

EXECUTIVE COMMITTEE

DATE: Tuesday, December 5, 2017
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. Discussion and direction regarding homeless shelter in Marshfield.
6. Resolution regarding communications tower on UW Marshfield/Wood County Campus
7. **County Clerk**
 - (a) Review letter of comments
8. **Maintenance**
 - (a) Review letter of comments
9. **Safety & Risk Management**
 - (a) Review letter of comments
10. **Information Technology**
 - (a) Review letter of comments
 - (b) Resolution for Social Media Policy
 - (c) Correspondence
 - (i) Security Awareness Newsletter
11. **Wellness**
 - (a) Wellness Updates
12. **Treasurer**
 - (a) Review letter of comments
13. **Finance**
 - (a) Review letter of comments
 - (b) Introduction of Lacey Bell, new Deputy Finance Director
 - (c) Resolution for Committed and Assigned Fund Balances (non-lapsing)
 - (d) Resolutions to amend 2017 budget
 - 1) County Aid to Libraries (55112) from Contingency
 - 2) Humane Officer (54129) from Contingency
 - 3) Emergency Management Admin (52520) from program revenue
 - 4) Building Numbering (52530) from program revenue
 - 5) Finance (51510) from Contingency
 - 6) PC Replacement (51452) from fund balance
 - 7) Capital Projects Debt Issuance Costs (58295) from debt proceeds
 - 8) Highway Functions from program revenue and other expense
 - 9) Health WIC (54122) and Dental Sealants (54130) from program revenues
 - (e) Update on transfer of payroll project
 - (f) Correspondence
 - Budget and actual reports for 11 months ended November 30, 2017
14. Committee may go into closed session pursuant to 19.85(1)(c) Wis. Stats. with regards to compensation and 19.85(1)(e) Wis. Stats with regards to investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session, for discussion of recruitment of the Outpatient Psychiatrist position.

15. Return to open session
16. **Human Resources (HR)**
 - (a) Monthly Letter of Comments
 - (b) Health Insurance Presentation – Tim Deaton, The Horton Group
17. The committee will go into closed session pursuant to Wisconsin §19.85(1)(c) to discuss performance evaluations of department heads that the committee oversees
 - (a) Finance Director (terminal evaluation)
 - (b) Human Resources Director
 - (c) Risk Management
 - (d) I.T. Director
 - (e) Maintenance
18. Return to open session
19. Consider any agenda items for next meeting.
20. Set next regular committee meeting date.
21. Adjourn

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, November 7, 2017
TIME: 8:30 a.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: Al Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner

OTHERS PRESENT (for part or all of the meeting): Reuben Van Tassel, Brenda Nelson, Cindy Cepress, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Heather Gehrt, Terry Stelzer, Sue Kunferman, Shane Wucherpennig, Cindy Robinson, Andrew Smith (US Bank), Dennis Polach, Warren Kraft, Kimberly McGrath

The meeting was called to order by Chairman Wagner.

Public Comment – No public comment

Consent Agenda

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

County Clerk Cindy Cepress reviewed her Letter of Comments.

Maintenance Manager Van Tassel reviewed his Letter of Comments, stating that he is in the process of choosing a facility management software program and has had the opportunity to visit two counties to see how their facility management software is being utilized. Chairman Wagner asked Van Tassel to present his findings to the Ad Hoc Property Committee before making a final choice.

Discussion was held regarding the Ad Hoc Property Committee meeting held on October 26. During that meeting, three motions were made regarding how to move forward with County properties located at 1010 Airport Avenue and 2611 12th Street South in Wisconsin Rapids, as well as the two CBRF properties in Marshfield. The need for a commercial appraisal on the 12th Street property was discussed and the consensus of the Committee was that the cost for appraisals would be paid out of the Maintenance Department budget.

Motion (Rozar/Pliml) to accept the three motions made at the October 26, 2017 Ad Hoc Property Committee. Motion carried unanimously.

Van Tassel requested that the Executive Committee assign space needs in both the Courthouse and River Block to the Ad Hoc Property Committee as there are still a number of items that need to be addressed in both buildings. Wagner would like the Ad Hoc Committee to prioritize the remaining space needs that need to be addressed.

Motion (Pliml/Feirer) to assign the issue of space needs to the Ad Hoc Property Committee. Motion carried unanimously.

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

The IT Letter of Comments was reviewed. IT Director Kaup gave an update on the data center move that took place last month.

The Committee reviewed a Social Media policy presented by IT. Kaup stated this policy has been a work in progress over three years. Drafts of the policy were sent to department heads and employees involved in the policy writing twice for their review.

Motion (Pliml/Breu) to accept the Social Media Policy as presented. Motion carried unanimously.

Wellness Coordinator Fandre presented the Wellness Program update. He stated there are 217 new participants in the Wellness Program.

Treasurer Gehrt reviewed her Department's Letter of Comments. Gehrt stated the software system in her Department is changing the application used by the Property Lister, creating more work and requiring more training. She budgeted to cut a half-time position but will be keeping 20 percent to make the Tax Lister I position full-time so that employee can assist the Property Lister. This change will not have an impact on her Department's budget.

Gehrt introduced Andrew Smith from US Bank. He gave a presentation on a purchase card program. Under this program, the County would have an administrator who would oversee all departments, and each department head would oversee the cards issued to employees in their departments. The administrator would be able to make real time changes to accounts as needed. Pliml stated he believes a purchase card program is a good idea but would like to have Gehrt look into other options before the County commits to one. Smith offered to set up a webinar for department heads to get more information. This issue will be addressed again at the December Executive Committee meeting.

Gehrt presented a resolution to accept offers of sale of tax deeded properties in the Town of Dexter, Town of Remington, and City of Marshfield.

Motion (Rozar/Breu) to approve the resolution to accept offers of sale of tax deeded properties in the Town of Dexter, Town of Remington, and City of Marshfield. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

A resolution to tax deed properties in the Town of Sigel and City of Wisconsin Rapids was presented.

Motion (Feirer/Henkel) to approve the resolution to tax deed properties in the Town of Sigel and City of Wisconsin Rapids. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Gehrt presented a resolution to authorize the sale of tax deed property in the Town of Grand Rapids to the former owner.

Motion (Henkel/Clendenning) to approve the resolution to authorize the sale of tax deed property in the Town of Grand Rapids to the former owner. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Gehrt discussed a parcel of land in the City of Marshfield located at the corner of N Maple Ave and Becker Road. The parcel is only 0.07 acres and has been in the County's possession since the 1980s. The neighboring property owner has been maintaining the property, not realizing the parcel did not actually belong to him. He is willing to purchase the parcel for \$1 if the County pays for removal of a dead willow tree on the lot. Gehrt received one quote for \$2,500 for tree removal. The Committee would like Gehrt to pursue additional tree removal quotes.

Motion (Rozar/Feirer) to allow the Treasurer to move forward with the sale of the property for \$1.00 after removal of a dead tree at a cost not to exceed \$2,500. Motion carried unanimously.

Gehrt presented information regarding County owned property in the Votava Subdivision in the City of Nekoosa. The property is in wetlands and a flood zone. The City has no plans to ever complete a roadway to these properties. Gehrt proposed contacting the Nekoosa School District to see if they would be interested in purchasing the properties at the cost of \$1.00 each to be used for educational/conservation purposes. The Committee directed Gehrt to move forward with contacting the Nekoosa School District.

The Finance Department Letter of Comments was reviewed.

Finance Director Martin distributed updated copies of slides to be presented at the November 14th public hearing on the proposed 2018 budget for review by the Committee.

Martin requested that an official motion be made to allow the Finance Department to accept the quote from Wipfli for the implementation of the new payroll software. The quote is for approximately \$56,000.

Motion (Breu/Clendenning) to approve entering into the agreement with Wipfli for the implementation of new payroll software. Motion carried unanimously.

Martin stated there continued to be issues with a number of payroll withholding accounts that need resolution. Wagner stated he is working with the HR Director on these issues. A meeting on November 2nd with Finance, IT, HR, and Wagner was held with the job description and duties for the new payroll position finalized. The Payroll Administrator position has been posted. Also, a Deputy Finance Director has been hired and will be joining the Department November 27th.

Break at 9:46 a.m. Meeting reconvened at 9:53 a.m.

Human Resources (HR)

Warren Kraft, HR Director, introduced Kimberly (Kim) McGrath as the HR Administrator, effective November 6, 2017. Kim succeeds Paula Tracy who retired last month.

Kraft presented a memo regarding the Educational Reimbursement Policy, including research about other counties' practices. Discussion on the research took place. Warren requested Committee members present the memo to their oversight committees for review with their respective department heads and provide comment. Further discussion will take place at the scheduled Executive Committee (EC) meeting in January 2018.

Kraft announced that Tim Deaton of The Horton Group will attend the next regularly scheduled EC meeting to share with the committee a preliminary peek at year-end claim experience.

Agenda items for next meeting: Purchase card program, Resolution from University Commission: UW-Marshfield/Wood County regarding communication tower

A special meeting will be held in Marshfield at City Hall on Monday, November 20th at 12:00 p.m. to conduct department head reviews for which the EC has oversight.

Next month's Executive Committee meeting is scheduled for Tuesday, December 5th at 8:30 a.m.

Motion (Wagner/Henkel) to adjourn the Executive Committee meeting at 10:19 a.m. Motion carried unanimously.

Submitted and signed electronically,

Donna Rozar

Donna Rozar
Secretary

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

PUBLIC HEARING FOR 2018 WOOD COUNTY BUDGET & EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, November 14, 2017

TIME: 8:30 a.m.

PLACE: County Board Room, Wood County Courthouse

PRESENT: Al Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner

OTHERS PRESENT: Marla Cummings, Mike Martin, Wood County Board Supervisors, Wood County Department Heads, other members of the public

The meeting was called to order by Chairman Wagner.

Finance Director Martin and Deputy Finance Director Cummings presented the proposed 2018 budget and discussed the timeline as well as the process used to achieve a balanced budget. Their presentations highlighted variances in revenues and expenditures between the 2017 and 2018 budgets.

Public Comment – Chairman Wagner opened the floor to public comment. Comments were received from one member of the public related to strategies to reduce incarceration rates and substance abuse. Follow-up information will be provided to them. County Board comments revolved around the Human Resources budget as it relates to the payroll and recruiting positions.

Chairman Wagner closed the public hearing.

Motion by Rozar/Henkel to approve the tax levy resolution and send it to County Board for consideration. Motion carried 6-1. Clendenning voted no (explanation provided below).

Motion by Breu/Pliml to approve the 2018 budget resolution and send it to County Board for their review and consideration. Motion carried 6-1. Clendenning voted no (objection regarding number of FTEs in Human Resources Department for post-Act 10 workload).

Motion Henkel/Breu to adjourn. Motion carried unanimously at 9:15 a.m.

Submitted and signed electronically,

Donna Rozar

Donna Rozar
Secretary

Minutes taken and prepared by County Clerk Cynthia Cepress and reviewed by the Executive Committee secretary.

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Monday, November 20, 2017

TIME: 1:00 p.m.

PLACE: Room 108, Marshfield City Hall

PRESENT: Al Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner

OTHERS PRESENT (for part or all of the meeting): Reuben Van Tassel, Warren Kraft, Adam Fischer

1. The meeting was called to order by Chairman Wagner.
2. **Public Comments** – None
3. Discussion took place regarding the property the County owns across from the Highway Department on 17th Avenue in Wisconsin Rapids. An individual has expressed interest in the NW 7.7 acres of that property, which totals 33 acres. Motion (Pliml/Henkel) to proceed with an appraisal of the property, with emphasis of the value of the 7.7 acres, and a future delineation of the wetlands on the property. Cost of the appraisal will come from the Maintenance Fund. All ayes. Motion carries.
4. Warren Kraft, HR Director, lead a discussion on how recruitment would be handled in the County with the elimination of the recruiter's position in the HR Department from the 2018 budget. He presented a historical perspective on how recruitment was done before centralized in the HR Department. HR would still be involved at the beginning of the process (reviewing the job description, assisting the Department Head with determining compensation, and posting the position on Cyber Recruiter). It will now be the department's responsibility to review the applications that come in electronically, and set up who and when applicants will be interviewed. HR will then schedule and pay for the drug tests, but departments will do reference checks. Training will be done by HR on appropriate interviewing questions and the process.

Each standing committee was asked to put this topic on a future agenda for input from department heads. Input needs to be received of how departments plan on handling their recruitment. Warren will put together information presented for use during committee meetings.
5. Motion (Feirer/Henkel) to go into closed session pursuant to Wisconsin State Statute 19.85 (1) (c) to discuss performance evaluations of department heads who the Committee oversees. Breu: Aye; Clendenning: Aye; Feirer: Aye; Henkel: Aye; Pliml: Aye; Rozar: Aye; Wagner: Aye. Motion carried. Committee went into closed session at 1:43p.m.
6. Motion (Henkel/Pliml) to return to open session at 1:59 p.m. All ayes. Motion carried.
7. Agenda for next meeting: Department head evaluations
8. The Chairman declared the meeting adjourned at 2 p.m.

Submitted and signed electronically, Donna Rozar, secretary (minutes in draft form until approved at next Executive Committee meeting)

Donna M. Rozar

COUNTY BOARD
October 2017 vouchers

REPORT ON CLAIMS
Paid November 2017

#1

DEPT CODE	CLAIMANT	NATURE OF CLAIM	AMOUNT
PD-PP	Wisconsin Employee Trust Funds	Retirement	\$ 297,861.44
CB	Robert Ashbeck	October Per Diem	\$ 350.00
CB	Allen Breu	October Per Diem	\$ 430.00
CB	William Clendenning	October Per Diem	\$ 665.00
CB	Ken Curry	October Per Diem	\$ 400.00
CB	Adam Fischer	October Per Diem	\$ 300.00
CB	Brad Hamilton	October Per Diem	\$ 200.00
CB	Hilde Henkel	October Per Diem	\$ 415.00
CB	Marion Hokamp	Sept & October Per Diem	\$ 630.00
CB	David La Fontaine	October Per Diem	\$ 350.00
CB	Bill Leichtnam	October Per Diem	\$ 400.00
CB	Doug Machon	October Per Diem	\$ 150.00
CB	Lance Pliml	October Per Diem	\$ 850.00
CB	Dennis Polach	November Per Diem	\$ 300.00
CB	Donna Rozar	October Per Diem	\$ 445.00
CB	Ed Wagner	October Per Diem	\$ 445.00
CB	William Winch	June, Oct & Nov Per Diem	\$ 850.00
CB	Joe Zurfluh	October Per Diem	\$ 400.00
CB	Linda Schmidt	October Per Diem	\$ 60.00
TOTAL			\$ 305,501.44

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: November 2017

For the range of vouchers: 06170359 - 06170383

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06170359	WISCONSIN COUNTIES ASSOCIATION	WCHSA Registration - Machon	10/31/2017	\$125.00	P
06170360	WISCONSIN COUNTIES ASSOCIATION	WCHSA Reg - Fischer/Kremer	11/06/2017	\$250.00	P
06170361	CENTURYLINK	Various Dept Long Distance Chg	11/10/2017	\$135.21	P
06170362	WISCONSIN RAPIDS COMMUNITY MEDIA	DVD of County Board Mtg	11/13/2017	\$20.00	P
06170363	BEAR GRAPHICS INC	Election Supplies - Asst Env.	11/13/2017	\$232.65	P
06170364	UNITED MAILING SERVICE	MAIL FEES FOR OCT 1-31 2017	11/14/2017	\$982.91	P
06170365	WISCONSIN MEDIA	VAR ADS 10/01 - 10/31/2017F	11/14/2017	\$2,133.59	P
06170366	ROLLCALL SYSTEMS INC	Annual Support Plan - 2018	11/20/2017	\$1,539.00	P
06170367	ASHBECK ROBERT	R ASHBECK OCT 17 MILEAGE	11/21/2017	\$87.74	P
06170368	BREU ALLEN	A BREU OCT17 MILEAGE	11/21/2017	\$125.19	P
06170369	CLENDENNING WILLIAM	W CLENDENNING OCT 17 MILEAGE	11/21/2017	\$347.22	P
06170370	CURRY KENNETH	K CURRY OCT 17 MILEAGE	11/21/2017	\$18.73	P
06170371	FISCHER ADAM	A FISCHER OCT 17 MILEAGE	11/21/2017	\$116.63	P
06170372	HENKEL HILDE	H HENKEL OCT 17 MILEAGE	11/21/2017	\$48.15	P
06170373	HOKAMP MARION	M HOKAMP SEPT & OCT 17 MILEAGE	11/21/2017	\$128.40	P
06170374	LAFONTAINE DAVID	D LAFONTAINE OCT 17 MILEAGE	11/21/2017	\$151.94	P
06170375	LEICHTNAM BILL	B LEICHTNAM OCT 17 MILEAGE	11/21/2017	\$57.78	P
06170376	PLIML LANCE	L PLIML OCT 17 MILEAGE MEALS	11/21/2017	\$429.58	P
06170377	POLACH DENNIS	D POLACH OCT 17 MILEAGE	11/21/2017	\$47.67	P
06170378	ROZAR DONNA	D ROZAR OCT 17 MILEAGE	11/21/2017	\$165.31	P
06170379	SCHMIDT LINDA	L SCHMIDT OCT 17 MILEAGE	11/21/2017	\$44.94	P
06170380	WAGNER ED	E WAGNER OCT 17 MILEAGE	11/21/2017	\$176.55	P
06170381	WINCH WILLIAM	W WINCH JUNE/OCT/NOV 17 MIL	11/21/2017	\$109.14	P
06170382	ZURFLUH JOSEPH SR	J ZURFLUH OCT 17 MILEAGE	11/21/2017	\$84.00	P
06170383	FRONTIER COMMUNICATIONS	Various Mfid Dept Phone Chgs	12/01/2017	\$133.20	

Grand Total:

\$7,690.53

Committee Report - County of Wood

County Clerk - November 2017

06170359 - 06170383

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: MAINTENANCE / PURCHASING

For the period of: NOVEMBER 2017

For the range of vouchers: 19171116 - 19171209 50120288 - 50120291

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19171116	VAN TASSEL REUBEN	MILEAGE REIMBURSEMENT	10/31/2017	\$274.46	P
19171117	ACE HARDWARE	SUPPLIES	10/30/2017	\$29.99	P
19171118	ACE HARDWARE	TOOLS	10/30/2017	\$7.99	P
19171119	ACE HARDWARE	SUPPLIES	10/30/2017	\$18.97	P
19171120	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	10/25/2017	\$3,679.79	P
19171121	CRESCENT ELECTRIC SUPPLY CO	SHOP SUPPLIES	10/25/2017	\$182.35	P
19171122	ERON & GEE/HERMAN'S PLUMBING & HEATING	CH CURB INLET REPLACEMENT	10/25/2017	\$1,886.00	P
19171123	FIRE & SAFETY EQUIPMENT	SEMI ANNUAL FIRE SUPPRESS SVC	10/26/2017	\$200.75	P
19171124	FIRST SUPPLY	URINAL PARTS	10/27/2017	\$179.94	P
19171125	G & K SERVICES	MAT CLEANING COURTHOUSE	11/01/2017	\$206.62	P
19171126	GAPPA SECURITY SOLUTIONS	KEYS	10/25/2017	\$10.40	P
19171127	K & W GLASS CO	REPLACE CH WINDOW	10/31/2017	\$999.72	P
19171128	KOLO TRUCKING AND EXCAVATING INC	SIDEWALK EXCAVATION WORK	10/26/2017	\$2,665.00	P
19171129	STEVE'S PLUMBING INC	PLUMBING REPAIR	10/24/2017	\$444.00	P
19171130	WASTE MANAGEMENT	WASTE DISPOSAL COURTHOUSE	10/25/2017	\$927.26	P
19171131	WASTE MANAGEMENT	WASTE DISPOSAL JOINT USE	10/25/2017	\$75.77	P
19171132	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	10/26/2017	\$522.75	P
19171133	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE COURTHOUSE	10/26/2017	\$15,573.23	P
19171134	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	10/26/2017	\$198.75	P
19171135	WATER WORKS & LIGHTING COMM	ELEC SERVICE SHERIFF LOCKUP	10/26/2017	\$87.96	P
19171136	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC AIRPORT CBRF	10/26/2017	\$41.89	P
19171137	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	10/26/2017	\$49.73	P
19171138	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	10/26/2017	\$470.48	P
19171139	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	10/26/2017	\$102.10	P
19171140	WE ENERGIES	GAS SERVICE JAIL	10/24/2017	\$517.29	P
19171141	WE ENERGIES	GAS SERVICE COMMUNICATIONS	10/24/2017	\$14.91	P
19171142	WE ENERGIES	GAS SERVICE COURTHOUSE	10/24/2017	\$1,922.15	P
19171143	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	10/24/2017	\$18.25	P
19171144	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	10/26/2017	\$9.24	P
19171145	WE ENERGIES	GAS SERVICE HUMAN SERVICES	10/24/2017	\$22.63	P
19171146	WE ENERGIES	GAS SERVICE RIVER BLOCK	10/26/2017	\$998.96	P
19171147	WOOD TRUST BANK	CH, RB, CBRFS, SD REMODEL	10/20/2017	\$4,479.79	P
19171148	ACE HARDWARE	SUPPLIES	11/06/2017	\$34.16	P
19171149	ACE HARDWARE	SUPPLIES	11/07/2017	\$18.72	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
NOVEMBER 2017

50120288 - 50120291 19171116 - 19171209

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19171150	ADVANCED DISPOSAL	GARBAGE DISPOSAL FEES	10/31/2017	\$267.42	P
19171151	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	11/02/2017	\$4,598.60	P
19171152	CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	10/31/2017	\$5.15	P
19171153	CRESCENT ELECTRIC SUPPLY CO	TRANSFORMER PROJECT	11/03/2017	\$41.96	P
19171154	EAGLE CONSTRUCTION CO INC	FIX CH PARKING LOT CURB	11/03/2017	\$168.30	P
19171155	ERON & GEE/HERMAN'S PLUMBING & HEATING	REPAIR MANHOLE - 12TH ST	10/31/2017	\$1,363.26	P
19171156	EXPRESS RECYCLING SOLUTIONS	RECYCLE FLOURESCENT BULBS	11/04/2017	\$60.75	P
19171157	GAPPA SECURITY SOLUTIONS	KEYS/CORES	11/02/2017	\$36.00	P
19171158	GAPPA SECURITY SOLUTIONS	KEYS/CORES	11/02/2017	\$85.30	P
19171159	GRAINGER (Maintenance)	JAIL COMPRESSOR PARTS	10/30/2017	\$502.35	P
19171160	GRAYBAR ELECTRIC COMPANY INC	HEATER FOR DISPATCH	10/25/2017	\$423.55	P
19171161	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE RIVER BLOCK	11/01/2017	\$477.75	P
19171162	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE HUMAN SERVICES	11/01/2017	\$175.50	P
19171163	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE COURTHOUSE	11/01/2017	\$858.00	P
19171164	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE CBRF	11/01/2017	\$273.00	P
19171165	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	10/27/2017	\$7,606.61	P
19171166	QUALITY COUNTERTOPS	COUNTY CLERK DESK PART	10/30/2017	\$180.19	P
19171167	SCHMITT ACOUSTICS LLC	SHERIFF REMODEL-CEILING	11/02/2017	\$2,800.00	P
19171168	SHERWIN-WILLIAMS CO THE	PAINT	11/02/2017	\$96.90	P
19171169	VIKING ELECTRIC SUPPLY	TRANSFORMER ELEC SUPPLIES	11/02/2017	\$169.57	P
19171170	WE ENERGIES	GAS SERVICE AIRPORT CBRF	10/24/2017	\$39.81	P
19171171	WINSUPPLY OF WISCONSIN RAPIDS	DRINKING FOUNTAINS	10/26/2017	\$2,940.00	P
19171172	YOUNG BRIAN	MILEAGE REIMBURSEMENT	11/07/2017	\$56.18	P
19171173	ACE HARDWARE	TRACTOR PARTS	11/13/2017	\$31.49	P
19171174	ACE HARDWARE	RED OWL LOCK	11/13/2017	\$17.99	P
19171175	ACE HARDWARE	SHOP SUPPLIES	11/14/2017	\$25.71	P
19171176	AMERICAN FENCE COMPANY	TRANSFORMER PROJECT-FENCE	11/08/2017	\$3,485.00	P
19171177	G & K SERVICES	MAT CLEANING COURTHOUSE	11/15/2017	\$137.80	P
19171178	GRAINGER (Maintenance)	ACCESS DOOR - DATA CENTER	11/06/2017	\$138.24	P
19171179	HOME DEPOT CREDIT SERV (Maintenance)	RB, CH, JAIL, SHERIFF REMODEL	11/05/2017	\$1,298.01	P
19171180	RON'S REFRIGERATION & AC INC	SHOP SUPPLIES	11/07/2017	\$84.00	P
19171181	SUPERIOR CHEMICAL CORPORATION	CLEANING SUPPLIES	11/10/2017	\$585.08	P
19171182	VIKING ELECTRIC SUPPLY	TRANSFORMER ELEC SUPPLIES	11/09/2017	\$494.67	P
19171183	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	11/09/2017	\$32.25	P
19171184	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	11/09/2017	\$70.25	P
19171185	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	11/09/2017	\$6.81	P
19171186	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	11/09/2017	\$2,766.61	P
19171187	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	11/09/2017	\$868.70	P
19171188	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	11/09/2017	\$349.55	P
19171189	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	11/09/2017	\$44.92	P
19171190	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	11/09/2017	\$62.22	P
19171191	WI FACILITIES MANAGEMENT ASSOCIATION	ANNUAL DUES	11/13/2017	\$35.00	P
19171192	BELPRO FIRE SPECIALISTS INC	SERVER ROOM FIRE INSPECTION	11/08/2017	\$395.00	P
19171193	COMPLETE CONTROL	HVAC SOFTWARE-FINAL BILL	11/15/2017	\$732.45	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
NOVEMBER 2017

50120288 - 50120291 19171116 - 19171209

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19171194	QUALITY DOOR & HARDWARE	RB 3RD FLOOR WINDOW	11/17/2017	\$10,290.00	P
19171195	QUALITY DOOR & HARDWARE	JURY ROOM LOCKS	11/17/2017	\$60.00	P
19171196	RAPID QUALITY LAWN & LANDSCAPING	FERTILIZING AND WEED CONTROL	11/09/2017	\$898.50	P
19171197	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	11/21/2017	\$90.00	P
19171198	SUPERIOR CHEMICAL CORPORATION	HAND SANITIZER	11/16/2017	\$212.32	P
19171199	ACE HARDWARE	SUPPLIES	10/18/2017	\$26.98	P
19171200	AIRGAS NORTH CENTRAL	SAFETY SUPPLIES	11/28/2017	\$75.70	
19171201	HEINZEN PRINTING	PRINTING	11/28/2017	\$123.00	
19171202	INDIANHEAD SPECIALTY CO	STAMPS	11/28/2017	\$112.44	
19171203	INDIANHEAD SPECIALTY CO	STAMP	11/28/2017	(\$22.95)	
19171204	OFFICE DEPOT	OFFICE SUPPLIES	11/28/2017	\$804.48	
19171205	QUALITY PLUS PRINTING INC	PRINTING	11/28/2017	\$715.00	
19171206	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	11/28/2017	\$1,134.59	
19171207	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/28/2017	\$1,559.46	
19171208	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/28/2017	\$913.18	
19171209	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/28/2017	(\$10.99)	
50120288	MIDLAND PAPER		11/17/2017	\$52.92	P
50120289	MIDLAND PAPER		11/17/2017	\$868.03	P
50120290	STAPLES ADVANTAGE		11/17/2017	\$27.00	P
50120291	MIDLAND PAPER		11/28/2017	\$349.22	

Grand Total:**\$90,038.78**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
NOVEMBER 2017

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
ALL THE BELOW WERE PAID BY AEGIS (TPA)			
PREPAID	KLASINSKI CLINIC	WC MED REIMBURSE	\$341.52
PREPAID	WORK COMP CLAIM	MILEAGE REIMBURSEMENT	\$70.20
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$1,570.12
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$1,280.40
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$56.53
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$152.68
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$695.50
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$132.10
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$64.60
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$958.24
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$320.00
PREPAID	KLASINSKI CLINIC	WC MED REIMBURSE	\$176.29
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$158.00
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$125.00
PREPAID	ADVANCED CHIRO & LASER CENTERS	WC MED REIMBURSE	\$498.45
PREPAID	ADVANCED CHIRO & LASER CENTERS	WC MED REIMBURSE	\$174.67
PREPAID	ADVANCED CHIRO & LASER CENTERS	WC MED REIMBURSE	\$17.75
PREPAID	ADVANCED CHIRO & LASER CENTERS	WC MED REIMBURSE	\$96.21
PREPAID	MARSHFIELD FIRE & RESCUE	WC MED REIMBURSE	\$1,216.80
PREPAID	CHROPRRACTIC PLACE	WC MED REIMBURSE	\$240.64
PREPAID	CHROPRRACTIC PLACE	WC MED REIMBURSE	\$240.64
PREPAID	CHROPRRACTIC PLACE	WC MED REIMBURSE	\$240.64
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$3,189.59
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$5,584.38
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$100.00
PREPAID	WORK COMP CLAIM	TTD	\$535.52
PREPAID	WORK COMP CLAIM	TTD	\$535.52
PREPAID	WORK COMP CLAIM	TTD	\$535.52
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$8.21
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$76.50
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$246.50
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$7.50
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$129.46
PREPAID	WORK COMP CLAIM	TTD	\$535.52
		TOTAL	\$20,392.20

TTD - TEMPORARY TOTAL DISABILITY
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY
DB - DEATH BENEFIT

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
NOVEMBER 2017

#1

CHAIRMAN

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: NOVEMBER

For the range of vouchers: 23170036 - 23170040

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23170036	DWD BUREAU OF FINACE	FY 2018 WC GENERAL ASSESSMENT	11/07/2017	\$1,312.00	P
23170037	AEGIS CORPORATION	RESIDENT SURETY BOND NORWOOD	11/17/2017	\$600.00	P
23170038	AEGIS CORPORATION	RESIDENT SURETY BOND EDGEWATER	11/17/2017	\$300.00	P
23170039	AEGIS CORPORATION	NOTARY BOND - K. MILOCH	11/21/2017	\$25.00	P
23170040	J & D AUTO BODY	VEHICLE DAMAGE REPAIR BILL	11/28/2017	\$6,336.07	
Grand Total:				\$8,573.07	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: Systems

For the period of: November 2017

For the range of vouchers: 27170379 - 27170420

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27170379	SOLARUS	Phone chgs acct 00063942-1	11/01/2017	\$9,106.68	P
27170380	SOLARUS	phone chgs acct 00077856-5	11/01/2017	\$297.32	P
27170381	SOLARUS	phone chgs acct 00061009-7	11/01/2017	\$74.99	P
27170382	SOLARUS	phone chgs acct 00111161-9	11/01/2017	\$20.00	P
27170383	CDW GOVERNMENT INC	FSET Surface Pro	10/16/2017	\$337.41	P
27170384	CDW GOVERNMENT INC	Netmotion Maint	10/25/2017	\$3,500.00	P
27170385	FRONTIER COMMUNICATIONS	phone charges	10/22/2017	\$542.00	P
27170386	FRONTIER COMMUNICATIONS	phone charges	10/22/2017	\$1,126.84	P
27170387	COMPLETE CONTROL	Labor Charge	09/20/2017	\$270.10	P
27170388	US BANK	Credit Card Charges	10/29/2017	\$2,965.10	P
27170389	EMMONS BUSINESS INTERIORS	Storage units	10/26/2017	\$468.45	P
27170390	EMMONS BUSINESS INTERIORS	Storage Units	10/26/2017	\$31.35	P
27170391	EMMONS BUSINESS INTERIORS	Storage Units	10/26/2017	\$1,148.99	P
27170392	COLLABORATION SQUARED LTD	Ubiety renewal	10/30/2017	\$1,920.00	P
27170393	BAUERNFEIND BUSINESS TECHNOLOGIES INC	HS Printer Service Call	10/19/2017	\$61.75	P
27170394	FLEXSTAFF	temp services	11/01/2017	\$1,278.97	P
27170395	INSIGHT PUBLIC SECTOR INC	Dispatch TV Mounts	07/20/2017	\$21.90	P
27170396	US CELLULAR	Cell Phone Charges 277407322	10/16/2017	\$1,931.54	P
27170397	US CELLULAR	Cell Phone Chgs Acct 85170598	10/20/2017	\$536.80	P
27170398	US CELLULAR	Cell phone chgs acct 203538532	10/20/2017	\$984.48	P
27170399	US CELLULAR	Cell phone chgs acct 203391922	10/20/2017	\$162.71	P
27170400	US CELLULAR	Cell Phone Chgs Acct 217293182	10/20/2017	\$719.22	P
27170401	KNOWBE4 INC	Cybersecurity	11/02/2017	\$29,484.00	P
27170402	COMPUTER INFORMATION SYSTEMS INC	MIF CIS Client	08/29/2017	\$3,234.00	P
27170403	INSIGHT PUBLIC SECTOR INC	UCM Upgrade	07/30/2017	\$19,534.20	P
27170404	INSIGHT PUBLIC SECTOR INC	Equipment- Matt I	11/06/2017	\$1,144.63	P
27170405	INSIGHT PUBLIC SECTOR INC	Equipment- Matt I	11/03/2017	\$2,972.76	P
27170406	INSIGHT PUBLIC SECTOR INC	Cisco phone services	11/03/2017	\$2,400.00	P
27170407	CDW GOVERNMENT INC	Headset for Matt	10/30/2017	\$237.23	P
27170408	CDW GOVERNMENT INC	Headset for Health	11/01/2017	\$517.30	P
27170409	CDW GOVERNMENT INC	Indicator Lights	10/30/2017	\$42.84	P
27170410	CDW GOVERNMENT INC	Airwatch renewal	11/03/2017	\$1,312.50	P
27170411	CDW GOVERNMENT INC	Greg's stylus	11/03/2017	\$29.83	P
27170412	FLEXSTAFF	Temp Services	11/08/2017	\$407.68	P

Committee Report - County of Wood

Systems - November 2017

27170379 - 27170420

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27170413	EO JOHNSON COMPANY INC	Papercut Billing 3rd QTR2017	11/15/2017	\$14,239.11	P
27170414	CDW GOVERNMENT INC	FSET Surface Pro	11/07/2017	\$100.88	P
27170415	CDW GOVERNMENT INC	PA3LTSA4081	11/10/2017	\$110.50	P
27170416	EMMONS BUSINESS INTERIORS	Window coverings	11/08/2017	\$8,806.07	P
27170417	INSIGHT PUBLIC SECTOR INC	PC Replacements	11/11/2017	\$22,835.30	P
27170418	CHARTER COMMUNICATIONS	Internet Pro80	11/14/2017	\$130.00	P
27170420	FLEXSTAFF	Temp Services	11/15/2017	\$429.52	P
Grand Total:				\$135,474.95	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Member:

36.2

Committee Report

County of Wood

Report of claims for: Wellness

For the period of: November 2017

For the range of vouchers: 34170017 - 34170099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34170017	ASPIRUS OCCUPATIONAL HEALTH	Wellness Program Services	11/01/2017	\$10,244.92	P
Grand Total:				\$10,244.92	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: NOV 2017

For the range of vouchers: 28170236 - 28170253

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28170236	GEHRT HEATHER	TAX DEED SIGN MILEAGE	11/07/2017	\$53.50	P
28170237	CITY OF MARSHFIELD	OCTOBER SPECIALS	11/07/2017	\$1,313.81	P
28170238	CITY OF NEKOOSA TREASURER	OCTOBER SPECIALS	11/07/2017	\$331.40	P
28170239	CITY OF WISCONSIN RAPIDS	OCTOBER SPECIALS	11/07/2017	\$876.00	P
28170240	KUHN DEBRA	TAX OVERPAYMENT REFUND	11/07/2017	\$14.44	P
28170241	SORBO DARRYL OR PAMELA	TAX OVERPAYMENT REFUND	11/07/2017	\$63.06	P
28170242	TOWN OF PORT EDWARDS	OCTOBER SPECIALS	11/07/2017	\$477.82	P
28170243	TOWN OF SARATOGA	OCTOBER SPECIALS	11/07/2017	\$159.52	P
28170244	TOWN OF CAMERON	OCTOBER SPECIALS	11/07/2017	\$276.31	P
28170245	TOWN OF GRAND RAPIDS	OCTOBER SPECIALS	11/07/2017	\$347.75	P
28170246	TOWN OF RICHFIELD	OCTOBER SPECIALS	11/07/2017	\$227.33	P
28170247	VILLAGE OF HEWITT	OCTOBER SPECIALS	11/07/2017	\$734.40	P
28170248	VILLAGE OF PORT EDWARDS TREAS	OCTOBER SPECIALS	11/07/2017	\$2,515.70	P
28170249	WI DEPT OF ADMINISTRATION	OCTOBER WI LAND INFO	11/07/2017	\$7,042.00	P
28170250	WOODTRUST BANK NA	MONTHLY VISA	11/07/2017	\$82.00	P
28170251	SEIDEL EILEEN	TAX OVERPAYMENT REFUND	11/20/2017	\$138.95	P
28170252	STATE OF WISCONSIN TREASURER	OCT CLERK OF COURTS REVENUES	11/20/2017	\$145,307.14	P
28170253	WOODTRUST BANK	OCTOBER SERVICE FEES	11/20/2017	\$835.22	P
Grand Total:				\$160,796.35	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

36-1

Committee Report

County of Wood

Report of claims for: Finance

For the period of: November 2017

For the range of vouchers: 14170046 - 14170099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14170046	MOODY'S INVESTORS SERVICE	2018 Debt Proceeds Issuance	10/25/2017	\$14,000.00	P
14170047	SEQUOIA CONSULTING GROUP	Indirect Cost Allocation Plan	11/09/2017	\$7,506.00	P
14170048	SPRINGSTED INCORPORATED	Services GO Prom Notes 2017A	11/14/2017	\$21,482.84	P
14170049	QUARLES & BRADY LLP	Services GO Prom Notes 2017A	11/15/2017	\$10,750.00	P
14170050	UW - MARSHFIELD WOOD COUNTY	2017 CIP Expenses	11/22/2017	\$1,412.48	P
Grand Total:				\$55,151.32	

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: HR

For the period of: November 2017

For the range of vouchers: 17170305 - 17170332

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17170305	BENJAMIN DANA	ACH RETURN 10/26/17	10/31/2017	\$1,020.01	P
17170306	ABR EMPLOYMENT SERVICES	ABR CHARGES HR	11/09/2017	\$1,601.60	P
17170307	WOODTRUST BANK NA	VISA CHARGES OCT 2017	11/09/2017	\$30.00	P
17170308	US HEALTH WORKS MEDICAL GROUP PC	MRO SERVICES	11/09/2017	\$440.00	P
17170309	MARSHFIELD LABORATORIES	DRUG & ALCOHOL TESTING	11/09/2017	\$219.70	P
17170310	BUTLER-MEDDAUGH ANGELA	PAYCHECK ACH RETURN	11/09/2017	\$100.00	P
17170311	WI DEPT OF WORKFORCE DEVELOPMENT	UI CHARGES OCT 2017	11/09/2017	\$4,308.16	P
17170312	UNITED STATES LIFE INS CO THE	TERM LIFE PR 110917	11/09/2017	\$3,500.58	P
17170313	UNITED STATES LIFE INS CO THE	DIS INS PR 110917	11/09/2017	\$1,603.79	P
17170314	BOSTON MUTUAL	WHOLE LIFE PR 110917	11/09/2017	\$1,492.15	P
17170315	US DEPARTMENT OF EDUCATION	US DEPT OF ED EMT 110917	11/09/2017	\$175.17	P
17170316	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GMT 110917	11/09/2017	\$150.12	P
17170317	GREAT LAKES HIGHER EDUCATION CORP	GREAT LAKES GMT 110917	11/09/2017	\$211.00	P
17170318	AMT	AMT GMT 110917	11/09/2017	\$203.00	P
17170319	BLUE WATER BENEFITS CONSULTING LLC	2017 Q2 REPORTING	11/09/2017	\$947.40	P
17170320	MANCL JEFFREY	110917 PAYCHECK ACH RETURN	11/15/2017	\$1,689.07	P
17170321	BOSTON MUTUAL	WHOLE LIFE 11/22/17	11/21/2017	\$1,834.26	P
17170322	UNITED STATES LIFE INS CO THE	LTD 11/22/17	11/21/2017	\$1,599.05	P
17170323	UNITED STATES LIFE INS CO THE	TERM LIFE 11/22/17	11/21/2017	\$3,490.44	P
17170324	AMT	AMT GARNISHMENT 11/22/17	11/21/2017	\$203.00	P
17170325	GREAT LAKES HIGHER EDUCATION CORP	GREAT LAKE GARNISHMENT 11/22/17	11/21/2017	\$233.86	P
17170326	HARRING MARK STANDING CHAPTER 13 TRUSTEE	HAR GARNISHMENT 11/22/17	11/21/2017	\$150.12	P
17170327	US DEPARTMENT OF EDUCATION	EDU GARNISHMENT 11/22/17	11/21/2017	\$195.02	P
17170328	ALLIANCE COLLECTION AGENCIES	ALLIANCE GARNISHMENT 11/22/17	11/21/2017	\$182.53	P
17170329	ASPIRUS BUSINESS HEALTH RIVERVIEW	DRUG AND ALCOHOL TESTING	11/28/2017	\$138.00	P
17170330	CARLSON DETTMANN CONSULTING LLC	MARKET REVIEW	11/28/2017	\$5,272.95	P
17170331	HORTON GROUP INC THE	HEALTH INS CONSULT NOV	11/02/2017	\$2,083.33	P
17170332	MANCL JEFFREY	PAYCHECK ACH RETURN	11/22/2017	\$1,608.43	P
Grand Total:				\$34,682.74	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

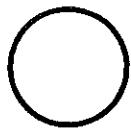
Committee Member:

Committee Member:

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Committee Member:

Committee Member:



RESOLUTION#

ITEM# 1-

DATE December 19, 2017

Effective Date December 19, 2017

Introduced by Executive Committee
Page 1 of 1

LAD

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

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

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

WHEREAS, PI Tower Development, LLC (PI Tower) is seeking to construct a communications tower on the UW Marshfield-Wood County campus in Marshfield for the purpose of having an antenna placed on the tower for its client Verizon, with the possibility of there being additional antennas placed on the tower in the future, and

WHEREAS, PI Tower has retained the services of Begley Wireless Consulting Services, LLC (Begley) out of Gordon, WI, to work with the Commission in siting the communications tower on the UW property, just off the north end of the parking lot on West 5th Street, and

WHEREAS, the Commission has been working with Begley for over a year in identifying an appropriate location for the communications tower

and in negotiating the terms of the attached Ground Lease Agreement, and

WHEREAS, the UW Board of Regents has consented to the location of a communication tower on this campus by releasing the approximate one acre parcel from a lease the Commission has with the UW System, and

WHEREAS, there is reportedly a need for local residents as well as staff and students at the campus to have improved cell phone service, and

WHEREAS, the location of the communications tower on the northern edge of the campus, just to the south of the Mid-State campus, will not impede the ability of the Commission to fully utilize the property for the educational needs of the students, which is the mission of the Commission.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to direct the County Clerk and County Board Chairman to execute originals of the attached Ground Lease Agreement with the revenues generated thereby going to the UW Marshfield-Wood County Commission.

Site Name: **WI-Marshfield-Marshfield Alder**

Site Number: **PIWI031**

GROUND LEASE AGREEMENT

THIS GROUND LEASE AGREEMENT (the "Lease") is made this ____ day of _____, 201__ (the "Commencement Date"), by and between **THE CITY OF MARSHFIELD and WOOD COUNTY**, each a municipal corporation ("Lessor"), and **PI TOWER DEVELOPMENT LLC**, a Delaware limited liability company ("Lessee").

1. Leased Premises. Lessor hereby leases to Lessee and Lessee hereby leases from Lessor under the terms and conditions set forth in this Lease [a portion of] that certain parcel of real property, located at 2000 W. 5th Street, Marshfield, WI 54495 ("Site"), as more particularly described on **Exhibit "A"** and the survey or site plan shown on **Exhibit "A-1"** attached hereto and made a part hereof ("Leased Premises"), together with an easement, or easements, for ingress, egress, utilities, and any other easements required by the local governing authorities, including, without limitation, a landscape buffer, for the duration of the lease on the property which is more particularly described on **Exhibit "B"** attached hereto and made a part hereof ("Easement(s)"). The easement rights herein granted include the right and authority of Lessee to grant or assign to third parties all or some of the easement rights granted to Lessee herein. Lessor agrees and acknowledges that Lessee may, at Lessee's sole cost and expense, have a metes and bounds survey prepared of the Leased Premises and the Easement(s), and that the legal description of the Leased Premises and the Easement(s), as shown on the survey, shall thereafter become the legal description of the Leased Premises and the Easement(s). Lessor represents and warrants that Lessor has good and marketable title to the Leased Premises and the Easement(s) free and clear of all liens and encumbrances, other than those liens and encumbrances shown on **Exhibit "C"** attached hereto and made a part hereof. Lessor further represents and warrants that there are no easements, licenses, rights of use or other encumbrances on the Leased Premises or the Easement(s) which will interfere with or constructively prohibit Lessee's Intended Use (as herein defined) of the Leased Premises.

2. Lessor's Representations and Warranties. Lessor represents and warrants to the best of Lessor's knowledge that Lessee's intended use of the Leased Premises as a site for the transmission and receipt of wireless communication signals and for the construction and maintenance of towers, antennas or buildings and related facilities ("Intended Use") is not prohibited by any covenants, restrictions, reciprocal easements, servitudes, subdivision rules or regulations. Lessor further represents and warrants that (i) the execution of this Lease by Lessor will not cause a breach or an event of default of any other agreement to which Lessor is a party, (ii) there are no pending or threatened administrative actions, including bankruptcy or insolvency proceedings under the state or federal law, suits, claims or causes of action against Lessor or which may otherwise affect the Leased Premises and the Easement(s), (iii) the Leased Premises and the Easement(s) are not presently subject to an option, lease or other contract which may adversely affect Lessor's ability to fulfill its obligations under this Lease, and (iv) Lessor shall not grant an option or enter any contract which will affect the Leased Premises or the Easement(s) until this Lease expires or is terminated by Lessee.

3. Lessee's Due Diligence Period.

(a) Within twenty (20) business days following the Commencement Date, Lessee shall pay to Lessor the amount of **Five Thousand and 00/100 Dollars (\$5,000.00)** (the "Due Diligence Fee"), which Due Diligence Fee (or Additional Due Diligence Fee as set forth below) shall be nonrefundable to Lessee. Provided that construction of the Tower Facilities (as hereinafter defined) has not commenced, it is understood that Lessee shall have the right to terminate this Lease for any reason or no reason at all,

without any further liability or obligation to Lessor except those obligations which specifically survive the expiration or termination of this Lease, by delivery of written notice of termination to Lessor prior to the Rent Commencement Date. The Due Diligence Period shall be a period of two (2) years from the Commencement Date ("Initial Due Diligence Period"). Lessee may extend the Initial Due Diligence Period for an additional two (2) years upon expiration of the Initial Due Diligence Period provided Lessee shall pay Lessor an additional Due Diligence Fee of **Five Thousand and 00/100 Dollars (\$5,000.00)** prior to the end of the Initial Due Diligence Period ("Additional Due Diligence Fee").

(b) Lessee shall have the right, at its cost and expense, to have the Leased Premises and the Easement(s) surveyed and to obtain a title report or commitment for a leasehold title policy covering the Leased Premises and the Easement(s) from the title insurance company of its choice prior to the Rent Commencement Date. Lessor shall remove any survey or title defects, which will adversely affect Lessee's leasehold title or its ability to mortgage its leasehold interest. In the event Lessor shall fail to cure any such defects, Lessee shall have the right to terminate this Lease upon written notice to Lessor.

(c) In the event of a termination of the Lease pursuant to subparagraph 3(a) or 3(b) above or Paragraph 8 below, within thirty (30) days of such termination Lessee will file a release or other appropriate instrument with the local recording office to remove the Memorandum of Lease from the title record. If said removal is not performed by Lessee within such thirty (30) day period, Lessee appoints Lessor, as Lessee's agent and at Lessee's cost and expense, to file the necessary release or other instrument to cause the Memorandum of Lease to be released from title.

4. **Attorney-In-Fact and Cooperation.** Lessor hereby irrevocably appoints Lessee or Lessee's agent as Lessor's agent to file such applications on behalf of Lessor with federal, state and local governmental authorities which relate to Lessee's Intended Use of the Leased Premises, including, but not limited to, land use and zoning applications. Lessor agrees to cooperate with Lessee in obtaining, at Lessee's expense, all licenses and permits required for Lessee's use of the Leased Premises (the "Governmental Approval").

5. **Use.** The Leased Premises may be used by Lessee for the transmission and receipt of wireless communication signals in any and all frequencies and the construction and maintenance of a communications tower, antennas, buildings, and related facilities and activities, and all other uses permitted under applicable zoning regulations. Lessee may construct additional improvements, demolish and reconstruct improvements, or restore, replace and reconfigure improvements at any time during the Term (as herein defined) of this Lease.

6. **Initial Term.** The initial term of this Lease shall be **five (5) years** commencing on the Commencement Date and terminating on the fifth (5th) anniversary of the Commencement Date ("Initial Term"). The parties agree that a memorandum of lease in the form attached hereto as **Exhibit "D"**, evidencing the Commencement Date and other matters, shall be executed and recorded.

7. **Renewal Terms.** Lessee shall have the right to extend the Initial Term of this Lease for **five (5) additional five (5) year terms** ("Renewal Terms"). Each Renewal Term shall be on the same terms and conditions as set forth in this Lease. This Lease shall automatically be renewed for each successive Renewal Term unless Lessee notifies Lessor of Lessee's intention not to renew the Lease at least thirty (30) days prior to the expiration of the Initial Term or the Renewal Term which is then in effect. The Initial Term and each Renewal Term shall collectively be referred to herein as the "Term".

8. **Rent.** Commencing on the Rent Commencement Date, during the Term of this Lease, Lessee shall pay to Lessor an annual rental amount of **Fourteen Thousand Four Hundred and 00/100 Dollars (\$14,400.00)**, to be paid in equal monthly installments of **One Thousand Two Hundred and**

00/100 Dollars (\$1,200.00) ("Rent"), which shall be deemed to include any applicable State, County or local sales or use tax. Rent shall be payable in advance on or before the fifteenth (15th) day of each calendar month, and shall be remitted to the address shown for Lessor in this Lease, or such other address as Lessor may direct by written notice to Lessee. It shall be the sole responsibility of the Lessor to remit payment of any applicable State, County or local sales, rent or use tax to the appropriate taxing authority. If the Rent Commencement Date or the date of termination (the "Termination Date") of this Lease is other than the first (1st) day of a calendar month, Rent shall be prorated. In the event of termination of this Lease for any reason, other than nonpayment of Rent, all Rent paid in advance of the Termination Date for that period shall be refunded to Lessee. The "Rent Commencement Date" shall mean the date the Lessee commences construction of the Tower Facilities; provided, however, in the event that Lessee has not commenced construction of the Tower Facilities within four (4) years following the Commencement Date, this Lease shall automatically terminate and the parties shall be released from further liability or obligation hereunder except those obligations which specifically survive the expiration or termination of this Lease. The Rent shall increase by **five percent (5%)** upon the fifth (5th) anniversary of the Rent Commencement Date and every fifth (5th) year thereafter.

9. Conditions Subsequent. In the event that Lessee's Intended Use of the Leased Premises is actually or constructively prohibited through no fault of Lessee or the Leased Premises or the Easement(s) are, in Lessee's opinion, unacceptable to Lessee, then upon notice from Lessee, this Lease shall terminate and be of no further force or effect and Lessee shall be entitled to a refund from Lessor of any deposits or Rent paid in advance to Lessor.

10. Interference. Lessor shall not use, nor shall Lessor permit its lessees, licensees, invitees or agents to use, any portion of adjacent real property owned by Lessor in any way, in the future, which interferes either with the pre-existing signal and communications of the communication systems on the Tower Facilities or physically interferes with the pre-existing wireless communications operation of Lessee. Any such signal/communication or physical interference shall be deemed a material breach of this Lease by Lessor and Lessor shall have the responsibility to terminate said interference at its sole cost and expense. In the event any such interference does not cease or is not promptly rectified, Lessor acknowledges that continuing interference will cause irreparable injury to Lessee, and Lessee shall have the right, in addition to any other rights that it may have at law or in equity, to bring action to enjoin such interference or to terminate this Lease immediately upon notice to Lessor.

11. Improvements; Utilities, Access and Other Easements.

(a) Lessee shall have the right at Lessee's sole cost and expense, to erect and maintain on the Leased Premises improvements, personal property and facilities, including without limitation, a communications tower, a structural tower base, radio transmitting and receiving antennas, communications equipment, equipment cabinet and/or shelters, and related facilities (collectively the "Tower Facilities"). The Tower Facilities shall remain the exclusive property of the Lessee throughout the Term and upon termination of this Lease. All or any portion of the Tower Facilities may be removed by the Lessee from the Leased Premises at any time during the Term. Lessee shall, upon expiration of the Term, or within ninety (90) days after any earlier termination of the Lease, remove its building(s), antenna structure(s) (except footings), equipment, conduits, fixtures and all personal property placed thereon by or through Lessee and restore the Leased Premises to their original condition, reasonable wear and tear and casualty damage excepted. Lessor grants Lessee the right to clear all trees, undergrowth, or other obstructions and to trim, cut, and keep trimmed and cut all tree limbs, above and or within the Leased Premises and Easements which may interfere with or fall upon Lessee's tower or Lessee's other improvements, communications equipment, or Easement rights. Lessor grants Lessee a non-exclusive easement in, over, across and through other real property owned by Lessor as reasonably required for construction, installation, maintenance, and operation of the Tower Facilities.

(b) Lessee shall have the right to install utilities, at Lessee's expense, and to improve present utilities on the Leased Premises (including but not limited to the installation of emergency power generators). Lessee shall have the right to permanently place utilities on (or to bring utilities across or under) the Easement(s) to service the Leased Premises and the Tower Facilities. In the event that utilities necessary to serve the equipment of Lessee or the equipment of Lessee's licensee(s) or sublessee(s) cannot be located within the Easement(s) for ingress and egress, Lessor agrees to cooperate with Lessee and to act reasonably in allowing the location of utilities on other real property owned by Lessor without requiring additional compensation from Lessee or Lessee's licensee(s) or sublessee(s). Lessor shall, upon Lessee's request, execute a separate written easement to the utility company providing the service for Lessee in a form which may be filed of record evidencing this right.

(c) Lessor represents and warrants to Lessee that Lessee shall, at all times during this Lease, enjoy ingress, egress, and access from the Leased Premises to an open and improved public road which presently exists, and which Easement(s) shall be adequate to service the Leased Premises and the Tower Facilities. If no such public road exists, or ceases to exist in the future, Lessor will grant an appropriate easement to Lessee and its sublessees and assigns so that Lessee may, at its own expense, construct a suitable private access drive to the Leased Premises and the Tower Facilities. Lessor acknowledges and agrees that any new private access drive constructed by Lessee will be used exclusively by Lessee and its sublessees, sublicensees and assigns. Any use thereof by Lessor, its tenants, licensees, or lessees or other occupants on the Site shall be subject to Lessee's prior written consent to use such private access drive. Any attempted use thereof by Lessor, its tenants, licensees or lessees or other occupants of the Site without Lessee's prior written consent shall be considered a material breach of this Lease. To the extent such access is across other property owned by Lessor, Lessor shall execute an easement evidencing this right and Lessor shall maintain access to the Easement(s) in a free and open condition so that no interference is caused by Lessor or by other lessees, licensees, invitees or agents of the Lessor which may utilize the Easement(s). Lessor shall provide such access to the Leased Premises across Lessor's adjacent property, and over all paved or unpaved roads owned or controlled by Lessor, to allow Lessee, or its sublessees, to use, maintain and repair the improvements located on the Leased Premises. Such access shall be provided twenty-four (24) hours per day, seven (7) days per week.

(d) If governmental authorities require a landscape buffer easement or any other type of easement to grant approval for the construction of the Tower Facilities ("Additional Easement(s)"), and if such Additional Easements cannot be located within the Leased Premises or the Easement(s) for ingress and egress, Lessor agrees to cooperate with Lessee and to act reasonably in allowing the location of such Additional Easement(s) on other real property owned by Lessor without requiring additional compensation from Lessee or Lessee's licensee(s) or sublessee(s). Lessor shall, upon Lessee's request, execute a separate written easement for such Additional Easement(s) in a form which may be filed of record evidencing this right.

12. Termination. Except as otherwise provided herein, this Lease may be terminated without any penalty or further liability upon written notice as follows:

(a) By either party upon a default of any covenant or term hereof by the other party, which default is not cured within sixty (60) days of receipt of written notice of default (without however, limiting any other rights available to the parties pursuant to any other provisions hereof); provided, that if the defaulting party commences efforts to cure the default within such period and diligently pursues curing of the default to completion within a reasonable time period, the non-defaulting party shall no longer be entitled to declare a default;

(b) Upon thirty (30) days' written notice by Lessee to Lessor, if Lessee is unable to

obtain or maintain through no fault of Lessee, any license, permit or other Governmental Approval necessary for the construction and operation of the Tower Facilities or Lessee's business; or

(c) By Lessee for any reason upon one (1) year's advance written notice from Lessee to Lessor; or

(d) By Lessee pursuant to Paragraph 3 of this Lease.

13. Sublessee's Improvements. Lessee's licensee(s) and sublessee(s) shall be entitled to modify the Tower Facilities and to erect additional improvements on the Leased Premises, including, but not limited to antennas, dishes, cabling, additional storage buildings or equipment shelters as are reasonably required for the operation and maintenance of the communications equipment, together with rights of ingress and egress to the Leased Premises and the right to install utilities to and on the Leased Premises and Easement(s) as if said licensee or sublessee were the Lessee under this Lease.

14. Taxes. Lessee shall pay any personal property taxes assessed on, or any portion of such taxes attributable to, the Tower Facilities. Lessee shall pay, as additional Rent, any increase in real property taxes levied against the Leased Premises which are directly attributable to Lessee's use of the Leased Premises (the "Telecom Increase") within thirty (30) days of receipt of Lessor's written request provided that Lessor agrees to furnish proof of the Telecom Increase to Lessee within ninety (90) days from the issuance of the tax bill from the local taxing authority. If the Lessor fails to provide Lessee with such proof of the Telecom Increase within ninety (90) days of the issuance of the tax bill from the local taxing authority, then Lessee shall have no obligation to reimburse Lessor for, or to pay such Telecom Increase. In the event that Lessor fails to pay, when due, any taxes affecting the Leased Premises or the Easement(s), Lessee shall have the right, but not the obligation, to pay such taxes and deduct the full amount of the taxes paid by Lessee on Lessor's behalf from future installments of Rent. Lessor hereby represents and warrants that Lessor's property on which the Leased Premises and Easement(s) are located is not subject to any "Conservation Use Covenant", "Greenbelt Covenant", agricultural or timberland covenant, or any other conservation use program which restricts or limits development of Lessor's property. Lessor agrees to be solely responsible for payment of any penalties, roll-back or additional taxes, special assessments or other monetary amounts now or hereafter payable to any county, city, state or other party as a result of the breach of any conservation use tax program affecting the property on which the Leased Premises and Easement(s) are located or resulting from the change in the nature or character of the use of the property from its present use to a communications tower facility. Lessor does hereby covenant and agree to indemnify, defend and hold Lessee forever harmless from any and all liabilities, claims, demands, actions or causes of action arising from or relating to a breach of any such covenants, whether such breach occurs because of the erection of the Tower Facilities on the Leased Premises or otherwise.

15. Destruction of Premises. If the Leased Premises or the Tower Facilities are destroyed or damaged, so as to hinder the effective use of the Tower Facilities in Lessee's judgment, Lessee may elect to terminate this Lease as of the date of the damage or destruction by so notifying the Lessor. In such event, all rights and obligations of Lessee to Lessor shall cease as of the date of the damage or destruction, and Lessee shall be entitled to the reimbursement of any Rent prepaid by the Lessee. Lessee shall continue to pay Rent to Lessor until Lessee has removed the Tower Facilities from the Site.

16. Condemnation. If a condemning authority takes all of the Leased Premises or Easement(s), or a portion sufficient in Lessee's determination to render the Leased Premises or the Easement(s), in the opinion of Lessee, unsuitable for the use which Lessee was then making of the Leased Premises and Easement(s), this Lease shall terminate as of the date the title vests in the condemning authority. Lessee shall be entitled to file its own claims against the condemning authority for the value of its Tower Facilities, moving expenses, prepaid rent and business dislocation expenses. A sale of all or part of the Leased Premises and/or Easement(s) to a purchaser with the power of eminent domain, in the face of

the exercise of eminent domain power, shall be treated as taking by condemnation for the purpose of this paragraph.

17. Insurance. Lessee shall purchase and maintain in full force and effect throughout the Term, public liability and property damage policies. The policy of general liability insurance shall provide a combined single limit of \$1,000,000 and shall name Lessor as an additional insured.

18. Lessee's Environmental Covenants and Indemnity. As used in this Lease, the term "Hazardous Materials" shall mean any hazardous or toxic substance, material or waste which is, or becomes designated as such in the future or is regulated by any agency of the United States Government or by any local governmental authority having jurisdiction, including, without limitation, any substance, material or waste that is defined or designated as a hazardous substance pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act or the Clean Water Act. During the Term of this Lease, Lessee shall cause the presence, use, storage and/or disposal of any Hazardous Material, on or under the Leased Premises by Lessee, its agents, employees, business invitees, contractors or sublessees to be in compliance with all applicable laws, rules, regulations and orders. Lessee shall not install or permit the installation of any underground storage tanks on the Leased Premises. Lessee shall defend, indemnify, protect and hold Lessor harmless from and against all claims, costs, fines, judgments and liabilities, including, without limitation, reasonable attorney's fees and costs, arising out of or in connection with the presence, storage, use or disposal of Hazardous Materials on or under the Leased Premises to the extent caused by the acts, omissions or negligence of Lessee, its employees, business invitees, contractors or sublessees. The foregoing indemnity shall survive the expiration or earlier termination of this Lease.

19. Lessor's Environmental Representation and Indemnity. Lessor represents and warrants that no Hazardous Materials have been generated, stored, disposed of or are present on or under the Leased Premises and the Easement(s) prior to the Commencement Date of this Lease. Lessor shall indemnify, defend, protect and hold Lessee harmless from and against any and all claims, costs, fines, judgments, liability, actions, causes of action, liens and expenses, including, without limitation, penalties and reasonable attorneys' fees, incurred or suffered by or asserted against Lessee, to the extent arising out of or in any way relating to any one or more of the following which are not caused by Lessee: (a) the presence of any Hazardous Materials in, on, or under the Leased Premises; (b) any past, present or threatened release of Hazardous Materials in, on, under or from the Leased Premises; (c) any activity by Lessor in connection with any actual, proposed or threatened use, treatment, storage, existence, disposition or other release, production, manufacturing, management, abatement, removal, handling, transfer or transportation to or from the Leased Premises of any Hazardous Materials at any time located in, under or on the Leased Premises; (d) any testing and/or remediation costs in connection with any Hazardous Materials alleged to be located in, under, on or above the Leased Premises; (e) any past or present non-compliance with or violations of any environmental laws in connection with the Leased Premises or operations thereon, including but not limited to, any failure by Lessor to comply with any order of any governmental authority in connection with any environmental laws; and (f) the imposition, recording or filing or the threatened imposition, recording or filing of any environmental lien encumbering the Leased Premises. The foregoing representations and indemnities shall survive the expiration or earlier termination of this Lease.

20. Mutual Indemnification. Lessor shall indemnify and hold harmless Lessee from and against any and all claims, liabilities, loss or damage, penalties or judgments to the extent arising from injury to person or property sustained by anyone in and about the Leased Premises and Easement(s) resulting from any act(s) or omissions(s) of Lessor, or Lessor's officers, agents, servants, employees, contractors, or sublessees. Further, Lessor shall, at its own cost and expense, defend any and all suits or actions (just or unjust) which may be brought against Lessee or in which Lessee may be impleaded with

others upon any such matter, claim or claims, except as may result from the acts described in the following paragraph. This indemnification obligation shall survive the expiration or earlier termination of the Lease.

Lessee shall indemnify and hold harmless Lessor from and against any and all claims, liabilities, loss or damage, penalties or judgments to the extent arising from injury to person or property sustained by anyone in and about the Leased Premises and Easement(s) resulting from any act(s) or omissions(s) of Lessee, or Lessee's officers, agents, servants, employees, contractors, or sublessees. Further, Lessee shall, at its own cost and expense, defend any and all suits or actions (just or unjust) which may be brought against Lessor or in which Lessor may be impleaded with others upon any such matter, claim or claims, except as may result from the acts described in the preceding paragraph. This indemnification obligation shall survive the expiration or earlier termination of the Lease.

21. Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed effective upon personal delivery, or three (3) days after being deposited in the U.S. Mail, registered or certified, and postage prepaid, or one (1) day after being deposited with a recognized overnight delivery service. Such notices shall be addressed to the applicable party at its address shown below, or at such other address or addresses as either party shall designate to the other in writing in accordance with this paragraph:

As to Lessor: The City of Marshfield – City Clerk
630 S. Central Ave
Marshfield, WI 54449
Phone: 715-486-2023
E-mail address: Deb.Hall@ci.marshfield.wi.us
Federal ID / SS No.: 396-005518

As to Lessor: Wood County – County Clerk
400 Market St.
Wisconsin, Rapids, WI 54494
Phone: 715-421-8460
E-mail address: ccexpress@co.wood.wi.us
Federal ID / SS No.: 39-6005763

As to Lessee: PI Tower Development LLC, c/o Lendlease
909 Lake Carolyn Parkway
Suite 260
Irving, TX 75039
Attention: Contracts Administrator

With a copy to: Lendlease Americas, Inc.
200 Park Avenue
9th Floor
New York, New York 10166
Attention: General Counsel

22. Title and Quiet Enjoyment. Lessor warrants and represents that (i) it has the full right, power, and authority to execute this Lease; (ii) it has good and marketable fee simple title to the Leased Premises and the Easement(s); and (iii) the Leased Premises constitute a legal lot that may be leased without the need for any subdivision or platting approval. Lessor covenants that Lessee shall have the quiet enjoyment of the Leased Premises during the Term of the Lease. Lessor shall indemnify, defend and hold harmless Lessee from and against any loss, cost, expense or damage, including attorneys fees associated with a breach of the foregoing covenant of quiet enjoyment. This Lease shall be an estate for years and not a usufruct. Lessor shall not use, nor shall Lessor permit its lessees, licensees, invitees, or agents to use any portion of any property owned or controlled by Lessor in any way which interferes with the operations of Lessee. Such interference shall be deemed a material breach by Lessor, and Lessee shall have the right, in addition to any other rights that it may have in law or equity, to enjoin such interference or to terminate this Lease.

23. Subordination and Non-Disturbance. This Lease shall be subject to and subordinate to any mortgage or deed to secure debt (collectively referred to as a "Mortgage") made by Lessor which may now or hereafter encumber the Leased Premises and Easement(s), provided that no such subordination shall be effective unless the holder of every such Mortgage shall in a separate agreement with Lessee agree that in the event of a foreclosure, or conveyance in lieu of foreclosure of Lessor's interest in the Leased Premises and Easement(s), such holder shall recognize and confirm the validity and existence of this Lease and that Lessee shall have the right to continue its use and occupancy of the Leased Premises and Easement(s) in accordance with the provisions of this Lease as long as Lessee is not in default of this Lease beyond applicable notice and cure periods. Lessee shall execute in timely fashion such instruments as may reasonably be requested to evidence the provisions of this paragraph. In the event the Leased Premises and/or Easement(s) are encumbered by a Mortgage on the Commencement Date, Lessor, no later than ten (10) days after the Commencement Date, shall obtain and furnish Lessee with a non-disturbance agreement in recordable form from the holder of each Mortgage.

24. Assignments and Subleases.

(a) Lessee may, upon notice to Lessor, mortgage or grant a security interest in Lessee's leasehold estate and the Tower Facilities, and may make a conditional assignment of this Lease and the Tower Facilities to any such mortgagees or holders of security interests, including their successors and assigns (hereinafter, collectively referred to as "Secured Parties"). In such event, Lessor shall execute such consent to leasehold financing as may reasonably be required by any Secured Party. Lessor agrees to notify Lessee and Lessee's Secured Parties simultaneously of any default by Lessee, and to give to the Secured Parties the same right to cure any default as Lessee except that the cure period for any Secured Party shall not be less than thirty (30) days after the receipt of the default notice; provided, however, that for non-monetary defaults, Lessor shall not terminate the Lease for so long as a Secured Party is diligently pursuing a cure of the default, and if curing such non-monetary default requires possession of the Leased Premises and Easement(s), then Lessor agrees to give Secured Party a reasonable time to obtain possession of the Leased Premises and Easement(s) and to cure such default. If a termination, disaffirmation or rejection of the Lease, pursuant to any laws (including any bankruptcy or insolvency laws), by Lessee shall occur, or if Lessor shall terminate this Lease for any reason as provided for in Paragraph 12, herein, Lessor will give the Secured Parties prompt notice thereof and Lessor will give each Secured Party the right to enter upon the Leased Premises during a thirty (30) day period commencing upon such Secured Party's receipt of such notice for the purpose of removing any Tower Facilities. In addition, if this Lease is terminated for any reason, or otherwise rejected in bankruptcy, Lessor shall, upon request, enter into a new lease with a Secured Party on the same terms as those contained in this Lease provided such Secured Party

pays all past due amounts within thirty (30) days of notice of such termination. Lessor waives any lien, interest, claim, right or title in the Tower Facilities which Lessor now has or may hereafter acquire, whether by statute, agreement or otherwise, and agrees that the Tower Facilities shall remain personal property and shall not constitute fixtures, notwithstanding any attachment to real property or any other applicable law or doctrine relating to fixtures. A Secured Party shall have all of the rights of Lessee under the Lease, including, but not limited to, the right to exercise any renewal option(s) or purchase option(s) set forth in this Lease. Lessor acknowledges that the Secured Parties shall be third-party beneficiaries of this Lease.

(b) Lessee shall have the right to license, sublease or assign its rights under this Lease, without the consent of Lessor, upon any of the following conditions:

- i. any conditional assignment of this Lease to a Secured Party as described in subparagraph (a) above;
- ii. any license or sublease of a portion of the Tower Facilities in the ordinary course of Lessee's business;
- iii. an assignment or sublease to an affiliate entity of Lessee; or
- iv. an assignment to an entity in the business of developing or owning telecommunication towers, provided that any such assignee shall have a net worth equal to or greater than Lessee's.

Any license, sublease or assignment by Lessee of its rights under this Lease which is not set forth in (i) – (iv) above shall require the consent of the Lessor, which shall not be unreasonably withheld, delayed and/or conditioned. Any license, sublease or assignment pursuant to this subparagraph (b) shall be subject to all terms and conditions of this Lease. Upon assignment of all of its rights pursuant to this Lease, and the execution of a written assumption of all of the terms and conditions of the Lease by the assignee, Lessee shall be released from any further liability under this Lease.

Lessor shall have the right to assign or otherwise transfer this Lease and the Easement(s) granted herein, upon written notice to Lessee, but only in connection with the simultaneous sale or transfer Lessor's entire right, title and interest in the Site. Any assignment or transfer of this Lease which is separate and distinct from a transfer of Lessor's entire right, title and interest in the Site shall require the prior written consent of Lessee which shall not be unreasonably withheld.

25. Successors and Assigns. This Lease shall run with the Leased Premises described on **Exhibit "A"** and shall be binding upon and inure to the benefit of the parties, their respective heirs, successors, personal representatives and assigns.

26. Waiver of Lessor's Lien. Lessor hereby waives any and all lien rights it may have, statutory or otherwise, in and to the Tower Facilities or any portion thereof, regardless of whether or not same is deemed real or personal property under applicable laws.

27. Waiver of Incidental and Consequential Damages. Lessor will not assert any claim whatsoever against Lessee for loss of anticipatory profits or any other indirect, special, incidental or consequential damages incurred by Lessor as a result of the construction, maintenance, operation or use of the Leased Premises or the Easement(s) by Lessee.

28. Lessee's Exclusivity. Lessor agrees not to lease any of Lessor's property within a radius of five (5) miles from the Leased Premises for construction of a tower, for the construction or for use as a

communications facility or for the operation of an antenna site leasing business which competes directly or indirectly with Lessee.

29. Right of First Refusal. In the event that the Lessor receives and desires to accept a bona fide offer to sell and convey the Leased Premises to a third party not related to the Lessor by at least 51% common ownership, then the Lessor shall first provide the Lessee with a written offer to sell and convey the Leased Premises to Lessee upon the same terms and conditions as the offer made by the third party. The notice to Lessee shall include a copy of the third party's offer. If the third party offer is to purchase assets in addition to the Leased Premises, the right of first refusal hereunder shall apply only to the Leased Premises and the Lessor shall provide to Lessee the only the terms of the third party's offer which are applicable thereto. Lessee shall have twenty (20) business days from the receipt from the Lessor's notice to accept the offer to purchase the Leased Premises. If Lessee desires to accept the offer, it shall notify the Lessor in writing within the said twenty (20) business day period and closing thereon shall occur within ninety (90) days of the date of Lessee's written acceptance of the offer. Transfer of title shall be by Special Warranty Deed and a Bill of Sale that warrants title to the Leased Premises without exception or encumbrance. If Lessee does not elect to accept the offer to purchase the Leased Premises, then the Lessor may proceed with selling the Leased Premises to the third party upon the same terms and conditions as offered to Lessee, which sale shall be made subject to the terms of this Lease. Should the third party not complete the purchase transaction, then this Right of First Refusal shall continue in effect for any future offers received by the Lessor.

30. Certifications. Either party may request, in writing, that the other party certify information to a prospective mortgagee or purchaser. Such certification shall be transmitted within ten (10) days after receipt of written request and may be relied upon by the party who requested it, and the contents of the certificate shall be binding upon the party executing it. The certificate may include (i) the validity, force and effect of this Lease; (ii) the extent to which this Lease has been supplemented or amended; (iii) the existence of any default; (iv) the existence of any offsets, counter-claims or defenses on the part of the other party; (v) the commencement and expiration dates of the Term; (vi) the amount of any prepaid rent; and (vii) any other matter as may reasonably be requested.

31. Self Help. Intentionally omitted.

32. Restrictive Covenants. Lessor acknowledges and agrees that this Lease and the rights granted herein to Lessee are integral to the Rent paid by Lessee to Lessor, and that Lessee would not have agreed to pay such monetary consideration to Lessor if Lessor were to create circumstances that would compete with the rights of Lessee and its intended business operations. Accordingly, Lessor agrees that, for so long as this Lease is in effect, Lessor shall not enter into a lease, license, or other agreement whereby Lessor (i) transfers its' beneficial rights in this Lease to a third party without such third party purchasing Lessor's right, title and interest in the entire Site, (ii) transfers the rights to use or operate any portion of the Site to a third party for the operation of wireless telecommunications equipment, except, Lessor may grant the Easements contemplated herein or other easements for customary utilities, or (iii) authorizes the construction of any wireless telecommunications towers or structures on the Site for the use by unaffiliated third parties to operate such wireless telecommunications towers or structures for profit. Any actions of Lessor as set forth in (i), (ii) or (iii) shall be considered a material breach of this Lease. In case of a breach by Lessor of the covenants contained in this Section 32, Lessee will be irreparably damaged and shall be entitled (in addition to any other remedy to which it may be entitled in law or in equity) to injunctive relief to enforce Lessor's obligations herein.

33. Miscellaneous.

(a) The substantially prevailing party in any litigation arising hereunder shall be

entitled to its reasonable attorney's fees and court costs, including appeals and post-judgment proceedings, if any.

(b) Each party agrees to furnish to the other, within ten (10) days after request, such truthful estoppel information as the other may reasonably request.

(c) This Lease constitutes the entire agreement and understanding of Lessor and Lessee with respect to the subject matter of this Lease, and supersedes all offers, negotiations and other agreements. There are no representations or understandings of any kind not set forth herein. Any amendments to this Lease must be in writing and executed by Lessor and Lessee; provided, however, that this Lease may not be amended in any respect which would be reasonably likely to have a material adverse effect on a Secured Party's interest therein, or surrendered, terminated or cancelled by Lessee, without the prior written consent of such Secured Party.

(d) If either Lessor or Lessee is represented by a broker in this transaction, that party shall be fully responsible for any fees due such broker and shall hold the other party harmless from any claims for commission by such broker.

(e) This Lease shall be construed in accordance with the laws of the state in which the Leased Premises is situated.

(f) If any term of this Lease is found to be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect.

(g) Lessor shall cooperate with Lessee in executing any documents necessary to protect Lessee's rights under this Lease or Lessee's use of the Leased Premises and the Easement(s), and to take such action as Lessee may reasonably require to effect the intent of this Lease.

(h) This Lease may be executed in two or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each of the parties, it being understood that all parties need not sign the same counterpart. The parties agree that a scanned or electronically reproduced copy or image of this Lease shall be deemed an original.

(SIGNATURE PAGES FOLLOWING)

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the date first written above.

LESSOR:

THE CITY OF MARSHFIELD,
a municipal corporation

WITNESS:

By: _____

Print Name

Name: _____

Title: _____

Print Name

Date: _____

WOOD COUNTY,
a Municipal corporation

By: _____

Print Name

Name: _____

Title: _____

Print Name

Date: _____

LESSEE:

PI TOWER DEVELOPMENT LLC,
a Delaware limited liability company

WITNESS:

By: _____

Print Name

Print Name: _____

Title: _____

Print Name

Date: _____

EXHIBIT "A"

Description of Real Property (Leased Premises)

A **50' by 90'** parcel of land for the tower compound being located around the base of the tower, all being a portion of the parent tract (see attached warranty deed for legal description of parent tract, if available). The legal description of the Leased Premises shall be determined by survey and shall thereafter replace this **Exhibit "A"**.

Tax Parcel I.D. # of parent tract: 3305037

Physical Address of parent tract: 2000 W. 5th Street
Marshfield, WI 54495

lendlease

EXHIBIT "A-1"

Survey or Site Plan

Location of the Leased Premises shall be determined by survey, and upon completion shall replace this Exhibit "A-1".

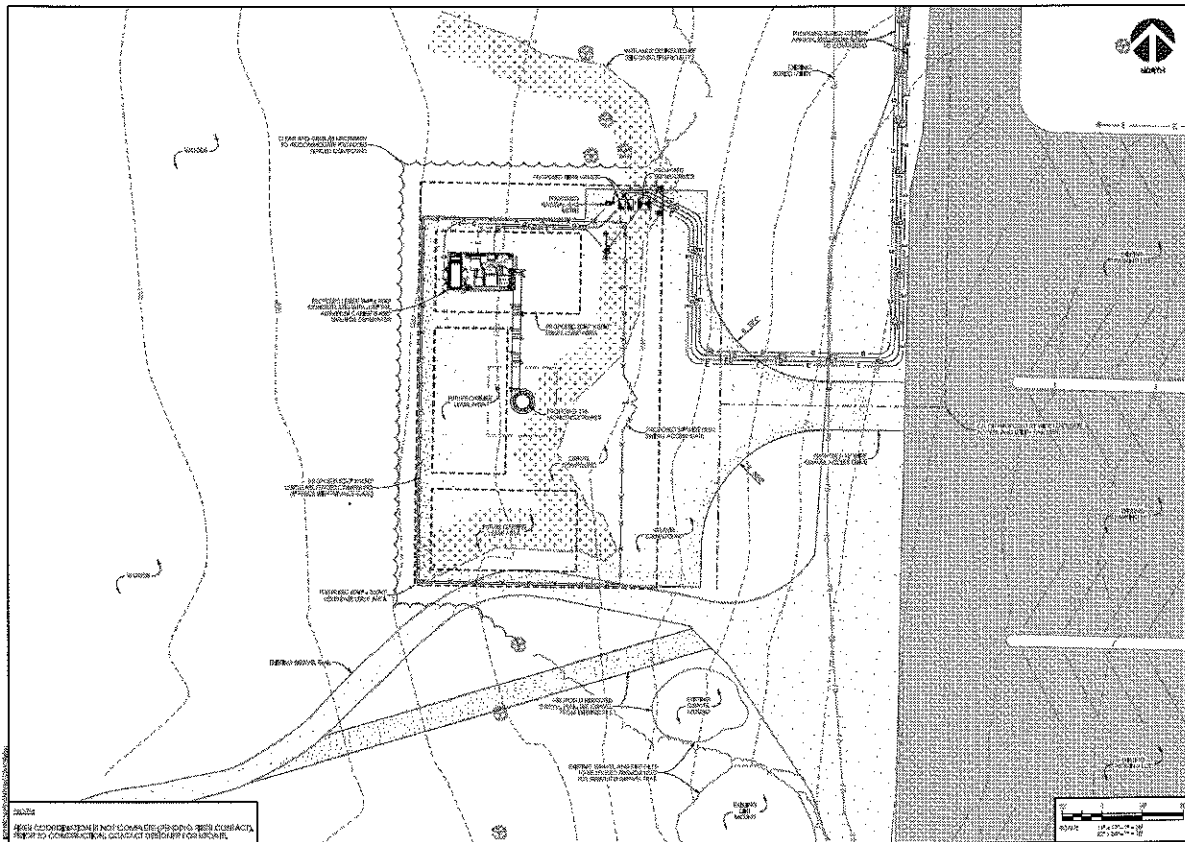


EXHIBIT "B"

Easement(s)

(i) An easement from the Leased Premises to an open and improved public road in a minimum width of either 25 feet or the minimum width necessary to comply with any applicable governmental requirements, whichever is greater, to allow for ingress to and egress from the Leased Premises by vehicle;

(ii) An easement as may be required to provide utilities to the Leased Premises from the utility providers' preferred connection point;

(iii) if required by governmental authorities, an easement for a "Fall Zone" centered on the location of the Lessee's tower and extending outward in a circle for the number of feet as may be required by local zoning authorities (typically equal to the height of the Lessee's tower but could be more); and

(iv) if required by governmental authorities, an easement for a landscape buffer zone or any such additional easement(s) as may be required by local zoning authorities,

each to be determined by survey, and upon completion of survey, shall replace this **Exhibit "B"**.



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EXHIBIT "C"

Liens and Encumbrances

Holder of 1st Mortgage: _____

Address: _____

Contact Name: _____

Phone Number: _____

Loan Number: _____

Holder of 2nd Mortgage: _____

Address: _____

Contact Name: _____

Phone Number: _____

Loan Number: _____

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Other Liens/Encumbrances

(Please Describe): _____

If No Mortgage(s), check here: _____

EXHIBIT “D”

MEMORANDUM OF GROUND LEASE AGREEMENT

See Attached



lendlease

Upon recording return to:
PI Tower Development LLC
909 Lake Carolyn Parkway, Suite 260
Irving, Texas 75039
Attention: Corporate Contracts Manager

Site Name: WI-Marshfield-Marshfield Adler
Site Number: PIWI031

MEMORANDUM OF GROUND LEASE AGREEMENT

This Memorandum of Ground Lease Agreement is made on _____, 201____, by and between **THE CITY OF MARSHFIELD and WOOD COUNTY**, each a municipal corporation as Lessor, whose mailing address is _____ and **PI TOWER DEVELOPMENT LLC**, a Delaware limited liability company, as Lessee, whose address is 7411 Fullerton Street Suite 110, Jacksonville, Florida 32256.

1. Lessor and Lessee are parties to a Ground Lease Agreement dated as of _____, 201____ (the "Lease"), the terms and provisions of which are incorporated herein by this reference. The premises covered by the Lease are located in **Wood County, WI**, as more fully described in the legal description attached hereto as **Exhibit "A"** ("Leased Premises").

2. Pursuant to the Lease, the Lessor has granted, and by these presents does grant, to the Lessee easements for ingress, egress, utilities, and any other easements required by Lessee or governmental authorities for the duration of the Lease Agreement a more particularly described on **Exhibit "A"** hereto. The easement rights herein granted include the right and authority of Lessee to grant or assign to third parties all or some of the easement rights granted to Lessee herein.

3. The Lease provides for an initial term of five (5) years (the "Initial Term") which commenced on _____. The Lease also provides for five (5) additional five (5) year renewal terms (each, a "Renewal Term"). The Lease shall automatically renew for each such Renewal Term unless Lessee delivers written notice of intent not to renew to Lessor at least thirty (30) days prior to the expiration of the Initial Term, or the Renewal Term then in effect.

4. The Lease provides that during the term of the Lease neither Lessor nor any tenant or person or entity claiming by or through Lessor shall be allowed to install or operate a communications facility, including a telecommunications transmission tower, or operate an antenna site leasing business which competes directly or indirectly with Lessee on the lands of Lessor within a radius of five (5) miles of the Leased Premises.

5. The Lease provides that during the term of the Lease, in the event that the Lessor receives and desires to accept a bona fide offer to sell and convey the Leased Premises to a third party not related to the Lessor by at least 51% common ownership, then the Lessor shall first provide the Lessee with a written offer to sell and convey the Leased Premises to Lessee upon the same terms and conditions as the offer made by the third party, and Lessee shall have twenty (20) business days in which to accept the offer.

6. The Lease provides that during the term of the Lease, Lessor shall not enter into a lease, license, or other agreement whereby Lessor (i) transfers its beneficial rights in this Lease to a third party without such third party purchasing Lessor's right, title and interest in the entire Site, (ii) transfers the rights to use or operate any portion of the Site to a third party for the operation of wireless telecommunications equipment,

or (iii) authorizes the construction of any wireless telecommunications towers or structures on the Site, for Lessor's own use, or for the use of any unaffiliated third parties.

7. All of the terms and conditions of the Lease are incorporated herein by reference. In the event of a conflict between the terms hereof and the terms of the Lease, the terms of the Lease shall govern.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Lease as of the date first written above.

LESSOR:

THE CITY OF MARSHFIELD,
a municipal corporation

Witness:

EXHIBIT ONLY – DO NOT SIGN

Print Name: _____

Title: _____

Print Name: _____

Print Name: _____

STATE OF _____

COUNTY OF _____

I, _____ a Notary Public of the County and State aforesaid,
certify that _____ as _____ of _____, a
_____ personally came before me this day and acknowledged that (s)he executed the
foregoing instrument on behalf of said _____. He/She is personally known to me or produced
_____ as identification.

WITNESS my hand and notarial seal, this ____ day of _____, 201__.

Notary Public: _____

Print Name: _____

{affix notary stamp/seal}

My Commission Expires: _____

WOOD COUNTY,
a municipal corporation

Witness:

EXHIBIT ONLY - DO NOT SIGN

Print Name: _____

Title: _____

Print Name: _____

Print Name: _____

STATE OF _____

COUNTY OF _____

I, _____ a Notary Public of the County and State aforesaid,
certify that _____ as _____ of _____, a
_____ personally came before me this day and acknowledged that (s)he executed the
foregoing instrument on behalf of said _____. He/She is personally known to me or produced
_____ as identification.

WITNESS my hand and notarial seal, this _____ day of _____, 201__.

Notary Public: _____

Print Name: _____

My Commission Expires: _____

{affix notary stamp/seal}

LESSEE:

PI TOWER DEVELOPMENT LLC,
a Delaware limited liability company

Witness:

EXHIBIT ONLY – DO NOT SIGN

Print Name: _____

Print Name: _____

Title: _____

Print Name: _____

STATE OF FLORIDA

COUNTY OF _____

I, _____ the undersigned Notary Public for said County and State, do hereby certify that _____, as _____ of PI Tower Development LLC, a Delaware limited liability company, personally appeared before me this day, and acknowledged the due execution of the foregoing instrument on behalf of said company. He/She is personally known to me or produced _____ as identification.

WITNESS my hand and notarial seal, this _____ day of _____, 201____.

Notary Public: _____

Print Name: _____

{affix notary stamp/seal}

My Commission Expires: _____

EXHIBIT "A"

LEASED PREMISES AND EASEMENTS

The 50' x 90' Leased Premises and Easement(s) are located in the land legally described as follows:

The Southwest Quarter of the Northeast Quarter (SW¼-NE¼) of Section Twelve (12), Township Twenty Five (25) North, Range Two (2) East, Wood County, Wisconsin.

AND BEING the same property conveyed to The City of Marshfield and Wood County, each a municipal corporation from Raymond U. Herman and Germaine Herman, his wife, and in her own right, said Raymond U. Herman also being known as Raymond Herman by Warranty Deed dated October 21, 1963 and recorded October 22, 1963 in Deed Book 354, Page 251.

Tax Parcel No. 3305037



lendlease

Comments from the County Clerk
December 2017 Executive Committee Meeting

I had a full house for the Municipal Clerk Core Training that I conducted here on November 8th. This training is also now offered in an online class, but a lot of people look at it like I do and realize that having a real person teaching, where you can ask questions and have discussion on the subject matter is very beneficial. I will be offering more large group trainings in the future and will use the big conference room at River Block, Room 206.

December 1st starts the Spring Election campaign period. On the ballot will be Supreme Court Justice, Court of Appeals Judge District IV, statewide referendum question regarding elimination of the state treasurer position, Circuit Court Judge Branch II, county board supervisors, school board members and local officials.

At the January Executive Committee meeting, I'll have a budget resolution regarding Committee's and Commission's budget overage. I'm hoping to come out even money for Clerk's. We're keeping a close eye on it.

2016 Marriage License total 429

2017 Marriage License to date 375

Budgeted revenues for 400 licenses. This will be quite hard to get 25 license in December. ..but it remains to be seen. We'll work on drumming up business.

Passports are behind last year also.

2016 Passports = 642

2017 Same time frame = 544

Again...we'll take to the street hawking our services.

Since starting with the Tri-Vin company we've served a multitude of people. Each of them is thankful that they can obtain their metal license plate here rather than standing in line at a DMV service center. Of course, we're happy to provide a needed service, but also thankful for the added revenue.



Wood County WISCONSIN

MAINTENANCE
DEPARTMENT

Maintenance Monthly Comments From the Desk of Reuben Van Tassel

December 5, 2017

Maintenance staff is applying finishing touches in the space on second floor being taken over by the Sheriff's Department.

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

Working with engineer to resolve heating issue at River Block.

Several meetings with architect regarding Edgewater capital improvement projects for 2018.

Reviewed plan for snow removal, specifically relating to the Elk's Lot agreement.

Attended WPELRA Supervisor Training in Eau Claire on November 8th.

Attended Executive Committee, County Board, Employee Feedback, Health and Human Services Committee and Executive Committee Ad Hoc Public Property Committee meetings.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – November 2017

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

- Processing 2018 insurance renewals for Wood County.

Lost Time/ Restricted Duty/Medical Injuries: 2

- 11/01/2017 – Land Conservation – Employee sustained a tick bite and possible lymes disease exposure. Medical only.
- 11/17/2017 – Edgewater Haven – Employee sustained a contusion to the lower back area from a slip and fall due to a wet floor. Medical with restrictions.

First Aid Injuries: 3

- 11/02/2017 – Maintenance – Employee sustained a contusion to the neck area when head bumped an overhead pipe.
- 11/15/2017 – Norwood HC – Employee sustained a contusion to the lower abdomen when struck by a combative individual.
- 11/09/2017 – Sheriff's – Employee sustained a strain to the left pinky finger and upper left forearm from a combative individual.

Property/Vehicle Damage Claims: 1

- 11/08/2017 – Sheriff's – Squad #36 vs. deer. Loss of \$6336.07

Liability – Wood County - Notice of Injury and Claim: 1

- 11/09/2017 – Transportation – Wood County Bus struck parked resident vehicle. No cost estimates yet.

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

- Engen vs. Wood County Highway. 9/27/2011. Trial scheduled in May has been delayed until 2018.
- Waite retaliation claim. 10/04/2014. No updates.
- Suicide claim 5/6/2017 – Glodowski.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

November, 2017

- ◆ The IT Security Team is preparing to launch a Security Awareness Program. In November a CyberSecurity Phishing Campaign was executed to obtain baseline information from staff to see what are the top security risks to the County network. Phishing emails are emails that are designed to trick the users into believing they are real emails and providing sensitive information or clicking on links within emails. All it takes is one County employee to open or click on something they shouldn't to compromise the County network. Several future CyberSecurity campaigns and training will be scheduled as the IT Security Team works to train and educate users in an effort to protect staff and the County network from Cyber related events.
- ◆ GCS property tax system, vendor for replacement property tax software, is being used for tracking deed and parcel data, receipting tax payments, and generating reports. Special assessment data is being loaded and the 2017 property tax bill creation has begun. Open records requests are being fulfilled using the GCS data.
- ◆ Support for Norwood Healthcare Center and Edgewater Haven is ongoing. Matrix software for both Edgewater and Norwood large upgrade is complete. Access to the Matrix software is now available on the county intranet page. The server address for MatrixCare and Point of Care has changed, this means past shortcuts are obsolete and access can be obtained from the county intranet links. User's may opt to create desktop shortcuts.
- ◆ RtVision, Highway Department time and materials tracking software, payroll export file will be updated with new earnings codes as soon as the vendor can fulfill our request. These codes will map to new payroll software, HRMS, new codes that will alleviate a rounding issue. These new codes are now implemented in the TimeStar system and will alleviate a rounding issue as well.
- ◆ The TimeStar, electronic time card and time tracking, system configuration is complete. System configuration, which requires coordination between IT, HR and the Finance Department has been continually updated to address the needs of each department. System configuration includes multiple functions like importing employee data, assigning pay groups, assigning time tracking types, setting access permissions, etc. Application access restriction configuration testing is complete and IT continues to apply login restrictions to employees according to department head preferences.

The implementation that spanned from April to September 19, 2017 is now complete. All departments are live using the TimeStar software. As planned and on schedule, Wood County has transitioned from TimeStar's implementation team to support. IT works continually to address some remaining issues and department change requests. The PBJ reporting for CMS (Centers for Medicare & Medicaid) is now complete. PBJ reports were submitted and met the November deadline.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

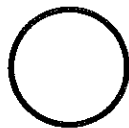
- ◆ Time Simplicity, the add on module that will provide scheduling software to select department, training will continue. The addition of the TimeStar & Time Simplicity software eliminated the need for manual paper time card tracking and entry and will provide a staff scheduling solution for select departments.
- ◆ 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. However, additional systems that require archive data were discovered and will require analysis and solution development. Replacement system creation and implementation of these systems continues as we plan to decommission the SCO Unix server early in 2018.
- ◆ Completed the last wire moves out of the old data center. The IT department has all connections and network equipment and servers moved to the new data center. The last thing that needs to be completed is for Solarus to move the equipment for the Credit Union connection. That work is scheduled for December 4th.
- ◆ Worked with Human Services staff to setup new billing codes in TCM.
- ◆ Twenty PC's have been deployed including the twelve student and one teacher computer in the Safety Conference room.
- ◆ Set up all County SQL Servers with configurations that allow the IT team to be notified of any failed jobs/processes. This allows IT to be aware of failures as soon as they happen.
- ◆ Attended the Multi-County Project Managers meeting in Outagamie County.
- ◆ Resumed work on payment processing improvements to the Park Reservations system.
- ◆ Upgraded the IMS21 server, Document Management for Human Services and Sheriff, to the latest version (7.3) to help fix any bugs from the last update (7.2).
- ◆ Worked with CIS to apply more updates to the State Interface. This helps with better connectivity when running plates, vehicles, and persons.
- ◆ Upgraded and migrated Jail's Guard1 software that handles all door checks over to a new more reliable server.
- ◆ Put together and recorded a Windows 10 training that can be provided to staff that are interested.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
- ◆ Cleanup within ServiceDesk, IT's asset and ticket management software, has begun in preparation for an upcoming physical asset inventory.
 - ◆ Preparation has begun on migrating to Office 2016.
 - ◆ Continued configuration on the new Barracuda Security Webfilter that will replace the current web filter solution. Work on this will continue in December.
 - ◆ Working with Veterans to research and select the best scanner to meet department needs.
 - ◆ Worked with Sheriff's Department and Sumuri technical support to replaced failed hard drive in the Forensic Systems. The drive needed to be replaced and RAID set rebuilt.
 - ◆ Terminated and tested network drops in the new Sheriff Department offices.
 - ◆ 515 helpdesk requests were created in September, with staff completing 491 tickets leaving 311 open requests. These numbers represent service requests from departments throughout the County.
 - ◆ Worked with Human Services staff to identify and resolve various PPS, Program Participation System, submission errors.
 - ◆ Setup new service codes for Mental Health to become compliant in PPS SPC code reporting.
 - ◆ Provided IMS webinar to Human Services employees.
 - ◆ Began researching automated reminder provided for HS appointments (SMS/Email/Phone).
 - ◆ Continue to work on cleaning up phone system issues that occurred with the DataCenter move and Solarus new PRIs (Voice Lines).
 - ◆ Migrated 4 servers to the new storage solution now that the new SAN (Storage Area Network) is fully online.



RESOLUTION#

ITEM# 12-

DATE December 19, 2017

Effective Date Upon passage & publication

Introduced by Executive Committee

Page 1 of 2

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

INTENT & SYNOPSIS: To formally adopt the "Social Media Policy".**FISCAL NOTE:** None

WHEREAS, the County recognizes the value in using social media to broaden communication between government services and facilitate greater citizen engagement; and

WHEREAS, several County departments use social media to communicate to the public; and

WHEREAS, the purpose of the County's Social Media Policy is to set forth the County's goals, policies and procedures relating the County's presence on social media sites and to regulate employees who are responsible for maintaining the County's presence on social media websites; and

WHEREAS, the official use of social media must comply with all applicable federal, states and county laws, ordinances and policies, including laws regarding records retention and Wisconsin Open Records law,

NOW THEREFORE BE IT RESOLVED, to approve the attached "Social Media Policy".

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

()

ED WAGNER (Chairman)

DONNA ROZAR

ALLEN BREU

WILLIAM CLENDENNING

MICHAEL FEIRER

HILDE HENKEL

LANCE PLIML

Adopted by the County Board of Wood County, this _____ day of December 20 17

County Clerk

County Board Chairman



WOOD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy #	Approval Date:
Policy Title SOCIAL MEDIA	Effective Date:
	Revision Date(s): None

Wood County recognizes that emerging online collaboration platforms are fundamentally changing the way citizens, government entities, and businesses interact with each other. The County has determined that online discourse through social computing will further enhance delivery of County services and foster positive public perception and a sense of community.

I. Purpose and Scope

This policy is intended to provide a framework for use of social media when authorized by the County as part of an employee's job duties.

Social media is considered any interaction among people in which they may create, share, and exchange information and ideas in virtual communities and networks. Any platform that is used to build social networks or social relations for the sharing of information of common interest is considered a social media site. The forms of social media or technology referred to in this policy include, but are not limited to Facebook, LinkedIn, MySpace, Twitter, Yammer, YouTube, video and wiki postings, chat rooms, comment sections of newspapers/publications, personal blogs and other similar forms of online journals, diaries and personal newsletters.

County-owned technology resources are the property of the County, as is all data created, entered, received, stored, or transmitted via County-owned equipment. All use of social media or similar technology is subject to all County policies, including but not limited to the information technology use and security policy, as well as existing internet, email, and harassment policies.

II. Changes to This Policy

Wood County may, from time to time, modify this Social Media Policy to reflect legal, technological and other developments. A current copy of this document can be found on the employee Intranet at <https://www.co.wood.wi.us/Employee>, or upon request from the IT department.

III. Wood County Social Media Site Guidelines

All County social media sites must be sponsored by a department. The department must include a link to this site from their departmental home page and the County's official social media directory, on the County's official website.

It is the responsibility of the department head of the sponsoring department, or designee, to maintain compliance with this policy and all other applicable policies and laws in the management of their social media site(s).

This section does not apply to websites or other online services over which the County has direct administrative control. Also excluded from this section are websites or other online services which are controlled by organizations affiliated with one or more county departments, related to the department's mission. Examples of these exceptions include the official Wood County website, community initiative websites that partner with County departments, and intergovernmental websites. Social media sites, which are managed by County employee(s), but are branded under an affiliated organization and fall under social media policies and standards of that organization, are also excluded from this section.

The sponsoring department is responsible for the following:

- 1) All management of the authorized social media site(s)
- 2) The accuracy, quality, and timeliness of all content on an authorized social media site
- 3) Reliability and dependability of a social media site, meaning once a social media site is created, it must be regularly updated and maintained
- 4) The authorization of the appropriate staff to maintain a site
- 5) Any costs accrued with the social media site, this includes but is not limited to:
 - a) Site fees
 - b) Site promotion
 - c) Social media data archiving
 - d) Any fees that may be incurred while adhering to open records laws

When creating a County social media site, page, etc., all departments and employees should adhere to the following Guidelines:

- 1) Appropriate use: All communications carried out on County equipment or County sponsored electronic media must adhere to the appropriate use guidelines set forth in the Computer Usage policy and in this policy.
- 2) Encourage one-way communication when possible.
- 3) Comment Policy: Any County authorized social media site which allows comments to be posted must display the following comment policy:

The purpose of this site is to present matters of public interest in the County of Wood, including information regarding its many residents, businesses and visitors. We encourage you to submit comments, but be advised this is not an open public forum. Once posted, the County reserves the right, but assumes no obligation, to delete any comment for any reason, including but not limited to, submissions that are illegal, obscene, defamatory, threatening, invade privacy, or which are considered to be offensive to anyone or may infringe upon the intellectual property or copyrights of others. Also comments which include spam or links to other sites, are clearly off topic, advocate illegal or illicit activity, promote particular products, services or vendors, or advocate for a particular political party, candidate or point of view, may be deleted at the County's discretion. The County reserves the right to block any user that violates these terms. The County does not necessarily review all posted comments on a regular basis. No user shall

rely upon this site to communicate to the County or to any other person, information regarding any immediate threat to safety, health, or property. A person wishing to report an immediate threat to health, safety or property or needing other emergency assistance should call 911. All users of this site are hereby notified that any information, comments, messages or other data posted to or through this site may be subject to applicable records disclosure laws, and should not be considered private or confidential. Comments expressed on this site do not necessarily reflect the opinions of Wood County or its employees. The County takes no responsibility nor assumes any liability for any content posted on this site. Please contact the site administrator for assistance with a comment you believe violates the above policy.

- 4) Departments are required to enforce this policy and verify that all posts do not contain any of the following:
 - a) Spam
 - b) Off topic posts
 - c) Promotion of illegal activity
 - d) Copyrighted or licensed material
 - e) Promotion of political candidates
 - f) Promotion of products, organizations, or services that are not in line with the department mission
 - g) Personal attacks
 - h) Personal protected information
 - i) Violent, obscene, or discriminatory comments
 - j) Repetitive posts
- 5) Administrative Structure: any County authorized social media site will require the following:
 - **Social Media Coordinator:** this person will operate under the direction of the Information Technology director and is responsible for maintaining documentation on all social media sites and assigned managers. This person will also assist the assigned managers in making sure their social media sites are in compliance with this policy.
 - **Backup Social Media Coordinator:** this person will serve as backup to the Social Media Coordinator during their absence.
 - **Assigned Manager:** this person will be responsible to see to it that the use of the social media site adheres to this policy and all related County policies. The name of the proposed Assigned Manager must be filed with the Social Media Coordinator along with a request for an authorized social media site.
 - **Backup Manager:** to prevent issues related to site administration during the absence of the Assigned Manager, all authorized sites must have a named backup manager also to be filed as part of the request for an authorized site. It is the responsibility of the sponsoring department manager to update this information should the authorized personnel change.
 - **Approved content authors:** sponsoring departments must authorize all employee content authors for their departmental social media site.
- 6) Notification to Coordinator: The County Social Media Coordinator is to be made aware of any and all Department sponsored social media sites, to include the following information:
 - a) Site Address

- b) Purpose of Site
 - c) Manager and Backup Manager of site
 - d) Type of communication, one-way, two-way moderated, open two-way (not recommended)
- 7) Required elements of a County authorized social media page: Technology permitting, all county sanctioned social media sites shall contain the following information in a prominent place on the site:
- a) County Department clearly identified
 - b) County logo in logo area and profile picture
 - c) Comment policy
 - d) Stated purpose of page
 - e) Notification that violations of comment policy may result in blocking user
 - f) Disclaimer(s) – See Sections IV 7) below and III 3) above, if applicable.
 - g) Official contact for page
 - h) Page design uses styling consistent with the County's brand.
- 8) Prohibited content: The following types of content are prohibited on County sponsored social media sites:
- a) Political endorsements, campaign ads or links to any such content
 - b) Content not related to the stated purpose of the particular social media site

IV. Guidelines for Official Employee Use of Social Media Sites

- 1) Employees may only establish official sites, blogs, pages, or accounts in their official capacity as County staff on a social media site with the authorization of their Department Head. Notification of all new official Social Media sites must be provided to the Social Media Coordinator. All County authorized social media sites are to be sponsored by a County agency or department and the content of such site will become the responsibility of the department and its management.
- 2) Permission to author official content on social media sites will only be granted to those employees who are authorized to speak on behalf of the County via these electronic communications media. Employees so authorized shall be referred to as designated social media representatives and such designation shall be made by the employee's Department Head with notice to the Wood County Social Media Coordinator.
- 3) Employees are expected to recognize the confidentiality of certain County information, and the privacy rights of employees and residents, and are prohibited from disclosing confidential, personal employee and non-employee information and any other proprietary and/or nonpublic information to which employees have access. Questions regarding whether information has been released publicly or doubts regarding the propriety of any release shall be directed to the employee's supervisor before releasing the information.
- 4) When communicating electronically, employees are expected to speak respectfully about the County and County-related matters, to limit communications to items in which the employee is authorized to speak and to identify themselves and their role with the County.

- 5) Employees are expected to follow all applicable laws when using on-line communications, including laws pertaining to copyright, fair use, defamation, privacy, ethics code, and financial disclosure laws. Note that the violation of any such applicable law, or county policy, including publication or posting of unfounded or derogatory statements, or misrepresentation can result in disciplinary action up to and including termination, as well as other legal consequences. Employees must also adhere to the Code of Ethics and other Department specific policies, if applicable.
- 6) Employees may not publish content to any website or social media application that is unrelated to subjects associated with their position with the County. When writing about County matters try to add value and provide worthwhile information and perspective.
- 7) All official Wood County Social Media Sites must have the disclaimer in Section III 3) above and official Blog posts made will include the following disclaimer: "The information on this site is provided as a courtesy for informational purposes only, and may not be applicable to a particular person's situation. All information is subject to change and the accuracy thereof is not guaranteed. No legal, medical or technical advice is intended or provided to users of this site."
- 8) Honor the privacy rights of our employees by seeking their permission and the permission of their Department Head before writing about or displaying internal happenings that involve the employee.
- 9) Employees should not cite or reference County contractors or suppliers without their approval. Care should be taken to not promote one contractor over another or provide preferential treatment of any kind.
- 10) Authorized County social media sites shall not be used to endorse political candidates or organizations
- 11) Be aware of your association with the County and that at all times you serve as an ambassador of the County to the public.
- 12) Posts should not be edited after the fact. When making changes to previous posts, indicate that you have done so.

V. Legal Implications of County Use of Social Media

- 1) Copyrights of video footage and photos uploaded by County representatives. Risks can be mitigated by following these standard operating procedures:
 - a) County source materials. Use only photos and videos produced by the County or contractors working directly on behalf of the County
 - b) Obtain written copyrights. If copyrighted materials are used, be sure to get and maintain physical records of copyright licenses and honor any branding or labeling requirements specified in the copyright license.

- 2) Privacy rights of individuals who become friends, fans or followers of County sites. Social media users will follow these guidelines:
 - a) Account. County representatives who set up accounts will use a general office e-mail account, department name and general office phone number if possible.
 - b) Restrict to Find People and Follow People. County representatives should not follow private citizen or commercial profiles from within their County social networking profile. While we cannot necessarily stop all people from being Friends, Fans or Following us, we should not click onto the profiles of our Friends, Fans and Followers.
 - c) Comments and Discussions. When possible, disallow comments and discussions on social profiles. If it is not possible to disable this function, representatives must refrain from participating in dialogue and online discussions with social profile visitors.
- 3) All content should be in keeping with Web Content Accessibility Guidelines (WCAG).
- 4) Open Records requirements are mandated by the State of Wisconsin.
 - a) County Social media authors will use existing material from existing County web pages or previously published documents whenever feasible.
 - b) If the nature of the social media platform does not allow record retention, the platform is not allowed.
- 5) All content must adhere to the CAN-SPAM Act of 2003.

VI. Employer Monitoring

Employees have no expectation of privacy while using the County's technology resources for any purpose, including authorized social media. The County monitors all such use and may withdraw content deemed to be inappropriate, outside the scope of an employee's authority, or in violation of County policy as determined by the Department Director and/or the Human Resources Director.

VII. Reporting Violations

The County requests and strongly urges employees to report any violations or possible or perceived violations of this policy to their immediate supervisor.

VIII. Discipline for Violations

The County will investigate and respond to all reports of violations of this policy. Violations may result in disciplinary action up to and including termination.

IX. Acknowledgement

Department Heads, Site Managers and Backup Managers shall file with the Social Media Coordinator a written acknowledgement that they have that they received, read, understood and agreed to comply with the County's social media policy and guidelines. Any questions regarding this policy should be directed to the Social Media Coordinator.

November 2017

SecurityAwarenessNews

the security awareness newsletter for security aware people

Two Sides of the Same Coin

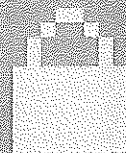
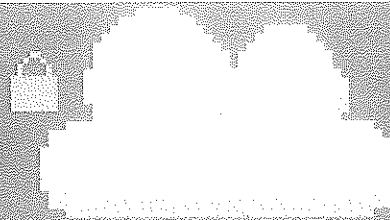
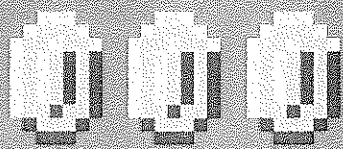
PRIVACY

&

SECURITY

WHY COMPLIANCE MATTERS

UNDERSTANDING INSIDER THREATS



PRIVACY AND SECURITY

Two Sides of the Same Coin



Privacy and security work together, and often get interchanged in casual conversation. But there is a difference, and it's important to understand that difference.

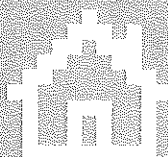
Privacy refers to the appropriate use of any data that is collected, stored, and transmitted. "Appropriate" is the operative word here. When a customer or business client shares sensitive data with us, it is our duty to ensure we only use that data for its intended purpose. We are not, for example, going to send it to an unauthorized party or post it on Facebook.

Security refers to our efforts as Human Firewalls to ensure that data is not accessed by unauthorized parties, such as social engineers and cybercriminals.

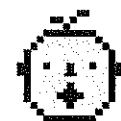
Security means not clicking on random links and attachments, making sure that our workstations are organized and password-protected, and verifying that access-controlled areas remain locked.

Think of it this way: **privacy** is often mandated by compliance regulations and organizational policies, while **security** is a measure of human and technical defensive solutions. While completely different, the two work together to achieve one common goal: guaranteeing the confidentiality, integrity, and availability of sensitive information at all times, at every level, no matter what.

If you ever question your role when it comes to privacy and security, or what our organizational policies are, please ask!



Cybersecurity and information security policies are put in place to ensure data privacy, much in the same way that a security system protects the privacy of your home. Data security comes down to the confidentiality, availability, and integrity of data, whereas data privacy concerns the appropriate use of that data.



"To me, the most frustrating thing is when people treat privacy and security as if they are trade-offs."

- Michael Chertoff, former Secretary of Homeland Security

"We don't have to make a trade-off between security and privacy. I think technology gives us the ability to have both."

- John Poindexter, retired US naval officer and Department of Defense official



"When it comes to privacy and accountability, people always demand the former for themselves and the latter for everyone else."

- David Brin, American scientist and sci fi author

UNDERSTANDING

INSIDER THREATS

Do you consider yourself a threat to our organization? You probably don't, especially since we do our best to work together to form an alliance of strong, security-savvy individuals! Unfortunately, insider threats exist in every organization, from the CEO on down. So what exactly is an insider threat? Simple: anyone who has been granted access – from sensitive data to controlled rooms and buildings – is an insider threat. Why? Because they have access, and access requires responsibility.

THREE TYPES OF INSIDER THREATS



ACCIDENTAL

Oops, I sent sensitive information to the wrong person!



NEGLIGENT

I know it's against policy to access information from my personal device, but I'm going to do it anyway so I can work from home.



MALICIOUS

I wonder how much money I could make off this private information I have access to...

WHAT CAN YOU DO TO MITIGATE THE THREAT YOU OR OTHERS POSE?

- Always follow policy.
- Report all incidents.
- Stay alert.
- Respect privileged access.
- Lead by example.

OFFBOARDING FROM 3 DIFFERENT PERSPECTIVES

When the time comes to move on from an organization, whether voluntarily or otherwise, we all play a role in making that a smooth transition for everyone involved. This process is known as **offboarding**.



OFFBOARDING FOR MANAGERS & EXECUTIVES

Your job is to ensure all departments know of the employee's departure, and that the transfer of responsibilities and data is organized in a way that benefits everyone. Organization is key to protecting information in both the physical and cyber domains, so it's vital that you have a detailed offboarding plan in place.



OFFBOARDING FOR I.T.

I.T. must update the employee's access to systems and networks immediately upon departure. That means changing logins and passwords, removing access to physical and cyber locations where necessary, and recovering organization-issued devices.



OFFBOARDING FOR THE DEPARTING EMPLOYEE

Regardless of reasoning, your role in departing from an organization is important! From training your replacement or co-workers to turning in property that belongs to the organization, you not only assist in protecting sensitive information, but also in fulfilling your role as a strong Human Firewall.

Good security comes from timely response. Report security incidents immediately!

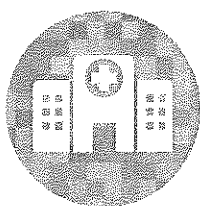
Why Does Compliance Matter?

When you make an online purchase, you provide banking information, your address, and other bits of PII (personally identifiable information). What if that data fell into the wrong hands? Who protects it, and what penalties exist for inadequate data practices?

Enter compliance regulations. They exist to protect sensitive information across multiple industries. Think about how many times you provide your full name, address, phone number, national ID number, and more. Whether you're setting up a new utility account or visiting a doctor, PII is a necessary part of doing business. This is why compliance regulations exist: to protect your PII no matter who has it or where it goes.



LET'S TAKE A LOOK AT A FEW COMMON REGULATIONS



HIPAA

Health Insurance Portability and Accountability Act

Goal: To keep medical information confidential and private, ensuring that it's only used in the way for which it is intended. This means that medical information can only be collected, shared, stored, and used for legitimate purposes and must be properly protected. HIPAA was signed into law in 1996.

HIPAA is not just for doctors or medical professionals! Find out how HIPAA impacts your job function: <http://secaware.co/NotADoctor>.

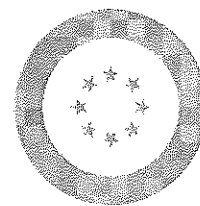


PCI-DSS

Payment Card Industry Data Security Standard

Goal: To prevent credit card fraud and theft by implementing standards for vendors who process credit or debit information. PCI-DSS specifies 12 requirements for compliance, which are organized into six control objectives. Learn more about PCI, what you need to know, and common myths about the requirements: <http://secaware.co/PCIFAQsMyths>

<http://secaware.co/PCIFAQsMyths>



GDPR

General Data Protection Regulation

Goal: To protect the privacy of all European Union residents, regardless of where their private information gets used or accessed. Organizations worldwide must be GDPR compliant in order to process, store, or transmit data of EU citizens. GDPR sets the gold standard for cross-border data regulations. Learn more about the global impact: <http://secaware.co/GDPRImpact>

<http://secaware.co/GDPRImpact>

PHI • Protected Health Information • any information regarding health status, health care, or payment for health care.

PII • Personally Identifiable Information • any information that can be used to identify an individual, such as national ID number, full address, phone number, date of birth, etc.

What is your role within our organization regarding compliance regulations? To know and always follow policy. Treat sensitive data with the utmost care, and keep in mind that data is not just numbers; it represents people. If you're not sure about our organization's policies or what regulations you must follow, please ask!

Good security comes from timely response. Report security incidents immediately!

Wood County Employee Wellness Update
December 5th, 2017 Submitted: Adam Fandre

2016-2017 Employee Wellness Program

New Hire Orientation- Continue to promote and encourage new hires to participate in the upcoming 2018 Wellness year. New hires starting after October 31st will automatically be eligible for the 2018 premium incentive.

Portal Updates-

173 participants registered for the quarter 5 Wellness Challenge: Common Cents
New open enrollment activity added worth 100 points

Wellness Committee Updates-

- 2016-2017 Wellness Program Planning and Promotion.
- Discussion/constructive feedback of Quarter 5 wellness challenge.
- Discussion/constructive feedback on mailing for 2018 wellness year.
- Reviewed activities and changes for 2018 wellness year.
- Discussed Lunch & Learn topics for 2018.
- Created and distributed monthly fliers/handouts on common health practices (covering mouth, getting vaccinated, winter driving safety, healthy holiday food option, etc) in place of Health Fair.
- Thorough discussion of how to bring more attention to wellness bulletin boards around Wood County. It was decided to include wellness coupons redeemable for points periodically throughout the year.
- Discussion of the current state of Wellness Program and where we would like it to be a year from now and how to get there took place. Brainstormed new communication methods using paycheck stuffers, emails, word of mouth, etc. It was also decided to try and livestream the monthly lunch & learns to encourage more participation. A trial run will be held in Norwood for January 2018 lunch & learn.
- Conversation of aligning on-site massage therapists through Secondary Traumatic Stress Committee with Wellness Program.

Wellness Board Updates-

- Aspirus reported that 40% of Wood County Employees are enrolled in Aspirus Arise and not in WPS. The Health Resource Team with Aspirus Arise is available to that 40% of individuals for chronic disease management. Health coaching is available through the care coordinator with that program. Motion to award 500 points to individuals who are actively participating in case management/coaching through the Aspirus Arise offerings. All ayes. Motion carried.
- Mr. Kraft reported that approximately 200 more employees have taken advantage of the health insurance premium incentive with participation in the Wellness Program. There are approximately 90 employees who have not chosen to participate.
- Discussion regarding policy/process for dealing with rude or uncooperative employees will be placed on the next meeting's agenda. It was agreed that a policy needs to be in place and the language of that policy will be decided upon at a future meeting.
- Discussion regarding providing points for attending the lunch yoga class took place. The Board, after much discussion, decided not to add this specific activity to the list of options. There are already provisions in place to use workout activities for points.

Coordinator Monthly Updates-

- Working extensively with ManageWell's support team to ready portal for 2018 Wellness Year.
- Finalized communication and details of Quarter 5 wellness challenge focused on financial wellness called Common Cents. This challenge began on Monday, November 27th.
- Crafting monthly Lunch & Learn quizzes for portal and hard-copies for Parks and Forestry.
- Coordinated presenters for December and January Lunch & Learns.

- Dispersed incentives for Quarter 4 wellness challenge.
- Creating Quarter 5 wellness challenge focused on financial wellness.
- Completed health coaching at various Wood County locations for second-chance employees to receive premium discount for 2018.
- Crafting monthly Lunch & Learn quizzes for portal and hard-copies for Parks and Forestry.
- Coordinated presenter for December Lunch & Learn.
- Coordinated 2018 Lunch & Learn topics and presenters with Health Department.
- Distributed communication for upcoming November Lunch & Learn.
- Working with systems to livestream Lunch & Learn presentations at off-site Wood County location.
- 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.
- Updated Wellness bulletin boards.
- Attended employee feedback meeting.
- Worked with payroll and human services to distribute quarter 4 incentives and bonuses to employees.
- Planning/crafting/designing Wellness Program activities for 2018.
- Worked in conjunction with Norwood and Edgewater staff to coordinate flu clinics for various Wood County locations.
- Recorded open enrollment meeting in conjunction with Human Resources and crafted a quiz in ManageWell that employees may complete to receive 100 points.
- Helping with portal support.

Wellness Activities-Going on Now

Work out Watch - Quarter 5: Employees have the opportunity to earn 500 wellness points just by sticking to their physical fitness goal for the quarter. In order to claim these points they must complete and submit a "Workout Watch Form" to the Wellness coordinator by each quarter deadline. Must have goal created and approved by the Wellness Coordinator by: Quarter 2-January 15th, Quarter 3-April 15th, Quarter 4-July 15th. Employees complete a self- review form of their goal and submit to the Coordinator at the end of each quarter to determine employee wellness points awarded.

Fitness Assessments- Quarter 5: Employees will have an opportunity to complete a MET fitness assessment. This assessment is calculated based on a formula that incorporates the employees' current activity level, height, weight, and resting pulse. The fitness assessments will be offered every six months to allow employees to measure progress over time.

Enclosures:

August 7th 2017 Wellness Board Meeting Minutes

October 17th 2017 Wellness Committee Meeting Minutes

Mailings for 2018 Wellness Program

Wood County Employee Wellness Board Meeting Minutes

Tuesday, November 7, 2017

Wood County River Block, Health EOC Room

Board members present: Amy Kaup, Donna Rozar, Dawn Schmutzer, Warren Kraft (HR Director—ex-officio), Sue Kunferman

Excused: Jordan Bruce

Also present: (for part of all of the meeting) Amanda Handrahan (Aspirus Business Health), Adam Fandre (Wellness Coordinator), Angela Zausch (by phone), Kim McGrath (Human Resources)

1. Chair Kunferman called the meeting to order at 1:03 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 August 7, 2017 meeting as presented. All ayes. Motion carried.
5. **Update regarding influenza vaccination policy at the Wood County Annex and Health Center:** tabled until next meeting for Jordon Bruce's input
6. **Health plan/benefit/open enrollment update:** Mr. Kraft reported that approximately 200 more employees have taken advantage of the health insurance premium incentive with participation in the Wellness Program. There are approximately 90 employees who have not chosen to participate. Open enrollment went well. An on-line option for open enrollment is a future goal.
7. **Discussion regarding collaboration with the Health Resource Team:** Adam and Amanda reported that 40% of Wood County Employees are enrolled in Aspirus Arise and not in WPS. The Health Resource Team with Aspirus Arise is available to that 40% of individuals for chronic disease management. Health coaching is available through the care coordinator with that program. The question was asked what equivalent might be available through the Marshfield Clinic with the WPS plan.
Motion (Rozar/Kaup) to award 500 points to individuals who are actively participating in case management/coaching through the Aspirus Arise offerings. All ayes. Motion carried. Adam and Amanda will work out the details.
8. **Update regarding Wellness Program activities and points structure:** Overview reviewed (update on file). 100 points are scheduled to be awarded for taking the Financial Health Survey. Research needs to be done on follow-up options prior to putting this activity on the list.

9. **Discussion regarding providing points for attending the lunch yoga class:** Adam shared correspondence regarding this request. The Board, after much discussion, decided not to add this specific activity to the list of options. There are already provisions in place to use workout activities for points. An email was shared regarding the donation of “double-reds” with the blood bank. “Could extra points be awarded for this donation” was the question. The decision was made to keep blood donations at 400 points per year.
10. **Discussion regarding policy/process for dealing with rude or uncooperative employees:** This discussion will be placed on the next meeting’s agenda. It was agreed that a policy needs to be in place and the language of that policy will be decided upon at a future meeting.
11. **Review financials as of September 30, 2017:** Sue reported that the Wellness Budget is under-budget thus far in the year. There will be an impact in 2018 because of increased participation. Adam will keep detailed statistics for participation over the next year. It was reiterated that new hires (hired after October 31st) will be grand-fathered in for the next year’s health premium incentive but must do the biometrics, health coaching, and health assessment for subsequent years for continued health premium incentives.
12. **Update from the Wellness Committee**—Updates received and documents on file. Healthy vending machine options continue to be discussed for the Courthouse, River Block, and the Wood County Annex. Color-coding of those options will align with the “Go-slow-whoa”, “green-yellow-red” coding.
13. **General employee wellness updates**—Concerns were expressed about smoking outside the River Block building. Follow-up with department heads will take place.
14. **Future meeting agenda items**—noted
15. Next meeting date: February 8, 2018, 1 p.m., IT Conference Room, Wood County Courthouse
16. The Chair declared the meeting adjourned at 2:34 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 Minutes
Date: 11/21/2017

Location: HSD RB 130 Large Training Conf Room

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

Time Adjourned: 2:30 p.m.

Call in Number: *8408

Members Present/Call in

Adam Fandre, Lacey Piekarski, Brad Martinson, Dawn Schmutzer, Janet Karberg, Laura Clark, Ryan Soyk, Kristie Rauter Egge, Maria Luepke, Lisa Keller, Kim Keech

Members Absent:

Recording Professional:

Laura Clark

Next Meeting:

- Date: 3rd Tuesday of each month, December 19th, 2017
- Time: 1:30pm
- Location: TBA
- Call in #: *8408

AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY
New Champs	<ul style="list-style-type: none"> • Introductions • Amy Flagel & Kim Keech 	Amy Flagel from Norwood and Kim Keech from Planning & Zoning are new Wellness Champs. Welcome to the group!	All
Common Cents Challenge	<ul style="list-style-type: none"> • Registration/start date • Test run/feedback on survey • Incentive prizes? 	The Common Cents Challenge will start November 27 th . Adam went over how the challenge will work and the worksheets affiliated with the it.. It will be available on the Wellness portal. Adam asked for suggestions on prizes. Contact Adam if you have any "new" ideas!	All
Vending Machines	<ul style="list-style-type: none"> • Updates 	There have been some changes to the options available in vending machines. Adam will be contacting the vendors to see if they can make new options available. Milk has been added to vending machines at the River Block.	Adam/All
Lunch & Learns	<ul style="list-style-type: none"> • Live streaming test-run planned 1/18 	The topic for the January 18 th tentative date has not been set yet. The live streaming will be tested at Norwood first, with a live stream available in a conference room. Anyone attending would have to sign in so Adam knows who was in attendance. If this gets more people to participate the live streaming will be looked into at different locations, such as Highway, Edgewater, and River Block. Discussion about the time of the Lunch & Learns always being at 12 noon. Adam stated he's talked to different presenters and it is felt 12 noon works better than any other time frame.	Adam/Lisa/All
Bulletin Boards	<ul style="list-style-type: none"> • Good health procedures for holidays 	Discussion was held regarding how to get more people to actually read what's on the Wellness bulletin board. A "scavenger hunt" was talked about or maybe giving away wellness points in coupons; such as coupons being put on the wellness board randomly and if a person sees them they can use the free points.	Adam/All
How to Get Wellness Word Out & Increase Participation	<ul style="list-style-type: none"> • Identified locations whose participation rates are lowest, will try to reach out to these areas. • Update on department interactions (who talked to who) 	Adam stated approximately 90 people did not take advantage of the Wellness Program; however some of those may be under someone else's insurance plan. As Wellness Champs, please keep your staff and any other employees informed of upcoming challenges.	All
2018 Communication	<ul style="list-style-type: none"> • Mailing/Email/Feedback • Biometric screening dates and locations 	Approximately mid-December everyone will be getting mailings sent to their home regarding the 2018 Wellness Program and the January dates and locations for the biometric screenings. Emails will also be sent out by Adam regarding the 2018 program. Sign-up sheets will hopefully be available, like last year. Adam will look into this.	Adam/All

Other	<ul style="list-style-type: none"> • On-site chair massages • Water filling stations 	<p>Massage therapists are available at the River Block once a month and every Wednesday in Marshfield. It is \$10 for 10 minutes of a chair massage. The River Block has water filling stations, which everyone really likes. Hopefully they will be making their way to all County locations in the future! Janet wanted to remind everyone that Zumba classes are every Tues & Thurs at 4:45 (right after work) on the 3rd Floor of the River Block. Adam is working on getting yoga classes going as well.</p>	Adam/All
Wellness Activities	Quarter 5 activities and deadlines	<p>The Common Cents Challenge will be completed just before the holidays, with the survey to get your points needing to be completed by December 31st.</p>	Adam

Have a great Thanksgiving!

**All Full-Time and Part-Time
Wood County Employees**



Wood County Wellness Program

Kickoff Handout 2018





Wood County Wellness Mission Statement

To provide a worksite culture and environment which, supports making healthy lifestyle choices. Implement a comprehensive worksite wellness program which educates, empowers, and engages Wood County employees and their families to adopt and maintain healthy lifestyle behaviors.

Rewards!

Follow these 3 easy steps on your personal online wellness portal to begin earning cash throughout the year and earn a reduction in health insurance premiums for 2019.



Step 1:

Sign up for a biometric screening before March 23rd.

**If you did not register an account at www.managewell.com in 2017, please contact your Wellness Coordinator, Adam Fandre, at wellness@co.wood.wi.us or 715.421.8428.*



Step 2:

Complete the online health assessment before March 23rd after your biometric screening results have been uploaded into your assessment.



Step 3:

Schedule an appointment to meet with an Aspirus Health Coach before June 20th, 2018.

Spouses enrolled in the County insurance can earn cash too!



Upcoming Wellness Events

You won't want to miss!

Biometric Screening

Reserve your spot today and sign up for a **FREE CONFIDENTIAL** onsite biometric screening:

Online: www.managewell.com

(If you did not register an account at www.managewell.com in 2017, please contact your Wellness Coordinator, Adam Fandre, at wellness@co.wood.wi.us or 715.412.8428.)

Phone: Aspirus Business Health — 1.844.309.1269

Edgewater Haven

February 21 (7-10am)

Wood County Courthouse

January 9 (6-10am)

January 25 (6-10am)

Annex & Health Center

January 19 (6-9:30am)

February 22 (6-9:30am)

River Block

January 11 (6:45-10am)

January 16 (6:45-10am)

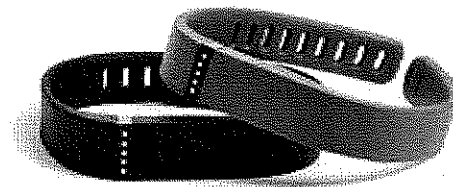
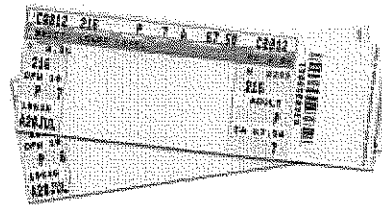
February 13 (6:45-10am)



Incentives YOU Can Earn!

To help engage employees to better health, Wood County has made an investment in you! Here is just the beginning of some great incentives YOU can earn.

- You could win a Fit Bit, Two tickets to a WI sporting event (TBD), or a \$250 prepaid Visa gift card just by completing steps 1-3 (Required Wellness Activities) on page 2.
- Once the Required Wellness Activities are completed you are now eligible for \$100 each quarter, \$75 bonus PLUS entry into a drawing for a year membership to the YMCA.
- Once the biometric screening, health assessment, and health coaching activities are completed you are now eligible for a reduction in Wood County's health insurance premium for 2019.



For questions or more information, please contact the Wellness Coordinator, or a member from the Wellness Committee!

Wellness Committee

Lacey Piekarski – Human Services

Ryan Soyk – Human Services

Brad Martinson – Highway

Kristie Rauter Egge – Health Dept

Maria Luepke – Norwood

Amber France – Health Dept

Lisa Keller – Information Technology

Dawn Schmutzer – Human Services

Caitlin Carmody - Highway

Laura Clark – Clerk of Courts

Tara Feltz – Edgewater Haven

Jodi Pingel – Human Resources

Janet Karberg – Human Services

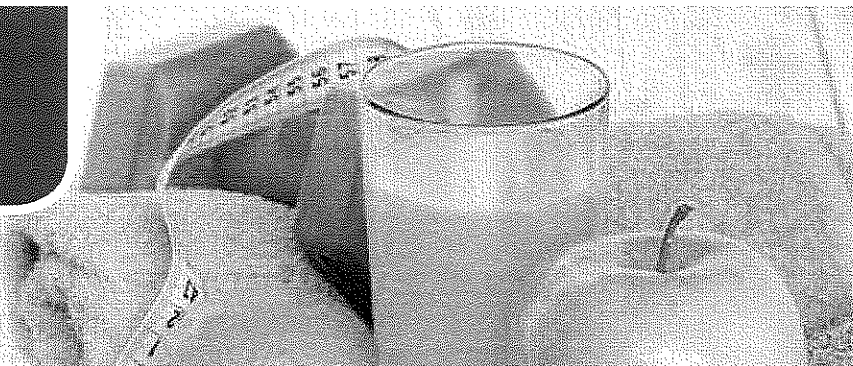
Sandra Green – Parks and Forestry

Danielle Wickersham – Human Services

Amy Flagel – Norwood

Kim Keech – Planning and Zoning

**For eligible employees and
benefits enrolled spouses!**



Wood County Wellness Program

Kickoff Handout 2018

Earn \$100 in 1-2-3!

Follow these 3 easy steps on your personal online wellness portal to begin earning cash!



Step 1:

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**If you did not register an account at www.managewell.com in 2017, please contact your Wellness Coordinator, Adam Fandre, at wellness@co.wood.wi.us or 715.421.8428.*



Step 2:

Complete the online health assessment before March 23rd after your biometric screening results have been uploaded into your assessment.



Step 3:

Schedule an appointment to meet with an Aspirus Health Coach before June 20th.

You are now on your way to a healthier YOU!

More information can be found on the Wood County Employee Wellness Page! www.co.wood.wi.us/Departments/Wellness

Wood County Wellness Mission Statement

To provide a worksite culture and environment which, supports making healthy lifestyle choices. Implement a comprehensive worksite wellness program which educates, empowers, and engages Wood County employees and their families to adopt and maintain healthy lifestyle behaviors.



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You won't want to miss!

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River Block

January 11 (6:45-10am)

January 16 (6:45-10am)

February 13 (6:45-10am)



TREASURER'S REPORT

12-05-2017

By: H. Gehrt

- I went around to all the tax deed properties that county owns and placed for sale signs on them November 1.
- I attended the Judicial and Legislative Meeting on November 3.
- I participated in the Executive Committee Meeting on November 7.
- I participated in the final United Way Campaign report meeting on November 7. Overall contributions from the County were down this year compared to previous years.
- I attended the Budget Hearing Meeting and County Board Meeting on November 14.
- I attended the Ad Hoc Property Committee Meeting on November 14.
- All mill rate tax calculation sheets have been distributed to the municipalities to enter in their local levy. Once completed they will be mailed back to the county and after being computed, tax bills will begin to be run.
- I have signed an agreement with Beaver Creek Nursery and Landscaping LLC to remove the tree in Marshfield. The tree will be removed in December and for \$1,500. The adjacent landowner then has agreed to purchase that parcel. If all goes as planned, I will bring a resolution forward at the January meeting.
- November 21 the Nekoosa Board of Education met to discuss the proposal of purchasing the 5 properties in Nekoosa. I have tentatively heard that it was approved, if so, I will bring a resolution forward at the January meeting.
- As of November 30, we have all tax bills run except for 7 municipalities that still have to turn information to us.

13 a-1

Executive Committee
Monthly Comments on Agenda Items
Finance Department – Marla Cummings
Tuesday, December 5, 2017

Comments on Agenda Items

12c. Resolution for Committed and Assigned Fund Balances (non-lapsing)

This is a resolution that we present each year. Governmental accounting standards require that governmental funds that are committed for a specific purpose by the individual governmental entity have to be approved by that governments “highest level of decision making”. For Wood County, that would be the Wood County Board of Supervisors. These individual commitments, that we also refer to as “carryover balances” or “non-lapsing balances”, are tracked in a separate equity account in the general ledger and are shown in the “carryover” section of the departmental budget documents.

12d. Resolutions to amend the 2017 budget

- 1) County Aid to Libraries (55112)-We are requesting a transfer of \$2,565 from contingency to cover the amount paid to the Lester Public Library in Rome. The request from the Adams County library wasn't included in our 2017 budget.
- 2) Humane Officer (54129)-This is requesting a transfer of \$4,000 from contingency to cover the back pay and related fringes paid to the Humane Officer in 2017.
- 3) Emergency Management Admin (52520)-This resolution is increasing both the expenditures and revenue by \$21,800 related to the approval of a state grant that was approved after the adoption of the 2017 budget.
- 4) BNI Operations (52530)-This resolution is increasing both the revenue and expense by \$1,500 for unanticipated projects.
- 5) Finance (51510)-This resolution is requesting a transfer of \$50,000 from contingency related to unanticipated expenditures:
 - Estimated invoices in 2017 related to professional services and software related to the transfer of the payroll function from HR to Finance
 - Wages and fringes related to the overlap of the former and new Deputy Finance Director
 - Payout of vacation for the retiring Finance Director
 - Professional fees for the creation of fiscal policy to comply with the new requirements of the new “super circular” on Uniform Grant Guidance
- 6) PC Replacement (51452)-This resolution is requesting an appropriation of the available fund balance of \$59,000 to fund higher than anticipated costs needed to maintain the PC replacement cycle
- 7) Paying Agent & Fiscal Costs (58295)-This resolution is appropriating \$50,000 from the debt proceeds received on November 15th. While the vast majority of the expenses to be funded with the debt proceeds (Highway, 2018 Capital

Projects, refunding of State Trust Fund Loans) are budgeted in 2018, the debt issuance costs were incurred, billed and paid in 2017.

- 8) Highway Operations (various)-This resolution is amending the 2017 Highway budget for higher than anticipated expenditures of \$571,790. The additional expenditures are funded with a transfer of \$423,002 from expense function under budget and an appropriation of higher than anticipated revenues of \$148,788
- 9) Health WIC (54122) and Dental Sealants (54130)-These resolutions are amending the two health departments functions by \$19,684 and \$13,568 respectively. The additional expenditures are funded with higher than anticipated State Grants for WIC of the \$19,684 and Medical Assistance revenue for the Dental Sealants function of \$13,568

11d. Correspondence

- 1) Budget and actual reports for 10 months ended October 31, 2017

12e. Update on Payroll Project

Had a meeting with Wipfli, Human Resources and IT titled "Project Kickoff". We performed a business analysis of the payroll process. The next step is to clean up the payroll data base prior to the migration of the data to the Dynamics GP test company. Finance has requested access to the data base and is waiting for that access. The payroll withholding, receivable and accrued payroll accounts are being worked on by HR with an expected resolution prior to December 15th.

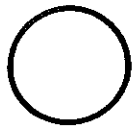
We will/have interviewed three applicants for the Payroll Administrator position on December 4th. We hope to extend and receive an offer by Friday, December 8th. We estimate a starting date no later than January 2nd. We want the new employee in place in time for the implementation and training on the new payroll software.

The expected "go live" date is expected to be either March 1 or April 1 of 2018.

Departmental Activities

2017A \$5.414 million G.O. Promissory Notes

The County received the proceeds of the 2017A debt issue. We requested and received the payoff information on the State Trust Fund loan and will wire the requested amount on January 2, 2018



Bc-1/2

RESOLUTION#

Effective Date:

 Introduced by Executive Committee
 Page 2 of 2

Committee

Account Name	Actual 12/31/16	Projected 12/31/17
Other Governmental Funds Assigned		
County Highways	1,931,779	3,085,724
Human Services Fund (before deferral of revenues)	445,826	433,982
ADRC	82,477	82,477
Parks and Forestry	703,544	690,069
Land Records and Private Sewage	163,457	153,568
Land Conservation	39,474	37,576
Transportation and Economic Development	83,257	83,272
Sheriff and corrections	121,393	121,393
Total Other Governmental	3,571,207	4,688,061
Total Governmental Funds Committed and Assigned	5,194,166	7,113,382

WHEREAS governmental financial reporting rules require governments to report governmental fund balances in their various components of liquidity, and

WHEREAS one component of fund balance is that portion that is constrained by limitations that the County imposes upon itself, and

WHEREAS these commitments and assignments involve the reserve of resources resulting from unexpended revenues or other appropriations intended for specific future expenditures, and

WHEREAS the reporting rules require that these limitations be imposed and approved at the County's highest level of decision making (i.e. County Board of Supervisors), and

WHEREAS each of the above elements of committed and assigned fund balance have been detailed in the 2017 and 2018 budgets as "carryover/nonlapsing" balances, and

THEREFORE BE IT RESOLVED that the above functions have their balances shown as "committed and assigned" for the financial statements dated December 31, 2017.

.167 For purposes of reporting net position, paragraph .161 requires amounts that are required to be retained in perpetuity" to be classified as "nonexpendable" within the restricted net position category. For fund balance reporting purposes, however, those amounts should be classified as nonspendable rather than restricted. [GASBS 54, ¶17, amended by GASBS 63, ¶18]

Restricted Fund Balance

.168 Except as provided for in paragraph .167, amounts that are restricted to specific purposes, pursuant to the definition of *restricted* in paragraph .157, should be reported as *restricted fund balance*. Fund balance should be reported as restricted when constraints placed on the use of resources are either:

- . Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
- . Imposed by law through constitutional provisions or enabling legislation.

[GASBS 54, ¶18]

.169 *Enabling legislation*, as the term is used in this section, authorizes the government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a *legally enforceable* requirement that those resources be used only for the specific purposes stipulated in the legislation. *Legal enforceability* means that a government can be compelled by an external party—such as citizens, public interest groups, or the judiciary—to use resources created by enabling legislation only for the purposes specified by the legislation. [GASBS 54, ¶19]

Committed Fund Balance

.170 Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority should be reported as committed fund balance. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (for example, legislation, resolution, ordinance) it employed to previously commit those amounts. The authorization specifying the purposes for which amounts can be used should have the consent of both the legislative and executive branches of the government, if applicable. Committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. [GASBS 54, ¶10]

.171 In contrast to fund balance that is restricted by enabling legislation, as discussed in paragraph .169, amounts in the committed fund balance classification may be redeployed for other purposes with appropriate due process, as explained in paragraph .170. If committed amounts are imposed by the govern-

ment, separate from the authorization to raise the underlying revenue. Therefore, compliance with constraints imposed by the government that *commit* amounts to specific purposes is not considered to be legally enforceable, as defined in paragraph .169. [GASBS 54, ¶11]

X .172 The formal action of the government's highest level of decision-making authority that commits fund balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period. [GASBS 54, ¶12]

Assigned Fund Balance

.173 Amounts that are constrained by the government's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance, except for stabilization arrangements, as discussed in paragraph .181. Intent should be expressed by (a) the governing body itself or (b) a body (a budget or finance committee, for example) or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes. [GASBS 54, ¶13]

.174 Both the committed and assigned fund balance classifications include amounts that have been constrained to being used for specific purposes by actions taken by the government itself. However, the authority for making an assignment is not required to be the government's highest level of decision-making authority. Furthermore, the nature of the actions necessary to remove or modify an assignment is not as prescriptive as it is with regard to the committed fund balance classification. Constraints imposed on the use of assigned amounts are more easily removed or modified than those imposed on amounts that are classified as committed. Some governments may not have both committed and assigned fund balances, as not all governments have multiple levels of decision-making authority. [GASBS 54, ¶14]

.175 Assigned fund balance includes (a) all remaining amounts (except for negative balances, as discussed in paragraph .179) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted nor committed and (b) amounts in the general fund that are intended to be used for a specific purpose in accordance with the provisions in paragraph .173. By reporting particular amounts that are not restricted or committed in a special revenue, capital projects, debt service, or permanent fund, the government has *assigned* those amounts to the purposes of the respective funds. Assignment within the general fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the government itself. However, governments should not report an assignment for an amount to a specific purpose if the assignment would result in a deficit in unassigned fund balance. [GASBS 54, ¶15]

.176 An appropriation of existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess

WOOD COUNTY
RESOLUTION OF COMMITTED AND ASSIGNED

13C-3

NONLAPSING ACCOUNTS

101-0000-34210-000-000

Function	Account Title	Dept	Revised Balance 12/31/2016	Estimated 2017 Expenditures	Estimated 2017 Revenues	Actual 2017 Levy	Estimated Balance 12/31/2016
51316	Victim Witness Task Force		5,289.48	775.00	1,200.00	-	5,714.48
51433	HR Labor Relations		42,940.64	5,000.00	-	28,200.00	66,140.64
51440	Clerk Elections		197,980.00	41,445.00	8,078.00	84,035.00	248,648.00
51451	Voice-Over IP		21,103.37	127,000.00	136,080.00	-	30,183.37
51711	Reg of Deeds-Redaction		71,513.05	30,987.00	-	-	40,526.05
51931	Property & Liability Ins		231,329.22	536,418.00	432,184.00	27,624.00	154,719.22
52131	Indian Law Enforcement		73,458.97	21,719.00	18,027.00	-	69,766.97
52712	Electronic Monitoring		284,635.41	178,444.00	155,230.00	-	261,421.41
52721	Jail Surcharge		269,687.38	139,641.00	36,278.00	-	166,324.38
52130	Police Radio		10,852.34	188,577.00	76,000.00	112,577.00	10,852.34
52601	Dispatch		147,580.00	1,817,986.00	3,000.00	1,667,406.00	-
52530	Building Numbering		7,534.57	3,600.00	5,050.00	-	8,984.57
54122	Public Health WIC		4,238.77	300,641.00	304,138.00	-	7,735.77
54128	Health-Grants		36,191.85	82,313.00	81,886.00	-	35,764.85
54130	Health-Dental Sealants		73,361.62	120,342.00	99,097.00	-	52,116.62
54710	Veteran's Relief		5,598.08	8,092.00	1,170.00	3,661.00	2,337.08
54730	Veteran's Relief Donations		3,145.00	-	-	-	3,145.00
55660	UW Ext Project Accounts		76,468.83	27,700.00	16,261.00	20,000.00	85,029.83
55661	Farm Technology Days		43,000.00	-	-	-	43,000.00
56121	Land Conservation		3,943.85	213,254.00	15,945.00	198,370.00	5,004.85
59210	Permits & Fines		8,606.88	9,881.00	2,500.00	-	1,225.88
56315	Census Redistricting		4,500.00	-	-	-	4,500.00
Committed Funds			1,622,959.31	3,853,815.00	1,392,124.00	2,141,873.00	1,303,141.31
Applied to subsequent years budget-Total			-	-	-	1,122,180.00	1,122,180.00
Total General Fund Balance			1,622,959.31	3,853,815.00	1,392,124.00	3,264,053.00	2,425,321.31
<u>Other Funds</u>							
County Highway Funds							
	1610 County Maintenance		1,027,505.67	4,786,846.00	5,721,425.00	100,003.00	2,062,087.67
	1640 Snow Removal		210,967.29	911,475.00	-	903,773.00	203,265.29
	1650 Co Aid Roads & Bridges		693,305.73	644,500.00	451,565.00	320,000.00	820,370.73
			1,931,778.69	6,342,821.00	6,172,990.00	1,323,776.00	3,085,723.69
Human Services			445,826.00	29,930,817.00	21,541,810.00	8,377,163.00	433,982.00
ADRC			82,477.00	198,278.00		198,278.00	82,477.00
<u>Parks</u>							
	Forestry Roads		5,538.00	4,000.00	3,277.00		4,815.00
	Wildlife Habitat		1,679.00	2,000.00	1,771.00		1,450.00
	Forest State Aid		317,682.00	-	-		317,682.00
	Parks State Aid		21,320.00	78,456.00	80,640.00		23,504.00
	Parks Capital Projects		356,325.00	79,037.00	54,330.00	-	331,618.00
	Powers Bluff Capital Project		1,000.00		10,000.00		11,000.00
			703,544.00	163,493.00	150,018.00	-	690,069.00
<u>Planning & Zoning</u>							
	Land Records		92,354.00	138,750.00	151,025.00	-	104,629.00
	Private Sewage		71,103.00	185,014.00	162,850.00	-	48,939.00
			163,457.00	323,764.00	313,875.00	-	153,568.00
<u>Land Conservation</u>							
	DNR Grants		272.00	258,228.00	257,956.00		-
	Non Metallic Mining		18,872.00	36,046.00	41,207.00		24,033.00
	Trust Account		20,330.00	30,287.00	23,500.00		13,543.00
			39,474.00	324,561.00	322,663.00	-	37,576.00
Transportation & Economic Development			83,257.00	139,110.00	15,015.00	124,110.00	83,272.00
Sheriff Accounts			121,393.00				121,393.00
Assigned Fund Balance			3,571,206.69	37,422,844.00	28,516,371.00	10,023,327.00	4,688,060.69
TOTAL COMMITTED & ASSIGNED			5,194,166.00	41,276,659.00	29,908,495.00	13,287,380.00	7,113,382.00

WOOD COUNTY
2018 BUDGET
SCHEDULE OF FUNDS AND ACTIVITY 2017 AND 2018

2017		NONLAPSING BALANCE/ FUND EQUITY 12/31/16	2017			EXPECTED NONLAPSING/ FUND EQUITY 12/31/17	2018			PROPOSED NONLAPSING/ FUND EQUITY 12/31/2018
ACCOUNT	FUND NAME		EXPENDITURES & OTHER FINANCING USES	REVENUES & OTHER FINANCING SOURCES	TAX LEVY		EXPENDITURES & OTHER FINANCING USES	REVENUES & OTHER FINANCING SOURCES	TAX LEVY	
GENERAL FUND										
51120	Committees & Commiss	-	187,840	-	187,840	-	202,513	-	202,513	-
51212	Circuit Court Branch I	-	367,177	90,706	276,471	-	395,614	90,606	305,008	-
51213	Circuit Court Branch II	-	103,734	60,126	43,608	-	119,902	60,126	59,776	-
51214	Circuit Court Branch III	-	119,701	60,552	59,149	-	124,761	60,552	64,209	-
51215	Drug Court & Marshfield	-	207,255	164,418	42,837	-	215,817	167,817	48,000	-
51220	Family Court Commissioner	-	103,480	2,502	100,978	-	105,233	3,000	102,233	-
51217	Divorce Mediation	-	10,500	13,006	(2,506)	-	17,000	12,400	4,600	-
51221	Clerk of Courts	-	1,297,855	574,275	723,580	-	1,353,334	562,403	790,931	-
51310	District Attorney	-	271,704	20,477	251,227	-	304,049	24,500	279,549	-
51315	Victim Witness	-	146,730	85,000	61,730	-	156,044	91,150	64,894	-
51316	Task Force	24 5,289	775	1,200	-	5,714	900	1,200	-	6,014
51320	Corporation Counsel	-	225,661	19,937	205,724	-	238,146	16,500	221,646	-
51420	County Clerk	-	325,216	48,800	276,416	-	323,430	48,900	274,530	-
51424	Postage Meter	-	13,578	-	13,578	-	14,300	-	14,300	-
51435	Human Resources	-	470,676	650	470,026	-	437,707	403	437,304	-
51436	Human Resources Programs	-	3,949	-	3,949	-	7,097	-	7,097	-
51433	Labor Relations	32 42,941	5,000	-	28,200	66,141	28,200	-	28,200	66,141
51440	Elections	33 197,980	41,445	8,078	84,035	248,648	94,621	5,200	84,035	243,262
51450	Information Technology	-	1,343,834	7,920	1,335,914	-	1,804,291	7,920	1,796,371	-
51451	Voice-Over IP	35 21,103	127,000	136,080	-	30,183	128,000	135,000	-	37,183
51453	Information & Commun	-	14,400	-	14,400	-	18,500	-	18,500	-
51510	Finance	-	310,495	-	310,495	-	365,313	-	365,313	-
51520	Treasurer	-	395,442	465,918	(70,476)	-	429,490	470,000	(40,510)	-
51550	Purchasing	-	49,663	-	49,663	-	51,970	-	51,970	-
51590	Contingency	-	-	-	-	-	529,677	-	529,677	-
51710	Register of Deeds	-	398,803	502,803	(104,000)	-	423,055	394,020	29,035	-
51711	Reg of Deeds-Redaction	43 71,513	30,987	-	-	40,526	32,387	-	-	8,139
51931	Property & Liability Ins	45 231,329	536,418	432,184	27,624	154,719	612,071	487,000	29,071	58,719
52110	Sheriff Administration	-	2,443,746	195,239	2,248,507	-	2,641,364	177,300	2,464,064	-
52131	Indian Law Enforcement	48 73,459	21,719	18,027	-	69,767	33,933	18,000	-	53,834
52140	Traffic Police	-	2,862,339	45,613	2,816,726	-	3,065,437	46,500	3,018,937	-
52150	Civil Service	-	-	-	-	-	1,000	-	1,000	-
54129	Humane Officer	-	30,764	10,000	20,764	-	35,519	10,000	25,519	-
52710	Jail	-	2,378,426	359,275	2,019,151	-	2,505,702	540,170	1,965,532	-
52713	Transport/Safekeeper	-	1,060,315	-	1,060,315	-	1,066,197	-	1,066,197	-
52712	Electronic Monitoring	55 284,635	178,444	155,230	-	261,421	383,188	182,044	-	60,277
52721	Jail Surcharge	56 269,687	139,641	36,278	-	166,324	187,571	38,000	-	16,753
51231	Coroner	-	132,453	70,000	62,453	-	139,842	75,000	64,842	-
52130	Police Radio	58 10,852	188,577	76,000	112,577	10,852	232,110	78,000	143,258	-
52601	Dispatch	59 147,580	1,817,986	3,000	1,667,406	-	1,784,049	3,000	1,781,049	-
52510	SARA Title III	-	48,971	33,250	15,721	-	52,085	33,250	18,835	-
52520	Emergency Mgmt	-	242,392	70,900	171,492	-	297,272	66,300	230,972	-
52530	Building Numbering	65 7,535	3,600	5,050	-	8,985	3,000	4,000	-	9,985
52930	Highway Safety	-	-	1,500	(1,500)	-	-	1,500	(1,500)	-
52540	Work Relief	-	137,563	5,000	132,563	-	140,926	8,000	132,926	-
54121	Public Health	-	1,917,048	618,697	1,298,351	-	1,767,378	297,438	1,469,940	-

WOOD COUNTY
2018 BUDGET
SCHEDULE OF FUNDS AND ACTIVITY 2017 AND 2018

2017		NONLAPSING BALANCE/ FUND EQUITY 12/31/16	EXPENDITURES & OTHER FINANCING USES	2017 REVENUES & OTHER FINANCING SOURCES	TAX LEVY	EXPECTED NONLAPSING/ FUND EQUITY 12/31/17	EXPENDITURES & OTHER FINANCING USES	2018 REVENUES & OTHER FINANCING SOURCES	TAX LEVY	PROPOSED NONLAPSING/ FUND EQUITY 12/31/2018
ACCOUNT	FUND NAME									
54122	Public Health WIC	70 4,238	300,641	304,138	-	7,735	354,641	354,641	-	7,735
54128	Grants	71 36,191	82,313	81,886	-	35,764	64,895	64,895	-	35,764
54130	Dental Sealants	72 73,362	120,342	99,097	-	52,117	128,779	90,000	-	13,338
54132	Adams/Juneau	-	-	-	-	-	266,514	266,514	-	-
54316	State Charges for Mental Institutions	-	424	424	-	-	360	360	-	-
54710	Veteran's Relief	75 5,598	8,092	1,170	3,661	2,337	5,411	-	5,411	2,337
54720	Veteran's Service Officer	-	299,024	-	299,024	-	330,151	-	330,151	-
54730	Veteran's Relief Donations	77 3,145	-	-	-	3,145	300	250	-	3,095
54740	Care of Veteran's Graves	-	2,865	-	2,865	-	2,865	-	2,865	-
54750	WDVA Grant to Counties	-	11,300	11,500	(200)	-	11,500	11,500	-	-
55210	County Parks	-	1,570,296	920,637	649,659	-	1,598,197	949,042	649,155	-
55112	Aid to Public Libraries	-	887,103	-	887,103	-	891,144	-	891,144	-
55620	UW Extension	-	479,825	3,884	475,941	-	516,662	3,500	513,162	-
55630	UW Ext Ctr-Mfld	-	47,727	-	47,727	-	48,082	-	48,082	-
55650	UW Ext Jr. Fair	-	32,000	-	32,000	-	32,000	-	32,000	-
55460	Marshfield Fairgrounds	-	25,000	-	25,000	-	25,000	-	25,000	-
55660	UW Ext Project Accounts	87 x 76,469	27,700	16,261	20,000	85,030	27,700	12,050	20,000	89,380
55661	Farm Technology Days	88 - 43,000	-	-	-	43,000	43,000	-	-	-
56121	Land Conservation	89 x 2,944	213,254	15,945	199,370	5,005	241,959	2,600	239,859	5,505
56123	Wildlife Damage Abatement	-	54,118	54,118	-	-	59,785	59,785	-	-
59210	Permits & Fines	91 - 8,607	9,881	2,500	-	1,226	1,858	1,000	-	368
56310	Planning & Zoning	-	342,225	4,250	337,975	-	369,261	7,150	362,111	-
56340	Surveyor	-	44,750	-	44,750	-	44,750	-	44,750	-
56315	Census Redistricting	92 - 4,500	-	-	-	4,500	-	-	-	4,500
56740	Payment in Lieu of Tx	-	77,345	18,344	59,001	-	77,345	18,500	58,845	-
	Retained Sales Tax	-	-	180	(180)	-	-	180	(180)	-
	Shared Taxes	-	-	3,350,697	(3,350,697)	-	-	3,350,697	(3,350,697)	-
	Interest on Investments	-	-	145,000	(145,000)	-	-	145,000	(145,000)	-
	Sales Tax Transfer	-	-	5,986,616	(5,986,616)	-	-	6,046,482	(6,046,482)	-
		x 1,621,957	25,349,527	15,414,338	9,616,371	* 1,303,139	28,012,154	15,601,345	11,829,999	722,329
	Reserved for prepaid & Inventory	335,281	-	-	-	335,281	-	-	-	335,281
	Reserved for Vacation & Comp Pay	1,009,986	-	-	-	1,009,986	-	-	-	1,009,986
	Applied to Budget	-	-	-	-	-	-	-	-	-
	Total Designated	2,967,224	25,349,527	15,414,338	9,616,371	2,648,406	28,012,154	15,601,345	11,829,999	2,067,596
	Undesignated	9,821,880	-	-	1,547,381	11,369,261	-	-	(1,122,180.49)	10,247,081
	TOTAL GEN FUND(UNRESERVED)	12,789,104	25,349,527	15,414,338	11,163,752	14,017,667	28,012,154	15,601,345	10,707,819	12,314,677
	HIGHWAY GOVERNMENTAL (104)									
	HIGHWAY GOVERNMENTAL									
	Committee	1,093,916	4,786,846	5,721,425	100,003	2,128,498	4,087,814	3,815,245	171,956	2,027,885
	Snow Removal	210,967	911,475	-	903,773	203,265	912,440	-	907,385	198,210
	County Aid Roads & Bridges	693,306	644,500	451,565	320,000	820,371	645,103	430,800	267,035	873,103
		1,998,189	6,342,821	6,172,990	1,323,776	3,152,134	5,645,357	4,246,045	1,346,376	3,099,198
	TOTAL GENERAL FUND	14,787,293	31,692,348	21,587,328	12,487,528	17,169,801	33,657,511	19,847,390	12,054,195	15,413,875
	SPECIAL REVENUE FUNDS									

13C-411

WOOD COUNTY
2018 BUDGET
SCHEDULE OF FUNDS AND ACTIVITY 2017 AND 2018

28/17		NONLAPSING BALANCE/ FUND EQUITY 12/31/16	2017			EXPECTED NONLAPSING/ FUND EQUITY 12/31/17	2018			PROPOSED NONLAPSING/ FUND EQUITY 12/31/2018
ACCOUNT	FUND NAME		EXPENDITURES & OTHER FINANCING USES	REVENUES & OTHER FINANCING SOURCES	TAX LEVY		EXPENDITURES & OTHER FINANCING USES	REVENUES & OTHER FINANCING SOURCES	TAX LEVY	
	HUMAN SERVICES-Community	445,826	21,028,877	14,551,789	6,465,244	433,982	22,680,323	15,204,634	7,503,199	461,492
	HUMAN SERVICES-Norwood	-	8,901,940	6,990,021	1,911,919	-	9,094,239	7,551,839	1,542,400	-
	ADRC	82,477	198,278	-	198,278	82,477	198,278	-	198,278	82,477
	CHILD SUPPORT	-	973,045	925,578	47,467	-	1,022,205	945,643	76,562	-
	STATE FORESTRY ROAD ACCOUNT	5,538	4,000	3,277	-	4,815	3,300	3,280	-	4,795
	STATE WILDLIFE HABITAT FUND	1,679	2,000	1,771	-	1,450	2,500	1,771	-	721
	COUNTY FORESTS STATE AID	317,682	-	-	-	317,682	-	-	-	317,682
	PARKS STATE AID	21,320	78,456	80,640	-	23,504	80,640	80,640	-	23,504
	PARKS CAPITAL PROJECTS	356,325	79,037	54,330	-	331,618	165,063	96,830	-	263,385
	POWERS BLUFF CAPITAL PROJECT	1,000	-	10,000	-	11,000	-	1,500,000	-	1,511,000
	LAND RECORD	92,354	138,750	151,025	-	104,629	255,729	151,100	-	-
	PRIVATE SEWAGE	71,103	185,014	162,850	-	48,939	196,939	148,000	-	-
	DATCP GRANT	272	258,228	257,956	-	-	250,593	250,593	-	-
	NONMETTALIC MINING	18,872	36,046	41,207	-	24,033	40,057	35,325	-	19,301
	TRANSPORTATION & ECON DEV	83,257	139,110	15,015	124,110	83,272	188,575	30,010	144,145	68,852
	HO CHUNK DONATIONS	-	91,720	91,720	-	-	91,720	91,720	-	-
	SALES TAX FUND	-	5,986,616	5,986,616	-	-	6,046,482	6,046,482	-	-
	TOTAL SPECIAL REVENUE FUNDS	1,497,705	38,101,117	29,323,795	8,747,018	1,467,401	40,316,643	32,137,867	9,464,584	2,753,209
301	DEBT SERVICE FUND									
	Principal Highway Projects	207,232	1,300,000	133,025	1,092,768	133,025	1,510,000	-	1,437,809	60,834
58120	Principal Edgewater	-	315,000	-	315,000	-	320,000	-	320,000	-
58130	Principal-2017 Projects	-	-	-	-	-	1,910,000	-	1,910,000	-
58140	Principal-UW STEM	-	105,000	-	105,000	-	110,000	-	110,000	-
58150	Principal-Radio Equipment	-	170,000	-	170,000	-	185,000	-	185,000	-
58160	Principal-River Block	-	460,000	1,784,418	460,000	1,784,418	465,000	-	(1,319,418)	-
58170	Principal-Forest Loans	-	-	-	-	-	105,000	-	105,000	-
58210	Interest-Highway Projects	-	285,949	-	285,949	-	318,147	-	318,147	-
58220	Interest-Edgewater	-	32,500	-	32,500	-	26,100	-	26,100	-
58230	Interest-2017 Projects	-	-	-	-	-	103,470	-	103,470	-
58240	Interest-UW STEM	-	18,900	182,125	18,900	182,125	16,800	-	(165,325)	-
58250	Interest-Radio Equipment	-	25,125	-	25,125	-	21,725	-	21,725	-

WOOD COUNTY
2018 BUDGET
SCHEDULE OF FUNDS AND ACTIVITY 2017 AND 2018

28/17	ACCOUNT	FUND NAME	NONLAPSING BALANCE/ FUND EQUITY 12/31/16	2017			EXPECTED NONLAPSING/ FUND EQUITY 12/31/17	2018			PROPOSED NONLAPSING/ FUND EQUITY 12/31/2018
				EXPENDITURES & OTHER FINANCING USES	REVENUES & OTHER FINANCING SOURCES	TAX LEVY		EXPENDITURES & OTHER FINANCING USES	REVENUES & OTHER FINANCING SOURCES	TAX LEVY	
58260	Interest-River Block		-	72,155		72,155	-	71,575		71,575	-
58295	Paying Agent Service Charge		-	-		-	-	-		-	-
	TOTAL DEBT SERVICE		207,232	2,784,629	2,099,568	2,577,397	2,099,568	5,162,817	-	3,124,083	60,834
	CAPITAL PROJECT FUNDS						-				-
57120	Cap Projects-Systems		-	-		-	-	93,000		-	(93,000)
57140	Cap Projects-Gen Gov Land		-	-		-	-	29,000		-	(29,000)
57141	Cap Projects-Gen Gov Bldgs	3,040,979	4,607,070	3,061,871		1,495,780	-	-	-	-	1,495,780
57210	Cap Projects-Shared Dispatch	-	-	-		-	-	40,000		-	(40,000)
57410	Cap Projects-Police Radio	-	-	-		-	-	225,000		-	(225,000)
57310	Capital Projects-Highway	4,704,006	4,704,006	2,500,000		2,500,000	2,500,000	-	-	-	-
57412	Cap Projects-HSS	-	-	-		-	-	492,000		-	(492,000)
59230	Transfer to Debt Service	-	279,950			(279,950)	-	-		-	(279,950)
57620	Cap Projects-Ed & Rec	-	-	-		-	-	140,000		-	(140,000)
57640	Cap Projects-UW Remodeling	-	-	-		-	-	111,000		-	(111,000)
	Paying Agent Service Charge		-	85,830		(85,830)	-	-		-	(85,830)
	TOTAL CAPITAL PROJECTS		7,744,985	9,676,856	5,561,871	-	3,630,000	3,630,000	-	-	-
	TOTAL GOVERNMENTAL FUNDS		24,237,215	82,254,950	58,572,562	23,811,943	24,366,770	82,766,971	51,985,257	24,642,862	18,227,918
	ENTERPRISE FUNDS										
	EDGEWATER HAVEN NURSING			6,383,496	5,309,503	1,073,993		6,469,334	5,466,650	1,002,684	
	HIGHWAY ENTERPRISE (604)						-				-
	Machinery-1620	2,814,650	1,753,116	2,749,615		3,811,149	2,407,534	2,418,104			3,821,719
	Employee Taxes & Benefits-1630	(406,992)	777,866			(1,184,858)	-	-			(1,184,858)
	Maint State & Local Roads-1650	(1,309,763)	3,024,815	3,386,950		(947,628)	3,157,249	3,172,755			(932,122)
		1,097,895	5,555,797	6,136,565		1,678,663	5,564,783	5,590,859			1,704,739
	TOTAL ENTERPRISE FUNDS	1,097,895	11,939,293	11,446,068	1,073,993	1,678,663	12,034,117	11,057,509	1,002,684		1,704,739
	INTERNAL SERVICE FUNDS										
	WORKERS COMPENSATION	1,569,125	321,152	485,000		1,732,973	491,569	491,569			1,732,973
	SELF-INSURED HEALTH BENEFITS	4,276,309	11,321,550	11,353,526		4,308,285	12,246,799	12,369,985			4,431,471
	BUILDING MAINTENANCE	611,714	1,072,678	1,392,186		931,222	1,548,494	1,536,403			919,131
	OPEB	593,742	400,000	500,000		693,742	500,000	500,000			693,742
	PC REPLACEMENT FUND	145,114	208,000	142,080		79,194	200,600	153,135			31,729
	TOTAL INTERNAL SERVICE FUNDS	7,196,004	13,323,380	13,872,792		7,745,416	14,987,462	15,051,092			7,809,046
	TRUST & AGENCY FUNDS										
	LAND CONSERVATION TRUST	(A) 20,330	30,287	23,500		(A) 13,543	34,162	26,200			5,581
	TOTAL TRUST & AGENCY FUNDS	20,330	30,287	23,500		13,543	34,162	26,200			5,581
	GRAND TOTAL	32,551,444	107,547,910	83,914,922	24,885,936	33,804,392	109,822,712	78,120,058	25,645,546		27,747,284

Search Laws

SEARCH

STATE CODES AND STATUTES**STATE CODES AND STATUTES**

Statutes > Wisconsin > 43 > 43.12

43.12

43.12 County payment for library services.

43.12(1)

(1) By March 1 of each year, a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53 shall pay to each public library in the county and to each public library in an adjacent county, other than a county with a population of at least 500,000, an amount that is equal to at least 70% of the amount computed by multiplying the number of loans reported under sub. (2) by the amount that results from dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditures of federal funds, by the total number of loans of material made by the public library during the calendar year for which the loans are reported. The library board of the public library entitled to a payment under this subsection may direct the county to credit all or a portion of the payment to a county library service or library system for shared services.

43.12(2)

(2) By July 1 of each year, each public library lying in whole or in part in a county shall provide a statement to the county clerk of that county and to the county clerk of each adjacent county, other than a county with a population of at least 500,000, that reports the number of loans of material made by that library during the prior calendar year to residents of the county, or adjacent county, who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53 and the total number of loans of material made by that library during the previous calendar year.

43.12(3)

(3) A county may enter into an agreement with its participating municipalities or with a public library system to pay no less than the amounts determined under sub. (1) to the public library system for distribution to the public libraries that participate in that system.

43.12(4)

(4) Upon request of a county clerk, a public library shall provide access to all books and records used to determine the amount computed under sub. (2).

43.12(5m)

(5m) Nothing in this section prohibits a county from providing funding for capital expenditures.

43.12(6)

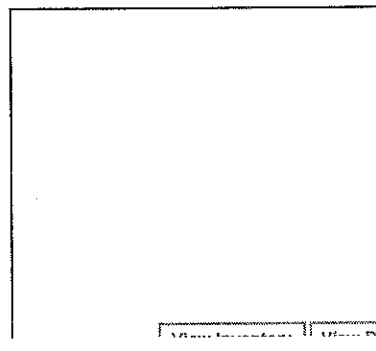
(6) The county library board or, if no county library board exists, the county itself, shall either distribute the aid provided by the county to the public libraries, as provided in the plan prepared under s. 43.11, or shall transfer the aid for distribution to the public library system in which it participates.

43.12(7)

(7) This section does not apply to a county having a population of 500,000 or more.

43.12 – ANNOT.

History: 1997 a. 150; 2005 a. 226, 420; 2007 a. 97.



IMPORTANT LINKS

Laws
Lawyers
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System: 11/27/2017 9:17:39 AM County of Wood Page: 1
 User Date: 11/27/2017 TRIAL BALANCE SUMMARY BUDGET VS ACTUAL FOR 2017 User ID: MMARTIN
 General Ledger

Bd-1/3

Ranges: From: To:
 Date: 1/1/2017 12/31/2017
 Account: - -55112- - -55112- -

Sorted By: FUND
 Include: Posting, Zero Balance/No Trx

^ Inactive Account

Account	Description	Current Balance	Revised Budget
101-9901-55112-000-721	County Aid to Libraries Library G	\$876,649.00	\$874,084.00
101-9901-55112-000-722	County Aid to Libraries Grants to	\$13,019.00	\$13,019.00
Grand Totals:		----- \$889,668.00 =====	----- \$887,103.00 =====
Total Accounts:	2		

System: 11/27/2017 9:18:28 AM
User Date: 11/27/2017

County of Wood
DETAILED TRIAL BALANCE FOR 2017
General Ledger

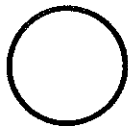
Page: 1301.1/4
User ID: MMARTIN

Ranges: From: To:
Date 1/1/2017 12/31/2017
Account - -55112- - -55112- -

Sorted By: FUND Subtotal By: No Subtotals
Include: Posting

^ Inactive Account

Account	Beginning Balance	A/C Description					
Trx Date	Jrnl No.	Voucher#	Source Doc	Vendor	Debit	Credit	Trx Description
							Net Change
							Ending Balance
<hr/>							
101-9901-55112-000-721			\$0.00	County Aid to Libraries Library Grants to Municipl			
1/16/2017	209,907	14170005	PMTRX ARP002	ARPIN PUBLIC LIBRAR	\$10,296.00		2017 1st Installment Tax Aid
1/16/2017	209,907	14170006	PMTRX MAR105	MARSHFIELD PUBLIC L	\$119,801.50		2017 1st Installment Tax Aid
1/16/2017	209,907	14170007	PMTRX CHA024	CHARLES AND JOANNE	\$26,666.00		2017 1st Installment Tax Aid
1/16/2017	209,907	14170008	PMTRX PIT012	PITTSVILLE COMMUNIT	\$12,227.00		2017 1st Installment Tax Aid
1/16/2017	209,907	14170009	PMTRX VES002	VESPER PUBLIC LIBRA	\$5,973.00		2017 1st Installment Tax Aid
1/16/2017	209,907	14170010	PMTRX MCM001	MCMILLAN MEMORIAL L	\$254,543.50		2017 1st Installment Tax Aid
1/16/2017	209,907	14170011	PMTRX SOU011	SOUTH CENTRAL LIBRA	\$15,071.00		2017 Tax Aid
3/8/2017	213,185	14170015	PMTRX CHA024	CHARLES AND JOANNE	\$2,564.00		2017 70% Reimbursement
4/3/2017	214,247	14170015	PMVVR CHA024	CHARLES AND JOANNE		\$2,564.00	Void Open Trx
4/3/2017	214,248	14170016	PMTRX LES011	LESTER PUBLIC LIBRA	\$2,564.00		2017 70% Reimbursement
7/27/2017	220,782	14170025	PMTRX ARP002	ARPIN PUBLIC LIBRAR	\$10,296.00		2017 2nd Payment
7/27/2017	220,782	14170026	PMTRX PIT012	PITTSVILLE COMMUNIT	\$12,227.00		2nd Payment
7/27/2017	220,782	14170027	PMTRX VES002	VESPER PUBLIC LIBRA	\$5,973.00		2nd Payment
7/27/2017	220,782	14170028	PMTRX MAR105	MARSHFIELD PUBLIC L	\$119,801.50		2017 2nd Payment
7/27/2017	220,782	14170029	PMTRX LES011	LESTER PUBLIC LIBRA	\$26,666.00		2017 2nd Payment
7/27/2017	220,782	14170030	PMTRX MCM001	MCMILLAN MEMORIAL L	\$254,543.50		2017 2nd Payment
8/3/2017	221,000	14170029	PMVVR LES011	LESTER PUBLIC LIBRA		\$26,666.00	Void Open Trx
8/3/2017	221,004	14170031	PMTRX CHA024	CHARLES AND JOANNE	\$26,666.00		2017 2nd Payment
Totals:					\$905,879.00	\$29,230.00	\$876,649.00
<hr/>							
101-9901-55112-000-722			\$0.00	County Aid to Libraries Grants to Small Libraries			
1/16/2017	209,907	14170005	PMTRX ARP002	ARPIN PUBLIC LIBRAR	\$1,620.50		2017 1st Installment Tax Aid
1/16/2017	209,907	14170008	PMTRX PIT012	PITTSVILLE COMMUNIT	\$3,889.00		2017 1st Installment Tax Aid
1/16/2017	209,907	14170009	PMTRX VES002	VESPER PUBLIC LIBRA	\$1,000.00		2017 1st Installment Tax Aid
7/27/2017	220,782	14170025	PMTRX ARP002	ARPIN PUBLIC LIBRAR	\$1,620.50		2017 2nd Payment
7/27/2017	220,782	14170026	PMTRX PIT012	PITTSVILLE COMMUNIT	\$3,889.00		2nd Payment
7/27/2017	220,782	14170027	PMTRX VES002	VESPER PUBLIC LIBRA	\$1,000.00		2nd Payment
Totals:					\$13,019.00	\$0.00	\$13,019.00
<hr/>							
Grand Totals:			\$0.00		\$918,898.00	\$29,230.00	\$889,668.00
<hr/>							
Total Accounts:	2						



RESOLUTION#

Introduced by Executive & Public Safety Committees
 Page 1 of 1

ITEM# 1- 13d. 2/1
 DATE December 19, 2017
 Effective Date Upon Passage & Publication

Committee

BLN

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

INTENT & SYNOPSIS: To amend the 2017 budget for the Humane Officer (54129) for the purpose of funding higher than anticipated costs.

FISCAL NOTE: To transfer \$4,000 from available balance in contingency (51590) to the Humane Officer (54129). At the time of this request, the funds available in contingency are \$367,782. The adjustment to the budget is as follows:

		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			

Account	Account Name	Debit	Credit
54129	Humane Officer		\$4,000
51590	Contingency	\$4,000	

WHEREAS it was discovered that a correction was needed to the per diem rate used for the Humane Officer which resulted in back pay and fringes of approximately \$4,000 being paid in 2017, and

WHEREAS this expense was not anticipated during the preparation of the 2017 budget, and

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

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

THEREFORE BE IT RESOLVED to amend the Wood County budget for 2017 to transfer \$4,000 from the Contingency Account (51590) to the Humane Officer (54129) function, and

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

11/27/2017

Bd-2/2

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
Humane Officer
Sunday, December 31, 2017

		Actual	2017 Budget	Variance	Variance %
REVENUES					
Licenses and Permits					
DNR & ML Fees:					
101-3901-44200-000-000	Licenses/Permits - Humane Officer Nonbusiness	10,000.00	10,000.00		0.00%
	Total DNR & ML Fees	10,000.00	10,000.00		0.00%
	Total Licenses and Permits	10,000.00	10,000.00		0.00%
	TOTAL REVENUES	10,000.00	10,000.00		0.00%
EXPENDITURES					
Health and Human Services					
Humane Officer:					
101-3901-54129-000-101	Wages-Permanent-Humane Officer	23,530.00		(23,530.00)	0.00%
101-3901-54129-000-120	FICA-Humane Officer	1,800.07	1,615.00	(185.07)	(11.46%)
101-3901-54129-000-160	Humane Officer Workers Compensation	538.82	564.00	25.18	4.46%
101-3901-54129-000-221	Humane Officer Telephone	227.75	600.00	372.25	62.04%
101-3901-54129-000-331	Humane Officer Meetings & Travel	6,122.55	6,158.00	35.45	0.58%
101-3901-54129-000-340	Humane Officer Operating Supplies & Expense	69.68	100.00	30.32	30.32%
101-3901-54129-000-511	Humane Officer- Insurance	72.00	72.00		0.00%
101-3901-54129-000-102	Parttime Wages-Humane Officer		21,105.00	21,105.00	100.00%
101-3901-54129-000-219	Humane Officer Other Professional Services		500.00	500.00	100.00%
101-3901-54129-000-311	Humane Officer Office Supplies		50.00	50.00	100.00%
	Total Humane Officer	32,360.87	30,764.00	(1,596.87)	(5.19%)
	Total Health and Human Services	32,360.87	30,764.00	(1,596.87)	(5.19%)
	TOTAL EXPENDITURES	32,360.87	30,764.00	(1,596.87)	(5.19%)
	NET INCOME (LOSS) *	(22,360.87)	(20,764.00)	(1,596.87)	7.69%

Mike Martin

Bod - 2/3

From: nanci olson <nancio78@hotmail.com>
Sent: Wednesday, November 22, 2017 2:31 PM
To: Mike Martin
Subject: Fw: 2017 Budget

From: nanci olson <nancio78@hotmail.com>
Sent: Tuesday, November 21, 2017 9:23 PM
To: Mike Martin
Subject: Re: 2017 Budget

Hi Mike,

The unexpected back pay that I received on Sept. 28th was \$3,350 (plus additional taxes? ~ I'm not quite understanding the budget sheet when I read it in regards to the FICA column regarding the back pay).

As you have stated in this email, the budget is currently over by \$1,242.

Add the expenses from Nov 5th to Nov. 18th that will be paid out this Thursday as \$950 wage and \$354.71 mileage/expenses for a total of \$1,304.71.

I still will have wages/expenses from Nov. 19th - Nov. 30th. I would like to do an estimate of \$1000 - \$1200.

So I guess, a resolution to add about \$3700 to the humane officer budget with left over monies going back into the County funds of course. I really try to not go over budget.

Thank you Mike for your help. And please share your thoughts.

-Nanci Olson

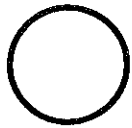
From: Mike Martin <mmartin@co.wood.wi.us>
Sent: Tuesday, November 21, 2017 12:23 PM
To: Nancy Olson
Cc: Marla Cummings
Subject: 2017 Budget

Hi Nanci,

You are currently over budget for 2017 by \$1,242. I need you to start the process of introducing a resolution to amend your 2017 to cover the anticipated overage.

Feel free to stop by the Finance Department for assistance. I've attached the detailed postings for your accounts for 2017 as of today.

Mike
421-8576



RESOLUTION#

Introduced by Public Safety Committee and Executive Committee
Page 1 of 1

Committee

SAR

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

INTENT & SYNOPSIS: To amend the 2017 budget for the Emergency Management Admin function (52520) for additional expenditures that was not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is unanticipated revenues from State Aid. The adjustment to the budget is as follows:

		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			

Account	Account Name	Debit	Credit
52520	Emergency Management Admin		\$21,800
43528	State Aid Emergency Government	\$21,800	

WHEREAS, the Emergency Management Admin budget has incurred additional expenditures that were not anticipated during the original budget process for emergency preparedness planning exercises

WHEREAS, the payment for unexpected expenditures received from the State Grants will have no impact on the county tax levy, 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 Emergency Management Admin (52520) budget for 2017 by appropriating \$21,800 of unanticipated revenues from State Aid Emergency Government (43528), 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.

11/27/2017

Bd. 3/2

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Emergency Management Admin
 Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
Total Emergency Management	226,931.45	239,799.00	12,867.55	5.37%
Total Public Safety	226,931.45	239,799.00	12,867.55	5.37%
TOTAL EXPENDITURES	226,931.45	239,799.00	12,867.55	5.37%
NET INCOME (LOSS) *	(156,612.29)	(177,999.00)	21,386.71	(12.02%)

11/27/2017

1301-3/3

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Emergency Management Admin
 Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
REVENUES				
Intergovernmental Revenues				
43528 State Aid-Emergency Government	\$60,871.01	\$56,000.00	\$4,871.01	8.70%
Total Intergovernmental	60,871.01	56,000.00	4,871.01	8.70%
Intergovernmental Charges for Services				
47395 Local Gov Chgs-EM Vehicles	5,019.09	4,500.00	519.09	11.54%
47396 Local Gov Chgs-EM Equipment	2,017.50	800.00	1,217.50	152.19%
Total Charges to Other Governments	7,036.59	5,300.00	1,736.59	32.77%
Interdepartmental Charges for Services				
47421 Dept Charges-Public Safety	8.36		8.36	0.00%
Total Interdepartmental Charges	8.36		8.36	0.00%
Total Intergovernmental Charges for Services	7,044.95	5,300.00	1,744.95	32.92%
Miscellaneous				
48320 Gain/Loss-Sale of Surplus Property	403.20	500.00	(96.80)	(19.36%)
48500 Donations	2,000.00		2,000.00	0.00%
Total Miscellaneous	2,403.20	500.00	1,903.20	380.64%
TOTAL REVENUES	70,319.16	61,800.00	8,519.16	13.79%
EXPENDITURES				
Public Safety				
52520 Emergency Management	226,931.45	239,799.00	12,867.55	5.37%
Total Public Safety	226,931.45	239,799.00	12,867.55	5.37%
TOTAL EXPENDITURES	226,931.45	239,799.00	12,867.55	5.37%
NET INCOME (LOSS) *	(156,612.29)	(177,999.00)	21,386.71	(12.02%)

12-31

11/27/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
Emergency Management Admin
Sunday, December 31, 2017

		Actual	2017 Budget	Variance	Variance %
REVENUES					
Intergovernmental Revenues					
State Aid-Emergency Government:					
101-1302-43528-001-000	State Grants-Emergency Management	60,871.01	56,000.00	4,871.01	8.70%
	Total State Aid-Emergency Government	60,871.01	56,000.00	4,871.01	8.70%
	Total Intergovernmental	60,871.01	56,000.00	4,871.01	8.70%
Intergovernmental Charges for Services					
Local Gov Chgs-EM Vehicles:					
101-1302-47395-000-000	Intergovernment Chgs-EM Vehicles	5,019.09	4,500.00	519.09	11.54%
	Total Local Gov Chgs-EM Vehicles	5,019.09	4,500.00	519.09	11.54%
Local Gov Chgs-EM Equipment:					
101-1302-47396-000-000	Intergovernmental Chgs-EM Equipment	2,017.50	800.00	1,217.50	152.19%
	Total Local Gov Chgs-EM Equipment	2,017.50	800.00	1,217.50	152.19%
	Total Charges to Other Governments	7,036.59	5,300.00	1,736.59	32.77%
Interdepartmental Charges for Services					
Dept Charges-Public Safety:					
101-1302-47421-000-000	Emergency Mgmt Local Dept Charges	8.36		8.36	0.00%
	Total Dept Charges-Public Safety	8.36		8.36	0.00%
	Total Interdepartmental Charges	8.36		8.36	0.00%
	Total Intergovernmental Charges for Services	7,044.95	5,300.00	1,744.95	32.92%
Miscellaneous					
Gain/Loss-Sale of Surplus Property:					
101-1302-48320-000-000	Property Sales-Surplus Property	403.20	500.00	(96.80)	(19.36%)
	Total Gain/Loss-Sale of Surplus Property	403.20	500.00	(96.80)	(19.36%)
Donations:					
101-1302-48500-000-000	Donations-Emergency Management	2,000.00		2,000.00	0.00%
	Total Donations	2,000.00		2,000.00	0.00%
	Total Miscellaneous	2,403.20	500.00	1,903.20	380.64%
TOTAL REVENUES		70,319.16	61,800.00	8,519.16	13.79%
EXPENDITURES					
Public Safety					
Emergency Management:					
101-1302-52520-000-101	Wages-Permanent-Emergency Management	114,881.33	136,339.00	21,457.67	15.74%
101-1302-52520-000-119	Other Pay-Emergency Management	1,761.78	4,000.00	2,238.22	55.96%
101-1302-52520-000-120	FICA-Emergency Management	9,854.46	10,736.00	881.54	8.21%
101-1302-52520-000-130	Health Ins-Emergency Management	34,230.21	38,695.00	4,464.79	11.54%
101-1302-52520-000-132	OPEB-Emergency Management	2,687.22	2,727.00	39.78	1.46%
101-1302-52520-000-133	Vision Ins-Emergency Management-Admin	226.29		(226.29)	0.00%
101-1302-52520-000-140	Emergency Management Life Insurance	34.84	27.00	(7.84)	(29.04%)
101-1302-52520-000-151	Emergency Management Retirement	8,595.63	9,543.00	947.37	9.93%
101-1302-52520-000-160	Emergency Management Workers Compensation	2,672.34	2,237.00	(435.34)	(19.46%)
101-1302-52520-000-214	Emergency Management Prof Services-Printing	64.50	200.00	135.50	67.75%
101-1302-52520-000-221	Emergency Management Telephone	3,650.95	3,500.00	(150.95)	(4.31%)
101-1302-52520-000-230	Emergency Management PC Replacement	1,140.00	1,080.00	(60.00)	(5.56%)
101-1302-52520-000-242	Emergency Management Repair and Maintenance-Vehicl	1,865.95	3,500.00	1,634.05	46.69%
101-1302-52520-000-243	Emergency Management Repair and Maintenance-Equipm	146.00	200.00	54.00	27.00%
101-1302-52520-000-311	Emergency Management Office Supplies	639.67	1,000.00	360.33	36.03%
101-1302-52520-000-312	Emergency Management Copy Expense	391.61	400.00	8.39	2.10%
101-1302-52520-000-313	Emergency Management Postage	338.00	750.00	412.00	54.93%
101-1302-52520-000-328	Emergency Management Dues	50.00	50.00		0.00%
101-1302-52520-000-331	Emergency Management Meetings & Travel	2,391.31	3,100.00	708.69	22.86%
101-1302-52520-000-341	Emergency Management Operating Supplies & Exp	499.40	200.00	(299.40)	(149.70%)
101-1302-52520-000-399	Emergency Management Miscellaneous Expense	14,824.50		(14,824.50)	0.00%
101-1302-52520-000-511	Emergency Management Insurance-Liability	8,020.10	9,770.00	1,749.90	17.91%
101-1302-52520-000-531	Emergency Management Interdepartment Rent	7,700.00	8,400.00	700.00	8.33%
101-1302-52520-000-710	Emergency Management Training Grants	6,920.36		(6,920.36)	0.00%
101-1302-52520-000-819	Emergency Management Other Equipment	3,345.00	3,345.00		0.00%

13.1.3/4

Mike Martin

From: Steve Kreuser
Sent: Monday, November 27, 2017 10:26 AM
To: Mike Martin
Cc: Marla Cummings; Sarah Christensen; Sarah Roach
Subject: RE: 2017 budget and actual

Mike,

We will have the appropriate resolution to you for your review on Tuesday November 28th. Please add both resolutions to the Executive Committee.

Steve Kreuser
Director
Wood County Emergency Management
715-421-8500

From: Mike Martin
Sent: Monday, November 27, 2017 10:10 AM
To: Steve Kreuser
Cc: Marla Cummings
Subject: RE: 2017 budget and actual

Steve,

I need a response on this request. The Executive agenda needs to be completed on Wednesday and the packet goes out on Thursday.

Thanks,

Mike

From: Mike Martin
Sent: Tuesday, November 21, 2017 3:54 PM
To: Steve Kreuser
Cc: Marla Cummings
Subject: 2017 budget and actual

Hi Steve,

I'm reviewing the 2017 budget and actual. You are currently over in:

	<u>Actual</u>	<u>Budget</u>	<u>(over)/under</u>
52530 Building Numbering	1,600.27	1,500.00	(100.27)

You are likely to go over in:

	<u>Actual</u>	<u>Budget</u>	<u>(over)/under</u>
52520 Emergency Mgmt	235,074.93	239,799.00	4,724.07

You need to initiate a resolution to appropriate enough funds to cover all estimated expenditures.

Please have this available for the December meetings for your committee and the Executive Committee.

Let Finance know if you have any questions or need assistance.

Mike

11/27/2017

Bd. 4/2

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Emer Mgmt-Building Numbering
 Sunday, December 31, 2017

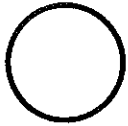
	Actual	2017 Budget	Variance	Variance %
REVENUES				
Intergovernmental Charges for Services				
Local Gov Chgs-BNI (Materials):				
101-1303-47391-000-000 Local Government Chgs-BNI(Mat'ls)	943.51	3,500.00	(2,556.49)	(73.04%)
Total Local Gov Chgs-BNI (Materials)	943.51	3,500.00	(2,556.49)	(73.04%)
Local Gov Chgs-BNI (Staff):				
101-1303-47392-000-000 Local Government Chgs-BNI(Staff)	207.00	1,250.00	(1,043.00)	(83.44%)
Total Local Gov Chgs-BNI (Staff)	207.00	1,250.00	(1,043.00)	(83.44%)
Total Charges to Other Governments	1,150.51	4,750.00	(3,599.49)	(75.78%)
Total Intergovernmental Charges for Services	1,150.51	4,750.00	(3,599.49)	(75.78%)
TOTAL REVENUES	1,150.51	4,750.00	(3,599.49)	(75.78%)
EXPENDITURES				
Public Safety				
Emer Mgmt-Bldg Numbering:				
101-1303-52530-000-341 Building Numbering System Operating Supplies & Exp	2,352.92	1,500.00	(852.92)	(56.86%)
Total Emer Mgmt-Bldg Numbering	2,352.92	1,500.00	(852.92)	(56.86%)
Total Public Safety	2,352.92	1,500.00	(852.92)	(56.86%)
TOTAL EXPENDITURES	2,352.92	1,500.00	(852.92)	(56.86%)
NET INCOME (LOSS) *	(1,202.41)	3,250.00	(4,452.41)	(137.00%)

11/27/2017

13d. 4/2

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Emer Mgmt-Building Numbering
 Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
REVENUES				
Intergovernmental Charges for Services				
47391 Local Gov Chgs-BNI (Materials)	\$943.51	\$3,500.00	(\$2,556.49)	(73.04%)
47392 Local Gov Chgs-BNI (Staff)	207.00	1,250.00	(1,043.00)	(83.44%)
Total Charges to Other Governments	1,150.51	4,750.00	(3,599.49)	(75.78%)
Total Intergovernmental Charges for Services	1,150.51	4,750.00	(3,599.49)	(75.78%)
TOTAL REVENUES	1,150.51	4,750.00	(3,599.49)	(75.78%)
EXPENDITURES				
Public Safety				
52530 Emer Mgmt-Bldg Numbering	2,352.92	1,500.00	(852.92)	(56.86%)
Total Public Safety	2,352.92	1,500.00	(852.92)	(56.86%)
TOTAL EXPENDITURES	2,352.92	1,500.00	(852.92)	(56.86%)
NET INCOME (LOSS) *	(1,202.41)	3,250.00	(4,452.41)	(137.00%)



RESOLUTION#

ITEM#

1-

13d 5/1

DATE

December 19, 2017

Effective Date

Upon Passage & Publication

Introduced by

Executive Committee

Page 1 of 1

Committee

BLN

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

INTENT & SYNOPSIS: To amend the 2017 budget for Finance (51510) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$50,000 from available balance in contingency (51590) to Finance (51510). At the time of this request the funds available in contingency are \$367,782. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51510	Finance		\$50,000
51590	Contingency	\$50,000	

WHEREAS, the Wood County Finance Department incurred a number of expenditures that were not anticipated during the 2017 budget; and

WHEREAS, these expenditures included:

- the wages and fringes related to the vacation payout to the Finance Director,
- the expected costs of professional services, wages and other related operational expenses for the transfer of the payroll function,
- professional services to develop a fiscal policy to comply with the new requirements of the new "super circular" on Uniform Grant Guidance, and

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

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

THEREFORE BE IT RESOLVED to amend the Wood County budget for 2017 to transfer \$50,000 from the Contingency Account (51590) to the Finance (51510) function, and

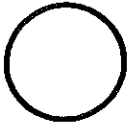
BE IT FURTHER RESOLVED that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

11/30/2017

13d. 5/2

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Finance
 Thursday, November 30, 2017

		Actual	2017 Budget	Variance	Variance %
EXPENDITURES					
General Government					
Finance:					
101-1401-51510-000-101	Wages-Permanent-Finance	164,761.04	187,091.00	22,329.96	11.94%
101-1401-51510-000-119	Other Pay-Finance	213.36		(213.36)	0.00%
101-1401-51510-000-120	FICA-Finance	12,114.46	14,312.00	2,197.54	15.35%
101-1401-51510-000-130	Health Ins-Finance	32,554.08	35,267.00	2,712.92	7.69%
101-1401-51510-000-132	Finance Post Employment Benefits	3,252.24	3,741.00	488.76	13.06%
101-1401-51510-000-133	Vision Ins-Finance	57.25		(57.25)	0.00%
101-1401-51510-000-140	Finance Life Insurance	34.63	41.00	6.37	15.54%
101-1401-51510-000-151	Finance Retirement	11,195.60	12,722.00	1,526.40	12.00%
101-1401-51510-000-160	Finance Workers Compensation	368.16	411.00	42.84	10.42%
101-1401-51510-000-212	Finance Professional Services-Accounting	23,528.00	20,066.00	(3,462.00)	(17.25%)
101-1401-51510-000-214	Finance Professional Services-Printing	320.00	300.00	(20.00)	(6.67%)
101-1401-51510-000-219	Finance Other Professional Services	1,922.00	1,600.00	(322.00)	(20.13%)
101-1401-51510-000-221	Finance Telephone	353.88	480.00	126.12	26.28%
101-1401-51510-000-230	Finance PC Replacement	380.00	380.00		0.00%
101-1401-51510-000-311	Finance Office Supplies	420.82	1,000.00	579.18	57.92%
101-1401-51510-000-312	Finance Copy Expense	589.13	800.00	210.87	26.36%
101-1401-51510-000-313	Finance Postage	181.08	275.00	93.92	34.15%
101-1401-51510-000-328	Finance Dues	640.00	690.00	50.00	7.25%
101-1401-51510-000-331	Finance Meetings & Travel	3,177.18	800.00	(2,377.18)	(297.15%)
101-1401-51510-000-341	Finance Supplies and Expense	10.00		(10.00)	0.00%
101-1401-51510-000-511	Finance Insurance-Liability	991.00	991.00		0.00%
101-1401-51510-000-531	Finance Interdepartment Rent	3,784.00	4,128.00	344.00	8.33%
Total Finance		260,847.91	285,095.00	24,247.09	8.50%
Total General Government		260,847.91	285,095.00	24,247.09	8.50%
TOTAL EXPENDITURES		260,847.91	285,095.00	24,247.09	8.50%
NET INCOME (LOSS) *		(260,847.91)	(285,095.00)	24,247.09	(8.50%)



RESOLUTION#

ITEM#

12-

13d 6/1

DATE

December 19, 2017

Effective Date

Upon passage and publication

Introduced by

Executive Committee

Page 1 of 1

Committee

BLN

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

INTENT & SYNOPSIS: To amend the 2017 budget for Information Technology, PC Replacement (51452) for expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is the non-lapsing PC Replacement Designated Fund Balance. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
33900	PC Replacement Designated Fund Balance	\$59,000	
51452	PC Replacement		\$59,000

WHEREAS the aforementioned expenditures of approximately \$59,000 were not anticipated during the 2017 budget process; and

WHEREAS the Wood County Executive Committee approved the establishment of a non-lapsing account to carry over any unexpended revenues and contributions to the PC Replacement; and

WHEREAS the initial number of devices identified as needing to be replaced during the 2017 budget process was below the level that needed to be replaced to maintain the PC replacement cycle; and

WHEREAS the PC Replacement Designated Fund has sufficient funds; 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 PC Replacement (51452) budget for 2017 by transferring \$59,000 from PC Replacement Designated Fund Balance (33900) to PC Replacement (51452), 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.

		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	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

13-d-6/2

11/27/2017

County of Wood
BALANCE SHEET DETAIL BY FUNCTION
PC Replacement
Sunday, December 31, 2017

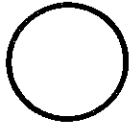
		<u>2017</u>	<u>2016</u>
	ASSETS		
	Due from Other Funds		
15100	Due from General Fund	86,734.35	145,114.31
	Total Due from Other Funds	<u>86,734.35</u>	<u>145,114.31</u>
	 TOTAL ASSETS	 <u>86,734.35</u>	 <u>145,114.31</u>
	 TOTAL ASSETS and DEFERRED OUTFLOWS OF RESOURCES	 <u>86,734.35</u>	 <u>145,114.31</u>
	 EQUITY		
	Retained Earnings		
33900	Retained Earnings-Unreserved	145,114.31	162,797.72
	 Fund Balance-Unassigned		
40000:59999	Income Summary	(58,379.96)	(17,683.41)
	Total Fund Balance-Unreserved/Undesignated	<u>(58,379.96)</u>	<u>(17,683.41)</u>
	 TOTAL EQUITY	 <u>86,734.35</u>	 <u>145,114.31</u>
	 TOTAL LIABILITIES & EQUITY	 <u>86,734.35</u>	 <u>145,114.31</u>

11/27/2017

Bd. 6/3

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
PC Replacement
Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
REVENUES				
Interdepartmental Charges for Services				
47415 Dept Charges-Systems	\$142,080.00	\$142,170.00	(\$90.00)	(0.06%)
Total Interdepartmental Charges	142,080.00	142,170.00	(90.00)	(0.06%)
Total Intergovernmental Charges for Services	142,080.00	142,170.00	(90.00)	(0.06%)
TOTAL REVENUES	142,080.00	142,170.00	(90.00)	(0.06%)
EXPENDITURES				
General Government				
51452 PC Replacement	200,459.96	142,000.00	(58,459.96)	(41.17%)
Total General Government	200,459.96	142,000.00	(58,459.96)	(41.17%)
TOTAL EXPENDITURES	200,459.96	142,000.00	(58,459.96)	(41.17%)
NET INCOME (LOSS) *	(58,379.96)	170.00	(58,549.96)	(34,441.1...)



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

ITEM# 1- 13 d. 7/1
DATE December 19, 2017
Effective Date Upon Passage & Publication

Committee

BLN

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

INTENT & SYNOPSIS: To amend the 2017 budget for the expenditures incurred in 2017 related to the 2017A General Obligation debt issuance costs for the 2018 capital projects:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is the portion of the \$5,415,000 debt proceeds that expended in 2017 for the debt issuance costs:

Account	Account Name	Debit	Credit
58295	Paying Agent & Fiscal Costs		\$50,000
49110	Proceeds from Debt	\$50,000	

		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 2017A G.O. Promissory Notes for \$5,415,000 were issued in 2017 to fund \$2.5 million of 2018 Highway projects, \$1.19 million of 2018 general capital projects and \$1.725 million to refinance the \$1.75 million of State Trust Fund loans, and

WHEREAS the debt issuance costs incurred in 2017 were included in the 2017A debt issue and were estimated to total \$49,257 to be funded with a portion of \$1.19 million part of the debt issue, and

WHEREAS the County has been billed \$46,233 so far in 2017 for debt issuance costs, 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 2017 budget for debt issuance costs (58295) by \$50,000 funded by appropriating debt proceeds 49110 for \$50,000, 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.

13d-7/2

FINAL

\$5,415,000

Wood County, Wisconsin
General Obligation Promissory Notes, Series 2017A
Issue Summary

Total Issue Sources And Uses

Dated 11/15/2017 | Delivered 11/15/2017

	Highway Project Portion	CIP Project Portion	Ref 142.01	Ref 142.02	Ref 143.01	Ref 143.02	Issue Summary
Sources Of Funds							
Par Amount of Bonds.....	\$2,500,000.00	\$1,190,000.00	\$495,000.00	\$490,000.00	\$495,000.00	\$245,000.00	\$5,415,000.00
Reoffering Premium.....	103,568.70	48,997.75	20,255.60	20,255.60	20,255.60	10,356.00	223,869.25
Total Sources.....	\$2,603,568.70	\$1,238,997.75	\$515,255.60	\$510,255.60	\$515,255.60	\$255,356.00	\$5,638,869.25
Uses Of Funds							
Deposit to Project Construction Fund.....	2,500,000.00	1,130,000.00	-	-	-	-	3,630,000.00
Deposit to Current Refunding Fund.....	-	-	510,972.60	507,767.12	510,972.60	254,705.48	1,784,417.80
Deposit to Debt Service Fund (Premium).....	90,329.38	42,695.84	-	-	-	-	133,025.22
Costs of Issuance.....	-	49,257.00	-	-	-	-	49,257.00
Total Underwriter's Discount (0.530%).....	13,239.32	6,301.91	2,621.38	2,594.91	2,621.38	1,297.45	28,676.35
Deposit to Debt Service Fund (Rounding).....	-	10,743.00	1,661.62	(106.43)	1,661.62	(646.93)	13,312.86
Total Uses.....	\$2,603,568.70	\$1,238,997.75	\$515,255.60	\$510,255.60	\$515,255.60	\$255,356.00	\$5,638,869.25

13-01-9/3

11/27/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
Capital Projects
Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
REVENUES				
Other Financing Sources				
49110 Proceeds from Long-Term Debt	\$2,940,000.00	\$1,750,000.00	\$1,190,000.00	68.00%
Total Other Financing Sources	2,940,000.00	1,750,000.00	1,190,000.00	68.00%
TOTAL REVENUES	2,940,000.00	1,750,000.00	1,190,000.00	68.00%
EXPENDITURES				
Capital Outlay				
57120 Cap Projects-Gen Government	878,993.75	925,000.00	46,006.25	4.97%
57140 Cap Projects-Gen Gov Land	2,903,801.56	3,058,487.00	154,685.44	5.06%
57210 Cap Projects-Communications	349,498.31	542,850.00	193,351.69	35.62%
57410 Cap Projects-Human Services	175,383.08	237,150.00	61,766.92	28.05%
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	8,880.83		(8,880.83)	0.00%
Total Capital Outlay	4,346,557.53	4,808,487.00	461,929.47	9.61%
Debt Service				
58295 Paying Agent & Fiscal Charges	46,232.84		(46,232.84)	0.00%
Total Debt Service	46,232.84		(46,232.84)	0.00%
TOTAL EXPENDITURES	4,392,790.37	4,808,487.00	415,696.63	8.65%
NET INCOME (LOSS) *	(1,452,790.37)	(3,058,487.00)	1,605,696.63	(52.50%)

11/27/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
Capital Projects
Sunday, December 31, 2017

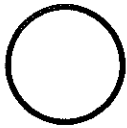
	Actual	2017 Budget	Variance	Variance %
REVENUES				
Other Financing Sources				
Proceeds from Long-Term Debt:				
401-1403-49110-000-000 Proceeds from L-T Note	1,190,000.00		1,190,000.00	0.00%
401-1403-49110-100-000 Debt Proceeds-STFL 01	750,000.00	750,000.00		0.00%
401-1403-49110-200-000 Debt Proceeds STFL 02-FINANCE-Capital Projects---	1,000,000.00	1,000,000.00		0.00%
Total Proceeds from Long-Term Debt	2,940,000.00	1,750,000.00	1,190,000.00	68.00%
Total Other Financing Sources	2,940,000.00	1,750,000.00	1,190,000.00	68.00%
TOTAL REVENUES	2,940,000.00	1,750,000.00	1,190,000.00	68.00%
EXPENDITURES				
Capital Outlay				
Cap Projects-Gen Government:				
401-1403-57120-119-822 Capital Projects-Gen Gov Bldg	54,030.65	100,000.00	45,969.35	45.97%
401-1403-57120-127-101 Capital Projects-Wages	364.80		(364.80)	0.00%
401-1403-57120-127-115 Capital Projects-FINANCE-Capital Projects-Capital	11,630.78		(11,630.78)	0.00%
401-1403-57120-127-120 Capital Projects-FICA	857.45		(857.45)	0.00%
401-1403-57120-127-814 Capital Projects-Gen Gov Comp Eq	264,373.22	275,000.00	10,626.78	3.86%
401-1403-57120-127-822 Capital Projects-Gen Gov Bldg	147,830.07	150,000.00	2,169.93	1.45%
401-1403-57120-227-811 Capital Projects-Gen Gov Furniture	93,364.71	107,000.00	13,635.29	12.74%
401-1403-57120-227-814 Capital Projects-Gen Gov-Computers	306,542.07	293,000.00	(13,542.07)	(4.62%)
Total Cap Projects-Gen Government	878,993.75	925,000.00	46,006.25	4.97%
Cap Projects-Gen Gov Land:				
401-1403-57140-000-822 Capital Projects-Courthouse Bldg Improvements	(220.50)		220.50	0.00%
401-1908-57140-001-822 River Block Bldg Improv HVAC	603,637.97	634,000.00	30,362.03	4.79%
401-1908-57140-002-822 River Block Bldg Improv-Electrical	753,429.74	726,513.00	(26,916.74)	(3.70%)
401-1908-57140-003-822 River Block Bldg Improve-Plumbing	91,296.00	84,800.00	(6,496.00)	(7.66%)
401-1908-57140-004-822 River Block Bldg Improve-Construction	484,119.34	376,390.00	(107,729.34)	(28.62%)
401-1908-57140-005-822 River Block Bldg Improve-Architects	17,855.36	12,980.00	(4,875.36)	(37.56%)
401-1908-57140-006-821 River Block Bldg Improve-Land Improvements	102,366.78	35,840.00	(66,526.78)	(185.62%)
401-1908-57140-007-822 River Block Bldg Improve-Environmental	345.00	25.00	(320.00)	(1,280.00%)
401-1908-57140-008-822 River Block Bldg Improve-Controls	189,557.85	178,700.00	(10,857.85)	(6.08%)
401-1908-57140-009-822 River Block Bldg Improve-IT	133,284.85	132,682.00	(602.85)	(0.45%)
401-1908-57140-010-822 River Block Bldg-Bldg Permits	4,528.75	28,000.00	23,471.25	83.83%
401-1908-57140-011-822 River Block Bldg-Gen Cond/Requirements	110,552.85	133,907.00	23,354.15	17.44%
401-1908-57140-012-822 River Block Bldg-Risk Ins	14,983.00	14,707.00	(276.00)	(1.88%)
401-1908-57140-013-822 River Block Bldg-Reproduction	933.89	750.00	(183.89)	(24.52%)
401-1908-57140-015-822 River Block Bldg-Constr Fee	130,024.00	129,026.00	(998.00)	(0.77%)
401-1908-57140-016-822 River Block Bldg-Bonds	23,388.00	23,031.00	(357.00)	(1.55%)
401-1908-57140-017-822 River Block Bldg-Alternates	27,394.95	42,321.00	14,926.05	35.27%
401-1908-57140-020-822 River Block Bldg-Owner Other	69,999.72	4,000.00	(65,999.72)	(1,649.99%)
401-1908-57140-021-822 River Block Bldg-Office Partitions	82,552.40	82,300.00	(252.40)	(0.31%)
401-1908-57140-022-822 River Block Bldg-Door Security	26,540.23	30,000.00	3,459.77	11.53%
401-1908-57140-023-822 River Block Bldg-Door Hardware	37,231.38		(37,231.38)	0.00%
401-1908-57140-014-822 River Block Bldg-Contingency		388,515.00	388,515.00	100.00%
Total Cap Projects-Gen Gov Land	2,903,801.56	3,058,487.00	154,685.44	5.06%
Cap Projects-Communications:				
401-1403-57210-108-814 Capital Projects-Pub Safety-Computers	79,267.00	100,000.00	20,733.00	20.73%
401-1403-57210-108-822 Capital Projects-Pub Safety Bldg	105,668.07	125,000.00	19,331.93	15.47%
401-1403-57210-208-814 Capital Projects-Pub Safety-Computer Eq	140,563.24	284,775.00	144,211.76	50.64%
401-1403-57210-213-813 Capital Projects-Pub Safety-Vehicles	24,000.00	24,000.00		0.00%
401-1403-57210-213-814 Capital Projects-Pub Safety-Computers		9,075.00	9,075.00	100.00%
Total Cap Projects-Communications	349,498.31	542,850.00	193,351.69	35.62%
Cap Projects-Human Services:				
401-1403-57410-212-822 Capital Projects-Hlth & HS-Building Imprv	73,322.78	97,500.00	24,177.22	24.80%
401-1403-57410-220-819 Capital Projects-Hlth & HS-Oth Eq	52,682.30	79,650.00	26,967.70	33.86%
401-1403-57410-220-823 Capital Projects-Hlth & HS-Bldg Impr	49,378.00	50,000.00	622.00	1.24%
401-1403-57410-212-811 Capital Projects-Hlth & HS-Furniture		10,000.00	10,000.00	100.00%
Total Cap Projects-Human Services	175,383.08	237,150.00	61,766.92	26.05%
Cap Projects-Rec & Ed Bldg Impr:				
401-1403-57510-299-823 Capital Projects-Rec & Ed-Bldg Improv		15,000.00	15,000.00	100.00%
Total Cap Projects-Rec & Ed Bldg Impr		15,000.00	15,000.00	100.00%

13-d. 7/4

11/27/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
Capital Projects
Sunday, December 31, 2017

		<u>Actual</u>	<u>2017 Budget</u>	<u>Variance</u>	<u>Variance %</u>
Cap Projects-Cons & Dev-Vehicles:					
401-1403-57610-218-813	Capital Projects-Cons & Dev-Vehicles	30,000.00	30,000.00		0.00%
	Total Cap Projects-Cons & Dev-Vehicles	<u>30,000.00</u>	<u>30,000.00</u>		<u>0.00%</u>
UW Remodeling/Construction:					
401-1403-57640-000-823	Capital Projects-Other Buildings	(A) 8,880.83		(8,880.83)	0.00%
	Total UW Remodeling/Construction	<u>8,880.83</u>		<u>(8,880.83)</u>	<u>0.00%</u>
	Total Capital Outlay	<u>4,346,557.53</u>	<u>4,808,487.00</u>	<u>461,929.47</u>	<u>9.61%</u>
Debt Service					
Paying Agent & Fiscal Charges:					
401-1403-58295-000-219	Paying Agent & Fisc-FINANCE-Capital Projects-Prof	46,232.84		(46,232.84)	0.00%
	Total Paying Agent & Fiscal Charges	<u>46,232.84</u>		<u>(46,232.84)</u>	<u>0.00%</u>
	Total Debt Service	<u>46,232.84</u>		<u>(46,232.84)</u>	<u>0.00%</u>
	TOTAL EXPENDITURES	<u>4,392,790.37</u>	<u>4,808,487.00</u>	<u>415,696.63</u>	<u>8.65%</u>
	NET INCOME (LOSS) *	<u>(1,452,790.37)</u>	<u>(3,058,487.00)</u>	<u>1,605,696.63</u>	<u>(52.50%)</u>



RESOLUTION#

jbp

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

INTENT & SYNOPSIS: To amend the 2017 budget of various Highway functions listed below for additional expenditures of \$571,790 not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County.

Source of Money: Available appropriations in revenues in excess of budget of \$148,788 and functions under budget of \$423,002.

The adjustment to the budget is as follows:

		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			

Account	Account Name	Debit	Credit
43531	State Aid – Transportation	148,788	
53266	Bituminous Operations – Production/Maintenance Fund	182,588	
53240	Machinery Operations	240,414	
53120	Engineer		13,682
53191	Other Administration		1,367
53311	Maint CTH Patrol Sections		315,585
53314	Maintenance Gang-Materials		742
53230	Shop Operations		43,865
53260	Bituminous Ops-Machinery		46,192
53266	Bituminous Ops-Production/Machinery Fund		47
53270	Buildings & Grounds		150,310

WHEREAS, final funding of expenditures for engineer, other administration, maintenance projects and materials, shop operations, bituminous operations-machinery and production-machinery fund, and buildings and grounds are able to be funded by functions under budget, as well as higher than anticipated revenues, and

WHEREAS, Rule 26 of the Wood County Board of Supervisors states than “an amendment to the budget is required any time the actual costs will exceed the budget at the function level,” and

THEREFORE, BE IT RESOLVED, to amend the Wood County Highway budget for 2017 by appropriating unanticipated revenues of \$148,788 and functions under budget funds of \$423,002, and

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

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11/30/2017

13d-8/2

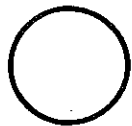
County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Highway Departmentwide
 Thursday, November 30, 2017

	Actual	2017 Budget	Variance	Variance %
REVENUES				
Intergovernmental Revenues				
43531 State Aid-Transportation	\$1,823,123.43	\$1,674,335.00	\$148,788.43	8.89%
Total Intergovernmental	1,823,123.43	1,674,335.00	148,788.43	8.89%
Licenses and Permits				
44101 Utility Permits	1,225.00	1,050.00	175.00	16.67%
44102 Driveway Permits	1,185.00	860.00	325.00	37.79%
44260 Moving Permits	1,500.00	1,025.00	475.00	46.34%
Total Licenses and Permits	3,910.00	2,935.00	975.00	33.22%
Intergovernmental Charges for Services				
47230 State Charges	1,212,665.49	1,343,223.00	(130,557.51)	(9.72%)
47231 State Charges-Highway	196,485.41	250,030.00	(53,544.59)	(21.42%)
47232 State Charges-Machinery	2,040,283.38	2,186,893.00	(146,609.62)	(6.70%)
47300 Local Gov Chgs	402,570.24	494,154.00	(91,583.76)	(18.53%)
47330 Local Gov Chgs-Transp	1,129,887.16	1,075,471.00	54,416.16	5.06%
47332 Local Gov Chgs-Roads	115,874.37	377,467.00	(261,592.63)	(69.30%)
47333 Local Gov Chgs-Bridges	17,867.95	17,867.95	0.00%	0.00%
Total Charges to Other Governments	5,115,634.00	5,727,238.00	(611,604.00)	(10.68%)
Interdepartmental Charges for Services				
47430 Dept Charges-Bldg Rent	27,152.11	27,285.00	(132.89)	(0.49%)
47470 Dept Charges-Highway	3,742,080.78	3,615,000.00	127,080.78	3.52%
Total Interdepartmental Charges	3,769,232.89	3,642,285.00	126,947.89	3.49%
Total Intergovernmental Charges for Services	8,884,866.89	9,369,523.00	(484,656.11)	(5.17%)
Miscellaneous				
48340 Gain/Loss-Sale of Salvage and Waste	30,249.10	6,700.00	23,549.10	351.48%
48900 Other Miscellaneous Revenue		1,195.00	(1,195.00)	(100.00%)
Total Miscellaneous	30,249.10	7,895.00	22,354.10	283.14%
Other Financing Sources				
49110 Proceeds from Long-Term Debt	2,500,000.00		2,500,000.00	0.00%
Total Other Financing Sources	2,500,000.00		2,500,000.00	0.00%
TOTAL REVENUES	13,242,149.42	11,054,688.00	2,187,461.42	19.79%
EXPENDITURES				
Public Works-Highway				
53110 Hwy-Administration	249,927.38	284,066.00	34,138.62	12.02%
53120 Hwy-Engineer	196,313.44	208,238.00	11,924.56	5.73%
53191 Hwy-Other Administration	294,472.75	331,515.00	37,042.25	11.17%
53210 Hwy-Employee Taxes & Benefits	(579,483.97)		579,483.97	0.00%
53220 Hwy-Field Tools	8,215.85	12,778.00	4,562.15	35.70%
53230 Hwy-Shop Operations	262,482.60	254,382.00	(8,100.60)	(3.18%)
53232 Hwy-Fuel Handling	4,413.84	9,600.00	5,186.16	54.02%
53240 Hwy-Machinery Operations	873,425.84	1,880,470.00	1,007,044.16	53.55%
53260 Hwy-Bituminous Ops	219,095.09	172,903.00	(46,192.09)	(26.72%)
53262 Hwy-Bituminous Ops	4,214.83	49,123.00	44,908.17	91.42%
53266 Hwy-Bituminous Ops	2,526,866.82	3,322,094.00	795,227.18	23.94%
53270 Hwy-Buildings & Grounds	272,864.02	161,535.00	(111,329.02)	(68.92%)
53281 Hwy-Acquisition of Capital Assets	493,968.84		(493,968.84)	0.00%
53310 Hwy-Maintenance CTHS	2,514.98	7,325.00	4,810.02	65.67%
53311 Hwy-Maint CTHS Patrol Sectn	1,241,948.14	1,103,784.00	(138,164.14)	(12.52%)
53312 Hwy-Snow Remov	745,356.59	907,385.00	162,028.41	17.86%
53313 Hwy-Maintenance Gang	108,881.43	135,691.00	26,809.57	19.76%
53314 Hwy-Maint Gang-Materials	1,406.36	865.00	(541.36)	(62.58%)
53320 Hwy-Maint STHS	1,110,738.85	1,327,258.00	216,519.15	16.31%
53323 Hwy-Maint STHS PBM	64,308.80	15,965.00	(48,343.80)	(302.81%)
53330 Hwy-Local Roads	1,085,009.18	1,054,383.00	(30,626.18)	(2.90%)
53340 Hwy-County-Aid Road Construction	324,082.06	444,502.00	120,419.94	27.09%
53341 Hwy-County-Aid Bridge Construction	120,407.23	200,000.00	79,592.77	39.80%
53490 Hwy-State & Local Other Services	375,214.54	485,636.00	110,421.46	22.74%

11/30/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Highway Departmentwide
 Thursday, November 30, 2017

	Actual	2017 Budget	Variance	Variance %
Total Public Works-Highway	10,006,645.49	12,369,498.00	2,362,852.51	19.10%
Capital Outlay				
57310 Highway Capital Projects	4,880,994.06	4,730,000.00	(150,994.06)	(3.19%)
Total Capital Outlay	4,880,994.06	4,730,000.00	(150,994.06)	(3.19%)
TOTAL EXPENDITURES	14,887,639.55	17,099,498.00	2,211,858.45	12.94%
NET INCOME (LOSS) *	(1,645,490.13)	(6,044,810.00)	4,399,319.87	(72.78%)



RESOLUTION#

Effective Date upon passage and publication

Introduced by

Health & Human Services Committee and Executive Committee

Page 1 of 1

Committee

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

☐

Majority

☒

Two-thirds

Reviewed by: _____, Corp Counsel

Reviewed by: MKR, Fin. Dir.

INTENT & SYNOPSIS: To amend the 2017 WIC Grant budget for additional revenue and expenditures 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
54122	WIC		19,684
43554	State Grants	19,684	

Source of Money: Department of Health Services, Division of Public Health, budgeted expenditures are being increased by the same amount as the unanticipated funding sources.

WHEREAS revenues generated by the department will be higher than anticipated by \$19,684 due to additional grant funding, and

WHEREAS expenditures of the above functions are anticipated to exceed the originally adopted budget by \$19,684, and

WHEREAS the reasons for the over expended functions have been adequately justified to the Health and Human Services Committee, and

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

NOW THEREFORE BE IT RESOLVED to amend the Wood County WIC Grant budget for 2017 by appropriating \$19,684 of unanticipated revenue to the above named function, and

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

EXECUTIVE COMMITTEE

ED WAGNER (CHAIR)

DONNA ROZAR

BILL CLENDENNING

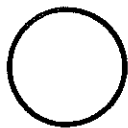
HILDE HENKEL

MICHAEL FEIRER

AL BREU

115 LANCE PLIML

SK



13d. 9/2

RESOLUTION#

Effective Date upon passage and publication

Introduced by Health & Human Services Committee and Executive Committee

Page 1 of 1

Committee

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

SK

INTENT & SYNOPSIS: To amend the 2017 Healthy Smiles Grant budget for additional revenue and expenditures 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
54130	Dental Sealants		13,568
46510	MA Revenue	13,568	

Source of Money: MA revenue, budgeted expenditures are being increased by the same amount as the unanticipated funding sources.

WHEREAS revenues generated by the department is projected to be higher than anticipated by \$13,568 due to additional MA funding, and

WHEREAS expenditures of the above functions are anticipated to exceed the originally adopted budget by \$13,568, and

WHEREAS the reasons for the over expended functions have been adequately justified to the Health and Human Services Committee, and

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

NOW THEREFORE BE IT RESOLVED to amend the Wood County Healthy Smiles Grant budget for 2017 by appropriating \$13,568 of unanticipated revenue to the above named function, and

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

EXECUTIVE COMMITTEE

ED WAGNER (CHAIR)

DONNA ROZAR

BILL CLENDENNING

HILDE HENKEL

MICHAEL FEIRER

AL BREU

LANCE PLIML

11/29/2017

13d-9/3

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
Health-WIC
Thursday, November 30, 2017

	Actual	2017 Budget	Variance	Variance %
REVENUES				
Intergovernmental Revenues				
State Aid-Health WIC Program:				
101-1502-43554-000-000 State Grants-Health WIC Program	205,021.00	345,858.00	(140,837.00)	(40.72%)
Total State Aid-Health WIC Program	205,021.00	345,858.00	(140,837.00)	(40.72%)
Total Intergovernmental	205,021.00	345,858.00	(140,837.00)	(40.72%)
TOTAL REVENUES	205,021.00	345,858.00	(140,837.00)	(40.72%)
EXPENDITURES				
Health and Human Services				
Health-WIC Program:				
101-1502-54122-000-101 Wages-Permanent-WIC	151,840.36	191,561.00	39,720.64	20.74%
101-1502-54122-000-120 FICA-WIC	11,356.69	14,654.00	3,297.31	22.50%
101-1502-54122-000-130 Health Ins-WIC	65,023.35	69,297.00	4,273.65	6.17%
101-1502-54122-000-132 OPEB-WIC	2,941.75	3,831.00	889.25	23.21%
101-1502-54122-000-140 WIC Life Insurance	14.75	31.00	16.25	52.42%
101-1502-54122-000-151 WIC Retirement	9,637.53	12,004.00	2,366.47	19.71%
101-1502-54122-000-160 WIC Workers Compensation	430.82	1,148.00	717.18	62.47%
101-1502-54122-000-170 WIC Education & Training	1,952.48	1,650.00	(302.48)	(18.33%)
101-1502-54122-000-214 WIC Prof Services-Printing	1,211.73	5,000.00	3,788.27	75.77%
101-1502-54122-000-219 WIC Other Prof Services	143.90	850.00	706.10	83.07%
101-1502-54122-000-221 WIC Telephone	2,192.87	4,000.00	1,807.13	45.18%
101-1502-54122-000-230 WIC PC Replacement	2,285.00	2,875.00	590.00	20.52%
101-1502-54122-000-239 WIC Repair & Maint Svc-Other	3,315.21	1,000.00	(2,315.21)	(231.52%)
101-1502-54122-000-311 WIC Office Supplies	11,397.94	2,000.00	(9,397.94)	(469.90%)
101-1502-54122-000-312 WIC Copy Expense	1,041.71	1,000.00	(41.71)	(4.17%)
101-1502-54122-000-313 WIC Postage	3,672.72	6,000.00	2,327.28	38.79%
101-1502-54122-000-325 WIC Subscriptions	49.00	(49.00)	(49.00)	0.00%
101-1502-54122-000-328 WIC Dues	200.00	100.00	(100.00)	(100.00%)
101-1502-54122-000-331 WIC Meetings & Travel	7,656.89	8,595.00	938.11	10.91%
101-1502-54122-000-344 WIC Health & Human Serv Supplies	5,729.77	4,000.00	(1,729.77)	(43.24%)
101-1502-54122-000-511 WIC Insurance-Liability	905.00	905.00	0.00	0.00%
101-1502-54122-000-531 WIC Interdepartment Rent	9,750.37	15,332.00	5,581.63	36.41%
101-1502-54122-000-532 WIC-Rent	6,052.00	(6,052.00)	(6,052.00)	0.00%
101-1502-54122-000-329 WIC Other Publications, Subscriptions and Dues		25.00	25.00	100.00%
Total Health-WIC Program	298,801.84	345,858.00	47,056.16	13.61%
Total Health and Human Services	298,801.84	345,858.00	47,056.16	13.61%
TOTAL EXPENDITURES	298,801.84	345,858.00	47,056.16	13.61%
NET INCOME (LOSS) *	(93,780.84)		(93,780.84)	0.00%

11/29/2017

13d - 9/4

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
Health-Dental Sealants
Thursday, November 30, 2017

	Actual	2017 Budget	Variance	Variance %
REVENUES				
Public Charges for Services				
Public Chgs-Crisis Stabilization:				
101-1504-46510-000-000 Public Charges Public Health	51,230.16	50,000.00	1,230.16	2.46%
Total Public Chgs-Crisis Stabilization	51,230.16	50,000.00	1,230.16	2.46%
Total Public Charges for Services	51,230.16	50,000.00	1,230.16	2.46%
Miscellaneous				
Donations:				
101-1504-48500-000-000 Dental Sealants Donations & Contributions	28,916.33	48,500.00	(19,583.67)	(40.38%)
Total Donations	28,916.33	48,500.00	(19,583.67)	(40.38%)
Total Miscellaneous	28,916.33	48,500.00	(19,583.67)	(40.38%)
TOTAL REVENUES	80,146.49	98,500.00	(18,353.51)	(18.63%)
EXPENDITURES				
Health and Human Services				
Health-Dental Sealants:				
101-1504-54130-000-101 Wages-Permanent-Dental Sealants	65,271.74	49,471.00	(15,800.74)	(31.94%)
101-1504-54130-000-120 FICA-Dental Sealants	4,984.29	5,735.00	750.71	13.09%
101-1504-54130-000-130 Health Ins-Dental Sealants	13,021.92	14,107.00	1,085.08	7.69%
101-1504-54130-000-132 Dental Sealants Post Employment Benefits	897.64	989.00	91.36	9.24%
101-1504-54130-000-140 Dental Sealants Life Insurance	16.51	20.00	3.49	17.45%
101-1504-54130-000-151 Dental Sealants Retirement	3,442.79	3,364.00	(78.79)	(2.34%)
101-1504-54130-000-160 Dental Sealants Workers Compensation	1,418.16	1,269.00	(149.16)	(11.75%)
101-1504-54130-000-170 Dental Sealants Education & Training	105.00	400.00	295.00	73.75%
101-1504-54130-000-214 Dental Sealants Prof Services-Printing	290.27		(290.27)	0.00%
101-1504-54130-000-219 Dental Sealants Prof Services-Other	125.46		(125.46)	0.00%
101-1504-54130-000-230 Dental Sealants PC Replacement	380.00	570.00	190.00	33.33%
101-1504-54130-000-311 Dental Sealants Office Supplies	967.64	500.00	(467.64)	(93.53%)
101-1504-54130-000-312 Dental Sealants Copy Expense	339.42	500.00	160.58	32.12%
101-1504-54130-000-313 Dental Sealants Postage	23.87	50.00	26.13	52.26%
101-1504-54130-000-328 Dental Sealants Dues	276.00	265.00	(11.00)	(4.15%)
101-1504-54130-000-331 Dental Sealants Meetings & Travel	4,917.21	3,200.00	(1,717.21)	(53.66%)
101-1504-54130-000-341 Dental Sealants Program Supplies	11,207.24	4,000.00	(7,207.24)	(180.18%)
101-1504-54130-000-511 Dental Sealants Insurance-Liability	230.00	230.00		0.00%
101-1504-54130-000-531 Dental Sealants Interdepartmental rent	2,520.00	4,320.00	1,800.00	41.67%
101-1504-54130-000-532 Dental Sealants Rent	1,080.00		(1,080.00)	0.00%
101-1504-54130-000-102 Perm Wages Part-Time - Health Dental Sealants		25,495.00	25,495.00	100.00%
Total Health-Dental Sealants	111,515.16	114,485.00	2,969.84	2.59%
Total Health and Human Services	111,515.16	114,485.00	2,969.84	2.59%
TOTAL EXPENDITURES	111,515.16	114,485.00	2,969.84	2.59%
NET INCOME (LOSS) *	(31,368.67)	(15,985.00)	(15,383.67)	96.24%



Wood County

WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

November 30, 2017

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

From: Warren Kraft, Director of Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – November 2017

General Highlights:

- Met with Executive Committee on November 20 to begin discussion of realignment of recruitment activities as a result of the County Board budget amendment to defund the recruiter position effective January 1, 2018. Developed and distributed memorandum with Meeting's talking points for Department Heads' conversations with their respective oversight committees.
- Onboarding, orientation and tour of county offices with Kim McGrath, who joined the Department as Human Resources Administrator on Monday, November 6 and will be introduced to the Executive Committee.
- Met with Department Head concerning personnel matters involving funeral leave and family emergency. Met with Department Head regarding hiring concerns.
- Attended Payroll Transition Kick-off Meeting with Wipfli consultants on November 28. Continued efforts to facilitate transfer of payroll function to Finance.
- With one HR staff member remaining on intermittent medical leave, continued adjusting and distributing work responsibilities on a temporary basis.
- At the request of the chairperson of the Public Safety Committee, initiated directive to Humane Officer to resume reporting of hours attributed to per diems for Committee review, and initiated a review of hours recorded since September.
- Continued process regarding grievance filed by Wood County Deputy Sheriffs' Association (WPPA/LEER) regarding court call-in time. The grievance was denied at Step 3 of the process (before the Human Resources director.) The Executive Committee is now scheduled to review the matter on December 19. If the grievance is denied, the next step is to send the matter to arbitration.
- Reviewed with consultant and Executive Committee chairperson the draft report of Market Review for Wood County Compensation Plan. Discussed process for further consideration and potential implementation ideas.
- In consultation with corporation counsel, continuing response to a records request from an investigative reporter for the USA Today Network (Gannett) the request seeks discipline and roster records from the Sheriff's Department. Quentin Ellis responded on the Department's behalf and referred the reporter to the Human Resources Department for follow up records requests.

- Consulted extensively with Corporation Counsel regarding two personnel matters. Followed up with oversight committee chair and department directors. Provided updates to reporting individuals as needed
- Participated in meetings of the Central Wisconsin Human Resources Directors at Rib Mountain and the Fox Valley Association of HR Directors and Negotiators. Roundtable discussions included contractual updates (for emergency response personnel) and implications of a recent federal circuit court appeals decision discussing the interplay of FMLA and ADA requirements.
- Participated in a monthly teleconference with representatives of The Horton Group, reviewing Open Enrollment procedure and presentation scheduled for Executive Committee on December 5.
- With Kim, attended annual Fall Safety Training Program at the Highway Department, to introduce Kim to the staff, to explain new benefits and important year-end payroll dates, and to answer employee questions about the market review of the Compensation Plan, the impact of red-circling on longer-tenured employees, the recruitment and retention efforts as it impacts the Department, and related HR questions.
- With Kim, attended the quarterly Wellness Board meeting on November 7.
- Continuous consultation with several department heads and supervisors concerning employee performance issues and developed strategies for resolution. Consulted with department heads regarding FLSA hours-worked provisions and County policy for compensatory time for certain exempt employees. Continued to assist department head and frontline manager in a disciplinary meeting with employee who had legal representation. Provided guidance regarding employee who failed to report for work as scheduled.
- Continued support to external counsel regarding EEOC matter involving former employee, now scheduled for trial during the week of December 11 in Madison. Additional support to external counsel regarding ERD matter for former employee, terminated for failing to report to duty as assigned.
- Per direction of the chairperson, assembled the materials requested from department heads for annual performance review by the Committee.
- Participated in webinars: Political Speech in the Workplace, Transgendered Rights in the Workplace and FLSA Compliance.

Administrative – Kim McGrath

- Completed initial onboarding, training, and orientation. Toured all County offices with Warren and met so many wonderful employees, department heads, and committee members.
- Attended the quarterly Central Wisconsin Human Resources Directors Meeting at Rib Mountain and the monthly Stevens Point Area Human Resources Associated “Strategic Talent Management” Seminar.
- Attended the Quarterly “Project Search” meeting at Riverview Hospital 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.
- With Warren and Jodi, participated in a monthly benefits teleconference with representatives of The Horton Group. Assisted with open enrollment questions and data entry.
- With Warren, attended annual Fall Safety Training at the Highway Department, to answer a wide array of HR-related questions.
- Conducted three exit interviews.
- With Warren, attended the quarterly Wellness Board meeting.

- Held conversations with several department heads and supervisors concerning employee relations and HR practices. Provided HR guidance and support.

Payroll and Benefits – Jodi Pingel

WPK note: Limited staff time and the impact of redistributed duties do not permit going through Jodi's activity logs to itemize her tasks prior to medical leave. Though these are from her August report to the Committee, essentially these are the same tasks that she performed until medical leave and are provided for the Committee's information. (Dates withstanding.) Thank you for your understanding.

Updated with working limited hours while on medical leave

- Create and test new insurance plans and pay codes for changes in premiums due to Wellness premium incentive. Also, new plan and code for Short-term disability plan effective 1/1/18.
 - New insurance plans and pay codes created in Live HRMS system and updated monthly premium rates
- Training and assisting Human Resources Admin Assistant on payroll and benefits process while on leave of absence
- Processing Family Medical Leave requests.
- Updated earnings distributions to reflect the new earnings codes to replace vacation, sick and comp pay codes
- Vacation awards.
- Terminations – Cancel insurance benefits, COBRA notification, report final earnings and hours to WRS, PEHP.
- September & October COBRA remittance and vendor payments.
- Unemployment charges for October 2017.
- Update Reusable timecards in HRMS with Basic Life enrollments.
- Update Termination Payout form with new 2018 Cobra rates and no longer accounting for accrued vacation
- Answer employee questions on concerns related to 2018 insurance plans including the new option for short-term disability
- Completion of payroll for 11/9/17 and 11/23/17
- TASC (Flexible Spending) Fees Journal Entry for November
- Employment Verifications
- Payroll Updates including Tax changes, employee transfers, deductions, etc.
- Cobra Renewal with new 2018 rates
- TASC Renewal for 2018
- Vendor set-up with Finance for AXA (Life Insurance) and Mutual of Omaha (Short Term Disability)
- New Hire Entries and Benefit Elections
- TimeStar
 - Assisting with employee and supervisor questions related to the usage of TimeStar
 - Working with IT on configuration updates and verifying data export

Recruitment – Angel Butler-Meddaugh

- Completed the mandatory EEO-4 report on October 30, 2017. This is normally a duty of the Assistant; however, with one staff member out on intermittent leave, we are all picking up where we can.
- Posted the 4H Program Coordinator for University Extension on Job Net. This is mentioned because it is a State position; however, I was asked for my assistance to post externally.
- Coordinated and confirmed 26 interviews for the Part-time (Reserve) Deputy positions.
- Received two dilute post-offer pre-employment drug test results. Candidates have been contacted and tests have been rescheduled. The candidates are unable to start until we have a negative result on file.
- Recently two Mechanics decided to leave Wood County employment and accept positions elsewhere. It is understood that the wage was the issue. They could both make much more money at another place of employment. I hope with the wage study evaluation that those positions will be rated more comparable with our neighboring counties. On a positive note, interviews are scheduled next week.
- Happy to announce that the Birth to Three Program Coordinator position has an offer pending! She has verbally accepted, with an anticipated start date in mid-December. This was an especially difficult position to fill as it is a very specialized certification.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Refilled	Child Support	Case Worker – Paternity	Filled
Refilled	Child Support	Administrative Services 4	Deadline 12/10/17
Refilled	Edgewater	CNA (1 FT, Multiple Casual)	Recruitment by Edgewater
Refilled	Edgewater	Dietary Aide (2 Casuals)	Recruitment by Edgewater
Elig List	Edgewater	RN's (1 PT, 1 Casual)	Recruitment by Edgewater
Refilled	Highway	Mechanic (2)	Deadline 12/10/17
Refilled	Human Services	Receptionist/Secretary	Interviews 12/6 & 12/8/17
Refilled	Human Services	Birth to Three Program Coordinator	Filled
Refilled	Human Services	Residential Aides (Casual Pool)	Deadline 12/3/17
New	Human Services	FSET Case Managers (2)	Filled
Refilled	Maintenance	Maintenance Technician I	Deadline 12/17/17
Refilled	Norwood	Dietary Aide (1 PT, 2 Casual)	Recruitment by Norwood
Refilled	Norwood	RN (2 FT, 1 PT – Establishing Elig List)	Recruitment by Norwood
Refilled	Norwood	CNA (2 FT, 1 PT, 3 Casual)	Recruitment by Norwood
Refilled	Sheriff	Cook	Deadline 12/7/17
Refilled	Sheriff	Part-Time (Reserve) Deputies	Interviews 12/7/17
Refilled	Sheriff	Corrections Officers-Female (Elig list)	Deadline 12/17/17

Administrative Services – Kelli Quinnell

WPK addition: As her time permits, Kelli is also providing her usual administrative services to the Department.

- With a staff member now on medical leave, I am devoting much of my time to payroll and benefits.
- Training Human Resources Administrator on certain duties of the position.

- Open Enrollment – collecting forms, answering questions regarding benefits and inquiries into current enrollments, entering enrollments for all employees into HRMS.
- Sent out correspondence regarding the annual performance evaluation deadline as well as outstanding evaluations to Department Heads. Entering performance evaluations as they are submitted to prepare for end-of-year step increases.
- Continue work on IMS-21 Electronic Filing with IT as time permits.

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