	P
19180098	GAPPA SECURITY SOLUTIONS	KEYS	02/07/2018	\$50.50	P
19180099	GRAYBAR ELECTRIC COMPANY INC	SHERIFFS DEPT FACE PLATES	02/01/2018	\$16.50	P
19180100	HOME DEPOT CREDIT SERV (Maintenance)	VETERANS, CBRF, RB, SHOP	02/05/2018	\$1,378.29	P
19180101	INTEGRITY FIRE PROTECTION INC	ANNUAL SPRINKLER SYSTEM INSPEC	02/07/2018	\$227.00	P
19180102	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	01/25/2018	\$7,606.61	P
19180103	QUALITY DOOR & HARDWARE	VETERANS REMODEL-DOORS	02/08/2018	\$746.00	P
19180104	VIKING ELECTRIC SUPPLY	TRANSFORMER ELEC SUPPLIES	02/14/2018	\$129.67	P
19180105	ACE HARDWARE	WATER SOFTENER SALT	02/12/2018	\$377.37	P
19180106	ACE HARDWARE	SUPPLIES	02/15/2018	\$2.99	P
19180107	ACE HARDWARE	SHOP SUPPLIES	02/19/2018	\$29.48	P
19180108	APPRAISAL CONSULTANTS LLC	APPRAISAL - 12TH ST PROPERTY	02/14/2018	\$1,250.00	P
19180109	FOUNDATION BUILDING MATERIALS	BRANCH 1 REMODEL - STUDS	02/08/2018	\$277.21	P
19180110	G & K SERVICES	SUPPLIES	01/19/2018	\$616.12	P
19180111	G & K SERVICES	SUPPLIES	02/10/2018	\$39.93	P
19180112	G & K SERVICES	MAT CLEANING COURTHOUSE	02/21/2018	\$206.62	P
19180113	INTEGRITY FIRE PROTECTION INC	ANNUAL SPRINKLER SYS INSPECT	02/07/2018	\$227.00	P
19180114	KRISS PREMIUM PRODUCTS INC	BOILER CHEMICALS	01/29/2018	\$568.28	P
19180115	KRISS PREMIUM PRODUCTS INC	BOILER CONTROLLER	02/02/2018	\$718.78	P
19180116	RON'S REFRIGERATION & AC INC	REPAIR RESCUE GARAGE FURNACE	02/20/2018	\$120.00	P
19180117	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	02/20/2018	\$180.00	P
19180118	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	02/13/2018	\$64.62	P
19180119	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	02/13/2018	\$48.07	P
19180120	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	02/13/2018	\$381.24	P
19180121	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	02/13/2018	\$2,789.17	P
19180122	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	02/13/2018	\$914.97	P
19180123	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	02/13/2018	\$7.01	P

## Committee Report - County of Wood

MAINTENANCE / PURCHASING -  
FEBRUARY 2018

50120299 - 50120302 19180048 - 19180135 19171355 - 19171356

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19180124	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	02/13/2018	\$72.35	P
19180125	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	02/13/2018	\$33.22	P
19180126	PUROCLEAN RESTORATION PROFESSIONALS	INSPECTION - EM OFFICES	02/23/2018	\$135.00	P
19180127	INDIANHEAD SPECIALTY CO	STAMPS	02/27/2018	\$238.90	
19180128	OFFICE DEPOT	OFFICE SUPPLIES	02/27/2018	\$678.86	
19180129	OFFICE DEPOT	OFFICE SUPPLIES	02/27/2018	(\$29.99)	
19180130	QUALITY PLUS PRINTING INC	PRINTING	02/27/2018	\$425.00	
19180131	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	02/27/2018	\$361.80	
19180132	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/27/2018	\$1,275.24	
19180133	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/27/2018	\$1,079.55	
19180134	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/27/2018	\$619.12	
19180135	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/27/2018	(\$15.12)	
50120299	MIDLAND PAPER		01/31/2018	\$332.64	P
50120300	MIDLAND PAPER		02/13/2018	\$483.96	P
50120301	MIDLAND PAPER		02/13/2018	\$415.80	P
50120302	MIDLAND PAPER		02/27/2018	\$532.12	
<b>Grand Total:</b>				<b>\$87,345.96</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

COMMITTEE REPORT  
SAFETY, WORK COMP  
AND INSURANCE  
JANUARY 2018

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
<b>ALL THE BELOW WERE PAID BY AEGIS (TPA)</b>			
PREPAID	DRAGT CHIROPRACTIC	WC MED REIMBURSE	\$236.09
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$221.00
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$188.13
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$519.63
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$366.63
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$119.00
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$161.50
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$366.63
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$85.00
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$8.21
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$198.60
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$207.21
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$64.60
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$172.76
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$166.84
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$375.79
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$216.12
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$172.76
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$7.99
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$1,469.65
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$1,295.92
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$606.25
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$1,437.54
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$2,274.80
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$2,256.10
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$158.00
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$379.00
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$224.00
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$24.78
PREPAID	PREFERRED MEDICAL	WC MED REIMBURSE	\$38.92
PREPAID	WORK COMP CLAIM	TPD	\$99.18
PREPAID	WORK COMP CLAIM	TPD	\$150.53
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$172.76
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$3,485.21
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$2,334.54
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$162.28
PREPAID	ISO SERVICES	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES	WC MED REIMBURSE	\$13.50
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$209.86
PREPAID	PREFERRED MEDICAL	WC MED REIMBURSE	\$46.21
<b>TOTAL</b>			<b>\$20,707.02</b>

TTD - TEMPORARY TOTAL DISABILITY  
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY  
DB - DEATH BENEFIT

---

CHAIRMAN

---

---

---

---

---

---

---

## Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: FEBRUARY

For the range of vouchers: 23180005 - 23180009

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23180005	BUEHRING ADAM	WORK COMP REIMBURSEMENT	02/08/2018	\$158.00	P
23180006	MSDSOONLINE INC	SUBSCRIPTION RENEWAL	02/08/2018	\$4,259.30	P
23180007	ST MICHAELS HOSPITAL	AUDIOGRAMS & HEARING AIDS	02/13/2018	\$4,941.18	P
23180008	JACKSON LEWIS P.C.	EEOC CLAIM	02/13/2018	\$1,991.50	P
23180009	UNITED SAFETY SOLUTIONS	MSHA PART 46 TRAINING PLAN	02/15/2018	\$250.00	P
<b>Grand Total:</b>				<b>\$11,599.98</b>	

### Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: Systems

For the period of: January 2018

For the range of vouchers: 27180030 - 27180060

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27180030	SOLARUS	Phone charges Acct 00063942-1	02/01/2018	\$8,346.10	P
27180031	SOLARUS	Phone charges acct 00061009-7	02/01/2018	\$79.99	P
27180032	SOLARUS	Phone Chgs Acct 00077856-5	02/01/2018	\$305.02	P
27180033	SOLARUS	Phone Chgs Acct 0011161-9	02/01/2018	\$20.00	P
27180034	GAPPA SECURITY SOLUTIONS	Norwood Security System	02/01/2018	\$4,079.17	P
27180035	ULTRACOM WIRELESS COMMUNICATI	Phone- Social worker 715697392	01/23/2018	\$74.99	P
27180036	ULTRACOM WIRELESS COMMUNICATI	Phone- 7154594593-Hoffman	01/23/2018	\$99.99	P
27180037	CDW GOVERNMENT INC	Kim HR Charger	01/26/2018	\$62.08	P
27180038	US BANK	Credit Card Charges	01/25/2018	\$161.99	P
27180039	US CELLULAR	Cell Phone Chgs Acct 277407322	01/16/2018	\$2,417.82	P
27180040	US CELLULAR	Cell Phone Chgs Acct 851710598	01/16/2018	\$535.61	P
27180041	US CELLULAR	Cell Phone Chgs Acct 203538532	01/20/2018	\$986.36	P
27180042	US CELLULAR	Cell phone chgs acct 203391922	01/20/2018	\$136.31	P
27180043	US CELLULAR	Cell Phone chgs acct 217293182	01/20/2018	\$706.22	P
27180044	VISTA IT GROUP	Courthouse Video Server	01/23/2018	\$5,835.00	P
27180045	VISTA IT GROUP	Norwood State Phones	01/12/2018	\$31,650.00	P
27180046	INTER-QUEST CORP	SmartNet Maintenance Renewal	02/02/2018	\$75,291.61	P
27180047	PETROTECH LLC	PV200 Project	02/13/2018	\$24,353.52	P
27180048	AMAZON CAPITAL SERVICES	USB hub for Trent Minor	02/13/2018	\$21.04	P
27180049	CDW GOVERNMENT INC	Parks phones	02/15/2018	\$219.96	P
27180050	CDW GOVERNMENT INC	parks phone/lights/headset/	02/14/2018	\$608.59	P
27180051	CDW GOVERNMENT INC	headset cord	02/15/2018	\$13.10	P
27180052	CDW GOVERNMENT INC	Toughbook batteries	02/02/2018	\$221.00	P
27180053	CDW GOVERNMENT INC	battery raceway	02/05/2018	\$21.26	P
27180054	CDW GOVERNMENT INC	Headset cord	02/05/2018	\$25.68	P
27180055	ELECTROLINE DATA COMMUNICATIONS INC	Citrix Netscaler	02/15/2018	\$821.25	P
27180056	AMAZON CAPITAL SERVICES	IT Supplies- Matt I	02/19/2018	\$220.59	P
27180057	ULTRACOM WIRELESS COMMUNICATI	7152134511- MattI	02/12/2018	\$524.00	P
27180058	ULTRACOM WIRELESS COMMUNICATI	7154594923-Main/7154592549 CC	02/12/2018	\$549.98	P
27180059	VISTA IT GROUP	Offsite VM hosts	02/12/2018	\$27,695.00	P
27180060	CHARTER COMMUNICATIONS	Internet PRO80	02/14/2018	\$131.95	P

**Grand Total:**

**\$186,215.18**

Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_



## Committee Report

County of Wood

Report of claims for: Wellness

For the period of: February 2018

For the range of vouchers: 34170021 - 34170099 34180001 - 34180099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34180001	ASPIRUS OCCUPATIONAL HEALTH	Wellness HRA, Biometrics, Labs	02/01/2018	\$18,110.00	P
<b>Grand Total:</b>				<b>\$18,110.00</b>	

### Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: FEBRUARY 2018

For the range of vouchers: 28180020 - 28180044

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28180020	CITY OF MARSHFIELD	JANUARY SPECIAL CHARGES	02/06/2018	\$189.38	P
28180021	CITY OF NEKOOSA TREASURER	JANUARY SPECIAL CHARGES	02/06/2018	\$2,100.92	P
28180022	CITY OF PITTSVILLE TREASURER	JANUARY SPECIAL CHARGES	02/06/2018	\$171.63	P
28180023	CITY OF WISCONSIN RAPIDS	JANUARY SPECIAL CHARGES	02/06/2018	\$1,329.22	P
28180024	GOETZ ABSTRACT & TITLE INC	12 TITLE REPORTS	02/06/2018	\$960.00	P
28180025	MOBILE LOCK & SECURITY	TAX DEED LOCK UP EXPENSE	02/06/2018	\$145.00	P
28180026	TOWN OF PORT EDWARDS	JANUARY SPECIAL CHARGES	02/06/2018	\$800.22	P
28180027	TOWN OF SARATOGA	JANUARY SPECIAL CHARGES	02/06/2018	\$1,234.93	P
28180028	TOWN OF GRAND RAPIDS	JANUARY SPECIAL CHARGES	02/06/2018	\$332.64	P
28180029	TOWN OF MARSHFIELD	JANUARY SPECIAL CHARGES	02/06/2018	\$233.59	P
28180030	TOWN OF RICHFIELD	JANUARY SPECIAL CHARGES	02/06/2018	\$1,283.85	P
28180031	TOWN OF ROCK TREAS LISA M WALLIS	JANUARY SPECIAL CHARGES	02/06/2018	\$618.86	P
28180032	VILLAGE OF PORT EDWARDS TREAS	JANUARY SPECIAL CHARGES	02/06/2018	\$382.80	P
28180033	VILLAGE OF RUDOLPH	JANUARY SPECIAL CHARGES	02/06/2018	\$3,806.21	P
28180034	WI DEPT OF ADMINISTRATION	JANUARY WIS LAND INFO	02/06/2018	\$5,327.00	P
28180035	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	02/13/2018	\$170.00	P
28180036	MARSHFIELD UTILITIES	UTILITIES AT TD PROP 03-00045	02/13/2018	\$95.90	P
28180037	SIMPLICITY CREDIT UNION	TAX OVERPAYMENT REFUND	02/13/2018	\$20.36	P
28180038	BENNETT ELAINE	TAX OVERPAYMENT REFUND	02/20/2018	\$200.00	P
28180039	CITY OF MARSHFIELD	SNOW REMOVAL	02/20/2018	\$420.00	P
28180040	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	02/20/2018	\$490.00	P
28180041	JOHNSON JERRY	TAX OVERPAYMENT REFUND	02/20/2018	\$230.90	P
28180042	STATE OF WISCONSIN TREASURER	JANUARY COC REVENUES	02/20/2018	\$152,601.04	P
28180043	WEINFURTER PATRICK	TAX OVERPAYMENT REFUND	02/20/2018	\$6.86	P
28180044	WOODTRUST BANK	JANUARY SERVICE FEES	02/20/2018	\$720.24	P

**Grand Total:**

**\$173,871.55**

Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: Finance

For the period of: February 2018

For the range of vouchers: 14170060 - 14170099 14180015 - 14180099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14170060	WIPFLI LLP	Dynamics Services Support	12/31/2017	\$674.75	P
14170061	SPRINGSTED INCORPORATED	2017 Cont. Disclosure Services	12/31/2017	\$800.00	P
14180015	AXA	AXA DIS INSURANCE 02/01/18	02/01/2018	\$1,486.06	P
14180016	AXA	AXA TERM/SUPP LIFE 02/01/18	02/01/2018	\$3,332.19	P
14180017	BOSTON MUTUAL	WHOLE LIFE INSURANCE 02/01/18	02/01/2018	\$1,440.69	P
14180018	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY 02/01/18	02/01/2018	\$2,658.05	P
14180019	ALLIANCE COLLECTION AGENCIES	ALLIANCE GARN - 02/01/18	02/01/2018	\$343.84	P
14180020	AMT	AMT GARNISHMENT 02/01/18	02/01/2018	\$203.00	P
14180021	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT 02/01/2018	02/01/2018	\$235.67	P
14180022	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT 02/01/2018	02/01/2018	\$150.12	P
14180023	US DEPARTMENT OF EDUCATION	GARNISHMENT 02/01/2018	02/01/2018	\$180.27	P
14180024	WIPFLI LLP	2017 Preliminary Audit Service	01/31/2018	\$3,500.00	P
14180025	BELL LACEY	GFOA Conference Registration	02/13/2018	\$1,100.00	P
14180026	BOSTON MUTUAL	WHOLE LIFE INSURANCE 2/15/18	02/15/2018	\$1,211.31	P
14180027	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT-TERM DISABILITY 02/15/18	02/15/2018	\$2,635.33	P
14180028	AXA	LTD INS 02/15/2018	02/15/2018	\$1,608.12	P
14180029	AXA	BASIC/SUPP(VOL) LIFE 02/15/18	02/15/2018	\$3,345.20	P
14180030	ALLIANCE COLLECTION AGENCIES	GARNISHMENT PAYMENTS 02/15/18	02/15/2018	\$360.90	P
14180031	AMT	GARNISHMENT PAYMENT 02/15/18	02/15/2018	\$203.00	P
14180032	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT 02/15/18	02/15/2018	\$250.61	P
14180033	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT 02/15/18	02/15/2018	\$150.12	P
14180034	US DEPARTMENT OF EDUCATION	GARNISHMENT PAYMENT 02/15/18	02/15/2018	\$189.93	P
14180035	PRITCHARD, MONICA	2/15/2018 payroll check	02/16/2018	\$1,070.41	P
14180036	BOSTON MUTUAL	WHOLE LIFE INSURANCE 03/01/18	03/01/2018	\$1,453.33	
14180037	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY 03/01/18	03/01/2018	\$2,646.39	
14180038	AXA	LONGTERM DISABILITY 03/01/18	03/01/2018	\$1,615.02	
14180039	AXA	BASIC LIFE/SUPP LIFE 03/01/18	03/01/2018	\$3,400.20	
14180040	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT 03/01/18	03/01/2018	\$150.12	
14180041	AMT	GARNISHMENT PAYMENT 03/01/18	03/01/2018	\$203.00	
14180042	US DEPARTMENT OF EDUCATION	GARNISHMENT PAYMENT 03/01/18	03/01/2018	\$210.04	
14180043	GREAT LAKES HIGHER EDUCATION CORP	GARNISMENT PAYMENT 03/01/18	03/01/2018	\$250.48	
14180044	ALLIANCE COLLECTION AGENCIES	GARNISHMENT PAYMENTS 03/01/18	03/01/2018	\$358.48	

**Grand Total:**

**\$37,416.63**

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: FEBRUARY 2018

For the range of vouchers: 17170385 - 17170386 17180024 - 17180041

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17170385	WI DEPT OF WORKFORCE DEVELOPMENT	UI CHARGES 12/2017	01/18/2018	\$3,476.86	P
17170386	US HEALTH WORKS MEDICAL GROUP PC	MRO Services	11/28/2017	\$440.00	P
17180024	NATIONWIDE TRUST CO FSB	PEHP PAYOUT	02/02/2018	\$27,800.00	P
17180025	UNITED STATES LIFE INS CO THE	2018 RETIREE LIFE INS PREMIUMS	01/31/2018	\$397.44	P
17180026	MCGRATH KIM	JANUARY MILEAGE/TRAVEL	02/13/2018	\$283.07	P
17180027	WOODTRUST BANK NA	VISA Charges - January 2018	01/21/2018	\$367.00	P
17180028	BUSINESS MANAGEMENT DAILY	Mgr's Legal Bulletin 2018	01/21/2018	\$555.35	P
17180029	NORTHWOODS LASER & EMBROIDERY	Retirement Plaque	01/21/2018	(Voided)	P
17180030	NORTHWOODS LASER & EMBROIDERY	Drug & Alcohol Testing	01/31/2018	(Voided)	P
17180031	US HEALTH WORKS MEDICAL GROUP PC	MRO RSS Annual Fee	01/31/2018	\$535.00	P
17180032	US HEALTH WORKS MEDICAL GROUP PC	MRO Services	01/31/2018	\$1,265.00	P
17180033	ASPIRUS	Drug & Alcohol Testing	01/31/2018	\$426.00	P
17180034	AXA	Term Life/Supp Life	02/15/2018	\$30,630.05	P
17180035	HORTON GROUP INC THE	February Consulting Fees	02/05/2018	\$2,083.33	P
17180036	BLUE WATER BENEFITS CONSULTING LLC	2017 Q4 Reporting	02/07/2018	\$947.40	P
17180037	WI DEPT OF WORKFORCE DEVELOPMENT	UI Charges Jan 18	02/15/2018	\$5,338.47	P
17180038	NORTHWOODS LASER & EMBROIDERY	RETIREMENT PLAQUE	02/20/2018	\$70.25	P
17180039	MARSHFIELD LABORATORIES	DRUG & ALCOHOL TESTING	02/20/2018	\$69.00	P
17180040	TASC	2017 FSA UTILIZATION	02/20/2018	\$3,499.55	P
17180041	AXA	RETIREE TERM LIFE	02/27/2018	\$397.44	P
<b>Grand Total:</b>				<b>\$78,581.21</b>	

### Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

**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 \_\_\_\_\_ Dollars (\$ 120,000.00 )  
9 \_\_\_\_\_  
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): calg-3.com w/copy to jagoldberger@nslalaw.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 248-278) 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 50 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:

- 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.
- Government agency or court order requiring repair, alteration or correction of any existing condition.
- Land division or subdivision for which required state or local approvals were not obtained.
- A portion of the Property in a floodplain, wetland or shoreland zoning area under local, state or federal regulations.
- 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.
- 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).
- Material violations of environmental rules or other rules or agreements regulating the use of the Property.
- Conditions constituting a significant health risk or safety hazard for occupants of the Property.
- 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.
- 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.
- Production of methamphetamine (meth) or other hazardous or toxic substances on the Property.
- High voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the Property.
- 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 456-464 of  
 207 526-534 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**

Page 6 of 10, WB-18

- 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, subsurface 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 306-360 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.

306 **[N/A] PROPOSED USE CONTINGENCIES:** Buyer is purchasing the Property for the purpose of: \_\_\_\_\_  
307 \_\_\_\_\_  
308 \_\_\_\_\_

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

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

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

321 ☐ **PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM (POWTS) SUITABILITY:** This Offer is contingent  
322 upon Buyer obtaining, at (Buyer's) (Seller's) **[STRIKE ONE]** ("Buyer's" if neither is stricken) expense, written evidence from  
323 a certified soils tester that (a) the soils at the Property locations selected by Buyer, and (b) all other conditions that must  
324 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  
325 Property as stated on lines 306-308. The POWTS (septic system) allowed by the written evidence must be one of  
326 the following POWTS that is approved by the State for use with the type of property identified at lines 306-308 **[CHECK]**  
327 **[ALL THAT APPLY]:** ☐ conventional in-ground; ☐ mound; ☐ at grade; ☐ in-ground pressure distribution; ☐ holding tank;  
328 ☐ other: \_\_\_\_\_

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

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

338 ☐ **UTILITIES:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **[STRIKE ONE]** ("Buyer's" if neither  
339 is stricken) expense, written verification of the following utility connections at the listed locations (e.g., on the Property, at  
340 the lot line, across the street, etc.) **[CHECK AND COMPLETE AS APPLICABLE]:** ☐ electricity \_\_\_\_\_  
341 ☐ gas \_\_\_\_\_; ☐ sewer \_\_\_\_\_; ☐ water \_\_\_\_\_  
342 ☐ telephone \_\_\_\_\_; ☐ cable \_\_\_\_\_; ☐ other \_\_\_\_\_

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

346 **[N/A] LAND USE APPROVAL:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **[STRIKE ONE]** ("Buyer's" if  
347 neither is stricken) expense, a ☐ rezoning; ☐ conditional use permit; ☐ license; ☐ variance; ☐ building permit; ☐  
348 occupancy permit; ☐ other \_\_\_\_\_ **[CHECK ALL THAT APPLY]** and delivering  
349 written notice to Seller if the item cannot be obtained, all within \_\_\_\_\_ days of acceptance for the Property for its proposed  
350 use described at lines 306-308.

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

357 **[STRIKE AND COMPLETE AS APPLICABLE]** Additional map features which may be added include, but are not limited to:  
358 staking of all corners of the Property; identifying dedicated and apparent streets; lot dimensions; total acreage or square  
359 footage; easements or rights-of-way. **CAUTION: Consider the cost and the need for map features before selecting them.**  
360 **Also consider the time required to obtain the map when setting the deadline.** This contingency shall be deemed satisfied  
361 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,  
362 delivers to Seller a copy of the map and a written notice which identifies: (1) the significant encroachment; (2) information  
363 materially inconsistent with prior representations; or (3) failure to meet requirements stated within this contingency.  
364 Upon delivery of Buyer's notice, this Offer shall be null and void.



365 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land dimensions, total square footage, acreage  
 366 figures, or allocation of acreage information, provided to Buyer by Seller or by a broker, may be approximate because of  
 367 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 (800) 240-5830.

405 ☐ **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon delivery  
406 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 ("6" 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 \_\_\_\_\_

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

If Buyer defaults, Seller may:

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

If Seller defaults, Buyer may:

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

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

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

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

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

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

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

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

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

513 This contingency shall be deemed satisfied unless Buyer, within \_\_\_\_\_ days of acceptance, delivers to Seller a copy of the written  
 514 inspection report(s) and a written notice listing the Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).  
 515 **CAUTION:** A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.

516 For the purposes of this contingency, Defects (see lines 267-289) do not include conditions the nature and extent of which the  
 517 Buyer had actual knowledge or written notice before signing this Offer.

518 ☒ **RIGHT TO CURE:** Seller (shall)(shall not) **STRIKE ONE** ("shall" if neither is stricken) have a right to cure the Defects. If  
 519 Seller has the right to cure, Seller may satisfy this contingency by: (1) delivering written notice to Buyer within 10 days of  
 520 Buyer's delivery of the Notice of Defects stating Seller's election to cure Defects, (2) curing the Defects in a good and  
 521 workmanlike manner and (3) delivering to Buyer a written report detailing the work done within 3 days prior to closing. This  
 522 Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and: (1)  
 523 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  
 524 or (b) Seller does not timely deliver the written notice of election to cure.

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

526 **ADDITIONAL PROVISIONS/CONTINGENCIES**

527 \_\_\_\_\_  
 528 \_\_\_\_\_  
 529 \_\_\_\_\_  
 530 \_\_\_\_\_  
 531 \_\_\_\_\_  
 532 \_\_\_\_\_  
 533 \_\_\_\_\_  
 534 \_\_\_\_\_

535 This Offer was drafted by [Licensee and Firm] \_\_\_\_\_ Attorney Joe A. Goldberger  
 536 \_\_\_\_\_ on \_\_\_\_\_ 02/20/2018

537 (x) \_\_\_\_\_ Chris M. [Signature] 2-20-18  
 538 Buyer's Signature ▲ Print Name Here ► Premier Real Estate Management Date ▲

539 (x) \_\_\_\_\_  
 540 Buyer's Signature ▲ Print Name Here ► \_\_\_\_\_ Date ▲

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

542 \_\_\_\_\_ Broker (By) \_\_\_\_\_

543 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER**  
 544 **SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY ON**  
 545 **THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS OFFER.**

546 (x) \_\_\_\_\_  
 547 Seller's Signature ▲ Print Name Here ► \_\_\_\_\_ Date ▲

548 (x) \_\_\_\_\_  
 549 Seller's Signature ▲ Print Name Here ► \_\_\_\_\_ Date ▲

550 This Offer was presented to Seller by [Licensee and Firm] \_\_\_\_\_

551 \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

552 This Offer is rejected \_\_\_\_\_ This Offer is countered [See attached counter] \_\_\_\_\_  
 553 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;

(viii) 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 (20<sup>th</sup>) 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 (30<sup>th</sup>) 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:**

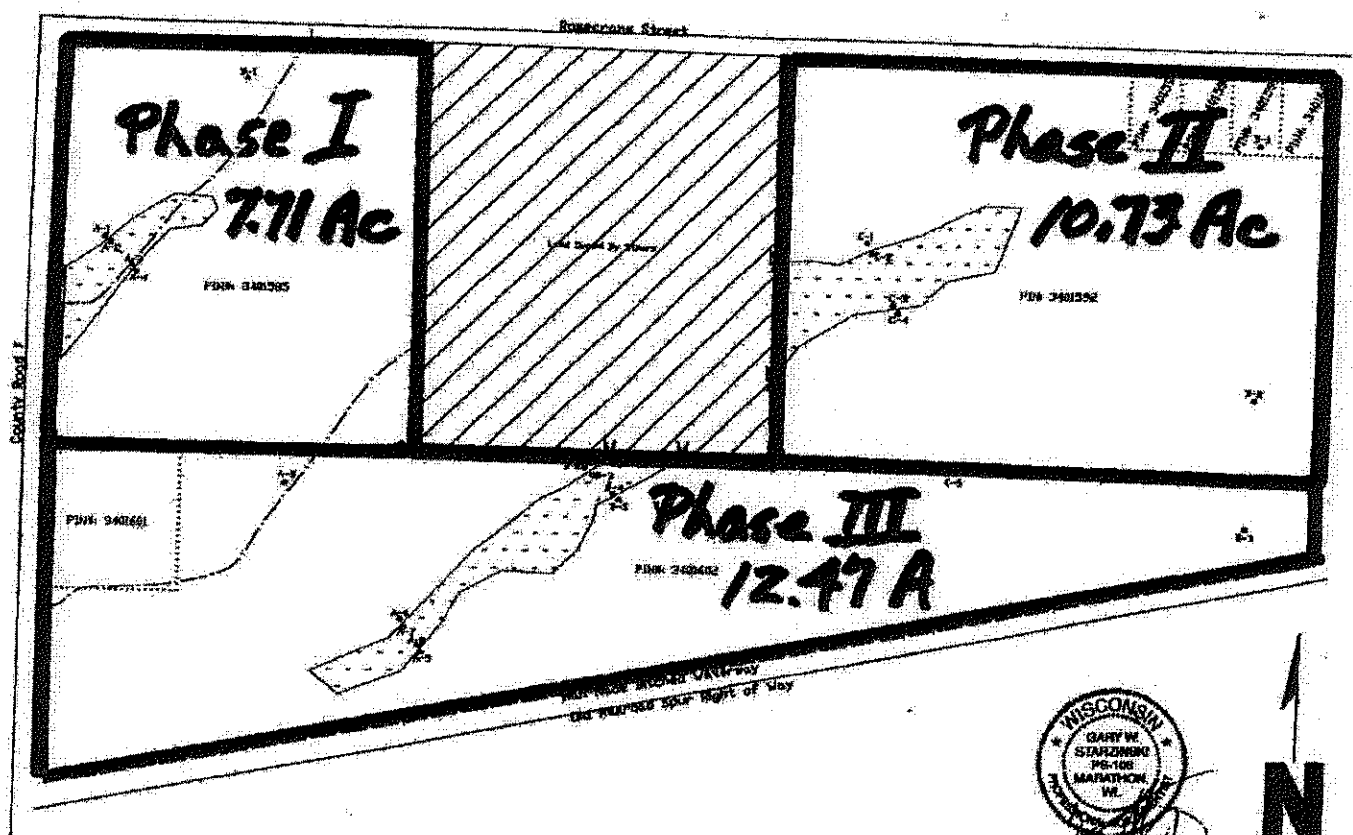
Attorney Joe A. Goldberger  
North Shore Legal  
13460 N. Silver Fox Drive  
Mequon, Wisconsin 53097  
(262) 241-1833  
(262) 241-0871 (fax)

EXHIBIT

A

# Wisconsin Rapids Project - 3 Phases

<p>Project: Wood County S&amp;A, Sec. 7, T22N-R5E City of Wisconsin Rapids, Wood County</p>	<p>Wetland Delineation Map Surveyed November 25, 2017 Drafted December 18, 2017</p>	<p>Created by: Star Environmental, Inc. PO Box 424 Marathon, WI 54448 Phone (715) 443-6115 Fax (715) 443-6118 Email: StarEnviro@starinc.com</p>
---	---	---



Scale: 1" = 150' Unless Noted  
This is not a certified survey map

Legend:

- Sample Point
- Wetlands
- Start/End Wetland Boundary
- Study Area
- Bar-Water (Rich, no water present)



Comments from the County Clerk  
March 2018 Executive Committee Meeting

The February 20<sup>th</sup> 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 7<sup>th</sup>, 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 1<sup>st</sup>, 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 21<sup>st</sup>. 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  
Page 2

Several meetings with architect and Human Services staff regarding Edgewater capital improvement projects for 2018. Bids were opened on February 19<sup>th</sup> but clarification of bids was requested. Bids with clarifications were reviewed at a March 1<sup>st</sup> 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.

**AD HOC PROPERTY COMMITTEE  
MINUTES**

**DATE:** Tuesday, February 6, 2018  
**TIME:** 11:00 a.m.  
**PLACE:** Room 114, Wood County Courthouse  
**PRESENT:** Al Breu, Ken Curry, Brad Kremer, Michael Feirer, Joe Zurfluh  
**OTHERS PRESENT:** Reuben Van Tassel, Jason Grueneberg, Marla Cummings, Lacey Bell, Heather Gehrt, Kim McGrath, Amy Kaup, Steve Kreuser, Dennis Polach

The meeting was called to order by Chairman Breu.

**Public Comments** – No public comments.

**Review/Approve Minutes**

**Motion (Curry/Feirer) to approve the minutes from the January 16, 2018 Ad Hoc Property Committee meeting. Motion carried.**

**Update on Properties for Sale**

Gehrt is assisting with the sale of the Airport Avenue property. Bid packets were published and an open house of the property is scheduled for February 21<sup>st</sup>.

Van Tassel informed the Committee that Emergency Management will be finishing up this week on paint touch ups, cleaning, etc. in preparation to list the building at 2611 12<sup>th</sup> Street South for sale. Grueneberg stated that it was shown to an interested party but he has not heard from them since. An appraisal of the property is being done today.

Grueneberg had a follow up conversation with the interested party<sup>7</sup> regarding the 17<sup>th</sup> Avenue property regarding purchasing more than the original 7.7 acre portion they expressed interest in. They may consider doing three different developments on the property and are trying to work with the City of Wisconsin Rapids for incentives if they should do so. Discussion was held regarding the potential buyer purchasing the original parcel with an option to buy the rest.

**Courthouse and River Block Space Needs**

Van Tassel stated he has heard some pushback to the original plan to move HR and Finance to River Block and Emergency Management to the HR offices in the Courthouse including integration with other departments and opinions of several County Board members in opposition of the plan. Other options need to be explored. Cummings stated that in her opinion HR and Finance do not need to be together once payroll is moved to Finance. She does need a conference space for auditors and meeting with departments that have questions or issues and feels her new space should be large enough to accommodate a possible fourth employee as well as all the records currently being stored under the stairway on first floor of the Courthouse. If Finance is moved to River Block, a fireproof cabinet could

be used to store blank checks and arrangements made to deliver checks to the Treasurer's office for mailing on check run days. McGrath feels that the current space occupied by HR is ideal for the department and does not feel moving them to River Block is the best scenario. HR works more closely with departments housed in the Courthouse and accessibility to the office is better at the Courthouse than it would be at River Block on the third floor. McGrath is also concerned with confidentiality being problematic at River Block due to the thin walls and lack of soundproofing. Van Tassel acknowledged that soundproofing has been an ongoing issue in that building but feels it would be easy to include sound barriers when new walls are constructed. If HR would not move to the other building, then a different space would need to be found in the Courthouse for Emergency Management. The space EM vacated is in need of a lot of work to become offices again and perhaps would be better utilized as storage. Consensus of the Committee is that Human Resources and Finance offices should be moved to the River Block building. Van Tassel will meet with Cummings and McGrath to come up with office layouts that will work for both departments in that space.

**Motion (Kremer/Feirer) to recommend moving Human Resources and Finance to the currently vacant space on the third floor of the River Block building, and move Emergency Management to the current Human Resources office in the Courthouse. Motion carried.**

Discussion was held regarding the reserve courtroom space on third floor of the Courthouse and whether all the space on third floor would be used up with the addition of a fourth courtroom in the future. Currently the District Attorney's office is in need of more space, and there is also talk of moving Victim Witness and possibly Corporation Counsel to the third floor, especially in light of the request of Peter Kastenholz to add a part time legal secretary to his staff. For security reasons it would make sense to designate the third floor for judicial related departments only.

**Motion (Curry/Feirer) to designate the third floor of the Courthouse as judicial related departments only for potential security issues. Motion carried.**

The next meeting of the Ad Hoc Property Committee will be held on Tuesday, February 20<sup>th</sup> immediately following County Board.

**Chairman Breu declared the meeting adjourned at 12:05 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.

**AD HOC PROPERTY COMMITTEE  
MINUTES**

**DATE:** Tuesday, February 20, 2018

**TIME:** 11:30 a.m.

**PLACE:** Room 114, Wood County Courthouse

**PRESENT:** Al Breu, Ken Curry, Brad Kremer, Michael Feirer, Joe Zurfluh

**OTHERS PRESENT:** Reuben Van Tassel, Jason Grueneberg, Marla Cummings, Heather Gehrt, Kim McGrath, Peter Kastenholz, Jodi Friday, Matt Lippert, Amy Kaup, Steve Kreuser, Brandon Vruwink, Cindy Robinson, Lance Pliml, Bill Clendenning, Adam Fischer, Dave LaFontaine, Donna Rozar

The meeting was called to order by Chairman Breu.

**Public Comments** – No public comments.

**Review/Approve Minutes**

**Motion (Curry/Feirer) to approve the minutes from the February 6, 2018 Ad Hoc Property Committee meeting. Motion carried.**

**Review Bids for Edgewater Improvements**

Van Tassel stated that bids for the Edgewater improvements were opened on 2/19, but after discussion regarding the desired work to be done and what monies are available they are asking bidders to break down their base bids and are giving them one week to do so. There was some confusion as to which parts of the project were top priorities and what could be alternates. It is preferred to keep the bids confidential until the clarifications are received.

**Update on Properties for Sale**

Van Tassel informed the Committee that there will be an open house at the Airport Avenue property on 2/21 from 12 - 4. Bidding closes on 2/23.

Grueneberg updated the Committee on the 2611 12<sup>th</sup> Street South property. Emergency Management finished up on paint touch ups, cleaning, etc. in preparation to list the building at 2611 12<sup>th</sup> Street South for sale. Appraisal Consultants appraised the property at \$715,000. Consensus of the Committee was to move forward with listing the property for sale by putting a large sign up at the property and putting it on the County website with a starting price of \$715,000.

Grueneberg stated that the wetland delineation of the 17<sup>th</sup> Avenue property is complete and that a housing developer continues expressing interest in purchasing 7.7 acres for \$15,500 per acre. Grueneberg expects to receive a proposal from the developer shortly which would also include a right of first refusal on some or all of the remaining property.

### **Discuss Design Build Construction Method Resolution**

Van Tassel handed out a summary and example resolution. Rock County is leading the charge asking legislators to introduce and support legislation authorizing counties to utilize the Design Build option for public work construction projects and update statutory dollar limits on bidding out projects. Discussion ensued and it was the consensus of the Committee to forward the proposed resolution on to the Executive Committee for further consideration.

### **Courthouse and River Block Space Needs**

Van Tassel handed out a list of Courthouse security upgrades compiled by the Security Committee which breaks down the process into 3 steps and estimated costs of each step. Most of the upgrades stem from the US Marshall's recommendations. Step 1 of securing the Branch 1 entrance is currently in the works. Not included in the list is staffing the proposed security station on the 1<sup>st</sup> floor which could be potentially done by hiring retired police officers.

Van Tassel handed out layouts of the three floors of the Courthouse with available space indicated on each. Discussion was held about the possibility of moving the UW Extension office to River Block to open up more space in the Courthouse. Lippert and Friday from UW Extension voiced their concerns with such a plan as the office relies heavily on their kitchen access so a complete kitchen would need to be constructed at River Block if they were moved there. Also there is a fair amount of foot traffic in and out of the office both by employees and community members. Consensus of the Committee is that it would make no sense to move UW Extension from their current location. Lippert did ask that some maintenance be done in their offices as their electrical is very outdated and there are not enough outlets in the offices.

Kreuser stated he would be willing to move the Emergency Management offices back down to their location on the 1<sup>st</sup> floor of the Courthouse if the issues with air quality and water leakage were properly addressed and windows that were closed up years ago were re-opened. He would also request that he obtain the current Credit Union location as well which would require finding a new location for that office. On a temporary basis, the Credit Union could possibly go in the recently vacated Veterans temporary file storage room or at the other end of the 1<sup>st</sup> floor in what used to be the IT Help Desk area. Kremer questioned why the Committee isn't just moving forward with relocating HR to River Block and putting EM in that space. He brought up the shared employee between EM, IT and Dispatch; Cummings stated that a shared employee is not a valid argument for putting EM on the second floor as Finance and Maintenance currently share an employee and Finance is moving to River Block and also Child Support and Human Services share an employee and are housed in separate buildings. Regardless of what ends up in the 1<sup>st</sup> floor EM offices, issues in that area need to be addressed and fixed.

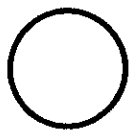
**Motion (Curry/Zurfluh) to proceed with demolition in the EM office area and report back to the Committee at the next meeting what issues are found and costs to resolve them. The Credit Union will be relocated to a temporary location that will meet their needs on the 1<sup>st</sup> floor. Motion carried.**

Cummings questioned why moving of the Finance offices to River Block cannot move forward right away despite the uncertainty if HR needs to move depending on the outcome of the EM demo and fact gathering. Consensus of the Committee is to recommend to the Executive Committee to continue the plan to relocate the Finance offices to the 3<sup>rd</sup> floor of River Block as soon as possible and put the remainder of the buildout on hold.

The next meeting of the Ad Hoc Property Committee will be held on Tuesday, March 20<sup>th</sup> immediately following County Board.

**Chairman Breu declared the meeting adjourned at 1:15 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.



## RESOLUTION#

Introduced by

Executive Committee

Page 1 of 1

ITEM#

DATE

March 20, 2018

Effective Date

March 20, 2018

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

## EXECUTIVE SUMMARY

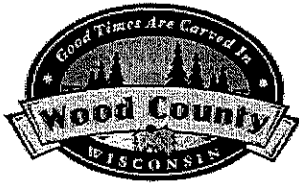
Under § 59.52(29), Wis. Stats., county construction contracts that exceed \$25,000 must be awarded to the lowest responsible bidder using the competitive bidding process. In addition, if the estimated public work is between \$5,000 and \$25,000, the County must give a Class I notice before it contracts for such work. These dollar limits have been in place for decades and are unrealistic and need to be updated to a more current number.

Under the current practice, an architect first designs the construction project, construction designs are then let for bid and contractors submit bids to construct the project based on those design plans. There are inherent disadvantages to a competitive bidding process. Most notably are the lengthy processes and the incentive to low-ball the bid and make up the difference through change orders. Though change orders are a normal condition of any construction project, currently they have become an income generating tool. The time and effort required in negotiating change orders is significant and increases the overall cost of the project.

Another problem is performance quality. If the project is completed and has been done in either a substandard method or with substandard materials in order to meet the low ball bid, the overall project suffers and actual cost is then again increased. We need to have contractors that are willing to prepare fair and accurate proposals for the work and live up to those terms. This also includes the architects and those associated with the preparation and completion of any given project. Design Build concepts allow for that process to happen.

Many of the projects involved in these situations represent millions of dollars and have long-term effects upon counties in the term of operation and maintenance of facilities. This in turn is reflected in taxation of residents and the ability for the county to provide necessary services. We need to have a more affective process in establishing and choosing the appropriate bid for these county projects. Allowing Design Build benefits not only the County, but also the taxpayers.





# 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 - Sheriff's – 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.



# 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 Employee Wellness Update**

March 6<sup>th</sup>, 2018 Submitted: Adam Fandre

### 2018 Employee Wellness Program

**New Hire Orientation-** Continue to promote and encourage new hires to participate in the 2018 Wellness year.

### **Portal Updates-**

503 participants have completed the biometric screening requirement

362 participants have completed both the biometric screening and health risk assessment

189 participants received quarter 5 payouts

### **Wellness Committee Updates-**

- New Wellness Champs welcomed aboard.
- 2018 Wellness Program Planning and Promotion.
- Continued discussion of Quarter 2 Wellness Challenges area of focus. Physical activity or some sort of variation of the Walking Challenge was agreed upon as being vital after winter months.
- Created and distributed monthly fliers/handouts on a variety of health topics (stress relief, physical activity, portion control, stretching, resistance training, etc) in place of Health Fair.
- Revisited wellness coupons redeemable for points and made adjustments based on experiences. Decided to create three new wellness coupons to have on rotating basis.
- Continued conversation of aligning on-site massage therapists through Secondary Traumatic Stress Committee with Wellness Program.
- Discussion how to color code vending machines to make the healthy choice the easy choice.
- Jenna Otterholt, Regional Tobacco Coordinator of Marathon County, was invited to sit in next meeting to discuss further possibility/steps of going 100% tobacco free.

### **Wellness Board Updates-**

- 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.
- Discussion of this reimbursement for fitness memberships 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.
- Adam shared the offering of onsite chair massages. There was consensus that the onsite chair massages are encouraged but not eligible for Wellness points.
- Ms. Liegl and Ms. Livernash shared self-care 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.
- It was reported that the price of sanitary stands is \$300. 7 stands would be needed to place on at each County building entrance. The Chair will email the Maintenance Director to inquire about obtaining these stands.

### **Coordinator Monthly Updates-**

- Working extensively with ManageWell's support team to ready portal for 2018 Wellness Year (biometric calendars, staffing, room reservations, equipment, etc).

- Crafting monthly Lunch & Learn quizzes for portal and hard-copies for Parks and Forestry and Highway department.
- Coordinated presenters for May & June Lunch & Learns.
- Livestreamed February Lunch & Learn to Annex & Health center with the help of IT department.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees.
- Meeting with department heads to discuss ergonomic assessment results and recommendations.
- Coordinating with Wood County vending machine vendors to include healthy options/alternatives at courthouse and Norwood Health Center.
- Updated Wellness bulletin boards with handouts from Wellness Board and Committee.
- Planning/crafting/designing Wellness Program activities for 2018.
- Serving on Secondary Traumatic Stress Committee.
- Communicating Quarter 1 reminders about deadlines, how-to's, and assisting both spouses and employees in completing their biometric screening and health risk assessment.
- Traveling to off-site Wood County locations to assist with health risk assessment completion.
- Assisting with on-site biometric screenings at various Wood County locations.
- Working with Jean Breen on facilitating "Mindset for Weight Management" for Wood County employees. Sessions are recorded and uploaded to YouTube/ManageWell similarly to Lunch & Learns.
- Coordinating with on-site massage therapists through Secondary Traumatic Stress Committee to expand to all of Wood County.
- Helping with portal support.

#### Wellness Activities-Going on Now

**Biometric Screening:** Involves height, weight, pulse, blood pressure, and a fasting blood draw to collect full lipid panel, glucose, and hemoglobin A1C, if necessary.

**Health Risk Assessment:** A simple questionnaire about your health that takes less than 15 minutes to complete. This will be completed on your confidential, personal wellness portal. The purpose of the HRA is to evaluate the level and nature of health risks and provide recommendations for improving your overall health.

#### Enclosures:

February 8<sup>th</sup>, 2018 Wellness Board Meeting Minutes

February 27<sup>th</sup> 2018 Wellness Committee Meeting Minutes

## **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 of 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 on 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 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



**Name of Meeting:** Wellness Committee Meeting Agenda  
**Date:** 2/20/2018

**Location:** HSD RB 130 Large Training Conf Room

**Time Called to Order:** 1:30 p.m.

**Time Adjourned:** 2:35pm

**Call in Number:** \*8408

**Members Present/Call in**

Present: Adam F, Lisa K, Dawn S, Kristi E, Danielle W, Anna M, Sandra G, Maria L, Janet and Jenna O from Marathon County Health Dept  
 Phone: Ryan S and Amber F

**Members Absent:**

**Recording Professional:**  
 Danielle W

**Next Meeting:**

- Date: 3rd Tuesday of each month, Mar 20th, 2018
- Time: 1:30pm
- Location: TBA
- Call in #: \*8408

AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY
<b>New Champ</b>	<ul style="list-style-type: none"> <li>• Welcome Anna Morehouse</li> </ul>		All
<b>Tobacco Free</b>	<ul style="list-style-type: none"> <li>• 100% tobacco free at Wood County locations</li> </ul>	<p>-Was discussed at recent board meeting; having push back from Norwood Administrator due to numerous concerns LTC Patient backlash, staff being offsite in event of emergency, campus upkeep from cigarettes, etc.</p> <p>-Jenna O will connect us with The Center for Tobacco Research and Intervention to provide us with resources, Q&amp;A, and outreach based on how other facilities in the state have implemented smoke free campuses. Adam will keep us updated</p>	Adam/Jenna Otterholt/All
<b>Bulletin Boards</b>	<ul style="list-style-type: none"> <li>• Process for Wellness point coupons – feedback after starting?</li> <li>• Next topic(s)?</li> </ul>	<p>-Coupons are going over well at all locations and have increased staff awareness of the wellness bulletin boards at locations. Staff who find a coupon may use one per quarter. Wellness champs to continue periodically placing the coupons on the boards.</p>	Adam/All
<b>Vending Machines</b>	<ul style="list-style-type: none"> <li>• Updates from Don</li> <li>• Color coding</li> </ul>	<p>-Don has placed many healthy items in the vending machines that we requested; however, many of those items are not selling. Adam and Don to have further discussions about more “yellow” food options for now as seem to be a happy medium for green and red items- we will see how these do for sales.</p> <p>-Adam has put color coding in the vending machines, very time consuming- he will discuss with Don about keeping color coded rows consistent since he switches out snack options so frequently.</p> <p>-Wellness committee members may consider taking notice of what snack options are available in other community vending machines and report back to the committee; especially of healthier non-perishable options.</p>	Adam/All
<b>Massages</b>	<ul style="list-style-type: none"> <li>• County wide massages</li> <li>• Setting up at courthouse, Edgewater and Highway Department</li> </ul>	<p>-Wellness Board approved the massages at each location to make it fair; initially started at River Block and City Hall as part of STS committee initiative.</p> <p>-Adam is having meeting with Holly Skerven (LMT) to coordinate times and dates for some of the other locations in Wisconsin Rapids.</p> <p>- Adam is to identify contact persons at Courthouse, HWY Dept and Edgewater for room reservations</p>	Adam/All
<b>Lunch &amp; Learns</b>	<ul style="list-style-type: none"> <li>• Feedback from livestreaming at Norwood</li> <li>• Edgewater next?</li> </ul>	<p>-The first couple attempts have gone over well. Employees from City Hall and Cornerstone have joined at Norwood for the live stream. The main challenge is coordinating a tech person set up the equipment for the streaming.</p> <p>-Since this has gone over well at Norwood, will work on live streaming at Edgewater next. Adam to coordinate.</p>	Adam/All

<b>Mindset for Weight Management</b>	<ul style="list-style-type: none"> <li>• New Wellness activity</li> </ul>	-There will also be additional group sessions offered 2 <sup>nd</sup> quarter for the "Mindset for Weight Management" run by Jeanie Breen because the initial presentation had such a good response. The sessions will not be recorded and will encourage a more intimate discussion and participation type atmosphere about weight management. 4 sessions will be offered live a River Block for Wis Rapids employees; 4 sessions will be live streamed to Marshfield location (Norwood). Each session will be worth 50 wellness points and RSVP is required. The committee reviewed the email that Adam drafted- no revisions were made- Adam will disburse the email to all county employees this week.	Adam/All
<b>Quarter 2 Wellness Challenge</b>	<ul style="list-style-type: none"> <li>• Overview/feedback</li> </ul>	-Wellness activity for quarter 2 will be a physical activity challenge that will relate to the walking challenge in some way- details not complete yet. Possible slogan will be "Spring into Spring". Look for upcoming emails from Adam.	
<b>How to Get Wellness Word Out &amp; Increase Participation</b>	<ul style="list-style-type: none"> <li>• Identified locations whose participation rates are lowest, will try to reach out to these areas.</li> <li>• Update on department interactions (who talked to who)</li> </ul>	-ran out of time	All
<b>Other</b>	Any other items?	-ran out of time	Adam/All

## 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

<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>	<u>ESTIMATED</u>	<u>RETURNED</u>
\$ 429,486.00	\$ 345,693.44	\$ 83,792.56	\$ 395,442.00	\$ 49,748.56

### REVENUES

<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>	<u>ESTIMATED</u>	<u>RETURNED</u>
\$ 440,910.00	\$ 607,043.58	\$ 166,133.58	\$ 465,918.00	\$ 141,125.58

<b>FINAL AMOUNT RETURNED</b>	<b>\$ 190,874.14</b>
------------------------------	----------------------

- 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	<u>\$ 5,625.00</u>

\$ 65,318.00

15% Contingenecy \*\* \$ 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

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 2<sup>nd</sup> 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](mailto: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 15<sup>th</sup>**
2. Departmental submission of project request forms to the Finance Department no later than **March 30<sup>th</sup>**
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 15<sup>th</sup>**
2. Departmental submission of project request forms to the Finance Department no later than **February 15<sup>th</sup>**
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	FUTURE TOTAL
	Planning/Design						-	
	Land Acquisition						-	
	Construction/Maintenance						-	
	Equip/Vehicles/Furniture						-	
	Other						-	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Funding Sources

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

OPERATIONAL IMPACT/OTHER

--

Operating Budget Impact

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

**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

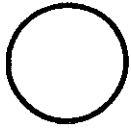
#3

#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			-
	\$ -	\$ -	\$ -



## RESOLUTION#

Executive Committee

ITEM#

DATE

March 20, 2018

Upon Passage and

Effective Date

publication

Introduced by

Page 1 of 1

Committee

<b>Motion:</b>	Adopted: <input type="checkbox"/>
1 <sup>st</sup>	Lost: <input type="checkbox"/>
2 <sup>nd</sup>	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> , 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

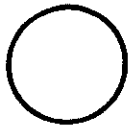
WHEREAS the functions making the transfer out Human Services Norwood SNF/BI (54325), Human Services Norwood Inpatient (54326) and Human Services Norwood Plant Operations and Maintenance (54351) are not expected to expend all amounts appropriated during the adoption of the 2017budget, and

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.

( )



## RESOLUTION#

Introduced by  
Page 1 of 1

EXECUTIVE COMMITTEE

ITEM#

DATE March 20, 2018

Effective Date March 20, 2018

Committee

BLN

<b>Motion:</b>	Adopted: <input type="checkbox"/>
1 <sup>st</sup> _____	Lost: <input type="checkbox"/>
2 <sup>nd</sup> _____	Tabled: <input type="checkbox"/>
No: _____ Yes: _____	Absent: _____
Number of votes required:	
<input 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

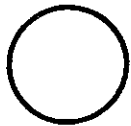
**WHEREAS,** these carry over excess revenues would be used to provide these updates.

**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.





## RESOLUTION#

ITEM#

1-

DATE

March 20, 2018

Effective Date

Upon Passage

Introduced by

Executive Committee

Page 1 of 1

Committee

MAC

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

12-dt1/1

# WOOD COUNTY

## POSITION DESCRIPTION

<b>Name:</b>	Vacant	<b>Department:</b>	Finance	
<b>Position Title:</b>	Accounts Payable Administrator	<b>Pay Grade:</b>	8	<b>FSLA:</b> N
<b>Reports To:</b>	Finance Director	<b>Job Classification:</b>	Non-exempt	
<b>Date:</b>	February 2018	<b>Job Code:</b>	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.

13-01-1/4

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

3/1/2018

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

		<u>2017</u>	<u>2016</u>
	<b>ASSETS</b>		
	<b>Cash and Investments</b>		
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
	<b>Total Cash and investments</b>	<u>26,890,912.77</u>	<u>26,249,992.30</u>
	<b>Restricted Cash</b>		
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
	<b>Total Restricted Cash</b>	<u>1,945,924.98</u>	<u>1,510,942.94</u>
	<b>Receivables-Current Property Taxes</b>		
12100	Current Property Taxes Receivable	25,645,905.49	25,712,835.99
	<b>Receivables-Delinquent Property Tax</b>		
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
	<b>Total Receivables-Del Prop Taxes</b>	<u>3,289,914.77</u>	<u>3,514,639.86</u>
	<b>Receivables-Miscellaneous</b>		
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

3/1/2018

**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>
	<b>Due from Other Governments</b>		
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

3/1/2018

**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
	<b>Inventories</b>		
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>
	<b>Prepays</b>		
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>
	<b>Fixed Assets</b>		
	<b>Land and Land Improvements</b>		
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>
	<b>Buildings &amp; Improvements</b>		
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>
	<b>Machinery and Equipment</b>		
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



12-c/3

3/1/2018

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

		<b>2017</b>	<b>2016</b>
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>
	<b>Accumulated Depreciation</b>		
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>
	<b>Construction Work in Progress</b>		
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>
	<b>Advances to Other Funds</b>		
17160	Advances to Other Funds	<u>42,598.66</u>	<u>42,598.66</u>
	<b>TOTAL ASSETS</b>	<b><u>165,564,876.87</u></b>	<b><u>165,724,886.30</u></b>
	<b>Deferred Inflow of Resources</b>		
19200	Related to pensions-WRS	<u>17,658,922.02</u>	<u>17,658,922.02</u>
	<b>TOTAL ASSETS and DEFERRED OUTFLOWS OF RESOURCES</b>	<b><u>183,223,798.89</u></b>	<b><u>183,383,808.32</u></b>
	<b>LIABILITIES</b>		
	<b>Vouchers/Accounts Payable</b>		
21100	Accounts (Vouchers) Payable	1,798,116.30	1,993,641.65
21000	Payroll Clearing Account	(2,614.88)	380.00
	<b>Other Current Liabilities</b>		
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>
	<b>Current Portion of Long-Term Debt</b>		
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>
	<b>Payroll Withholdings</b>		
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

12-e/4

3/1/2018

**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>
	<b>Accrued Interest</b>		
21600	Accrued Interest Payable	106,680.74	106,680.74
	Total Accrued Interest	<u>106,680.74</u>	<u>106,680.74</u>
	<b>Accrued Payroll</b>		
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>
	<b>Accrued Vacation &amp; Sick Leave</b>		
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>
	<b>Special Deposits</b>		
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>
	<b>Due to Other Governments</b>		
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

12-e/5

3/1/2018

**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>
	<b>Deferred Property Taxes</b>		
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>
	<b>Other Deferred Revenue</b>		
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>
	<b>General Obligation Debt</b>		
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>
	<b>Long-Term Employee Benefits</b>		
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>
	<b>Advances from Other Funds</b>		
29770	Advances from Other Funds		42,598.66
	<b>TOTAL LIABILITIES</b>	<u>74,126,161.22</u>	<u>74,500,926.51</u>
	<b>Deferred Inflows of Resources</b>		
29200	Related to pensions-WRS	6,611,953.51	6,611,953.51
	<b>TOTAL LIABILITIES and DEFERRED INFLOWS OF RESOURCES</b>	<u>80,738,114.73</u>	<u>81,112,880.02</u>
	<b>EQUITY</b>		
	<b>Investment in General Fixed Assets</b>		
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>
	<b>Retained Earnings</b>		
33900	Retained Earnings-Unreserved	(5,215,628.78)	3,921,831.91
	<b>Fund Balance-Nonspendable</b>		
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>
	<b>Fund Balance-Restricted</b>		

12-2/6

3/1/2018

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

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

3/1/2018

12-e/7

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

	Actual	2017 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
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%
<b>Intergovernmental Revenues</b>				
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%
<b>Licenses and Permits</b>				
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%
<b>Fines, Forfeits and Penalties</b>				
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%)

3/1/2018

12-c/8

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

	Actual	2017 Budget	Variance	Variance %
<b>Public Charges for Services</b>				
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%
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%
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%
<b>Total Public Charges for Services</b>	<b>17,221,732.12</b>	<b>19,564,191.00</b>	<b>(2,342,458.88)</b>	<b>(11.97%)</b>
<b>Intergovernmental Charges for Services</b>				
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%

3/1/2018

12-2/9

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

	Actual	2017 Budget	Variance	Variance %
47250 Intergovernmental Transfer Program Rev	558,400.00	589,760.00	(31,360.00)	(5.32%)
47300 Local Gov Chgs	475,907.92	494,154.00	(18,246.08)	(3.69%)
47310 Local Gov Debt Service Charges		22,000.00	(22,000.00)	(100.00%)
47320 Local Gov Chgs-Public Safety	27,526.30	32,000.00	(4,473.70)	(13.98%)
47330 Local Gov Chgs-Transp	1,137,826.15	1,075,471.00	62,355.15	5.80%
47332 Local Gov Chgs-Roads	275,488.31	377,467.00	(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	21,050.00	35,121.50	166.85%
47360 Local Gov Chgs-Other Governments		6,996.00	(6,996.00)	(100.00%)
47391 Local Gov Chgs-BNI (Materials)	2,642.53	5,000.00	(2,357.47)	(47.15%)
47392 Local Gov Chgs-BNI (Staff)	412.50	1,250.00	(837.50)	(67.00%)
47393 Local Gov Chgs-Work Relief	4,804.80	3,500.00	1,304.80	37.28%
47395 Local Gov Chgs-EM Vehicles	5,800.83	4,500.00	1,300.83	28.91%
47396 Local Gov Chgs-EM Equipment	2,253.50	800.00	1,453.50	181.69%
Total Charges to Other Governments	7,190,047.55	6,978,971.00	211,076.55	3.02%
<b>Interdepartmental Charges for Services</b>				
47410 Dept Charges-Hlth Benefits & Other	9,152,813.89	9,351,977.00	(199,163.11)	(2.13%)
47411 Dept Charges-Purchasing	29,354.79	2,000.00	27,354.79	1,367.74%
47412 Dept Charges-Insurance	420,183.63	486,200.00	(66,016.37)	(13.58%)
47413 Dept Charges-Gen Govt	1,166,060.04	997,500.00	168,560.04	16.90%
47415 Dept Charges-Systems	287,837.39	285,170.00	2,667.39	0.94%
47421 Dept Charges-Public Safety	16,682.57	27,000.00	(10,317.43)	(38.21%)
47430 Dept Charges-Bldg Rent	875,013.01	872,364.00	2,649.01	0.30%
47432 Dept Charges-Rent Unified	708.00	704.00	4.00	0.57%
47435 Dept Charges-Sheriff Lockup Rent	15,996.00	16,000.00	(4.00)	(0.03%)
47436 Dept Charges-CBRF Rent		30,000.00	(30,000.00)	(100.00%)
47438 Dept Charges-Riverblock Rent	430,291.42	562,320.00	(132,028.58)	(23.48%)
47440 Dept Charges	3,398.00	3,298.00	100.00	3.03%
47460 Dept Charges-Drug Court	73,000.00	40,000.00	33,000.00	82.50%
47470 Dept Charges-Highway	3,784,731.35	3,615,000.00	169,731.35	4.70%
Total Interdepartmental Charges	16,256,070.09	16,289,533.00	(33,462.91)	(0.21%)
Total Intergovernmental Charges for Services	23,446,117.64	23,268,504.00	177,613.64	0.76%
<b>Miscellaneous</b>				
48000 Miscellaneous	165,825.30		165,825.30	0.00%
48100 Interest	300.17	220.00	80.17	36.44%
48110 Interest-Capital Projects	1,404.58	1,395.00	9.58	0.69%
48113 Unrealized Gain/Loss on Investment	(30,423.76)	40,000.00	(70,423.76)	(176.06%)
48114 Interest-Investment	134,526.68	86,000.00	48,526.68	56.43%
48115 Interest-General Investment	79,895.72	25,000.00	54,895.72	219.58%
48116 Interest-Section 125 & Health	338.18	1,003.00	(664.82)	(66.28%)
48117 Interest-Clerk of Courts	270.47	300.00	(29.53)	(9.84%)
48200 Rental Income	130,363.82	140,124.00	(9,760.18)	(6.97%)
48201 Rental Income- CSP/CCS	50,400.00	50,400.00		0.00%
48300 Gain/Loss-Sale of Property	32,611.21	55,500.00	(22,888.79)	(41.24%)
48301 Occupational Therapy Misc Rev		100.00	(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	500.00	5,029.20	1,005.84%
48340 Gain/Loss-Sale of Salvage and Waste	6,938.24	6,700.00	238.24	3.56%
48440 Insurance Recoveries-Other	1,507,728.92	412,000.00	1,095,728.92	265.95%
48500 Donations	4,047,643.06	397,050.00	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	6,000.00	(2,015.48)	(33.59%)
48525 Donations-Sheriff Trust	16,766.25		16,766.25	0.00%
48540 Donations & Contributions	137,834.61	85,402.00	52,432.61	61.40%
48830 Recovery of PYBD & Contractual Adj	40,612.23	32,000.00	8,612.23	26.91%
48860 Revenue from Meals	20,966.47	16,900.00	4,066.47	24.06%
48880 Food Vending Machine Income	4,553.00	4,500.00	53.00	1.18%
48900 Other Miscellaneous Revenue	64,798.12	46,895.00	17,903.12	38.18%
48901 Other/Miscellaneous Revenue	7,237.84		7,237.84	0.00%
48910 Vending/Cafeteria Revenue	7,953.24	7,400.00	553.24	7.48%
48920 Vending Machine Revenue	4,315.22	9,000.00	(4,684.78)	(52.05%)
48940 Canteen Income	47.00	500.00	(453.00)	(90.60%)
48960 FSP Parental Fees	822.00	1,200.00	(378.00)	(31.50%)

3/1/2018

12-e/10

**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%
<b>Other Financing Sources</b>				
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%
<b>TOTAL REVENUES</b>	<b>111,824,794.29</b>	<b>102,690,505.76</b>	<b>9,134,288.53</b>	<b>8.89%</b>

**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%



3/1/2018

12-c/11

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

3/1/2018

12-c/12

**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%
<b>Capital Outlay</b>				
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 UW 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%)
<b>Debt Service</b>				
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%
<b>Other Financing Uses</b>				
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%)
<b>TOTAL EXPENDITURES</b>	<b>108,661,376.78</b>	<b>111,255,091.76</b>	<b>2,593,714.98</b>	<b>2.33%</b>
<b>NET INCOME (LOSS) *</b>	<b>3,163,417.51</b>	<b>(8,564,586.00)</b>	<b>11,728,003.51</b>	<b>(136.94%)</b>



# 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 5<sup>th</sup>. 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 19<sup>th</sup>.
- Participated in interdepartmental payroll transition meeting on February 7<sup>th</sup>, 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 15<sup>th</sup> pay date. Along with Finance, prepared and distributed a communication to all employees regarding the transition.
- Attended the Wellness Board Meeting on February 8<sup>th</sup>.
- Attended the monthly Stevens Point Area Human Resources Association "Lead the Way to Picture Perfect Change" Seminar in Stevens Point on February 14<sup>th</sup>.
- Attended the quarterly Central Wisconsin Human Resources Directors Meeting at Rib Mountain Town Hall on February 22<sup>nd</sup>.
- Attended the Quarterly "Project Search" meeting at Riverview Hospital on February 22<sup>nd</sup> 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 8<sup>th</sup>. 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 26<sup>th</sup>.
- 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.

<b>Refilled Position</b>	<b>Department</b>	<b>Position</b>	<b>Status</b>
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

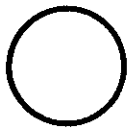
#### **HR Assistant – Kelli Quinnell**

- 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#

DATE March 20, 2018Effective Date Upon Passage & Publication

Motion: Adopted: ☐  
1<sup>st</sup> \_\_\_\_\_ Lost: ☐  
2<sup>nd</sup> \_\_\_\_\_ Tabled: ☐  
No: \_\_\_\_\_ Yes: \_\_\_\_\_ Absent: \_\_\_\_\_

Number of votes required:

☒ Majority ☐ Two-thirds

Reviewed by: \_\_\_\_\_, 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.

**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."

		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			

( )

Adopted by the County Board of Wood County, this \_\_\_\_\_ day of March 20 18.

County Clerk

County Board Chairman



## **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.

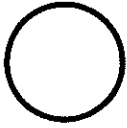
### **Agreement for Continued Employment**

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.

If 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

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

{ }

Adopted by the County Board of Wood County, this \_\_\_\_\_ day of March 20 18 .

County Clerk

County Board Chairman



## 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.

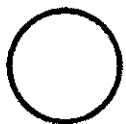
### **References**

<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://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  
Page 1 of 2

Executive, Judicial &amp; Legislative, and Public Safety Committees

LAD

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

**INTENT & SYNOPSIS:** To make the Post Employment Health Plan (PEHP) available to elected county department heads who were county employees immediately prior to their taking elective office.

**FISCAL NOTE:** Pursuant to GASB rules, the county has been setting aside 2% of an employee's base pay for the PEHP benefit. Since an elective official doesn't receive or accrue sick time during their term(s) in office, there would be no additional cost to the county during the term of office but by allowing retiring elected officials to draw on the pool of PEHP funds, there is an unknown financial impact on the PEHP funds and, therefore, the county.

		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 Employee Policy Handbook provides for the ability of county employees who have worked for the county for 15 consecutive years and who qualify for WRS retirement benefits to convert up to 100 days of unused sick days into a personal fund that can be used for future health and dental insurance premiums, and

**WHEREAS**, elected county department heads are not covered by the Employee Policy Handbook or the PEHP benefits described therein, and

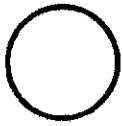
**WHEREAS**, several committees of the county that oversee elected department heads have considered the matter and feel that it is advantageous to the county to have long-term employees who are knowledgeable about the job duties of the elected department head positions apply for appointment to and election to these elected department head positions and, therefore, it

would be preferable to not have them lose their PEHP benefits upon taking office, and

**WHEREAS**, the committees are aware that Wis. Stat. s. 59.22(1)(a) does not allow the county to increase nor diminish the compensation package, including benefits, of an elected department head during their term of office. Although counsel has advised that, in his opinion, it is acceptable for the county to treat elected officials as it does other employees in modifying insurance benefits during their respective terms of office and even to allow them the same cost of living changes granted to other employees, the adding of a benefit to an elected position that was not available to it when the occupant commenced their term of office simply contravenes the statute; therefore, the granting of this PEHP benefit to elected department heads would only become effective upon new terms of office, and

**WHEREAS**, counsel has also advised that though there are elected department heads who have worked for the county for a number of years in a standard employee capacity and have now been elected to one or more terms of office, so long as the county makes the PEHP benefit available to the elected department head positions prior to the time nomination papers can first be taken out for the next term of office, the benefit can be applied retroactively to anyone seeking the office, if the county board so desires.

WOOD COUNTY



ITEM# 1-

DATE March 20, 2018

RESOLUTION# \_\_\_\_\_ Effective Date: See below

Introduced by Executive, Judicial & Legislative, and Public Safety Committees  
Page 2 of 2

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** as follows: Commencing their next full term of office, the Post Employment Health Plan (PEHP) is available to persons elected to or appointed to the office of an elected county department head if they were a county employee for 15 consecutive years immediately prior to taking their elected county position.