

AGENDA FOR JANUARY 19, 2021 – 9:30 A.M.
WOOD COUNTY BOARD OF SUPERVISORS
WOOD COUNTY BOARD ROOM

CALL TO ORDER

ROLL CALL

INVOCATION: County Clerk Miner

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS: Supervisor Rozar – North Central Community Action Program Board of Directors

APPOINTMENTS/Re-APPOINTMENTS:

North Central Community Action Program Board of Directors - Supervisor Valenstein
Jail Study Adhoc Committee – Supervisors Valenstein, Hahn, Hokamp, Thao, LaFontaine,
Breu, & Fischer

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

Those wishing to make public comment virtually can do so only through the WebEx App or Web functions, and not the phone function. Those wishing to comment virtually must call the County Clerk's office no later than 4:00 PM the day prior to the meeting to register.

ACKNOWLEDGEMENTS AND RECOGNITIONS

Retirement Plaque Presentation: Chief Deputy Randy Dorshorst, Wood County Sheriff's Dept.
Recognition of Long Term Employees

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

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

SET DATE FOR NEXT COUNTY BOARD MEETING – February 16, 2021

ADJOURN

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 146 987 7949

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=ma22f262b852a314ec5f0730e22d1345a>

Meeting number (access code): 146 987 7949

Meeting password: WCB0119

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS
December 15, 2020 – 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on December 15, 2020.

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

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Fischer, Hahn, Hokamp, Hamilton, LaFontaine, Leichtnam, Pliml, Polach, Rozar, Thao, Valenstein, Wagner, Winch, and Zurfluh.

First Vice Chair Fischer gave the invocation and led the Pledge of Allegiance.

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

Public Comment was heard on the resolution being presented today in regards to the 2nd Amendment. Of the 11 comments made, 10 were in favor, and 1 was against adopting the resolution.

Because of the interest in this resolution, Chair Pliml asked to move Item 8-1 forward to be acted on. Objection from Supervisors Clendenning and Leichtnam. Voice vote of full board taken, which resulted in Item 8-1 being advanced.

RESOLUTION 20-12-1

Introduced by: Supervisors Rozar, Fischer, Winch, Polach, & Zurfluh

INTENT & SYNOPSIS: To recognize the importance of the Federal Constitution's 2nd Amendment Right to Bear Arms and to encourage the state and federal governments not to abridge that right through legislation or rule making.

FISCAL NOTE: None.

Motion by LaFontaine/Zurfluh to adopt Resolution 20-12-1. Discussion ensued. Motion carried. Voting no were Wagner, Breu, Curry, Valenstein, Hokamp, Clendenning, & Leichtnam.

The board recessed at 10:17 a.m. and reconvened at 10:25 a.m.

Referrals were noted.

Committee minutes presented: Operations.

Chair Pliml stated his intention to act on the next 4 resolutions in one vote. No objection heard.

RESOLUTION 20-12-2

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2020 budget for the Human Services, Norwood Health Center and Edgewater Haven programs for transfer of available appropriations to functions where actual expenditures are recorded.

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

Account	Account Name	Debit	Credit
54213	Edgewater Laundry		\$35,000
54218	Edgewater Social Services		8,000
54319	Edgewater Administration		60,000
54220	Edgewater TBI	\$103,000	
54324	Norwood SNF-CMI		90,000
54350	Norwood Dietary		15,000
54351	Norwood Maintenance		7,000
54363	Norwood Med Records		4,000
54365	Norwood Administration		25,000
54326	Norwood Inpatient	141,000	
54410-35	Community Resources		
	Division		250,000
54440-50	Children's Services		
	Division		17,000
54500	Community Administrative		
	Division		97,000
54455-95	Mental Health/AODA		
	Division	267,000	
54401-05	Family Services		
	Division	97,000	

Motion by Wagner/Feirer to adopt Resolution 20-12-2. Motion carried unanimously.

RESOLUTION 20-12-3

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2020 budget for Humane Officer (54129) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$5,500 from available balance in contingency (51590) to Humane Officer (54129). At the time of this request the funds available in contingency are \$435,000. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
54129	Humane Officer		\$5,500
51590	Contingency	\$5,500	

Motion by Wagner/Feirer to adopt Resolution 20-12-3. Motion carried unanimously.

RESOLUTION 20-12-4

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2020 budget for UW Extension - Projects (55660) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$6,500 from available balance in Fund Balance (34300) to UW Extension - Project (55660). The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
55660	UW Extension - Projects		\$6,500
34300	Fund Balance	\$6,500	

Motion by Wagner/Feirer to adopt Resolution 20-12-4. Motion carried unanimously.

RESOLUTION 20-12-5

Introduced by: Highway Infrastructure & Recreation and Operations Committees

INTENT & SYNOPSIS: To amend the 2020 budget of various Highway functions listed below for additional expenditures of \$1,112,239 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 \$1,067,183 and functions under budget of \$45,056.

The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
43531	State Aid – Transportation	47,970	
47470	Dept Charges – Highway	186,166	
47330	Local Gov Chgs-Roads	764,960	
47333	Local Gov Chgs-Bridges	68,087	
53240	Hwy-Machinery Operations	45,056	
53230	Hwy – Shop Operations		10,223
53266	Hwy – Bituminous Ops		186,166
53313	Hwy – Maint. Gang		30,505
53314	Hwy – Maint Gang – Materials		4,328
53330	Hwy-Local Roads		767,366
53341	Hwy-County-Aid Bridge Construction		113,651

Motion by Wagner/Feirer to adopt Resolution 20-12-5. Motion carried unanimously.

Chair Pliml stated his intention to act on the next 2 resolutions in one vote. No objection heard.

RESOLUTION 20-12-6

Introduced by: Operations Committee

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

FISCAL NOTE:	Offered Amount	\$133,560.00
	R.E. Taxes	(18,185.95)
	Special Charges	(450.00)
	Delinquent Utilities	(810.99)

Special Assessments	(495.39)
Publication Fees	(555.52)
Tax Deed Expense	(1,171.00)
GAIN	\$111,891.15.

Motion by Feirer/Wagner to adopt Resolution 20-12-6. Motion carried unanimously.

RESOLUTION 20-12-7

Introduced by: Operations Committee

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

FISCAL NOTE: Offered Amount	\$7,500.00
R.E. Taxes	(19,017.88)
Tax Deed Expense	(246.38)
Delinquent Utilities	(1,344.73)
Special Charges	(488.80)
LOSS	(\$13,597.79)

Motion by Feirer/Wagner to adopt Resolution 20-12-7. Motion carried unanimously.

Committee minutes presented: Health & Human Services, North Central Community Action Program.

RESOLUTION 20-12-8

Introduced by: Health & Human Services Committee

INTENT & SYNOPSIS: To implore Wood County residents to take actions to stop the spread of the deadly COVID-19 virus.

FISCAL NOTE: No fiscal impact

Motion by Clendenning/Rozar to adopt Resolution 20-12-8. Motion by Valenstein/Clendenning to amend Resolution 20-12-8 by striking “for 14 days” from lines 6 & 7 in the last section and replace it with “at the direction of the County Health Officer”. Motion to amend carried. Voting no was Winch. Motion to adopt amended Resolution 20-12-8 carried. Voting no was Winch.

Committee minutes presented: Public Safety

RESOLUTION 20-12-9

Introduced by: Public Safety Committee

INTENT & SYNOPSIS: To address wage compression in the Wood County Sheriff’s Department that is continuing due to the existing union contract and the implementation of the new wage plan.

FISCAL NOTE: Total increase to wages and fringes estimated to be \$33,789.45. No additional cost to the County, the required funds will be allocated from savings within the approved 2021 departmental budget.

Motion by Clendenning/Fischer to adopt Resolution 20-12-9. Motion carried unanimously.

Committee minutes presented: Conservation, Education, & Economic Development, Golden Sands RC&D, North Central ITBEC.

RESOLUTION 20-12-10

Introduced by: Conservation, Education, & Economic Development Committee

INTENT & SYNOPSIS: To place on the Wood County April 2021 ballot a referendum question on Clean Water.

FISCAL NOTE: Minimal cost to the County depending on the size of the ballot.

Motion by Zurfluh/Fischer to adopt Resolution 20-12-10. Motion carried. Voting no was Rozar.

RESOLUTION 20-12-11

Introduced by: Conservation, Education, & Economic Development Committee

INTENT & SYNOPSIS: Approve (2) zoning amendments to the Town of Grand Rapids Zoning Map.

FISCAL NOTE: No cost to Wood County. The Town of Grand Rapids is responsible for any costs associated with administering their town zoning ordinance.

Motion by Feirer/Zurfluh to adopt Resolution 20-12-11. Motion carried unanimously.

Committee minutes presented: Judicial & Legislative Committee, Criminal Justice Coordinator Adhoc.

RESOLUTION 20-12-12

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To create three positions within the Criminal Justice Coordinator budget. Including a Criminal Justice Case Manager (1 FTE), a Criminal Justice Program Specialist (1.0 Casual 18 hrs wk), and a Criminal Justice Administrative Support (1.0 Casual 15 hrs wk) position. These positions are already funded through both grant and county levy funds via contract with ATTIC Correctional. This shift allows for cost savings.

FISCAL NOTE:	Year 1 (2021)	Year 2 (2022)
Wages:	\$74,099.48	\$76,513.32
Fringe:	\$25,072.51	\$25,869.59
Total:	\$99,171.99	\$102,382.91
Contract:	\$114,503.29*	\$115,648.32*
Savings:	\$15,331.30	\$13,265.41

Motion by Clendenning/LaFontaine to adopt Resolution 20-12-12. Discussion ensued in regards to future funding. Motion carried unanimously.

RESOLUTION 20-12-13

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To recognize the work done by municipal clerks and poll workers in Wood County, in particular in processing all of the votes in the November 3, 2020, election.

FISCAL NOTE: None. It is worth noting that if clerks and poll workers botch up any aspect of the vote counting, that many kinds of additional costs to the county could flow from such mistakes.

Motion by LaFontaine/Clendenning to adopt Resolution 20-12-13. Motion carried unanimously.

RESOLUTION 20-12-14

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To approve a face mask use policy in county-owned buildings.

FISCAL NOTE: No significant cost.

Motion by Clendenning/Zurfluh to adopt Resolution 20-12-14. Discussion ensued. Motion carried. Voting no were Rozar and Winch.

RESOLUTION 20-12-15

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To request the Wisconsin Counties Association to formally support non-partisan redistricting by the state legislature and pursue legislation thereon.

FISCAL NOTE: No cost.

Motion by Feirer/Clendenning to adopt Resolution 20-12-15. Motion carried unanimously.

Committee minutes presented: Highway Infrastructure & Recreation, Property & Information Technology, Aging & Disability Resource Center of Central Wisconsin, Central Wisconsin State Fair Board of Directors, McMillan Memorial Library Board of Trustees, South Central Library System Board of Trustees, University Commission.

Without objection, Chairman Pliml adjourned the meeting at 11:14 a.m. Next scheduled county board meeting is January 19, 2021.

Trent Miner
County Clerk

REFERRALS FOR JANUARY 19, 2021 – COUNTY BOARD

- Resolution from Trempealeau County requesting the State Legislature to convene in special session to provide COVID-19 direction for the State of Wisconsin. Referred to Judicial & Legislative Committee.
- Resolution from Jackson County in support of equitable return of utility tax collections to counties and municipalities. Referred to Judicial & Legislative Committee.
- Resolution from Jackson County to review funding for APS and increase long term care placement locations within Wisconsin. Referred to Judicial & Legislative Committee.

**OPERATIONS COMMITTEE
MEETING MINUTES**

①

DATE: Tuesday, January 5, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Conference Room 114

PRESENT: Ed Wagner, Lance Pliml, Adam Fischer, Mike Feirer, Donna Rozar (via Webex)

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Kim McGrath, Kelli Quinnell, Al Thurber, Ed Newton, Lisa Keller, Nick Flugaur, Reuben Van Tassel, Adam Fandre, Trent Miner, Heather Gehrt, Amy Kaup, Marissa Laher, Ashley Normington, Kristie Egge, Mary Schlagenhaft, Mary Solheim, Jordon Bruce, Brandon Vruwink

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

There were no public comments.

Fischer requested to remove page 5 from the packet for discussion.

Motion (Fischer/Feirer) to approve the consent agenda with the exception of page 5, Finance Director's comments. Motion carried unanimously.

Fischer requested clarification on the discussion that Finance Director Thurber had with Baird regarding Justice Center financing and 2021 bonding issues. Thurber clarified that he held a few calls with Justin from Baird to talk about the interest rate environment as well as if additional costs could be borrowed for in regards to the Justice Center such as the cost of transporting inmates, leasing safe keeping space in another county, etc.

Motion (Fischer/Feirer) to approve page 5, Finance Director's comments. Motion carried unanimously.

County Clerk Miner presented a resolution to amend the 2020 Elections Budget.

Motion (Fischer/Pliml) to approve the resolution to amend the 2020 Elections Budget. Motion carried unanimously.

Wellness Coordinator Fandre gave a brief update of Wellness Program activities to the Committee.

Finance Director Thurber briefly discussed the carryover of CIP dollars for Edgewater Haven. Thurber stated that he discussed the proper procedures for carryover of CIP funds with attorneys. Thurber shared that there are three options for unspent CIP monies: finance paying down the debt, move it into debt service fund, or use it for another project of the same nature that was put in the bonding. Supervisor Clendenning requested that Thurber put out a memo explaining the handling of excess CIP funds to Department Heads. Rozar stated that this request to carryover is coming from Edgewater due to the lockdown at Edgewater as a result of COVID. Vendors were unable to access the building to complete work, so the timelines need to be extended slightly.

Motion (Rozar/Feirer) to approve the carryover of CIP funds for Edgewater Haven. Motion carried unanimously.

The resolution to amend the 2020 ATV and Snowmobile Program budgets will be brought to the February Operations Committee meeting.

Kristie Egge, Supervisor of Strategic Initiatives with the Health Department, introduced a resolution to create grant funded positions in the Health Department. She explained that a grant was submitted to the CDC and they were notified that they were awarded the grant. It is a five year grant cycle that began December 31st. The grant is for \$125,000 per year. The resolution is for the creation of one full time and one half time position that were written into the grant.

Motion (Pliml/Feirer) to approve the resolution creating grant funded FTE's in the Health Department. Motion carried unanimously.

Human Resources Director McGrath presented a resolution to continue the self-insured worker's compensation program. McGrath explained that this is a standard recertification that needs to be completed every three years with the State of Wisconsin. The resolution certifies our status for 2021-2024.

Motion (Fischer/Pliml) to approve the resolution to continue the self-insured worker's compensation program. Motion carried unanimously.

McGrath presented a draft staffing procedure and rubric in response to the budget challenges and FTE count. McGrath gave a brief history of the hiring freeze and the reason that she was requested by the Committee to draft the procedure. McGrath explained that the rubric drafted is intended to serve as an objective guide when making the decision whether to fill a vacant position. She requested feedback from the Committee and an opportunity to solicit Department Head feedback.

Discussion ensued at length. Multiple members of the Committee questioned if the authority for the decisions on filling vacant positions should lie solely with the Operations Committee, or if oversight committees should be responsible for their own departments that they oversee. The Committee discussed the rubric itself and stated that it was a good starting point. The Committee directed McGrath to obtain feedback from Department Heads and return with that feedback at the next Committee meeting.

McGrath asked how the Committee would like to proceed with hiring going forward since the hiring freeze ended at the end of the year. The consensus of the Committee was that the hiring freeze would continue and the process of Department Heads clearing positions to be hired through their oversight committees and Chair Pliml will continue as well. The Committee will review the process again at the February Committee meeting.

Items for next agenda: Carryover of CIP dollars for Norwood
Hiring freeze and procedure for staffing approval

The next regular Committee meeting is scheduled for February 2, 2021 at 9:00 a.m.

Motion (Feirer/Pliml) to adjourn. Chair Wagner declared the meeting adjourned at 9:44 a.m.

Minutes recorded and prepared by Kelli Quinnell. Minutes in draft form until approved at the next meeting.



Wood County WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

1

Letter of Comments – January 2021

- I am conducting chief election inspector baseline training in January. These are trainings sponsored and sanctioned by the Wisconsin Elections Commission. I have scheduled 3 sessions with two being held here at the courthouse and one at the Pittsville Community Center on a Saturday morning. I am limiting the participation to 10 at each session and masks will be required. This should get our municipalities through the Spring Election season. I am also doing 2 sessions for Portage County as well. These will all be completed during the month of January.
- Speaking of Spring Elections, we are well underway. The deadline for the candidates who circulate nomination papers will be the day of your meeting at 5:00 p.m. Those towns that use the caucus method of nomination have until the end of the month to hold those meetings. At this point, we do not know if we will have a spring primary or not. Stay tuned.
- To date, there are two referendums to be included on the April ballot. One of them, of course, is the advisory county question that was moved on at the December County Board meeting. The Village of Rudolph also has a levy limit exemption question also moving forward. There may be a school referendum coming as well, but has not been filed in my office as of yet. The deadline for placing questions on the ballot is January 27th.
- I have a Red Cross blood drive scheduled for Friday, January 29th here at the Courthouse. The need for blood never subsides, especially during a pandemic, so we are thankful to all of those donors, and to the supervisors that allow their employees the time to donate. We are CERTAINLY more than happy to schedule any county board supervisor who wishes to take part! Yes, that was a not-so-subtle hint. Just give me a call, and we can get you scheduled.
- I will be presenting a budget resolution for the Elections budget at your meeting and will have information in that regard in the packet for your review. I will attend this meeting virtually to answer any questions you may have on the subject.
- On a related note, we were successful in obtaining the CARES grant for additional county election expenses related to the pandemic. The award amount was \$10,000.
- And, one last thing.....because I know he reads the county board packet yet.....Happy Birthday to former County Board Supervisor & Chair, and, most importantly, County Clerk Anthony Ruesch! He will be 94 years young on County Board day. I still go to Tony from time to time for advice and his vast historical knowledge of everything Wood County. It is always a good day when I get an email from him!



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

DATE: January 5, 2021

TO: Operations Committee

FROM: Trent Miner, County Clerk

RE: Elections Budget

As has been relayed to you numerous times over the past year, the Elections budget was gone over and requires an amendment. I want to take a moment to go through where we went over and the reasons why. I have attached the financial statement for the Elections budget and will refer to separate lines of it below.

What happened? Well, the easy answer is COVID happened, and sprinkle in that with the fact it was a Presidential election year. That is the easy answer. But let us delve in a little further.

Line 119 – In or Out Call Pay: This is not a big issue. This is the canvass board expense, as well as \$25.00 paid to Emergency Management to help with setting up and tearing down the recount space that was discussed in depth in my December Letter of Comments. The recount expense was not able to be recouped from the Trump campaign as Wood County was not chosen for a recount.

Line 311 – Office Supplies: The biggest expense out of this budget was the purchase of absentee ballot envelopes. The wheels started to come off bus early in the year, around March and April. While some counties did run out of envelopes, we were extremely fortunate to be able to use a local supplier that really came through for us when the normal supplier was not able to supply envelopes. Add to this the fact that the law changed due to a court decision in July that was over 3 ½ years in coming. This changed the residency requirement from 10 days to 28 days and required new printing of the inner envelopes. We did get through the Partisan Primary using up old envelopes, but did get new envelopes for the November election. This overage is offset by revenues of two different sources. When the CARES Act came out, it was not offered to counties for our election expenses, but only for municipalities. I asked municipalities to help chip in on a portion of the envelope expense for a total of \$2,340. Later in the year, CARES funding was offered to counties in the form of a grant of \$10,000. I applied and was awarded that amount. My biggest unknown is if the absentee voting continues at such a high rate. This could cause me budgetary concerns in the future if it does. There were some supplies that I have also ordered for the recount, and while I kept some of them, I returned and was credited most all of that expense.

Line 313 – Postage: While I did not go over in this account, the vast majority of this expense is related to unreimbursed recount expense. I had to UPS all of the election material that the municipalities were required to provide to us back to them.

Line 321 – Paper Ballots: The reason for this overage is two-fold. First, there was a

special election called for the 7th Congressional District for May 12, 2020. This line absorbed \$8,861.51 of that expense, which is the greatest part of that election expense. In addition, because we started to see larger turnout amounts during the 2020 elections, with a good majority of that being in absentee ballots, I ordered heavier on ballot quantities. I absolutely could NOT run the risk of running low on ballots. First, absentee ballots cost more because of the scoring. Second, many times absentee ballots have to be remade because of the folding and subsequent jamming of the tabulators. Third, we started hearing more and more people that had requested an absentee ballot, call and say AFTER they had received it, that they intended to vote in person on Election Day. This caused huge expense for municipalities in postage, but also in my ballot ordering projections.

Line 331 – Mileage: This mileage was all paid to Emergency Management for the miles they made in picking up sanitation supplies from the Emergency Operations Center in Antigo, running of supplies to Marshfield, Grand Rapids, and Wisconsin Rapids, and for running back and forth for the recount setup and tear down. I do not charge the county for mileage for my running of supplies and ballots, and I will admit, I did a lot of running this year. Some of it I had to do on weekends to specific clerks homes because of the timing of when supplies came. When the state provided the various supplies, it was up to the county clerks to split out and distribute.

Line 350 – Repair and Maintenance: The reason for this overage is from expenses related to a security grant we were successful in getting from the Elections Commission. We applied for and received \$52,712.90, of which \$5,775 was used in offsetting some of the CIP expense from this year. This helped pay for an additional firewall for the election system as well as items within the IT budget, such as the Albert Sensor fees and the KnowBe4 training. I was a little lower on the expense side of this line a little bit because we did not start up the modemming until later in the year. Since this is paid for by the municipalities, I was also a little short in the revenue side of that equation as well.

I hope this answers the questions of why we were over budget, but if you have any further questions, please feel free to reach out to me prior to the meeting.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

December 30, 2020

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – December 2020

Human Resources Activity

	December 2020	2020 Year-to-Date
Applications Received	82	4,034
Positions Filled	5	200
Promotions/Transfers	2	35
New Hire Orientations	5	120
Terminations, Voluntary	5	122
Terminations, Involuntary	1	23
Retirements	4	16
Exit Interviews	6	47

Human Resources Narrative

General Highlights

1. We continue the post-Compensation and Classification Study Appeals Process in which employees were able to request an appeal to the grade placement of their position. Patrick Glynn was onsite December 8th to review the formal appeals. As a few appeals require additional information before completion, final recommendations will be brought to the Operations Committee at their February meeting.
2. Began the process of completing the EEOP Certification Form and process through the Office of Justice Programs, Office for Civil Rights. The EEOP certification process was designed by the Department of Justice to assist recipients of financial assistance with meeting civil rights reporting requirements.
3. With regards to a former Wood County employee appealing their termination, Human Resources is in the process of updating the list of available Impartial Hearing Officers to serve, if selected, to hear the grievance.

Meetings & Trainings

1. Attended the Operations Committee Meeting on December 1st.
2. Attended the Property & Information Technology Committee Meeting on December 7th.
3. Attended the Public Safety Committee Meeting on December 14th.
4. Attended County Board on December 15th.
5. Attended the weekly COVID-19 calls facilitated by Emergency Management.

6. Held individual staff evaluations to discuss and provide updates on the department's progress towards our 2020 goals and identified individual 2021 goals.
7. Held the monthly conference call with The Horton Group on December 2nd to discuss various benefit topics including Open Enrollment.
8. Staff attended various meetings including:
 - a. SPAHRA Board Meeting on December 2nd
 - b. Creating a Resilient Workplace Culture webinar with SHRM on December 17th
 - c. Wellness Committee Meeting on December 8th.
 - d. COVID Workplace FAQ Virtual meeting through CWSHRM on December 11th.
 - e. Vaccinations: What Employers Need to Consider webinar with The Horton Group on December 17th.

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, Stop Loss Admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Fund Balance document for November.
5. Tracked hours used under the FFCRA and processed approvals.
6. Tracked vacation accruals lost during bi-weekly accruals for essential departments due to reaching the maximum hours. This is due to the COVID-19 pandemic and many departments having to restrict staff vacation and/or time off.
7. Assisted multiple employees with open enrollment election questions.
8. Updated employee enrollments on the vendor websites for Anthem, Delta Dental, Superior Vision, Mutual of Omaha and TASC.
9. Worked with multiple employees with questions on retirement and PEHP.
10. Processed COBRA notifications for children on the health plan reaching age 26.
11. Transferred sick hours to catastrophic sick account for all hours over 100 days.
12. Ran and submitted health enrollment reports to BlueWater for ACA reporting and 1095 form completion.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees, and supervisors regarding varying issues.

The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Clerk of Courts	Court Clerk	Position posted, applications reviewed, interviews conducted, final candidate selected, references complete, offer extended and accepted. Filled 1/11/2021.
New – Approved by County Board	Criminal Justice	Case Manager	Job description developed, position posted, applications being reviewed. Deadline

			12/22/2020. Interviews being conducted 12/23/2020.
New - Approved by County Board	Criminal Justice	Administrative Support	Job description developed, position posted, applications being reviewed. Deadline 12/22/2020. Interviews being conducted 12/23/2020.
New – Approved by County Board	Criminal Justice	Program Specialist	Job description developed, position posted. Deadline 12/22/2020.
Replacement	District Attorney	Legal Administrative Assistant	Position posted, applications reviewed. Interviews conducted 12/1/20, final applicant withdrew. Reposted, deadline 1/3/2021.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 1/24/2021.
Replacement	Edgewater	Certified Dietary Supervisor	Position posted, applications being reviewed, deadline 12/21/2020.
Replacement	Emergency Management	Work Relief Shop Coordinator	Position posted, deadline 1/3/2021.
Replacement	Health	Public Health Nurse	Position posted, applications being reviewed, deadline 1/10/2021
Replacement	Health	WIC-Health Educator/ Nutritionist	Position posted, applications reviewed, interviews conducted. Final candidate selected, references and background completed. Offer extended and accepted. Filled 12/7/2020.
Replacement	Health	Environmental Health Supervisor	Position posted, applications being reviewed, deadline 12/27/2020.
Replacement	Highway	Administrative Services	Position posted, applications reviewed, interviews held. Final candidate selected, in process of conducting references 12/18/2020.
Replacement	Highway	Truck Operator	Position posted, deadline 1/3/2021.
Replacements	Human Services	Social Worker – Initial Assessment (1)	Vacancy is on hold due to hiring freeze.
Replacement	Human Services	Secretary – Marshfield City Hall	Vacancy is on hold due to hiring freeze.
Replacements	Human Services	Bus Driver (One casual, one full-time)	Positions posted, deadline 1/10/2021.
Replacement	Human Services	Family Interaction Workers (2)	Position posted, deadline 1/3/2021.
Replacement	Human Services	CCS/CSP Service Facilitator	Position posted, deadline 12/20/2020.
Replacement	IT	IT Intern	Position posted, interviews conducted, final candidate selected. References and background completed. Filled 1/5/2021.
Replacement	Land Conservation	Engineering Technician	Position posted, deadline 1/3/2021.
Replacement	Maintenance	Maintenance Technician II	Position posted, interviews conducted, final candidate selected. Filled internally 1/4/2021.
New/Replacement	Norwood	COTA, Occupational Therapist, Therapy Asst., Dietary Aide, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood.

Replacement	Norwood	Receptionist (Casual)	Position posted, deadline 12/28/2020.
Replacement	Norwood	Payroll/Scheduler	Position posted, deadline 12/28/2020.
Replacement	Norwood	Cook – Full-Time	Position posted, deadline 12/28/2020.
Replacements	Sheriff	Part-time Deputies (Reserves)	Position continually posted, deadline 1/18/2021. Eligibility list being established.
Replacement	Sheriff	Corrections Officer – FT	Position filled through eligibility list, 11/30/2020.
Eligibility List	Sheriff	Corrections Officer – Casual/FT	Position posted, deadline 1/31/2021.
Replacement	Sheriff	Deputy Sheriff	Position posted. Civil Service Commission & Sheriff's Department reviewing applications. One position filled with internal candidate, establishing eligibility list.

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms (expected completion is January 2021).
2. Managed open claims with Aegis throughout the month.
3. Continuing process of updating various insurance policies with Aegis/County Mutual and other providers.

NEW Workers' Compensation Claims (5)

1. 11/16/20 – Highway – Employee injured L shoulder assembling culvert (initially reported as First Aid only).
2. 11/25/20 – Highway – Employee suffered lower back sprain/spasms using tool in Highway Shop.
3. 12/2/20 – Highway – Employee twisted R knee in ditch placing snow fence.
4. 12/7/20 – Edgewater – Employee injured lower back/R wrist lifting resident from floor.
5. 12/7/20 – Edgewater – Employee injured L shoulder lifting resident from floor.

OPEN Workers' Compensation Claims (5)

1. 8/4/20 – Highway – Employee fractured L elbow in fall at asphalt plant (surgery required).
2. 8/18/20 – Highway – Patrol truck tailgate dropped onto employee's R foot on roadside after it became detached from truck bed.
3. 8/22/20 – Sheriff's Rescue – Employee injured R knee at accident scene performing extrication (surgery required).
4. 9/3/20 – Highway – Employee strained lower abdominal muscles pulling posts at roadside (surgery required)
5. 11/13/20 – Sheriff's (Jail) – Employee was struck in the face while attempting to restrain combative inmate.

CLOSED Workers' Compensation Claims (2)

1. 10/10/20 – Sheriff's Rescue – Employee had bloodborne pathogen exposure from lacerated forearm at accident scene.
2. 10/19/20 – Sheriff's – Employee contracted COVID-19 while in close contact during field training (delayed reporting).

First Aid Injuries (2)

1. 12/6/20 – Sheriff's – Employee injured R hand while dealing with combative individual.
2. 12/14/20 – Highway – Employee injured L side stepping in hole at Pittsville salt shed.

Property/Vehicle Damage Claims (0)

Liability Claims (0)

OPEN EEOC/ERD Claims (3)

1. 6/21/19 - Related to a 2016 claim alleging violation of the Wisconsin Fair Employment Act- Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has appealed to the Labor and Industry Review Commission (LIRC). On October 4, 2019 Counsel submitted the County's Reply Brief in Opposition to the Petition for Review.
2. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. Our position statement was submitted to the Equal Rights Division by counsel on July 1, 2020.
3. 12/9/20 – Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. Our response and position statement is currently being drafted by counsel and is due on January 11, 2021.

Notice of Circumstances of Claim (1)

1. 9/8/20 - We received notice of a former Wood County employee seeking damages related to the denial of Post Employment Health Plan benefits.

Other

1. Distributed updated lists to Department Heads with performance evaluations that need to be completed prior to the December 18th deadline.
2. Worked with UI to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
3. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
4. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
5. Facilitated New Hire Orientation on November 30th and December 7th and 21st including meeting with casual staff on separate occasions to complete new hire paperwork.
6. Conducted exit interviews on December 1st, 2nd, 15th, and 16th including the benefit and payout information.
7. Completed the 4th Quarter Random DOT Drug testing selection/results received.
8. Reconciled and processed the November Unemployment Insurance payment.
9. Reconciled October and November Work Comp claims.
10. Responded to various verifications of employment.
11. Replied to multiple requests from surrounding counties with varied information.
12. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—JANUARY 2021

1. Attended Executive Committee meeting on December 1.
2. Attended Land Information Council Meeting on December 8.
3. Attended County Board on December 15.
4. All Statement of Taxes were due to the Department of Revenue by December 21 and a copy submitted to the county. I have one municipality that did not submit theirs until December 28. I have been busy compiling the numbers to make sure all tax rolls are in agreement and amending the incorrect ones. I then resubmit them to the State and forward a corrected copy to the municipal clerks.
5. The Deputy Treasurer and I have been busy helping out the City of Wisconsin Rapids in tax collections by going to City Hall to help in entering mail/drop off tax payments as they have an upcoming retirement and are down a floater for tax collections. We were asked to assist again later this month.
6. Due to the pandemic, the office has been very busy answering phone calls after constituents received their tax bills and had questions on who is open and how to pay. People are paying the County and we have been very busy redirecting these payments either by mail or ACH payments to the correct municipality. We are not sure if it is because the municipalities said they were closed and only accepting payments by mail that people are trying to pay the county.
7. Also, with some of the municipalities not collecting taxes in person, the lottery credit program is getting harder to administer in guaranteeing that the forms are being mailed by the municipalities or returned to the county by the qualifying person.
8. Sales Tax is still really strong. We are still a little over \$300,000 of where we were at this time last year with a month of reporting left. Going with the State numbers Wood County ended the year with an increase of over 6.7% versus 2019. I would expect around the same results and will bring to the Committee in February.



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – January 2021

- December 21 marked the beginning of the final week of the Quarter 4 Wellness Challenge, *Bounce Back*. Although not much feedback has been received, the feedback I have received so far has been extremely positive. Points will be awarded appropriately by the end of 2020.
- I have continued to work with various Wood County locations/departments to reserve rooms and get other behind-the-scenes work completed for the upcoming biometric screenings in early 2021. Everyone has been more than accommodating. Currently, I have 11 tentative dates set between January 1 and March 31 with an additional backup date if needed.
- Much of this past month has been focused on wrapping up the various 2020 wellness activities. I have been performing audits on participants, double-checking points have been awarded correctly, pulling reports, sending reminder emails, etc. In the start of 2021, I will get a finalized list of how many participants earned the health insurance premium discount in addition to the bronze, silver, and gold wellness packages. This will also be the time I do the prize drawings. Cash incentives earned are tentatively set to go on the January 14, 2021 paycheck.
- I have continued to prepare the 2021 wellness portal for participants. As you know, the Wellness Program's point structure and activities will remain relatively unchanged apart from a few minor tweaks to various activities to improve the user-experience and make it more intuitive and user-friendly.
- The Wellness Committee and I met on December 8 and as always, they continue to provide valuable feedback and suggestions. This next year will interesting as things (hopefully) begin to return to somewhat normal. As I mentioned last month, one of the hardest parts about this year was keeping employees engaged year-long with many working from home. Our primary focus right now is finding different ways to keep employees involved so there is continued year-long participation in the Wellness Program.
- As a result of many participants still unable to schedule routine eye exams, dental exams, and/or annual well check-ups due to the pandemic, an additional game-show style activity in a question-and-answer format has been created to help offset these missing points.



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

1- 1

DATE

January 19, 2021

Effective Date

Upon Passage & Publication

TDM

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>[Signature]</u> , Finance Dir.		

INTENT & SYNOPSIS: To amend the 2020 County Clerk – Elections budget for unanticipated revenues and expenditures unanticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The additional expenses are funded by increased revenues and the designated fund balance for Elections. 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	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Curry, K			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Function	Account Name	Debit	Credit
46141	Elections – Public Charges	\$63,620	
34300	Fund Balance - Designated	\$18,380	
51440	Elections		\$82,000

WHEREAS, the Elections budget incurred higher expenses due to increased absentee ballot costs, grant funded projects and increased revenues that were not anticipated in the 2020 budget, and,

WHEREAS, the overage for expenses is paid for by an overage in revenues and by using designated fund balance that was set up strictly for funding unforeseen Election budget expenses, 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 Wood County budget for 2020 to transfer \$63,620 from the Elections – Public Charges function (46141), and \$18,380 from the Fund Balance function (34300) to the Elections budget (51440) function.

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



RESOLUTION#

Introduced by
Page 1 of 1

Health & Human Services and Operations 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: <u>PAK</u> , Corp Counsel	
Reviewed by: <u>AT</u> , Finance Dir.	

INTENT & SYNOPSIS: To create (.97 FTE) Public Health Strategist and (.5 FTE) Community Health Planner positions, and to amend the 2021 Public Health budget for additional revenue and expenditures unanticipated during the original budget process. SK

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

Function	Account Name	Debit	Credit
54121	Public Health		\$125,000
43551	State Grants	\$125,000	

Source of Funding: Drug-Free Communities (DFC) Support Program grant

		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	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Curry, K			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, drug overdose deaths in the United States increased by 9.6% per year from 2016 to 2017, and

WHEREAS, alcohol is the most commonly used and abused drug among youth in the United States, and

WHEREAS, the complex and changing nature of substance use/misuse among youth (individuals 18 years of age and younger), highlights the need for an interdisciplinary, comprehensive, and cohesive public health approach, and

WHEREAS, the purpose of the DFC Support Program is to establish and strengthen collaborations to support the efforts of community coalitions working to prevent and reduce substance use/misuse among youth by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance use/misuse, and

WHEREAS, evidence exists that well-conceived and implemented policies at the local, state, and national levels can reduce community-level alcohol and other drug use/misuse, and

WHEREAS, the Director of the Office of National Drug Control Policy (ONDCP) may employ any necessary staff and may enter into contracts or agreements with national drug control agencies (of which CDC is one), including interagency agreements, to delegate authority for the execution of grants and for such other activities necessary to carry out the Drug-Free Communities Support Program, and

WHEREAS, this position is fully funded in Fiscal years 2020-2021 through 2024-2025 by the ONDCP DFC Support Program, and

WHEREAS, revenues generated by the department will be higher than anticipated by \$125,000 due to additional grant funding, and

WHEREAS, the reasons for the over expended functions have been adequately justified, 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, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to amend the Wood County Public Health (54121) budget for 2021 by appropriating \$125,000 of unanticipated revenue from the ONDCP DFC Support Program, and 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,

BE IT FURTHER RESOLVED to create one (.97 FTE) Public Health Strategist and one (.5 FTE) Community Health Planner position, and when grant funds are no longer able to support the positions in full or at the current level, the positions will be reviewed by the oversight committee to make sure its continuance is justified.

**RESOLUTION#**

Introduced by Operations Committee
Page 1 of 1

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

KQ

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

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

Source of Money: Budget

		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	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Curry, K			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, the Department of Workforce Development (DWD) requires that the governing body of a political subdivision pass a resolution every three years regarding its intent and agreement to self-insure for workers compensation, and

WHEREAS, the County of Wood is a qualified political subdivision of the State of Wisconsin, and

WHEREAS, the Wisconsin Workers Compensation Act provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment, and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development if they agree to report faithfully all compensable

injuries, and agree to comply with the Workers Compensation Act and rules of the Department of Workforce Development, and

WHEREAS, the Wood County Operations Committee at its January 5, 2020 meeting approved the continuation of the self-insured worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3), and

NOW, THEREFORE, BE IT RESOLVED that the County Board of the County of Wood hereby resolves as follows:

- (1) Provide for the continuation of a self-insured worker's compensation program that is currently in effect.
- (2) Authorize the Safety & Risk Specialist to forward certified copies of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

2

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: December 15, 2020

PLACE: Courthouse Room 114 – Wisconsin Rapids (meeting also accessible via WebEx)

TIME: 9:00 AM

PRESENT: Donna Rozar, Adam Fischer, Laura Valenstein, Kristen Iniguez, DO (via WebEx), Lee Thao; Jessica Vicente; John Hokamp

EXCUSED: Heather Wellach, RN, Tom Buttke

ALSO PRESENT (for all or part of the meeting): Sue Kunferman, Amy Kaup, Chad Schooley, Marisa Laher, Jason DeMarco, Jordan Bruce, Supervisor Ken Curry, Supervisor Bill Clendenning, Supervisor Dennis Polach, Trent Miner [*Some of these attendees were in the room and others joined by WebEx*]

1) Call to Order

Meeting called to order at 9:00 a.m. by the Chair.

2) Quorum

Rozar declared a quorum.

3) Public Comments

- n/a

- 4) Resolution to implore Wood County residents to take actions to stop the spread of the deadly COVID-19 virus.** Chair Rozar presented the resolution. Motion by Valenstein, seconded by Thao, to support the resolution as presented and forward to the County Board for approval. Discussion on current guidelines in respect to quarantines, and clarification by Kunferman in regard to same. Supervisor Valenstein intends to offer an amendment from the County Board Floor to indicate "as directed by the County Health Officer" instead of specific quantity of days. All ayes. Motion carried.

5) Adjourn

Rozar declared the meeting adjourned at 9:13 AM

Minutes taken by Trent Miner, County Clerk, and subject to Committee approval.

2

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: December 17, 2020

PLACE: River Block Building, Room 206 – Wisconsin Rapids (meeting also accessible via WebEx)

PRESENT: Donna Rozar, Adam Fischer, Laura Valenstein, Kristen Iniguez, DO, Tom Buttke, Lee Thao; Jessica Vicente; John Hokamp, Heather Wellach, RN (joined via WebEx during agenda 8 discussion)

ABSENT: - - -

EXCUSED: - - -

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Marissa Laher, Mary Solheim, Jo Timmerman, Mary Schlagenhaft, Jordon Bruce (Human Services); Rock Larson (Veterans Service); Sue Kunferman, Kathy Alft (Health Department); Reuben Van Tassel (Maintenance); Lisa Keller (IT); Bill Clendenning, Bill Leichtnam (County Board Supervisors); Craig Lambert (District Attorney); *(Some of these attendees were in the room and others joined by WebEx.)*

1) Call to Order

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

2) Quorum

Rozar declared a quorum.

3) Public Comments

- Tom Buttke read a personal statement in response to last meeting's mask discussion. He shared that he felt judged by words spoken that evening and requested more thoughtfulness and consideration when forming opinions without knowing of the experiences of others in the room.
- Bill Clendenning questioned why the Chair was not wearing the mask laying beside her while conducting the meeting.

4) Consent Agenda

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

5) Discussion and consideration of items removed from consent agenda

- n/a

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

Department staff answered questions regarding information in the financial statements.

7) Discussion of Norwood additional funding

Jordon Bruce provided an update with funding expenditures.

8) Human Services Update of Legal Representation in Chapter 48 Matters (Children in Need of Protection or Services, Minor Guardianships, and Termination of Parental Rights)

Brandon Vruwink and Mary Solheim shared their perspectives with how progress continues towards collaborative work addressing concerns that were identified earlier this year and efforts toward improved positive dialogue. Craig Lambert, Brandon, and Mary responded to Committee member questions and concerns. Dr. Iniguez shared concerns that we might be missing pieces if we don't keep an open mind to consideration of change with current practice.

9) Health Department COVID update

Sue Kunferman shared metrics of current COVID situation in Wood County; and responded to Committee member questions. Sue also provided a vaccine update with anticipated shipment dates. Adam Fischer added comment in follow-up with Tuesday's resolution passed at County Board, if we are going to implore the public to "stay at home" we should set the example of doing the same. Motion (Fischer/Buttke) to have future meetings of this Committee held virtually until the Committee determines otherwise. Committee members, staff and other attendees would participate electronically and those members of the public who are unable to attend virtually may appear in a conference room that IT would have AV to the meeting available to them. 8 ayes 1 opposed (Rozar opposed and shared her reason). Motion carried.

10) Human Services Telework update

Brandon Vruwink referenced the motion made in May to approve the Health Department, Human Services, and Veteran Services to continue to allow teleworking thru 2020, and requested extended telework approval. Motion (Buttke/Thao) to allow extended telework arrangements for the departments this Committee has oversight at discretion of the Department Heads. All ayes. Motion carried.

11) Youth Mentor Newsletter

Brandon Vruwink highlighted sections of the newsletter that addressed outcomes, and shared his insight with investing in youth mentorship. Brandon described goals and focus of the program.

12) 2021 HHSC meeting dates

There was Committee consensus to continue meeting on 4th Thursdays of the month. Meetings will continue virtual as motioned during agenda item 9 update.

13) Legislative Issue Updates

Department heads provided updates regarding issues pertaining to their departments.

14) Future Agenda Items

The Chair noted items for future agendas.

15) Next Meeting(s)

- January 28, 2020, 5:00 pm, virtual meeting via WebEx (location of AV room setup for public to be determined)

16) Adjourn

Rozar declared the meeting adjourned at 6:35 p.m.

Minutes taken by Kathy Alft and subject to Committee approval.

2

ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

For a current case count, please see:

<http://woodwi.maps.arcgis.com/apps/opsdashboard/index.html#/da7f0d6815494e4b85e614e042671b14>

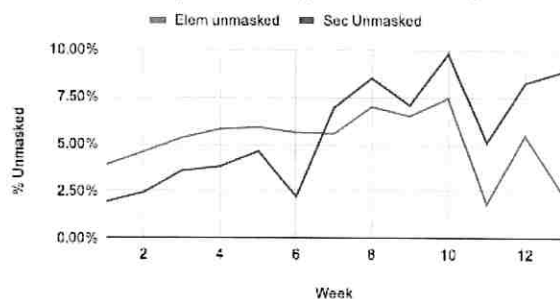
Here is an update on our larger scale efforts:

- Communication – We have been struggling to keep up with our data reporting and are working hard to discover more efficient ways to update our daily numbers. We feel we are in a position to be able to update the numbers Monday through Thursday. The geocoding for the mapping poses more challenges. We have experienced a lull in cases over Thanksgiving and are using that time to iron out our data reporting strategies.
- Disease Reporting and Contact Tracing – As I write this, we are once again caught up on our disease investigations and contact tracing. Most counties around us have discontinued contact tracing. We continue to do the tracing as part of our efforts to reduce spread and not overwhelm the healthcare system. We anticipate a spike in cases once again, likely around the time of our next meeting. Our limited term employees are doing an excellent job!
- Testing – We have also seen a reduction in the testing numbers over the holidays. We expect to see growth in testing following the Thanksgiving holiday. We currently have good access to testing.
- School Planning – Our schools continue to do an amazing job. We still have not seen outbreaks resulting from positive students or staff. That says a lot about what our schools are doing to prevent spread within the school walls. Some have seen staffing issues due to the numbers of teachers in quarantine.
- Vaccination – We are currently compiling survey data to help us estimate the proportion of Wood County residents who intend to receive the vaccine when it becomes available. As I'm sure you've heard in the media, vaccines are being fast-tracked. Frontline healthcare workers and long-term care staff and residents will likely receive the vaccine first and this could begin much sooner than anticipated. We have been working with long-term care providers, CBRFs, assisted living facilities, EMS providers and others to get them signed up to receive and administer vaccine.
- Local School Study – Dr. Falk and others have been conducting a study of South Wood County Schools. The data shows that kids are getting COVID from the community, and community infection rates are directly driving student absences (not in-school cases or masking compliance, which have all been above 90% in nearly all the schools, and over 80% in all schools of the 17 surveyed).

Total masking opportunities represented:		Total teacher responses	
WRPS	21994	WRPS	1808
Assumption	6514	Assumption	405
Nekoosa	6199	Nekoosa	425
Port Edwards	2270	Port Edwards	170
Immanuel	598	Immanuel	41
Grand Total	37,575	Grand Total	2,849

Surveys were administered to teachers 1-2 times weekly, and a total of 2,849 surveys were completed. When teachers reported the number of kids in their class that day, that represented "masking opportunities". There were a total of 37,575 student masking opportunities analyzed to generate these data. This number is not student population.

% Unmasked by Elementary and Secondary

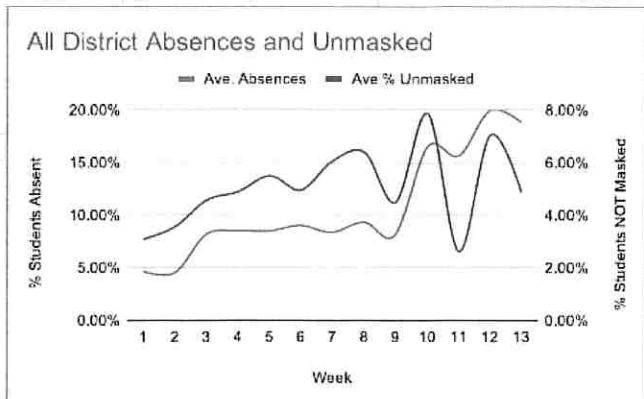


This graph demonstrates that while there is slight variation in percentage of kids NOT masked in elementary versus secondary schools, in both cases, masking is occurring at rates above 90%, thought to be protective against spread of disease.

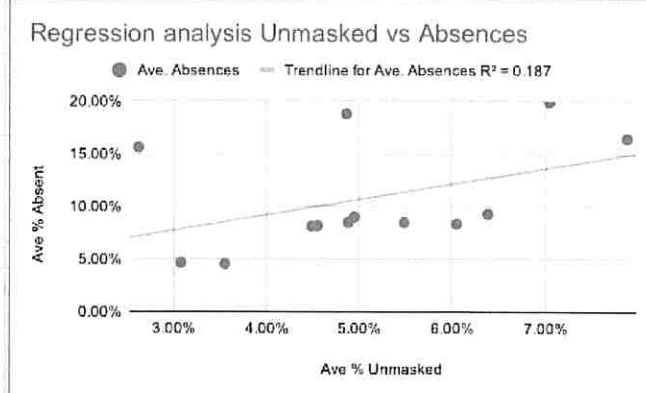
Week 1-13 All-District Analysis

Dr. Amy Falk, MD, Ali Benda, MS4, Dr. Peter Falk, OD, Sarah Steffen, MS2, Zach Wallace, MS2

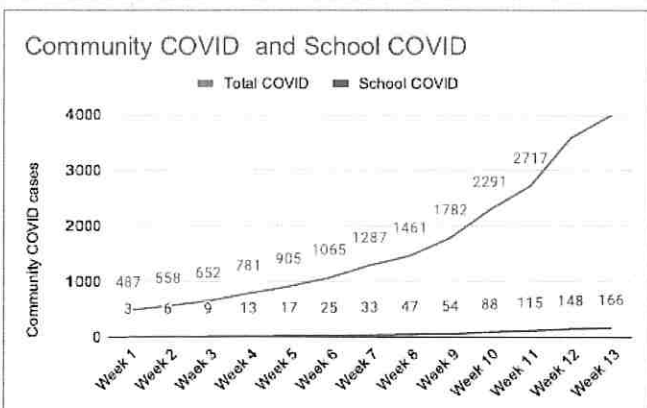
These analyses are based only on the survey data we collected during the first 13 weeks of school from 17 participating schools across 5 school districts in Wood County in the midst of the COVID-19 pandemic. The school districts included WRPS, Assumption Catholic Schools, Nekoosa School District, Port Edwards School District, and Immanuel Lutheran School.



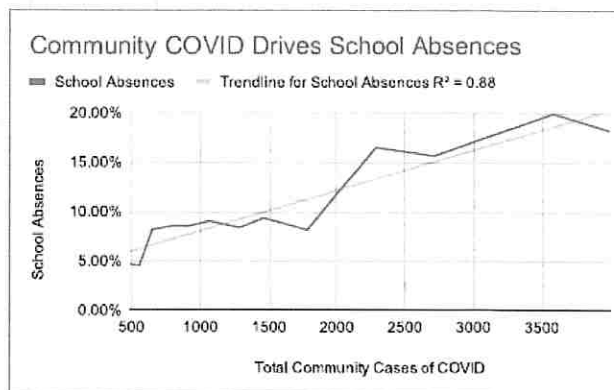
This chart depicts the combined % students absent (blue) each week as well as the % students NOT masking (red). Please note that even though "unmasked" kids has increased slightly over time, that value is still well below 10%, as the literature suggests that masking by 90%+ of a population is most protective against spread of disease.



This regression analysis shows that there is NO statistical correlation between the number of kids unmasked at school and the corresponding % kids absent within our population. This is likely due to the fact that **masking compliance above 90% is believed to be protective against spread of disease**. Masking compliance at nearly all schools was above 90% on a weekly basis, and in all cases, above 80%.



The blue line shows the exponential growth in COVID cases in Wood County over this 13 week timeframe. Based on the schools followed in the study, there has been slowly increasing number of COVID cases, but not to the magnitude of community cases. Additionally, there has been only 3-4 cases in which there has been probable in-school spread. These cases were in elementary schools and within their grade cohorts, where slight spread was somewhat expected. Kids are NOT getting COVID in the schools; they are getting it in the community. The mandatory masking, cohorting, distancing, and sanitizing measures in the school seem to be very protective.



This chart depicts that the number of children absent from school on a given week has been directly correlated to the exponential rise in COVID cases in our community. Compare this with the chart right above it: **the community is driving school absenteeism**. Kids are masking at school in protective numbers, and in-school masking changes has not been correlated with absenteeism.

COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH

COVID-19 Response

Daily contact tracing and disease investigations for COVID-19 continue.

Access to testing is an important part of the COVID-19 response, especially for those who are close contacts of a person who has tested positive for COVID-19. In order to reduce the barrier of testing, WCHD is conducting strike team testing 4 days a week; two days in Marshfield and two days in Wisconsin Rapids. The number of daily tests vary from week to week and have ranged from 10-30 tests. Other than testing, preparation and communication with staff is essential to ensure all supplies needed are available and testing sites have the necessary staffing to meet the needs.

Communication

Communication continues to be very important as things change with COVID-19. To determine if an infographic is needed, staff looks to questions and comments from close contacts, positive cases, and community members. Infographics and educational materials from other trusted sources (WCHD, CDC, and DHS) are shared on the Health People Wood County (HPWC) Facebook page. New infographics are created and shared as needed.

Data

Local epidemiological efforts continue, including daily M-Th data updates on social media (Facebook), the Wood County website, and on the Wood County dashboard.

Community Needs Task Force

The task force continues to address the gaps between community needs and available resources. The task force is also encouraging residents to get their influenza vaccination and preparing communication to educate the public on the COVID-19 vaccine to reduce hesitancy in receiving the vaccine.

AOD Prevention Partnership

An alcohol municipal inventory and assessment for the City of Wisconsin Rapids has been completed and a meeting with the city attorney was held. Best practice recommendations will be provided and will help with the revision of existing and development of new policies, as efforts strive to prevent youth access to alcohol.

Mental Health Matters

Attendance at the monthly clubhouse board meeting continues, providing updates on COVID-19 to help increase situational awareness for clubhouse members.

A meeting was held with Adverse Childhood Experiences (ACE) Interface Trainers. This meeting was used to greet newly trained ACE Interface trainers and continue planning to provide trainings in the future.

The UWEC student group continues to work on a Battle Fatigue plan for Wood County Health Department Staff. The plan will outline how to measure the level of fatigue staff are facing from the COVID-19 response and provide strategies to help mitigate further fatigue. Additionally, the hope is to help increase work satisfaction and overall retention of employees during this difficult time.

Incarceration

Health Department staff met with the new Jail Discharge Planning and Criminal Justice Coordinator to discuss the Wood County Jail Workgroup initiatives and prepare for the next meeting. The meeting was introductory, but the potential partnership from the meeting could open new avenues for the work to be completed. The Criminal Justice Coordinator also showed interest in contributing to the Community Health Assessment and Community Health Improvement Plan.

Active Communities

The River Riders Bike Share program is excited for a re-launch in spring 2021! The program will open to the community with the 30 bikes and 6 stations we had before. We have completed conversations with our new partner, Koloni Inc., and have purchased an additional 20 bikes and 4 racks to integrate into North Wood County. This increase in bikes helps to provide quality transportation access and recreational activity options. Throughout the winter months, our team will continue to have conversations with Koloni as the spring re-launch approaches.

Food System / Farmers Market

It was a successful 2020 farmers' market season despite COVID-19. This year there was a slight decrease in returning vendors but the market gained new vendors. The season ended with 46 vendors. For the 2020 season, transactions processed include:

- \$5819 in Debit/Credit.
- \$4011 in Food Share EBT.
- \$620 in Aspirus Fruit and Veggies RX redeemed.
- WIC and Senior Farmers Market Vouchers are not tracked through our market as they are direct deposited by vendors, but are also available to use at the market.
- \$159,198 in total sales reported from this year's vendors.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

Port Edwards/Armenia Groundwater Issues – MOU progress

A call was held with the AGC on December 2nd. At this point, there have been 71 installations of nitrate treatment systems. AGC is receiving 2 to 3 calls per month, mainly for filter changes and repair of units. Six residents still need installations, and AGC is waiting for access agreements to be signed. Six individuals received reimbursement for installing their own systems. A brief overview of the work on the DNR/UW groundwater study was presented. A geo probe was used to sample two locations. One location had no nitrates detected. The other location had high nitrates at 30 and 80 feet. Monitoring wells were installed and they will do quarterly sampling for nitrate concentrations. The study is looking to better define groundwater flow, with well construction reports from this area are being utilized. There are no solid conclusions at this point other than that there is variability of nitrate concentrations. The nitrate concentration was above 20 ppm even at a depth of 80 feet. The farmer led initiative was briefly discussed. They are studying cropping and what is not being used by the plants. They are collecting

samples from above groundwater level. They are capturing water as it leaves the root zone, a couple feet below the depth of tillage, and this is tied to crops and the crop cycle. They are getting baseline information after installation of wells. The EPA and DNR representatives had several questions about this study, but Jim Wysocki did not have specifics. He stated that the researchers are doing this work and he is not involved in that. There was a request for an update from the researchers involved in the farmer led initiative at the next meeting. There will also be an update provided by the UW researchers working with the DNR. The next meeting will be on March 2, 2021.

COVID Response

Due to a surge in COVID-19 cases, Environmental Health staff rotated coverage of COVID-19 related phone calls and conducted disease investigations for positive COVID-19 cases in November. There was EH staff coverage in each of the three counties daily. DATCP acknowledges that most EH staff are involved in COVID-19 response and they will not be holding counties to the inspection frequency required in the agent contract in 2020, and likely into 2021.

Radon Awareness Campaign

Kate is rolling out her Radon Awareness campaign. This will involve training realtors to be aware of radon, health effects of radon, testing options, and advising customers on testing for radon and mitigation techniques. Realtors who are interested in providing radon information to customers will be designated as Radon Aware realtors. Details of the program and training materials are being finalized.

Wood County Water Laboratory Audit

Nancy Smit from DATCP conducted the first audit of the water laboratory since we began doing bacteria analysis. The audit went very well, with just a few minor changes required. We are again certified to run the lab for the next two years.

New Businesses and Consultations

A consultation was done with an individual wishing to open a retail bakery in Marshfield. A pre-licensing inspection was done at Cloud 9 Private Tattoo Studio located on Highway 34 in Wisconsin Rapids. A pre-licensing inspection was conducted at Dupe's Diner in Pittsville, and at Derrie's Food Works, a new caterer in Wisconsin Rapids. We are also working with a church on an unsafe water issue.

Complaints

Four complaint investigations were received in the month of November.

- A complaint came in regarding children returning from the house of relative smelling like urine. Photos were sent of the home. The photos did not indicate a hazard to the children in the home.
- A complaint was made about a home with evidence of hoarding. There is an adult male in the home and he has health issues. APS was contacted and cannot offer assistance.
- A caller complained about an apartment building that is not well maintained by the landlord. Heating bills are high, and he will not allow weatherization services in for repairs. Messages were left for the complainant, but she has not returned the call.
- A caller complained about bed bugs and cockroaches at a hotel.

WOMEN, INFANTS AND CHILDREN (WIC) REPORT – CAMEN HAESSIG, RD, CD, CLC

WIC continues to complete all appointments over the phone during this time. The physical presence waiver to allow appointments over the phone currently goes through February 20th. The waiver is tied to the public health emergency declaration and will allow phone appointments to continue 30 days past the expiration of the public health emergency declaration.

Caseload for 2020 (Contracted caseload 1433)

	Dec 2019	Jan 2020	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active (initial)	1397	1413	1365	1393	1408	1382	1402	1431	1419	1444	1463	1407	
Active (final)	1409	1424	1375	1395	1408	1404	1413	1441	1437	1452	1466		
Participating	1402	1422	1371	1395	1410	1403	1402	1440	1420	1448	1463	1407	

Tony Evers
Governor



DIVISION OF PUBLIC HEALTH

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December 15, 2020

Donna Rozar, Chair
Health and Human Services Committee
711 West Blodgett
Marshfield, WI 54449

Dear Chair Donna Rozar:

The Department of Health Services (DHS) congratulates the Wood County Health Department for demonstrating the infrastructure and program capacity to be certified as a Level III Health Department. I am happy to report the Wood County Health Department provided all services required by statute and rule.

I want to acknowledge the work of the Wood County Health Department staff. Sue Kunferman, health officer, did an excellent job of providing quality evidence of meeting statutes and rules. The review occurred before the onset of the COVID-19 pandemic. I am acutely aware of the stress of operating a health department and the demands on public health directors and professionals have that increased exponentially during this state and global pandemic. I applaud the dedicated efforts of Sue and the Wood County Health Department staff to keep your jurisdiction healthy and safe.

I also appreciate the support of the Wood County Health and Human Services Committee for maintaining a strong public health department. Pandemic response has potentially caused you and your jurisdiction to think about public health issues you may have not considered before. I am sure with ongoing support for evidence-based quality public health initiatives by you and your fellow board of health members, the Wood County Health Department will continue to protect and promote the health of the people in your jurisdiction.

Sincerely,

A handwritten signature in cursive script that reads "Julie Willems Van Dijk".

Julie Willems Van Dijk
Interim State Health Officer

c: Sue Kunferman, Health Officer
Douglas Machon, Chair, Wood County Board of Supervisors
Angela Nimsgern, Director, Northern Region

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

December 10, 2020

Director's Report by Brandon Vruwink

I have applied to represent Wood County as a member of the Wisconsin County Ambassador Program (CAP). The CAP program begins in January and provides an excellent opportunity for county officials to connect with our local legislators. This process is crucial as we share the important budget initiatives from a county perspective with our representatives in Madison. Typically, we meet in-person in Madison; however, this year, our first meeting will be held virtually. WCA is hopeful that we will meet in person for our second session, which is scheduled in April. If approved, I look forward to working with the other CAP team members from Wood County as we continue to discuss many important issues with our legislators. If any member of the H&HS Committee is interested in participating in the CAP program, please consider completing the application process. Legislators' greatly value hearing from our local leaders.

I attend part of the WCA Health and Human Services Steering Committee meeting held on November 13. The main discussion point was a presentation from the ADRC with respect to requesting additional funding. This request will be one of WCA's legislative priorities for the 2021-2023 biennial budget.

Sheriff Becker and Captain Ashbeck provided Pamela Ashbeck, Sarah Salewski, and I a tour of the Wood County Jail. The tour provided some additional perspective to the space limitations for programming within the Wood County Jail. Working collaboratively with Sheriff Becker and Captain Ashbeck, we are looking for additional ways to collaborate to provide additional resources to those incarcerated. Our goal is to reduce recidivism by providing treatment and other supportive resources to those incarcerated.

As 2020 comes to a close, I would like to recognize all of the staff that make up Wood County Human Services, Edgewater Haven, and Norwood Health Center. This has been a challenging year for many reasons. We have been working short because of quarantine requirements and the hiring freeze. Through all of these challenges, the team has persevered. As we move into 2021, we look forward to returning to some level of normalcy. The most important asset we have is our staff. Without them, we couldn't provide the excellent service our residents deserve and expect. I am grateful for our entire team. Your dedication and commitment are much appreciated!

Deputy Director Update by Mary Solheim

Adolescent Diversion Program: In my last update, I highlighted our Adolescent Diversion Program (ADP) and indicated we had filled all available spaces, leaving 13 youth actively engaged in our program. On December 3, as an extension of this program, we launched our Youth Justice Advisory Council. By design, the purpose of the Youth Justice Advisory Council is to get together and discuss the needs of youth within our community along with gaps which may correspond with those needs. This group will be an action oriented group focused on efforts to close those identified gaps. The December 3 meeting was incredibly engaging and included in excess of 30 total individuals internal to Human Services and community partners. We will gather once again in the early Spring to establish initiatives and actions for the council members to pursue. In the interim, steps will be taken to establish a Youth Sub-Council to include youth who wish to have a voice as it pertains to the purpose of the council. We want our youth to be able to share their stories and provide insight and/or perspective on how we can continue to maintain or improve our intervention programs and strategies.

Youth Mentor Program: Our Youth Mentor Program, which started in 2019, continues in its growth. In the course of 2020, our youth have worked together with our mentors towards many personal accomplishments deserving of recognition. Our youth have certainly experienced that change can be

difficult, especially in light of the pandemic which has spanned much of 2020, but they have embraced this change. Some of our program updates for those youth involved in this program include an overall average of a 52% reduction in school behaviors, 74% reduction in daily absences, and a 30% increase in cumulative grade point averages.

We have also received many positive reports from our academic partners, some of which I will highlight in this update: We received a report for one of our youth indicating that since starting with the youth mentor program, the youth has significantly decreased his historically demonstrated violent and aggressive behaviors which occurred on an almost daily basis. This youth also dramatically improved his attendance and has identified parts of his school day he finds enjoyable. Another of our youth has begun part-time work in customer service. This youth has become more mature and focused on school, is engaged, and has identified goals. Yet another of our youth's school attendance since working with the mentoring program has remarkably improved. Prior to working with the youth mentor program, this youth was truant over 30% of the time. This youth's attendance rate is now near 100% (excluding some medical related excused absences). This youth has continued to develop skills, while working toward academic, home, and personal goals. Of particular note and accomplishment, is that our youth engaged in the youth mentor program are not receiving referrals to the youth justice system.

We look forward to providing future updates on this program and wish to extend a sincere appreciation for our oversight Committee and County's support of our youth programming.

Community and Wood County Departmental Connections: Within Human Services, we continue to recognize that we are a piece of a larger puzzle tasked with supporting and serving our community. Over the course of the last year, we have continued to make a concerted effort to focus on our partnerships within the community. In particular, we launched Kids at Hope on November 18, 2020. Please see the Family Services Update by Division Administrator Jodi Liegl for additional information. Director Vruwink and I have also been actively engaged in communication with each of the school districts within the County. Starting within this past year, we hold quarterly meetings with our schools in order that we can all come together in a collaborative fashion to talk about our collective strengths and challenges. We have received positive reports from those meetings and plan to continue them into 2021 and beyond. In support of our efforts to maintain focus on being fiscally responsible as a County, I have also worked closely with the Clerk of Circuit Courts Office to submit an application for Title IV-E Pass-Through Funding. The pass-through funding come through Human Services to the Clerk of Circuit Court's Office. The funds cover a percentage of the legal fees connected with the legal representation for attorneys appointed by the Court to represent parents and children in matters where children are alleged to be in need of protection or services, guardianship, and termination of parental rights under Chapter 48. The appointment of a Guardian ad Litem is a statutory requirement for matters under Chapter 48 so expenses are guaranteed to occur within the County's budget. The work on this application involved providing a detailed process and tracking as well as drafting a Letter of Agreement. In my follow up with the Department of Children and Families, an award announcement is expected by close of business on December 4, 2020. An award would result in a positive impact to the Clerk of Circuit Court's budget in the year 2021.

Administrative Services Update by Jo Timmerman

We continue our work with Wipfli on the CARES Covid-19 Relief Funding. We participated in fact finding meetings, discussing the guidance updates as they occur. Discussions on allowable use of HHS CARES funding remain ongoing.

I attended the monthly Operations Committee and Health and Human Services Committee meetings. I attended weekly SmartCare Core and Billing Setup meetings. Other meeting I attended throughout the month included: Bi-weekly Administrative Team meetings, bi-weekly Norwood and Edgewater budget meetings with management teams, and Norwood weekly Department Head meetings.

I conducted one staff member's and three managers' annual performance evaluations.

I prepared a budget resolution to reallocate funds to functions where expenditures were expected to exceed approved budgets.

I worked on succession planning for 2021.

2020 TRIP Collections for Norwood equal \$32,525, and collections for Community equal \$49,320; totaling \$81,845 collected to date in 2020 from the Tax Refund Intercept Program.

After 18 years of service to Wood County, Mary Kay Braun-Nordman retired; her last day was December 1, 2020.

Administrative Services Division currently has two vacancies within the Support Services Unit, and an additional two staff members out on FMLA.

Norwood: Projects worked on by staff are:

- Processed claims totaling \$499,325 for Medicare, Medicaid, HMO, Commercial Insurance, other county and patient responsible hospital services, long-term care services, and doctors' services
- Processed vendor payments
- Held weekly Banking Day with Norwood residents
- Prepared monthly data reports for occupancy, doctors' services units, meals prepared, laundry poundage data for cost reports,
- General Ledger maintenance
- Data reports for Bridgeway Unit
- Attended weekly payer source meetings for patient/resident updates
- Attended bi-weekly budget meetings with Administrator and Norwood Department Heads
- Tracked COVID-19 expenditures

Edgewater: Projects worked on by staff are:

- Processed a total of 81 claims in the amount of \$392,282 for Medicare, Medicaid, HMO, Commercial Insurance, and patient responsible billings and payments
- Processed vendor payments
- Attended daily stand-up meetings for patient/resident care and payer source updates
- Conducted weekly "triple-check" meetings regarding patient accounts and billing issues; as well as other miscellaneous issues that arise
- Attended bi-weekly budget meetings with Administrator and Edgewater Department Heads
- Track COVID-19 expenditures
- General Ledger Maintenance
- Prepared various data reports

Community: Projects worked on by staff are:

Fiscal

- Processed 1,427 claims in the amount of \$398,117 for Medicare, Medicaid, HMO, Commercial Insurance, and patient responsible billings and payments
- Attended Multiple Smartcare meetings via WebEx
- Prepared NIMC ACH
- Worked with staff on Workflow Processes
- Attended meeting and submitted in final Routes to Recovery Covid-19 Funding
- Worked on IDP (intoxicated Driver Plan) funding request

- Attended Operations Committee Meeting Via WebEx
- Attended New Manager Training
- Met with staff from Edgewater location via phone multiple times
- Attended weekly Edgewater Stand-up meetings
- Uploaded and reviewed TSSF reports
- Worked on and submitted Mental Health Block Grant Supplemental Funding Report
- Sent NIMC Reports to Consortium financial Leads
- Completed multiple Edgewater training courses online
- Collaborated with other managers for DOJ Background Process & Policy
- Worked with Child Welfare on 2021 Foster Care Application
- Attended TSSF teleconference
- Attended Edgewater Fiscal Budget Meeting
- Reviewed and approved journal entries entered by Accounting Clerk
- Attended Administrative Manager Meeting via phone
- Attended Covid-19 meeting presented by Wipfli via WebEx
- Attended H&HS Committee Meeting via WebEx
- Attended CLTS Teleconference via WebEx
- Provided reports for NIMC budget meeting, and attended same meeting
- Reviewed and provided comments for Financial Reports & voucher reports
- Attended multiple departmental budget meetings, reviewing budget projections
- Worked with Accounting Clerk teaching Child Care and Income Maintenance monthly reporting process
- Worked with Child Welfare on Family Preservation PSSF 2021 application
- Reviewed and met with Community Resources program manager for Energy final report
- Reviewed and worked with FSET program manager for final report
- Met with Patient Accounts Manager regarding coverage needs during staff FMLA
- Reviewed and approved time off and time cards for employees
- Reviewed and approved account reconciliations

Support Services

- Support Services has two vacant positions- the Family Services Secretary at Marshfield and the River Block Lobby Receptionist. We have completed the first round of interviews for the Marshfield position; however, recruitment remains on hold for both openings due to the county-wide hiring freeze
- Conducted one staff member's annual performance evaluation
- Coordinated support needs for Family Service, Birth to 3/CLTS, and Cornerstone interim coverages during staff member's FMLA that began on 9/28/2020 and extending tentatively for 12 weeks
- Coordinated upcoming support needs for the Outpatient Clinic Reception interim coverage during staff member's requested LOA beginning 11/5/20 and continuing tentatively for six weeks
- Develop interim plan for Lobby Reception coverage during vacancy beginning 12-1-2020
- Worked with additional Administrative Services Division staff to develop more back up coverage for Marshfield location
- Work with Admin Services management to develop better remote work plan for staff in case of quarantined/prolonged absences
- Attended all web meetings for Streamline Implementation of SmartCare: weekly internal planning meetings, and workflows for SmartCare, coordinate implementation team and Super users

- Work with Family Services Supervisors, Deputy Director and Support staff re: Background Checks DOJ Policy creation/updates
- Work with Support Services Unit staff re: Family Services "Go Paperless"
- Investigate and follow up on two HIPAA breach (CST & OPC)
- Provided direct coverage to Marshfield Reception as needed and interim records requests and closed files
- Monitor Administration budget (2020 purchasing/contacts/software maintenance agreement/etc.)
- Submit envelopes and letterhead annual order for department
- Confirm Outpatient Clinic Notes/Dictation entered through 9-30-2020

Behavioral Health Services Update by Stephanie Gudmunson

Personnel Updates: Mary Nennig, CCS/CSP Service Facilitator has announced her retirement on January 4, 2021. Mary just had her 35 year anniversary with Wood County. We are so appreciative of the years she has devoted to serving residents of Wood County while working in the Behavioral Health Division. She is incredibly dedicated, not just in years of services, but in the way she does her job every day. Also, Ashley Volovsek left her position as CCS/CSP Service Facilitator on 11/24/2020.

The Birth to Three program has been working on implementing their Social Emotional Development Grant, however not all of the grant activities have been able to happen due to COVID restrictions. All service coordinators as well as the OT and PT participated virtually in the 2020 Infant Mental Health Conference in October. In the months of August, September, and October 15 different children and families have been able to implement music therapy into some of their B23 visits/sessions. All children have been receiving *The 100 First Words Books* during their evaluations. Children and families have been responding very well and making gains towards their outcomes/goals.

Staff have been working hard on the implementation of SmartCare, the Electronic Health Record that will replace TCM in 2021. We knew that this would be a significant project and it is. It takes staff from each area to be involved in the entire process so all programs can ensure their needs will be met and the programs set up correctly. We have made good progress over the last several months with the customizations that have to be made to make this program work for us, but there is still a long way to go before our planned go live on 5/1/2021.

Community Resources Update by Steve Budnik

Community Elves Program: Alysa Dunn has coordinated our department's "Community Elves" program, an event where children and families who may not otherwise receive gifts can receive gifts this holiday. So far, we have received hundreds of presents to present to families the week before Christmas. We are very thankful to the staff and community partners who have sponsored residents in Wood County.

Transportation: In November, we provided 748 rides on our buses. A majority of our rides are for employment (283) and shopping (224) trips. Even though the overall ridership decreased in November from last month, the shopping trip requests increased. The drivers were happy to assisted passengers with carrying their groceries, including turkeys.

WHEAP: Since October 1, 2020, out of 1275 applications, 997 households have received energy and heat assistance. We are seeing an increase in new customers applying for benefits this season. A majority of these customers are receiving unemployment benefits. Fortunately, WHEAP policy does not count unemployment income in the eligibility determination, so households receive the maximum benefit possible.

Edgewater Haven Update by Marissa Laher

In the month of November we had 5 admissions and 8 readmissions with a memory care census is 18 residents.

Census comparison to last year:

November 2019 – 51.06 average census with 7.00 rehab

November 2020 – 48.70 average census with 5.73 rehab

Admissions/Discharges Comparison:

November 2019 – Admissions 11/Discharges 9/Readmissions 4

November 2020– Admissions 5/Discharges 8/Readmission 8

In regards to COVID-19 activity, as of writing this, we have:

- 0 active resident cases
- 1 recovered resident case
- 2 active employee cases
- 15 recovered employee cases

We continue to test all staff twice weekly with PCR lab tests and as needed with rapid antigen tests. We also continue to test all residents with a PCR lab test weekly and multiple time a week with rapid antigen tests to catch infection as soon as possible, especially if we there has been a known exposure. We continue to see significant staffing challenges due to positive employees or employees being close contacts to confirmed cases in the community.

We have been partnered with Walgreens to administer COVID-19 vaccines through the U.S. HHS pharmacy partnership for long term care. They will come on site and administer the vaccines and complete the required documentation.

Employment & Training Update by Lacey Piekarski

FSET Program: The NorthCentral FSET Program is adapting our program's enrollment process from a group appointment to individual, immediate enrollment appointments. Required documentation has also been adapted to be shorter, easier-to-follow and electronic for completion either in-person or virtually.

From 11/01/20 – 11/30/20, enrolled customers in the FSET Program increased from 874 to 895 individuals. As caseloads increase, we continue to review topics requested for support, track engagement of those topics and assess trends to provide resources for requested topics. In the month of December, the FSET Program is offering workshops daily on topics such as resume development, interviewing, soft skills and job retention and support. For more information on our programs, please visit www.myfset.net.

Brighter Futures Initiative - LEO Program: The Brighter Futures Initiative, referred to as the LEO (*Learn & Empower Oneself*) Program, is excited to expand programming in Wood County in 2021! Additional funds approved by the Department of Children & Families funds 100% of this program including addition of one new LEO Coordinator. This team has grown to three LEO Coordinators in Wood County, providing programming for youth ages 14–20 who attend school or reside in Wood County, not diagnosed with a substance abuse disorder by a qualified professional. Miranda Reno was hired as the new LEO Coordinator and started 11/30/20. Miranda has a background in youth coalitions in our area and we are excited she will join this team to continue service provision to our youth.

Family Services Update by Jodi Liegl

Personnel Updates: Ongoing Social Workers Rylie Simpson and Lindsey Heart have resigned their positions. Rylie was preparing to go on maternity leave and made the decision to not return to the work force.

Kids at Hope Launch: We had a successful launch of Kids at Hope on November 18, 2020. Our partnership with Kids at Hope was made possible through the Youth Innovation Grant received in 2019. Kids at Hope is an international organization devoted to the study, research, and application of hope. Kids at Hope offers the tools necessary to shift our cultural framework and view kids and families differently, through the lens of hope rather than the lens of risk. This is a community-wide initiative as we look to promote this cultural shift throughout Wood County, not just within our agency. The following link will allow you to listen to Rick Miller, Founder of Kids at Hope and Professor of Practice/Clinical Director, Arizona State University Center for the Advanced Study and Practice of Hope, TED talk on Kids at Hope: https://www.youtube.com/watch?v=vIpDKHw10_c or the Kids at Hope website: www.kidsathope.org. As for the launch, one hundred ninety-two people registered. We would like to extend gratitude to all those who registered and watched live or listened to the recorded presentation. We are now preparing to host a Train the Trainer event for 30 individuals who have expressed a passion for embracing Kids at Hope and growing the cultural framework within our community. The Train the Trainer event is scheduled for January 2021.

Social Worker Recognition Efforts: Recently, we had the opportunity to apply for appreciation gift bags through a foster care grant awarded to Wisconsin Adoption & Permanency Support program. We were one of seven Counties who were awarded the gift bags. Each member of our Family Services Team will receive one. The purpose of the gift bags is to reward workers who support foster parents. Along with the gift bags is a self-care session facilitated by Wisconsin Adoption & Permanency Support program staff. Social workers experience daily stress, trauma, and fatigue making regularly practiced self-care crucial to long-term sustainability in the profession.

Norwood Health Center Update by Jordon Bruce

Norwood remains in “outbreak” status as we now have experienced a couple residents that have tested positive for Covid. In November, we activated our COVID unit and have isolated positive patients. We continue to provide COVID testing for residents and staff twice weekly. Staffing remains problematic as we are battling quarantine orders for staff that have been exposed. We received our rapid point-of-care tests and have begun using these tests with positive experiences. Due to the community positivity rate and the outbreak status, we are currently only allowing compassionate care visits at this time.

We continue to have bi-monthly calls working with WIPFLI on utilizing the Provider Relief Funds. We are submitting financial data as we begin preparing the information that will be required to be submitted in February as part of our first reporting deadline. I will provide another update at our HHS meeting under the COVID funding agenda item.

The holidays are certainly an important time of year at our health care facilities. This year is especially challenging for these residents, many of whom have been under lockdown for nearly 10 months. I am exceptionally proud of the way that our staff have stepped up and stepped in, during a time that is usually spent with family, our staff have taken on this important role in addition to their “normal” duties. We will continue working to make this holiday as special as possible for these staff and residents that have sacrificed so much, especially in 2020.

Norwood Nursing Department by Liz Masanz

Admissions Unit

The admissions unit has continued with Telehealth. Dr. Melnyk and Dr. Reimers have continued to see patients every day. Due to the increased community COVID activity, our staffing has been tested. We are monitoring this daily in the event we need to close the hospital unit to other Counties. We have contingency staffing plans that we are currently using and our staffing agencies are continuing to look for available staff for us. In November, we were able to bring on Addie, our Infection Control contracted nurse that is overseeing our twice weekly testing and reporting for the staff and residents. Currently all patients are screened, any that cannot respond to screening, will not respond, or have screened positive, are being tested prior to acceptance to ensure appropriate placement. Our PPE inventory is okay in some areas but we are finding other items (gloves & gowns) to be more difficult to obtain at a reasonable cost.

Long Term Care Unit

We have continued to monitor and remind our residents and staff about the importance of not becoming complacent as we approach the holiday season. The most important aspect right now is keeping COVID off the living units. Staff have focused on infection control practices and encouraging infection control practices with residents. We have been preparing for the vaccination distribution and Health Direct, our pharmacy, will be managing the administration and reporting of facility vaccinations. Education about the vaccine will be important as we know this vaccine has been quite controversial recently. Our goal is to be able to vaccinate any resident or staff member that wishes to receive the vaccination.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of November totaled 9,218. Revenues for November totaled \$44,403. YTD meals are 114,249 and YTD revenues are \$525,545. We have seen our Frozen Meals production output increase 18% from 2019

Norwood Maintenance Department by Lee Ackerman

Update on 2020 Capital Improvement Projects: **The Level 4 Renovation, Phase 2 –Crossroads:** A building-wide quarantine stalled progress on this project, pushing us further back in the schedule while we waited for test kits and a procedure for allowing contractors into the building. Once these were in place, we were not able to find cabinet or flooring installers willing and/or able to come to the facility. My staff and I have since begun installing cabinets as time allows; we have completed two more rooms and removed old cabinets from another two rooms. Flooring installers will be able to come in 2-3 weeks unless an unexpected opening happens. Due to the setbacks mentioned, I do not see us being able to complete this project by the end of the year, though we continue to do our best. I will ensure at minimum that all material is onsite by the end of the year.

Renewable Energy Grant: We expect to receive \$1,400 from Focus on Energy as incentive for installing the Variable Frequency Drives (VFDs) for the circulating pumps. Norwood has been awarded another Energy Grant to be completed this year. We will be installing Digital controls on the AC-8 fan that serves the Lobby; work is scheduled to start in early December.

Covid-19:

- Touchless faucets and flush valves have been installed on Level 3 (Main Level) so far.
- Touchless light switches have been installed on Level 1 (basement). Work will begin on Main Level shortly.
- We continue to work on developing a plan to wall off a visitation area in the Canteen area of the Main Lobby. I have been in contact with a design engineer and DHS to coordinate the various requirements for Life Safety.

- Accommodations were made to make the east (Therapy) wing of Pathways into a quarantine unit for positive residents.
- Bedrooms and bathrooms used by positive residents on Pathways were treated with UVC lights and housekeeping then deep cleaned to prevent further spread.
- The handicap bathroom on the Therapy wing was adapted to make a negative draft room for positive residents to take nebulizer treatments safely.
- Veterans Services was asked to work off site to avoid potential cross contamination from air circulation.

Our Housekeeping Supervisor is out for 14 days on quarantine and the newest staff they hired has quit without giving a reason. The remaining team is still strong and working to keep up on all needs. I have been in contact with the Regional Manager to ensure continuity of services.

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: December 17, 2020

November Activity:

Caseload activity for November 2020 - 8 new veterans served. During the month of November, we completed/submitted 210 federal forms to include:

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

Activities:

1. Completed as of December 10:
 - a. November 19 – Conference all with Wisconsin Assembly Representative Nick Milroy and CVSO Association Legislative Chairman on possible future legislation.
 - b. November 23 – Wisconsin Department of Veterans Affairs Conference call with CVSO & VSO leadership.
 - c. December 2 – Wood County CCS/CST Coordination Committees Virtual meeting.
 - d. December 7-9 National County Veteran Service Officer Association Virtual Training on Advanced Appeals.
2. Near Future:
 - a. December 15- Federal VA Regional Office Milwaukee Directors conference call with VSO & CVSO Leadership.
 - b. January 6- Wood County Veterans Service Commission meeting.
 - c. January 19 - Federal VA Regional Office Milwaukee Directors conference call with VSO & CVSO Leadership.
 - d. February 19 – CVSO Association of Wisconsin Executive Committee meeting.

Office updates:

1. Office and VA response to COVID-19 –
 - a. Marshfield office closed and quarantined with 20 minutes notice on November 11 to relocate a patient COVID-19 positive to a room on same ventilation system. Marshfield staff is working from home four days a week and from the courthouse one day.
 - b. Federal VA continues to lag behind on scheduling and completing compensation exams.
 - c. During this report period one (or 25%) of our staff was out on quarantine due to a positive exposure to a person confirmed with COVID-19.
2. **Special thanks to the IT Department for their quick reaction and fantastic support setting up equipment and software to support our dislocated office.**

3. Office continues to review and reach out to Blue Water Vietnam Navy and Marine personnel. Several veterans have responded and we have submitted claims for compensation. To date Wood County Veterans under this effort have received \$165,440.04 in retroactive payments and monthly increases totaling \$22,257.68 or additional \$267,092 per year.

Since last month's report:

- a. Veteran received an increase from 10% to 100% with a retroactive payment of \$15,370.30 and a monthly increase of \$3116.16 per month.
- b. Veteran received an increase from 70% to 100% resulting in a \$7,435.29 retroactive payment and a monthly increase of \$840.00.
- c. Veteran received an increase from 50% to 80% resulting in a \$5,714.59 retroactive payment and a monthly increase of \$2,520.24.
- d. Veteran received an increase from 10% to 40% resulting in a \$3,397.24 retroactive payment and a monthly increase of \$554.32.
- e. Veteran received an increase from 10% to 50% resulting in a \$2,253.42 retroactive payment and a monthly increase of \$751.43.
- f. Veteran received an increase from 60% to 70% resulting in a \$1,562.45 retroactive payment and a monthly increase of \$313.00.
- g. Veteran received an increase from 20% to 30% resulting in a \$616.26 retroactive payment and a monthly increase of \$212.800.00.
- h. Veteran received an increase from 0% to 10% resulting in a \$0.00 retroactive payment and a monthly increase of \$142.29. This was based directly on evidence submitted and final award amount is deferred pending a complete exam.

Note these are just ratings we initiated by reviewing our records on file and contacting the veteran. It does not include claims brought in to our office by the veteran. To date the retroactive payments and the annual ongoing compensation for this initiative exceed the annual budget for the department by \$83,608.

4. National Veteran Service Officer Association is conducting Virtual Appeals Training in December. Cost of the training is \$250.00. Since the Federal VA revamped its Appeals laws in Feb 2019, the procedures and implementation of that new law have been problematic. These problems have improved the VA timeliness numbers (reported to congress). However, have caused denials that require a different level of appeal and loss of retroactive compensation to veterans. I hope that this course will train us to avoid the pitfalls we have experienced this past year. One of the presenters will be a Veterans Law Judge who sits on the Board of Veterans Appeals, which is one of the four appeals avenues available.
5. The 2021 Wisconsin Department of Veterans Affairs Grant application packet was released. The submission deadline is January 29th 2021. Currently the CVSO Association is asking for clarification on some changes in the agreement document. This office will be completing the application using the approved 2021 budget.

(3)

Minutes of the Wood County Public Safety Committee

DATE: December 14, 2020

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

EXCUSED:

NOT

PRESENT:

OTHERS Steve Kreuser, Scott Brehm, Shawn Becker, Lori Heideman, Kelli Trzinski, Erik

PRESENT: Engel, Bill Clendenning, Lance Pliml, Sarah Christensen, Nanci Olson, Quentin Ellis, Kim McGrath, Randal Dorshorst, Amy Falk, Ali Benda,

LOCATION: Wood County Courthouse

1. Call to Order:

Mike Feirer called the meeting to order at 9:00 a.m.

2. Review minutes of November 9, 2020:

Motion by Hamilton, second by Winch to approve the minutes of the November 9, 2020 meeting as presented. Motion carried unanimously.

3. Public Comments:

No Public Comments.

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

January 11, 2021

9:00 a.m.

Wood County Courthouse EOC

5. Local Pandemic Update:

Dr. Falk presents information on the local pandemic. Death tolls are increasing. Hospitalizations are slightly better. 5 of 8 ICU beds are taken up with Covid 19 patients at this time. They are discharging patients sooner than normal for space needs. Also sending people home if they are ill and would have previously been admitted. Gave updates on the vaccine distribution and who will most likely get it when. Will need 75-80% vaccination rate to be successful. This vaccine will not stop the pandemic for approximately a year or so. Yes, even if you have had Covid you should get the vaccine. Community spread is the most prevalent. Only 7 cases of school children were found to be transmitted through the school.

6. Communications Department:

a. Communications November 2020 Claims:

The Committee reviewed the Communications November 2020 claims.

b. Communications Report:

The Committee reviewed the report.

7. Emergency Management Department

a. Emergency Management November 2020 Claims:

The Committee reviewed the Emergency Management November 2020 claims. Steve answered questions on the claims.

b. Emergency Management Activity Report:

The Committee reviewed the Emergency Management report. We received the money from the Routes to Recovery program. Talked about the EMPG supplemental grant for some salary reimbursement. PPE numbers are increasing. Will be starting with vaccination supplies this next survey. Talked about the Community Safe Room grant and the completion of that grant. Answered questions on the work relief program and that we are not taking workers out of jail at this time.

8. Dispatch Department:

a. November 2020 Claims:

The Committee reviewed the Dispatch November 2020 claims.

b. Dispatch Report:

The Committee reviewed the Dispatch report. Received some reimbursement for NextGen 911.

c. Phone Outage:

Talked about the major phone outage. On Solarus' end with their equipment. Was a catastrophic power outage that took out every Solarus phone. They were without 911 calls for many hours. They made many calls to various agencies to get them numbers that they could call in the interim. This went on for 4 days.

9. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report.

b. November 2020 Claims:

The Committee reviewed the Coroner November 2020 claims.

10. Humane Officer

a. Humane Officer Report:

The Committee reviewed the Human Officer Report.

11. Sheriff's Department:

a. Correspondences:

Sheriff Becker informed the Committee that Captain Quentin Ellis was promoted to Chief Deputy and will assume the position after Randy Dorshorst's retirement.

Sheriff Becker stated the promotional process for Operations Captain will be starting this month.

Sheriff Becker thanked Lori Heideman, the dispatch staff, and the Sheriff's Department staff for their help with Toys for Tots.

b. Resolution to Address the Departmental Wage Compression:

Motion by Hamilton, second by Winch to address the wage compression in the Wood County Sheriff's Department that is continuing due to the existing union contract and the implementation of the new wage plan. Motion carried unanimously.

c. Wood County Rescue:

The Committee reviewed the Wood County Rescue report.

d. Crime Stoppers:

The Committee reviewed the Crime Stoppers report.

e. K-9 Project:

The Committee reviewed the K-9 report.

f. November 2020 Claims:

The Committee reviewed the Sheriff's Department November 2020 claims.

g. Hiring Process:

Sheriff Becker stated the Civil Service Commission is done with their interviews and internal interviews have been set up for later this month.

h. Boat/ATV/UTV Patrol:

The Committee reviewed the Boat/ATV/UTV Patrol report.

i. Overtime:

The Committee reviewed the overtime report.

j. Courthouse Security:

The Committee reviewed the Courthouse Security monthly and yearly reports.

k. Jail Items

- i. Inmate Daily Population: Reviewed.
- ii. EMP: Reviewed
- iii. Safekeeper Housing Numbers: Reviewed
- iv. Kitchen Report: Reviewed
- v. Body Scanner-Reviewed
- vi. Maintenance: Nothing to Report
- vii. Inmate Programs: Nothing to Report
- viii. Jail Study-Sheriff Becker suggested putting an AD-HOC committee together for the jail study. He stated he feels this would be valuable to the county. Lance Pliml stated there will be an AD-HOC committee in place by January.

12. November 2020 Claims: Communications, Emergency Management, Dispatch, Sheriff, Coroner, and Humane Officer:

Motion by Polach, second by Hamilton to approve the November 2020 claims of all Public Safety Committee Departments. Motion carried unanimously.

13. Agenda Items for Next Meeting:

None

- 14. Pursuant to Wisconsin State Statute 19.85(1)(c), the Committee may go into closed Session for performance evaluations of the department heads/employees the committee oversees.**

Motion by Feirer, second by Zurfluh to go into closed sessions at 10:30 a.m. Motion carried unanimously. Winch-Yes, Polach-Yes, Zurfluh-Yes, Feirer-Yes, Hamilton-Yes

- 15. Return to open session**

Motion by Feirer, second by Zurfluh to return to open sessions at 10:50 a.m. Motion carried unanimously. Winch-yes, Polach-yes, Zurfluh-yes Feirer-yes, Hamilton-yes

- 16. Adjourn**

Meeting adjourned at 10:50 a.m. by Chairman Feirer.

Minutes taken by Wood County Sheriff's Department and Emergency Management

3

**WOOD COUNTY
TRAFFIC SAFETY COMMISSION MEETING**

Date: Wednesday December 2, 2020

Time: 10:00 AM

Place: Virtual via WebEx

Present - Lindsey Heineck Wis. DOT, Scott Brehm Wood County Coroner, Joseph Zurfluh Wood County Board Supervisor, Dan Kontos DOT BOTS, Mel Pedersen Grand Rapids Police Department, Quentin Ellis Wood County Sheriff's Department, Bill Clendenning Wood County Board, Ben Nikolai Rescue Personnel, Scott Drew Port Edwards Police Chief, Steve Kreuser Wood County Highway Safety Commissioner, Alexa Acker Wood County Emergency Management

1. Minutes of the September 2020 Traffic Safety Commission Meeting – Motion by Joseph Zurfluh to accept the minutes, second by Quentin Ellis. Motion carried unanimously.

2. Review 3 fatal crash reports – Quentin reviews the fatalities from the third quarter.

V & H – Town of Lincoln August 13, 2020. Double fatal. Vehicle did not stop at the stop sign. Seeing a pattern of this being a problem with crashes.

Branding Iron Ct. – Town of Saratoga August 13, 2020. Failed to negotiate a curve. Possible intoxicants.

Cty Z – Village of Port Edwards August 22, 2020. Double fatal. Clipped an oncoming vehicle. Driver was in an altered state of mind. Crash caused by driver behavior.

3. Report from the Department of Transportation Engineer – Lindsey stated all construction projects are done for Wood County. Explained the changes on Hwy 73 by the Branding iron including adding rumble strips, adding chevrons, and upsized the arrow to assist with fatal crashes. Also reports the speed study on Hwy 54 is still in process. Currently waiting on data for that. It was reported that the sheriff's department was on board with the reduction of speed if needed.

4. Local Program Specialist report – Dan talked about 966 total crashes (down from last year), 15 fatalities (up from last year), 277 injuries (up from last year). Total crashes are down this year but the injuries are more severe, for both county and state. We have almost doubled our 5 year average of fatalities (15). Statewide there were 106,251 crashes (down from last year),

533 fatalities (up from last year), and 28,568 injuries (down from last year). Reported that bike and pedestrian crashes are down but up in severity. Drug and alcohol are about the same as last year, a little bit up if anything. Motorcycle crashes are up significantly, especially in western Wisconsin. Seatbelt usage has dropped in youth. Brings up the question of reaching out to youth about seatbelt importance. Dan informed that the mobilization equipment grants are suspended for the rest of the year and are developing a new plan for 2021. Current traffic safety proposals will be discarded from this year. Tracks (TraCS) is transferring from Windows to Sequel (SQL). Question was brought up by Mel wondering if it is necessary to resend interest for the grant. Dan suggested it would help but is not necessary since the grant was secured in mid-October. Steve asked if the drug and alcohol numbers were broken out between different drugs. Dan said they are not broken out as of right now but could be if needed.

5. Any other business brought properly before the Commission – No business brought properly before the Commission

6. Public Comments – No public comments.

Next meeting date is scheduled for March 3, 2020 at 10:00 AM.

7. Adjournment – Motion by Quentin Ellis to adjourn, second by Mel Pederson. Motion carried unanimously.

Minutes taken by: Alexa Acker – Wood County Emergency Management

CIVIL SERVICE COMMISSION MEETING

November 16, 2020

Wood County Courthouse - Room 114

Time: 4:30 PM

Members Present: Mike Meyers, Chairman
Diane Lieber
Lee Kauth
David Laude

Members Excused: Lee Garrels

Also Present: Sheriff Shawn Becker
Captain Quinten Ellis

1. Chairman Meyers called meeting to order at 4:30 PM
2. Motion by Kauth, second by Lieber to go into Closed Session pursuant to Wis Stats 19.85(1)(c). Roll call vote taken; all ayes. Motion carried.
3. At this time the applications and test scores for current candidates for the Wood County Sheriff's Department Eligibility List were evaluated. Meeting dates were established to conduct interviews with candidates in early December.
4. Motion by Lieber, second by Kauth to return to Open Session.
5. There was no action taken on matters discussed in closed session.
6. There were no public comments.
7. Motion to adjourn by Kauth at 5:00 PM, second by Lieber. Motion carried.

CIVIL SERVICE COMMISSION MEETING

December 3, 2020

Wood County Courthouse - Room 114

Time: 2:00 PM

Members Present: Mike Meyers, Chairman
Diane Lieber
Lee Kauth
Lee Garrels
David Laude

1. Chairman Meyers called meeting to order at 2:00 PM
2. Motion by Kauth, second by Garrels to go into Closed Session pursuant to Wis Stats 19.85(1)(c). Roll call vote taken; all ayes.
3. At this time the commission conducted interviews with applicants.
4. Motion by Lieber, second by Kauth to return to Open Session.
5. There was no action taken on matters discussed in closed session.
6. There were no public comments.
7. Motion to adjourn by Kauth at 4:15 PM, second by Garrels. Motion carried.

CIVIL SERVICE COMMISSION MEETING

December 8, 2020

Wood County Courthouse - Room 114

Time: 2:00 PM

Members Present: Mike Meyers, Chairman
Diane Lieber
Lee Kauth
Lee Garrels
David Laude

1. Chairman Meyers called meeting to order at 2:00 PM
2. Motion by Kauth, second by Garrels to go into Closed Session pursuant to Wis Stats 19.85(1)(c). Roll call vote taken; all ayes.
3. At this time the commission conducted interviews with applicants.
4. Motion by Lieber, second by Kauth to return to Open Session.
5. There was no action taken on matters discussed in closed session.
6. There were no public comments.
7. Motion to adjourn by Kauth at 4:05 PM, second by Garrels. Motion carried.

CIVIL SERVICE COMMISSION MEETING

December 9, 2020

Wood County Courthouse - Room 114

Time: 5:00 PM

Members Present: Mike Meyers, Chairman
Diane Lieber
Lee Kauth
Lee Garrels
David Laude

1. Chairman Meyers called meeting to order at 5:00 PM
2. Motion by Kauth, second by Garrels to go into Closed Session pursuant to Wis Stats 19.85(1)(c). Roll call vote taken; all ayes.
3. At this time the commission conducted interviews with applicants.
4. Motion by Lieber, second by Kauth to return to Open Session.
5. Action taken on matters discussed in closed session: Motion by Garrels, second by Laude to approve the new eligibility list for successful applicants for Sheriff Department Deputy. Roll Call taken; all ayes. Motion carried.

Successful candidates and all other applicants will be notified by mail. Those not interviewed at this time will remain under consideration through 2021. All are encouraged to maintain contact with the commission with any new address and/or contact information during that time.

6. There were no public comments.
7. Motion to adjourn by Kauth at 5:45 PM, second by Garrels. Motion carried.

Department Head Humane Officer
Nanci Olson
November 1st - 14th 2020

11-1; WC16538 Dog bite @ 2000 block of Pine Road, compliance follow up. 30

11-1; Reports

11-1,2; WR20481 The owner of a Akita/Shepherd mix dog called dispatch to report that her dog bit a young child. The child, a neighbor in the apartment complex, was over visiting with her own daughter. The owner and the 2 children were in the child's bedroom playing with the one year old dog when this dog bit the neighbor child in the face and had a hold of the child's arm. The owner stated that she put the dog in the kennel and took the child home and told the father what happened. The father took his daughter to the ER where she was treated for multiple wounds on her arm and her lower lip. The dog is under quarantine. The owner stated that they just moved into this apartment one day ago, they had lived in the country and the owner believes the new move and the dog not being used to being around other people may have contributed to this incident. 16,16

11-2,3; WR19891 A Cruelty Investigator with PETA (People for Ethical Treatment of Animals) out of Norfolk, VA contacted me about a complaint she received regarding a local Pet Store. The complainant didn't feel that an Iguana wasn't being properly cared for and that local officers have not done anything. The Iguana in question is named 'Spike'. Spike had been surrendered over to the Pet Store due to the owner unable to care for it herself, this prior owner had hoped that the Pet Store would try and save the iguana as it had something similar to Scale Rot which was left untreated for quite sometime, surgery to remove the end of the tail was not an option in this case. The Pet Store owner did in fact take the Iguana to a Veterinarian and has been following medical advise, treating with antibiotics and a short round of steroids, and is improving. This is the second complaint about this Iguana in 10 days, the prior complaint was found unfounded by a Rapids Police Officer. I also find the complaint unfounded. I left a voice mail for the representative from PETA sharing with her that this iguana was a rescue and instead of euthanizing the reptile, the Pet Store Owner is successfully trying to save it; and it has been seen and treated by a veterinarian according to the veterinarian receipts that was presented to me. There has also been, for quite sometime, a sign taped to Spikes cage stating that this iguana is not for sale & that this iguana is a rescue. 14,0

11-3,5; GR3579 Second bite for a dog @ 6100 Griffith Ave. Follow up on a dog bite that happened October 28th. Advised owner she will need to have a basket muzzle on the dog when ever outside and also inside if anyone is there besides the family members that live in this home. Also, when walking the dog they are to use a no pull harness. 8,8

11-4,8,13; WC15302 Welfare concerns @ 3000 Ervin Road, township of Sigel. Numerous concerns at a hobby type farm; overcrowded cages for turkeys, chickens and rabbits, feces not removed on a regular basis, lacking heated buckets for water, also lack of clean water, lacking shelter for some of the animals, horses lacking shelter, the yard and driveway cluttered with debris. OPEN CASE, 40, 40,40

11-5,13; WC14014 Open case ~ Welfare, sanitation and mistreatment concerns @ 13300 block of 59th Street South Saratoga. 8,8

11-6.7; WC16390 Recheck on disposition of 2 dogs @ Plover Road. 30,30

11-8; PE1396 Recheck of an aggressive dog 16

11-9; Public Safety Meeting 14

11-10,14; WR21077 Neglect of a dog kept outside regarding shelter and water. Open Case 12,12

11-11,12; WC17386 Neighbors dog keeps coming over and trying to in the pen with the chickens and goats @ 4000 block of County H, Millidore . Open Case 68,68

11-12,13; WC17412 A victim was bit in his right hand several times after he picked up a stray cat to remove it from his garage @ 6900 North Star Road, Saratoga. The stray cat ran off and we are unable to quarantine it so the victim had started the series of Rabies prevention shots, including 18 shots to his hand, one to the thigh and one in the arm. 6,0

11-14,15; WC17547 Victim bit by a cat they took in three weeks ago. The cat was dumped off at a relatives home so the victim and her mom took the cat in. Though they took this cat into a vet to be treated for fleas and worms after they got it, it did not receive a Rabies Vaccination. The cat doesn't like the owners small dog and attacks the dog, the victim was bit when she was removing the cat away from the dog @ 1600 Rybicki Lane Rudolph. 0,0

Due to the nature of many of the complaints I do have to go into houses including mobile homes so I am not always able to social distance. I've personally purchased loose-fitting disposable cheap paper masks to wear in an attempt to try and protect myself from airborne pathogens.

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

11/1/2020 THROUGH 11/14/2020

APPROVED BY: Public Safety Committee

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
11/01/20	WC16538	\$50.00	30	9a	12p	3.00	Dog Bite
11/01/20		\$50.00	0	1p	5p	4.00	Reports
11/01/20	WR20481	\$50.00	16	5p	8p	3.00	Dog Bite
11/02/20	WR20481	\$50.00	16	8a	11a	3.00	Dog Bite
11/02/20	WR19891	\$50.00	14	2p	5p	3.00	PETA
11/03/20	WR19891	\$50.00	0	11a	1p	2.00	PETA
11/03/20	GR3579	\$50.00	8	8a	10a	2.00	Dog Bite
11/05/20	GR3579	\$50.00	8	1p	3p	2.00	Dog Bite
11/04/20	WC15302	\$50.00	40	8a	11a	3.00	Mistreatment
11/08/20	WC15302	\$50.00	40	2p	5p	3.00	Mistreatment
11/13/20	WC15302	\$50.00	40	1p	4p	3.00	Mistreatment
11/05/20	WC14014	\$50.00	8	5p	8p	3.00	Welfare
11/13/20	WC14014	\$50.00	8	8a	10a	2.00	Welfare
11/06/20	WC16390	\$50.00	30	8a	11a	3.00	Welfare
11/07/20	WC16390	\$50.00	30	9a	12p	3.00	Welfare
11/08/20	PE1396	\$50.00	16	4p	6p	2.00	Welfare
11/09/20		\$50.00	14	8:30a	10:30a	2.00	Public Safety Meeting
11/10/20	WR21077	\$50.00	12	5p	7p	2.00	Neglect
11/14/20	WR21077	\$50.00	12	8a	10a	2.00	Neglect
11/11/20	WC17386	\$50.00	68	7p	10p	3.00	Dogs doing damage
11/12/20	WC17386	\$50.00	68	3p	6p	3.00	Dogs doing damage
11/12/20	WC17412	\$50.00	6	8a	10a	2.00	Cat Bite
11/13/20	WC17412	\$50.00	0	5p	7p	2.00	Cat Bite
11/14/20	WC17547	\$50.00	0	10p	11p	1.00	Cat Bite
11/14/20	WC17547	\$50.00	0	11a	2p	3.00	Cat Bite
TOTAL		\$1,250.00	484			64.00	\$278.30

(Mileage Check)

Per Diem: 101-3901-54129-000-101

Mileage: 101-3901-54129-000-331

Department Head Humane Officer
Nanci Olson
November 15th – 28th 2020

11-15; Reports

11-15; WC17412 Follow up regarding a stray cat bite to see if the victim was able to capture the cat for quarantine. 6

11-16,17; WC17547 Follow up on owner bit by her own cat, she is under quarantine herself so will work with the veterinarian on getting the cat's Rabies checks. 22,0

11-17,19; GR3821 A dog bite happened when the owner of two dogs was breaking up a fight between the two dogs when she was bit on the hand @ 4000 block of Whitrock Ave. 18,0

11-18,20; WR21077 Neglect of a dog kept outside regarding shelter and water @ 400 block of Miller Ave. WR. Owner did replace one dog house with an insulated one. She still needs to acquire heated water buckets and one more dog house. The feces was picked up. Open Case 12,12

11-18,19,20; WC17734 A victim of a dog bite was in his own yard after dark when the neighbor's dog got loose and bit him in the back of the upper leg area @ 5000 block of Redden Road. Open case due to non-compliance. 0,12,12

11-19,21; WC17386 Order of abatement regarding a dog that keeps getting loose and going to the neighbor's and trying to injure chickens and goats. Open Case 68,68

11-22,23 GR3870 A child was bit by the family dog on the left cheek, right side of his lip and under his chin @ 6000 block of Plover Road. The victim was transported from Aspirus Riverview hospital to Marshfield hospital for plastic surgery. 0,22

11-22,23,24; WC15302 Welfare concerns @ 3000 Ervin Road, township of Sigel. Open 40,40,0

TIME CARD

COUNTY OF WOOD

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

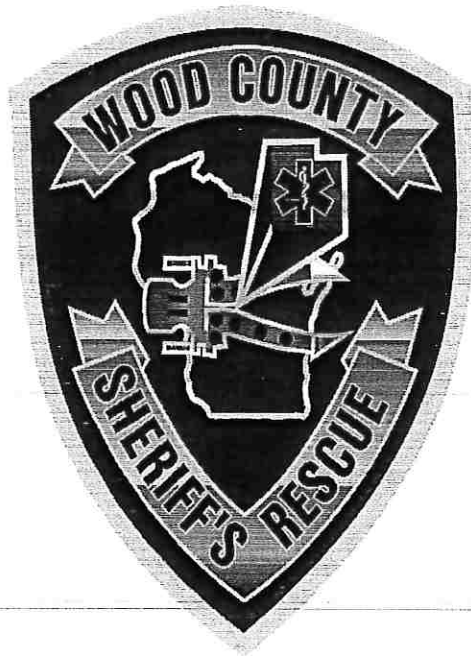
DEPARTMENT: Wood County Humane Officer

11/15/2020 THROUGH 11/28/2020

APPROVED BY: Public Safety Committee

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
11/15/20		\$50.00	0	6p	10p	3.00	Reports
11/15/20	WC17412	\$50.00	6	9a	11a	2.00	Cat bite
11/16/20	WC17547	\$50.00	22	8a	10a	2.00	Cat bite
11/17/20	WC17547	\$50.00	0	1p	3p	2.00	Cat bite
11/17/20	GR3821	\$50.00	18	1p	4p	3.00	Dog Bite
11/19/20	GR3821	\$50.00	0	11a	12p	1.00	Dog Bite
11/18/20	WR21077	\$50.00	12	11a	2p	3.00	Neglect
11/20/20	WR21077	\$50.00	12	2p	4p	2.00	Neglect
11/18/20	WC17734	\$50.00	0	8p	10p	2.00	Dog Bite
11/19/20	WC17734	\$50.00	12	1p	3p	2.00	Dog Bite
11/20/20	WC17734	\$50.00	12	4p	6p	2.00	Dog Bite
11/19/20	WC17386	\$50.00	68	8a	11a	3.00	Abatement
11/21/20	WC17386	\$50.00	68	1p	4p	3.00	Abatement
11/22/20	GR3870	\$50.00	0	8a	11a	3.00	Dog Bite
11/23/20	GR3870	\$50.00	22	1p	3p	2.00	Dog Bite
11/22/20	WC15302	\$50.00	40	9a	12p	3.00	Welfare Check
11/23/20	WC15302	\$50.00	40	11a	2p	3.00	Welfare Check
11/24/20	WC15302	\$50.00	0	9a	11a	2.00	Welfare Check
TOTAL		\$900.00	332			43.00	\$190.90 (Mileage Check)

Per Diem: 101-3901-54129-000-101
Mileage: 101-3901-54129-000-331



November Monthly Report

Wood County Sheriff's Rescue

Submitted by: Ann Burger, WCSR Secretary

November Training Descriptions

Date	Type	Description
3-Nov	Business Meeting	October Business Meeting
10-Nov	Work Night	Filmed member interviews for recruitment video.
17-Nov	Work Night	Checks on equipment and completion of call sheet.
24-Nov	Work Night	Checks on equipment and completion of call sheet. Review of recent calls.

Call #	81	82	83	84	85
Date	11/9/2020	11/20/2020	11/24/2020	11/24/2020	11/24/2020
Time	12:54	12:22	11:05	11:17	11:44
Day of Week	Monday	Friday	Tuesday	Tuesday	Tuesday
Township	Grand Rapids	Port Edwards	Port Edwards	Saratoga	Rudolph
Location	2011 45TH STREET SOUTH	CTH AA & LYNN HILL ROAD	6400 BLOCK CTH Z	10611 STH 13 S	1759 GREENFIELD AVE
Call Type	10-50 w/ Unknown Injuries	10-50 w/ Injuries	10-50 w/ Unknown Injuries	10-50 w/ Injuries	10-50 w/ Unknown Injuries
Medical/Extrication	No	Medical	No	No	
Ambulance	UEMR	WRFD			
EMR	Grand Rapids	Saratoga			
Fire	Grand Rapids	Nekoosa			
Tools/Equipment Used		C-Collar			
Notes		Nekoosa Ambulance also on scene			10-22ed prior to arrival

Call #	86	87			
Date	11/25/2020	11/25/2020			
Time	14:12	17:05			
Day of Week	Wednesday	Wednesday			
Township	Sigel	Wi Rapids			
Location	STH 73 & CTH HH	220 3RD AVE S			
Call Type	10-50 w/ Injuries	Other			
Medical/ Extrication	No	No			
Ambulance		UEMR			
EMR					
Fire		WRFD			
Tools/ Equipment Used					
Notes		Rekindle the Spirit Drive-Thru Parade			

Date	11/25/2020				
Day of Week	Wednesday				
Event	Rekindle the Spirit Drive-Thru Parade				
Host	Heart of Wisconsin Chamber of Commerce				
Location	Centralia Senior Center				
Vehicle Used	Rescue 3				
Tools/ Equipment Used	None				
Event Description	Drive-Thru Holiday Parade				



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

December 1, 2020

MEMORANDUM FOR Sheriff Becker; Public Safety Committee

SUBJECT: Monthly Crime Stoppers Report – November 2020

During the month of November, the Crime Stoppers program received 48 tips that were forwarded to the appropriate agencies for follow-up, as reported by P3.

The monthly board meetings for November and December have been canceled due to the on-going pandemic. As of the time of this memorandum, a January 2021 meeting has not been confirmed.

Respectfully Submitted

Joseph M. Zurfluh
Investigative Lieutenant
Wood County Sheriff's Department



WOOD COUNTY SHERIFF'S DEPARTMENT

SHAWN BECKER, SHERIFF



November K9 Report

	TRAINING HOURS	USEAGE/ DEPLOYMENTS	DEMO/ COMMUNITY
K9 Sig	8	1	0
K9 Ace	9	5	0
K9 Timo	11	3	0
K9 Lux	35	13	0

TRAINING (MONTHLY) – Deputies Pidgeon (Sig), Christianson (Ace), and Arendt (Timo) trained in Wood County with K9 teams from Wisconsin Rapids, Nekoosa and Marshfield. Topics of training included narcotics, tracking, and civil searches. Deputy Beathard (Arnie) trained at Jessiffany Canine Services to strengthen narcotics work.

TRAINING (INDIVIDUAL) – Deputy Arendt and K9 Timo completed three hours of training while on duty. During these hours they trained in the area of narcotic detection and building search for person.

Deputy Beathard and K9 Arnie completed 35 hrs of training while on duty. During these hours they trained in the area of narcotic detection.

USEAGE – Deputy Arendt and K9 Timo had three deployments in the month of November. One of these deployments was a narcotic search in the Wood County Jail. No narcotics were located. The following was located during the other two deployments. Marijuana, methamphetamine, drug paraphernalia, pills, illegal firearm, \$1604, and a stolen check book.

Deputy Beathard and K9 Arnie had 13 deployments in the month of November. The following was located during one of the deployments. Methamphetamine, paraphernalia, and meth making materials.

DEMO/COMMUNITY – None

ADDITIONAL INFORMATION – None



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

Respectfully,

Charles Hoogesteger
Patrol Lieutenant



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

Department of Natural Resources Patrols

NOVEMBER 2020

ATV

- One UTV Crashes resulting in one fatality. We were assisted with the investigation by Wisconsin State Patrol and Wisconsin Department of Natural Resources.
- 15 investigative hours submitted to the state.

BOAT

- Zero Patrol hours
- Yearly Reports submitted to the state for reimbursement

SNOWMOBILE

- No activity

*One hour was used for completing monthly paperwork that was submitted to the state.

Submitted by

Charlie Hoogesteger



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

Operations Overtime/Comp Time Totals

November 2020

Patrol

Overtime hours: 78.75 (includes 31.5 hours for COVID Quarantine replacement)
Comp time hours: 209.75 (includes 18 hours for COVID Quarantine replacement)
Call Out pay hours: 3 (COVID Quarantine replacement)
Holiday Pay hours: 108 (9 Deputies @ 12 hour shifts, Thanksgiving)
Holiday Comp hours: 28 (Lieutenants working Thanksgiving)

Investigations

Overtime hours: 5.75
Comp time hours: 13.5

Security Services

Overtime hours: 0
Comp time hours: 7.5

Submitted By: Quentin Ellis, Operations Captain

OVERTIME BREAKDOWN 2020 (HRS.)							2020
MONTH	FUNERAL LEAVE	FILL IN OT	FMLA	SICK LEAVE	TRAINING	TOTAL	COVID Sick Replacement
January	0.00	41.00	0.00	121.00	320.00	482.00	
February	28.00	33.50	0.00	24.00	40.00	125.50	
March	0.00	42.50	0.00	102.50	48.00	193.00	
April	0.00	0.00	0.00	44.00	0.00	44.00	
May	0.00	0.00	128.00	90.00	0.00	218.00	
June	0.00	24.00	136.00	66.00	0.00	226.00	
July	0.00	0.00	12.00	63.50	0.00	75.50	32.25
August	16.00	0.00	332.00	0.00	52.50	400.50	72
September	0.00	16.00	179.00	87.50	0.00	282.50	
October	24.00	38.00	34.00	126.00	210.00	432.00	
November	0.00	8.00	8.00	68.00	8.00	92.00	
December	0.00	0.00	0.00	0.00	0.00	0.00	
TOTALS	68.00	203.00	829.00	792.50	678.50	2571.00	104.25



Wood County

WISCONSIN

SHERIFF'S
DEPARTMENT

Shawn Becker
SHERIFF

Public Safety Committee Meeting

Security Services November 2020 Report

For the month of November 2020, the total number of prohibited items prevented from entering the Courthouse are:

Guns -	0
Knives -	85
O.C. -	6
Misc. Items -	7

Security Services screened 5,410 people entering the courthouse for the month of November. We handed out a total of 172 masks to individuals coming into the courthouse for the month. Security Services also had 38 security requests from different departments within the Courthouse. Some of these numbers might be a little lower, than in other months, due to a short week because of Thanksgiving.

Some of the miscellaneous items that were located for the month were a loaded handgun magazine, an empty holster, a window punch and other miscellaneous tools and items.

Some cash was located on the grounds of the courthouse by a Wood County Employee. The employee turned the money into Security Services. The person that lost the cash did come back to the courthouse, a while later, and claimed it.

November 3rd was the Presidential Election. Security Services was here screening people until 11:45 pm that evening while the ballots were brought into the County Clerk's Office.

During the Month of November, I did utilize part-time employees for 46.5 hours to fill vacation time and after hour meetings.

Report submitted by: Lieutenant Bryan D. Peterson

WOOD COUNTY JAIL

January - June 2020

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	236	103	39	237	95	41	247	96	36	201	78	69	214	71	73	194	64	59
2	240	103	38	235	95	39	248	96	35	200	78	69	217	70	74	192	68	57
3	237	100	38	243	95	39	247	99	37	199	77	68	217	70	74	189	68	57
4	230	97	41	242	93	40	256	98	39	196	76	67	217	69	71	192	67	59
5	233	97	40	238	92	41	258	98	39	196	76	66	215	69	72	192	67	59
6	237	97	40	243	94	42	255	102	40	197	76	66	209	69	71	193	66	58
7	236	96	41	246	94	43	254	98	41	200	77	68	207	69	72	190	66	56
8	232	93	42	251	98	40	258	98	41	199	76	69	208	68	72	190	66	56
9	231	98	45	254	98	40	262	98	41	198	76	68	208	67	72	191	66	57
10	234	100	46	252	97	37	270	97	42	197	73	70	208	67	71	191	68	58
11	235	102	47	251	96	38	271	100	42	197	73	68	205	66	69	189	69	58
12	233	102	45	253	97	37	265	98	40	197	73	67	205	66	70	195	69	62
13	232	102	45	249	95	37	262	98	40	195	73	66	202	66	69	195	69	61
14	234	101	46	254	96	36	258	98	39	193	72	69	200	66	69	193	69	61
15	230	98	49	252	99	35	261	97	39	197	71	71	204	65	70	190	69	57
16	235	97	48	258	99	35	262	97	39	202	71	68	203	65	68	190	68	56
17	230	102	45	261	99	35	249	93	43	199	71	68	204	65	67	187	64	57
18	222	96	43	253	98	36	248	93	47	198	71	68	204	65	66	186	64	56
19	227	96	43	255	97	35	242	93	47	200	71	68	202	65	66	183	63	57
20	231	96	43	255	99	36	230	82	57	201	71	68	202	65	65	183	67	58
21	232	96	44	257	96	37	228	92	64	203	71	70	200	65	65	185	67	58
22	234	95	45	254	102	39	227	92	63	200	70	69	198	65	65	184	67	56
23	236	99	45	253	102	38	228	92	62	205	69	69	196	64	66	184	67	58
24	236	97	45	255	102	37	218	89	64	205	70	70	195	64	65	181	69	56
25	244	101	45	247	102	38	214	88	65	208	70	70	196	64	64	181	69	54
26	247	101	42	245	102	37	208	85	65	209	70	70	197	64	64	182	72	53
27	248	101	42	247	99	36	207	83	67	211	70	70	196	63	64	181	72	53
28	245	101	41	250	95	36	208	82	67	212	71	70	196	67	63	182	72	53
29	242	97	42	247	96	36	210	82	67	211	71	70	195	66	62	180	72	51
30	239	96	43				210	82	67	214	71	70	195	64	61	179	70	53
31	238	94	43				205	82	66				196	64	61			
WCJail	235.35			249.55			240.84			201.33			203.58			187.47		
Shipped	98.52			97.31			92.84			72.77			66.23			67.80		
EMP	43.26			37.79			49.71			68.63			67.77			56.80		
Avg Length of Stay (Days)	37.00			31.70			36.60			31.40			45.50			58.10		

WOOD COUNTY JAIL

July - December 2020

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	July			August			September			October			November			December		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	180	69	54	176	76	55	192	77	60	211	96	60	198	96	53	195	100	47
2	180	71	53	176	76	55	192	76	60	206	96	59	195	96	49	197	100	46
3	180	73	53	174	76	53	196	75	61	206	95	58	197	95	49	199	100	48
4	179	73	52	173	76	52	193	80	61	207	94	58	199	95	49	199	100	49
5	181	73	51	172	74	53	196	84	61	210	94	58	194	94	46	198	99	48
6	179	73	49	171	74	53	196	84	60	208	94	56	193	94	50	199	99	48
7	182	72	51	164	68	52	195	84	60	207	94	57	196	98	51	200	99	47
8	181	72	50	166	68	51	196	84	60	208	98	57	195	98	51	198	99	48
9	181	72	49	168	68	49	197	83	61	204	95	57	195	97	51	198	98	47
10	183	76	52	169	65	49	192	81	61	203	98	57	198	96	51			
11	185	74	52	172	65	50	189	83	60	204	98	57	201	96	51			
12	183	74	51	174	65	52	192	87	60	205	98	56	198	94	50			
13	182	74	48	174	65	52	188	87	57	206	96	54	196	94	48			
14	183	74	53	174	61	52	191	87	57	208	97	54	197	97	50			
15	185	74	54	173	60	55	194	86	60	206	95	54	196	97	49			
16	179	74	54	175	60	55	200	84	63	205	93	57	198	97	49			
17	181	74	53	175	60	55	198	83	59	206	97	57	195	95	49			
18	178	74	54	176	63	54	198	86	59	206	97	56	193	95	49			
19	176	73	52	176	63	53	201	89	60	204	97	55	195	101	51			
20	177	72	52	175	65	55	200	89	58	199	96	55	195	100	49			
21	180	72	52	177	70	55	198	89	56	200	97	57	199	100	51			
22	183	72	52	178	70	59	199	89	58	200	96	56	196	100	49			
23	178	72	52	178	70	58	203	88	59	201	94	57	193	100	47			
24	180	72	52	177	70	58	197	87	60	200	98	57	193	98	46			
25	179	76	53	180	69	59	199	87	60	200	98	55	195	98	46			
26	180	76	53	182	70	59	203	92	60	198	98	53	197	101	47			
27	180	76	52	183	74	60	204	92	60	198	97	52	195	101	46			
28	178	73	54	188	74	61	204	92	59	203	97	52	196	101	46			
29	183	78	58	187	77	61	202	90	58	203	94	54	196	101	45			
30	180	76	59	187	77	60	206	90	58	203	97	55	197	101	45			
31	175	76	56	190	77	60				196	96	53						
WCJail	180.35			176.13			197.03			203.90			196.03			196.11		
Shipped	73.55			69.23			85.50			96.13			97.53			99.33		
EMP	52.58			55.00			59.53			55.90			48.77			47.56		
Avg Length of Stay (Days)	59.20			72.30			54.00			53.20			66.80			0.00		

2020 Yearly Averages

Total	206
Safekeeper	85
EMP	54
LENGTH of STAY	50

SK Total

WP 75

AD 25/15

SK 100 / 90 Adams reduced to 15

Color indicates lowest population	164	08/07/20
Color indicates highest population	271	03/11/20
Start of COVID - 19 Jail population reduction		3/17/2020

WOOD COUNTY JAIL & SAFE KEEPER

January - June 2020

DAILY POPULATION BREAK DOWN BY LOCATION

Day	January			February			March			April			May			June		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	94	78	25	100	70	25	115	71	25	54	55	23	69	49	22	71	44	20
2	99	78	25	100	70	25	117	71	25	53	55	23	73	48	22	67	48	20
3	99	76	24	109	70	25	110	74	25	54	55	22	73	48	22	64	48	20
4	92	72	25	109	68	25	119	73	25	53	54	22	77	47	22	66	48	19
5	96	72	25	104	67	25	121	73	25	54	54	22	73	47	22	66	48	19
6	100	72	25	105	69	25	113	77	25	55	54	22	88	47	22	69	47	19
7	99	71	25	108	69	25	115	73	25	55	55	22	85	47	22	68	47	19
8	97	68	25	111	73	25	119	73	25	54	54	22	87	46	22	68	47	19
9	88	73	25	114	73	25	123	73	25	54	54	22	88	46	21	68	47	19
10	88	78	22	116	72	25	129	72	25	54	52	21	89	46	21	65	49	19
11	85	77	25	116	71	25	127	75	25	56	52	21	89	45	21	62	51	18
12	85	77	25	118	72	25	126	73	25	57	52	21	87	45	21	64	51	18
13	85	77	25	116	70	25	124	73	25	55	52	21	85	45	21	65	51	18
14	87	76	25	121	72	24	121	73	25	52	51	21	84	45	21	63	51	18
15	83	73	25	117	74	25	125	72	25	55	50	21	88	45	20	64	51	18
16	90	73	24	123	74	25	126	72	25	63	50	21	89	45	20	66	50	18
17	83	78	24	126	74	25	113	68	25	60	50	21	71	45	20	66	46	18
18	83	72	24	118	73	25	108	68	25	59	50	21	72	45	20	66	46	18
19	88	72	24	122	72	25	102	68	25	61	50	21	70	45	20	63	45	18
20	92	72	24	120	74	25	91	57	25	62	50	21	71	45	20	58	49	18
21	92	71	25	124	72	24	72	67	25	62	50	21	69	45	20	60	49	18
22	94	70	25	113	77	25	72	67	25	61	49	21	67	45	20	61	49	18
23	92	74	25	113	77	25	74	67	25	67	48	21	66	44	20	59	49	18
24	94	72	25	116	77	25	65	64	25	65	49	21	66	44	20	56	51	18
25	98	76	25	107	77	25	61	63	25	68	49	21	68	44	20	58	51	18
26	104	76	25	106	77	25	58	62	23	69	49	21	69	44	20	57	54	18
27	105	76	25	112	75	24	57	60	23	71	49	21	69	43	20	56	54	18
28	103	76	25	119	71	24	59	59	23	71	49	22	66	47	20	57	54	18
29	103	72	25	115	71	25	61	59	23	70	49	22	67	46	20	57	54	18
30	100	71	25				60	59	23	73	49	22	70	44	20	56	52	18
31	101	70	24				56	59	23				71	44	20			
WOOD	53.52			113.75			58.03			59.90			68.90			62.87		
WPSO	73.94			72.45			68.23			51.30			45.52			49.37		
ADSO	24.68			24.86			24.61			21.47			20.71			18.43		
TOTAL	235.35			249.55			240.84			201.33			203.58			187.47		

MONTH	High	Low
January	105	83
February	126	100
March	129	56
April	73	52
May	77	64
June	71	56

WOOD COUNTY JAIL & SAFE KEEPER

July - December 2020

DAILY POPULATION BREAK DOWN BY LOCATION

Day	July			August			September			October			November			December		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	57	54	15	45	61	15	55	62	15	55	81	15	49	81	15	47	85	15
2	56	56	15	45	61	15	56	61	15	51	81	15	50	81	15	50	85	15
3	54	58	15	45	61	15	60	60	15	52	80	15	53	80	15	50	85	15
4	54	58	15	45	61	15	52	65	15	54	79	15	55	80	15	50	85	15
5	57	58	15	45	59	15	51	69	15	57	79	15	54	79	15	51	84	15
6	57	58	15	44	58	15	52	69	15	57	79	15	49	79	15	51	84	15
7	59	57	15	44	56	12	51	69	15	57	79	15	54	79	15	51	84	15
8	59	57	15	46	56	12	52	69	15	53	83	15	46	83	15	51	84	15
9	60	57	15	50	56	12	53	68	15	52	80	15	47	82	15	53	83	15
10	55	61	15	55	54	11	50	66	15	48	83	15	51	81	15			
11	59	59	15	57	54	11	46	68	15	49	83	15	54	81	15			
12	58	59	15	57	54	11	45	72	15	51	83	15	54	79	15			
13	60	59	15	57	54	11	44	72	15	55	81	15	54	79	15			
14	56	59	15	61	50	11	47	72	15	56	82	15	50	82	15			
15	57	59	15	58	49	11	48	71	15	57	80	15	50	82	15			
16	50	59	15	60	49	11	53	69	15	55	78	15	52	82	15			
17	53	59	15	60	49	11	55	68	15	52	82	15	51	80	15			
18	50	59	15	59	48	15	52	71	15	53	82	15	49	80	15			
19	51	58	15	60	48	15	51	74	15	52	82	15	43	86	15			
20	53	57	15	55	50	15	52	74	15	48	81	15	46	85	15			
21	56	57	15	51	55	15	53	74	15	46	82	15	48	85	15			
22	59	57	15	49	55	15	52	74	15	48	81	15	47	85	15			
23	54	57	15	50	55	15	56	73	15	50	79	15	46	85	15			
24	56	57	15	49	55	15	50	72	15	45	83	15	49	83	15			
25	50	61	15	52	53	16	52	72	15	47	83	15	51	83	15			
26	51	61	15	53	54	16	51	77	15	47	83	15	48	86	15			
27	52	61	15	49	59	15	51	77	15	49	82	15	47	86	15			
28	51	58	15	53	59	15	53	77	15	54	82	15	48	86	15			
29	47	63	15	49	62	15	54	76	14	55	79	15	49	86	15			
30	45	61	15	50	62	15	58	75	15	51	82	15	50	86	15			
31	43	61	15	53	62	15				47	81	15						
WOOD	54.16			51.81			51.83			51.68			49.57			50.78		
WPSO	58.55			55.48			70.53			81.13			82.53			84.33		
ADSO	15.00			13.74			14.97			15.00			15.00			15.00		
TOTAL	180.35			176.13			197.03			203.90			196.03			198.11		

2020 Safe Keeper Averages		
WOOD Co Jail	67.23	108
WAUPACA Co	66.10	75
ADAMS Co	18.62	15
Total Population	205.81	222

MONTH	High	Low
July	60	43
August	61	44
September	60	44
October	57	45
November	55	43
December	0	0

SAFE KEEPER DIFFERENCE

2020

MONTH	BED DAYS	WOOD CTY COSTS \$31.13/DAY	OUT OF COUNTY COSTS Including Wages/mileage \$44.08/DAY	DIFFERENCE	YTD TOTAL AMOUNT	2019 TOTAL AMOUNT
January	3054	\$95,071.02	\$134,620.32	\$39,549.30	\$39,549.30	\$36,059.24
February	2822	\$87,848.86	\$124,393.76	\$36,544.90	\$76,094.20	\$33,942.04
March	2878	\$89,592.14	\$126,862.24	\$37,270.10	\$113,364.30	\$38,613.54
April	2183	\$67,956.79	\$96,226.64	\$28,269.85	\$141,634.15	\$36,669.78
May	2053	\$63,909.89	\$90,496.24	\$26,586.35	\$168,220.50	\$36,906.52
June	2034	\$63,318.42	\$89,658.72	\$26,340.30	\$194,560.80	\$35,847.42
July	2280	\$70,976.40	\$100,502.40	\$29,526.00	\$224,086.80	\$39,049.64
August	2146	\$66,804.98	\$94,595.68	\$27,790.70	\$251,877.50	\$39,759.86
September	2565	\$79,848.45	\$113,065.20	\$33,216.75	\$285,094.25	\$37,380.00
October	2980	\$92,767.40	\$131,358.40	\$38,591.00	\$323,685.25	\$38,588.62
November	2926	\$91,086.38	\$128,978.08	\$37,891.70	\$361,576.95	\$37,392.46
December	894	\$27,830.22	\$39,407.52	\$11,577.30	\$373,154.25	\$39,685.10
TOTAL	28815	\$897,010.95	\$1,270,165.20	\$373,154.25		\$449,894.22

\$31.13
\$44.08

Electronic Monitoring 2019 Monthly Savings vs. Out of County Housing

Month	Monthly Average	Monthly Savings	YTD 2020 Total Amount	2019 Total Amount
January	43.26	\$39,293.06	\$39,293.06	\$37,676.28
February	37.79	\$31,002.92	\$70,295.97	\$74,036.41
March	49.71	\$45,151.59	\$115,447.57	\$117,580.31
April	68.63	\$60,325.77	\$175,773.34	\$158,954.84
May	67.77	\$61,555.49	\$237,328.83	\$203,697.70
June	56.80	\$49,927.20	\$287,256.03	\$245,916.07
July	52.58	\$47,758.41	\$335,014.44	\$289,042.16
August	55.00	\$49,956.50	\$384,970.94	\$322,503.93
September	59.53	\$52,326.87	\$437,297.81	\$352,152.60
October	55.9	\$50,773.97	\$488,071.78	\$390,946.09
November	48.77	\$42,868.83	\$530,940.61	\$430,826.32
December	0	\$0.00	\$530,940.61	\$468,157.45
TOTAL	74.47	\$530,940.61	\$530,940.61	\$468,157.45

EMP Monthly Average x number of days in month = bed days

Bed Days x \$29.30 = Monthly Savings



SAFE KEEPER HOUSING SUMMARY PAGE

MONTH	Other Facility	Other Facility	ADAMS	WAUPACA	TOTAL	YTD TOTAL	
2011	\$0.00	\$0.00	\$0.00	\$957,060.00	\$957,060.00	\$957,060.00	
2012	\$0.00	\$0.00	\$0.00	\$988,200.00	\$988,200.00	\$988,200.00	
2013	\$0.00	\$0.00	\$0.00	\$988,470.00	\$988,470.00	\$988,470.00	
2014	\$0.00	\$0.00	\$0.00	\$985,500.00	\$985,500.00	\$985,500.00	
2015	\$0.00	\$0.00	\$0.00	\$985,500.00	\$985,500.00	\$985,500.00	
2016	\$0.00	\$0.00	\$0.00	\$985,500.00	\$985,500.00	\$985,500.00	
2017	\$0.00	\$0.00	\$0.00	\$985,500.00	\$985,500.00	\$985,500.00	
2018	\$0.00	\$0.00	\$0.00	\$985,500.00	\$985,500.00	\$985,500.00	
2019	\$0.00	\$0.00	\$325,500.00	\$985,500.00	\$1,311,000.00	\$1,311,000.00	
2020	\$0.00	\$0.00	\$244,125.00	\$903,375.00	\$1,147,500.00	\$1,147,500.00	
2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTALS	\$0.00	\$0.00	\$569,625.00	\$9,750,105.00	\$10,319,730.00	\$10,319,730.00	

Wood County Sheriff's Department Kitchen Report 2020						
MONTH	Breakfast	Lunch	Dinner	Special	Total meals	Food Cost plus Labor
January	3583	3773	3518	0	10874	\$25,643.54
February	4680	2497	2593	0	9770	\$20,345.94
March	3328	3086	3118	0	9532	\$21,065.20
April	2388	2319	2318	0	7025	\$22,126.49
May	2215	2095	2093	0	6403	\$18,856.86
June	2094	1957	1957	0	6008	\$18,192.35
July	2279	2101	2117	0	6497	\$21,492.07
August	1680	1611	1591	0	4882	\$16,149.67
September	1713	1607	1598	0	4918	\$16,268.75
October	2131	2006	1989	0	6126	\$20,264.82
November	1639	1525	1543	0	4707	\$15,570.74
December	404	383	380	0	1167	\$3,860.44
TOTAL	28134	24960	24815	0	77909	\$219,836.87

Summit end

Trinity starts

Cost per meal **\$2.82**

Cost per day **\$8.47**

Wood County Jail Kitchen Expenses					
	2013	2014	2015	2016	2017
Food & Labor	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
Number of Meals	103,993	86,637	77,044	88,993	118,016
Cost per Meal	\$3.23	\$3.60	\$3.71	\$3.09	\$2.45
Cost per Day	\$9.69	\$10.81	\$11.12	\$9.27	\$7.36

	2018	2019	2020	2021	2022
Food & Labor	\$262,016.71	\$262,906.02	\$219,836.87	\$0.00	\$0.00
Number of Meals	122,668	111,439	77,909	0	0
Cost per Meal	\$2.14	\$2.36	\$2.82	#DIV/0!	#DIV/0!
Cost per Day	\$6.41	\$7.08	\$8.47	#DIV/0!	#DIV/0!

	2023	2024	2025	2026	2027
Food & Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Meals	0	0	0	0	0
Cost per Meal	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Cost per Day	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

WOOD COUNTY SHERIFF'S DEPARTMENT
JAIL DIVISION
TEK84 INTERCEPT BODY SCANNER

MONTH	FOUND ITEMS Male or Female		CONTRABAND FOUND INTERNAL EXTERNAL		DRUGS MALE or FEMALE		TOTAL MALE	SCANNED FEMALE	Monthly Total
JANUARY	0	0	0	0	0	0	0	0	0
FEBRUARY	0	0	0	0	0	0	0	0	0
MARCH	0	0	0	0	0	0	0	0	0
APRIL	0	0	0	0	0	0	0	0	0
MAY	0	0	0	0	0	0	0	0	0
JUNE	0	0	0	0	0	0	0	0	0
JULY	0	0	0	0	0	0	0	0	0
AUGUST	0	0	0	0	0	0	0	0	0
SEPTEMBER	0	3	1	2	0	1	24	10	34
OCTOBER	0	1	1	0	0	0	59	22	81
NOVEMBER	0	0	0	0	0	0	55	16	71
DECEMBER	0	0	0	0	0	0	12	0	12
TOTALS	0	4	2	2	0	1	150	48	

TOTAL SCANNED

198

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 MONDAY, DECEMBER 15, 2020
 WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Robert Ashbeck, Jake Hahn, Dave LaFontaine and Bill Leichtnam.

Members Excused: Kenneth Curry.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg and Kim Keech.

Others Present: Dist. #4 Supervisor Ed Wagner, Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendening and Trent Miner (County Clerk).

1. **Call Meeting to Order.** Vice Chair Leichtnam called the CEED Meeting to order at 8:30 a.m.
2. **Declaration of Quorum.** Vice Chair Leichtnam declared a quorum.
3. **Public Comment.** None
4. **Resolution – Clean Water Referendum.** Bill Leichtnam shared that the Clean Water Resolution for referendum has been revised and tweaked.

Motion by Dave LaFontaine to approve the Clean Water Resolution for Referendum. Second by Jake Hahn. Motion carried unanimously.

5. **Consider Memorandum of Understanding (MOU) for South Wood County bicycle and pedestrian trail wayfinding signage project.** Jason Grueneberg commented that the revised version of the Memorandum of Understanding (MOU) is in the packet. The MOU is on a standard county form which was advised by Corporation Counsel Attorney Peter Kastenholz. The idea is to allow the Village of Port Edwards to act as the administrator allowing the village to work with other municipalities called Community Partners. Community Partners are Village of Port Edwards, City of Nekoosa, Town Saratoga, Town of Grand Rapids and Village of Biron. The agreement is for the Community Partners to work with the County to develop and maintain signage. Jason Grueneberg suggested that agreement #5 that each Community Partner shall install each sign from receipt in 3 months versus 6 months. Jason felt that the project would have a 10 month timeline. Funds can be returned to Wood County if the project doesn't get completed by October 2021.

Motion by Dave LaFontaine to approve the Memorandum of Understanding for South Wood County bicycle and pedestrian trail wayfinding signage project with signage installation in 3 months of receipt of the sign. Second by Jake Hahn. Motion carried unanimously.

6. **Adjourn.** Vice Chair Leichtnam declared the meeting adjourned at 8:35 a.m.

Minutes by Kim Keech, Planning & Zoning Office

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, JANUARY 6, 2021
 WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Robert Ashbeck, Jake Hahn (via WebEx), Dave LaFontaine and Bill Leichtnam.

Members Excused: Carmen Good.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn, Scott Custer and Kim Keech.

Land & Water Conservation Staff: Shane Wucherpfennig.

UW Extension Staff: Jason Hausler, Nancy Turyk and Janell Wehr.

Others Present (for part or all of the meeting): Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendening, Dist. #16 Supervisor Lance Pliml, Ray Bossert (Village of Port Edwards) and Angel Whitehead (Heart of Wisconsin Chamber of Commerce).

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 9:00 a.m.
2. **Declaration of Quorum.** Chairperson Curry declared a quorum.
3. **Public Comment.** None.
4. **Review Correspondence.** None.
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the December 2nd and December 15th, 2020 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Paul Bernard, Jeff Brewbaker, Scott Custer, Kim Keech, Victoria Wilson, Shane Wucherpfennig, Adam Groshek, Caleb Armstrong, Emily Salvinski, Rod Mayer, Lori Ruess, Matt Lippert, Allison Jonjak, Janell Wehr, Jackie Carattini, Hannah Wendels, Kelly Hammond, Nancy Turyk, Rachael Whitehair and Laura Huber.
 - A. Minutes of December 2, 2020. No additions or corrections needed.
 - Minutes of December 15, 2020. No additions or corrections needed.
 - B. Department Bills. No additions or corrections needed.
 - C. Staff Activity Reports. No additions or corrections needed

Motion by Dave LaFontaine to approve and accept the December 2nd and December 15th, 2020 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Bill Leichtnam. Motion carried unanimously.

6. **Review items, if any, pulled from Consent Agenda.** None..
7. **Risk and Injury Report.** None.
8. **Land & Water Conservation Department.**
 - A. Discuss Engineering Technician position. Shane Wucherpfennig shared that Adam Groshek has accepted a position in private business. Adam Groshek last day of employment with Wood County was January 4th. The Engineering Technician position is non-levied 100% state funded.

There were a total of 13 job applications received and expected to interview 3 applicants. All 3 applicants have AutoCAD experience. A tentative start date for the new hire is end of January.

- B. Update on Serenity River LLC TRM Grant. Shane Wucherpennig commented that the department has signed an acceptance letter with the DNR for a Grant to fund an approved design for stream erosion on the Wisconsin River for Serenity River LLC. LWCD is the 2021 grant sponsor providing technical support and financial administration for the project. The grant is unanticipated revenue as funds are received and disbursed through the department. Project completion date is summer 2021.
- C. Application for DNR/EPA Technical Assistance Grant. Shane Wucherpennig shared that the DNR contacted him that there was a Technical Assistance Grant available to assist in general operations. The \$20,000 grant was made possible with extra funds received from the EPA. If received, the grant would be unanticipated revenue which would need to be addressed later in 2021.
- D. Update on Central WI Farm Profitability Expo events. Shane Wucherpennig gave an update on the virtual expo events. The first two events were very well attended with excellent feedback. The next virtual event is scheduled for Wednesday, January 6th with Aaron Pape, Northeast WI Technical College – Grazing for Profit as speaker.

Upcoming dates:

Wednesday, January 27th @ 2:00-3:00 pm
Wednesday, February 10th @ 10:00-11:00 a.m.
Wednesday, March 3rd @ TBD
Wednesday, March 24th @ 2:00-3:00 pm

E. Committee Reports:

i. Citizens Groundwater Group

Bill Leichtnam shared that the nitrate level standard in drinking water is 10 parts or less which was approved by the EPA in 1962 and has not been re-examined. The latest data from health professionals suggests that it should be 3 parts.

Highlights: Allison Werner, River Alliance of Wisconsin and Michael Tiboris "Clean Water Farms" presentation. River Alliance of Wisconsin has been around for over 27 years.

- Statewide non-profit advocacy organization.
- Focus on nonpoint runoff and tourism.
- Clean Water Now campaign empowers Wisconsinites to have a voice on water issues. The campaign gives voters a voice on Tuesday, April 6th. Wood County Resolution 20-12-10 passed 18-1.

Citizens (Wood County) Groundwater Group next meeting is on Monday, January 18th at 2:00 p.m. held virtually through WebEx. Guest Speaker: David Trimner of Miltrim Farms. Miltrim Farms is the first farm in North America to be AWS certified. They are the largest automated farm in Wisconsin with 3,000 cows and 5,000 acres located in Athens.

- ii. Health Committee report DNR waiting on MOU. There have been 8 test wells installed by UW researchers.
- iii. Central Sands Groundwater County Collaborative (CSGWCC) committee report. Bill Leichtnam reported that the next meeting is scheduled for Thursday, January 21st @ 10:00 am held virtual. Agenda items: Wisconsin Water conference, grant request and support from other counties regarding the Clean Water referendum on April 6th.

- iv. Golden Sands RC&D report. Hannah Butkiewicz is the new Executive Director. Council meetings meet the third Thursday every month. The next meeting is January 21st.
9. **Private Sewage.**
 - A. Introduction of Code Technician, Scott Custer. Jason Grueneberg introduced Scott Custer as the new Code Technician. Scott Custer shared that he graduated from UWSP in Soils and Land Management. Scott worked previously for the Lacrosse County Zoning, Planning & Land Information.
10. **Land Records.** Wood County Land Records Information Council met as a virtual meeting on December 8th. Land Records Information Council is a requirement by state statute. Quarterly meetings will be planned to discuss budgeting and ongoing projects.
11. **County Surveyor.** A Central Staking contract has been extended for 1 year to provide corners for town road maintenance.
12. **Planning.** Nothing to report.
13. **Economic Development.**
 - A. Update on the Rural Economic Development Innovation Initiative. Nancy Turyk shared that the REDI Initiative Plan is in draft form with plan completion expected by the end of January. Meetings are held virtually with limited in person contact. The REDI Initiative Plan will be presented to the CEED Committee and County Board of Supervisors. The USDA will provide alerts to grant requests identified in the REDI Initiative Plan once approved.
 - B. North Central Wisconsin Regional Planning Commission update. Jason Grueneberg commented that NCWRPC has been finalizing the work program for 2021. A multi-year plan (future projects) is being established. NCWRPC has been assisting in the REDI Initiative Plan. Wisconsin Rapids Verso Mill closure funding response for downtown redevelopment with matching funds from the Wisconsin Economic Development Association.
14. **Extension.**
 - A. General Office Update
Jason Hausler shared the following office updates:
 - Karli Tomsyck returned from family leave on Monday, January 4th. Karli has requested .80 job position status which has been approved. The position will remain 1.0 FTE.
 - Staff job performance reviews are due at the end of March.
 - A State Advisory Committee has been formed made up of the County Fair Association, 4-H Leaders, FFA Leaders and partners throughout the state to look at the roles and responsibilities of county fairs. Wood County Board Chair, Lance Pliml has accepted to serve on the committee.
 - Limited in-person programming continues due to COVID-19.
 - Discussion on summer programming will occur in March/April.
 - B. Situational Analysis Preparation In 2018, Extension engaged in a statewide situational analysis to determine current and emerging needs in the community. Extension Educators developed strategies to address those needs. What's the situation now and moving forward? What do you see as the major needs in Wood County currently and moving forward? A special CEED Committee meeting to discuss the Situational Analysis is scheduled for Tuesday, January 19th immediately following the Wood County Board of Supervisors.
 - C. Educator Presentation – Janell Wehr, Horticulture Educator. Janell Wehr gave a presentation on the Master Gardeners and Foundations in Horticulture.

Master Gardeners:

- Level 1 Training – 13 weeks/36 hours of training, flipped classroom model
- Challenges with traditional Level 1 – lack of diversity, inconsistent programming, lack of access and burdensome.
- New Model: Foundations in Horticulture – lack of diversity, inconsistent programming, inconsistency across program, lack of access and burdensome. Web based canvas learning without volunteer concept.
- Positive Takeaways – addresses need for diversity, less burdensome, consistent programming, increased access, decreased confusion and unintended outcomes

15. Requests for per diem for meeting attendants. None.

16. Schedule Next Regular Committee Meeting. The next regular CEED meeting is scheduled for Wednesday, February 3, 2021 at 9:00 a.m. at Wood County Courthouse in Conference Room #114.

17. Agenda items for next meeting. Agenda items are due by Wednesday, January 27th.

18. Schedule any additional meetings if necessary. A special CEED meeting will be held on Tuesday, January 19th immediately following County Board at Wood County Courthouse in Conference Room #114.

19. Adjourn. Chairman Curry declared the meeting adjourned at 11:20 p.m.

Minutes by Kim Keech, Planning & Zoning Office

4

Golden Sands Resource Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
November 19th, 2020
Online via Zoom

Attendees: Gary Beastrom (Member-at-Large); Joshua Benes (Golden Sands RC&D Staff); Amanda Burzynski (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Denise Hilgart (Golden Sands RC&D Staff); Hugh O'Donnell (Member-at-Large); Hannah Butkiewicz (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Gerry Zastrow (Portage); Al Barden (Member-at-Large). Bill Clendenning was also present. Ed Hernandez (Waushara) joined the meeting at 9:50am.

CALL TO ORDER: Vice President Walker called the meeting to order at 9:01 a.m.

INTRODUCTIONS: Everyone introduced themselves for the benefit of Butkiewicz, the new Assistant Executive Director.

APPROVAL OF MINUTES: Motion made by Beastrom, seconded by Barden, to pass the minutes from the September 2020 meeting. Motion carried unanimously.

TREASURER'S REPORT: Hilgart discussed the most recent treasurer's report. There have been five payroll periods since the last report. Credit card statements for September and October were also available. The most recent report of the endowment fund shows an increase in the investment. Motion made by Beastrom, seconded by Zastrow, to forward to the full council. Motion carried unanimously.

P/F COMMITTEE CHAIR: Motion made by Evans, seconded by Barden, to table the election of the Chair for the P/F Committee until Hernandez indicates whether he wishes to continue as the Chair. Motion carried unanimously.

FINANCIAL PROCEDURES: No new items.

STAFF AND MEMBERSHIP:

New NRCS Employee: A new soil conservationist, Lindsy Hagen, was hired and started in the Mauston office on October 30th.

Other New Employees: Butkiewicz became the Assistant Executive Director on November 3rd. It is anticipated that she will take over as Executive Director at the January 2021 meeting.

COUNCIL PURCHASES: No new items.

INSURANCE & BENEFITS:

Health Insurance: Benes outlined some options for increasing health insurance coverage for employees. Currently, full-time employees get a stipend of \$150 each pay period towards their cost for health insurance. Many employers pay a percentage of the total cost, such as 80% for a

single employee and 70% for family coverage. However, this would raise Golden Sand's fringe rate from 30% to 51%. Another option would be to set a tiered stipend amount, which would depend on the number of hours the employee worked during the pay period. In this option, the employee would be responsible for the remaining balance. In some situations, this would leave some employees with very large payments to be made for full coverage. After some discussion, a motion was made by Evans, and seconded by Barden, to use a tiered stipend system which will be voted upon by the P/F committee members once more specifics have been obtained by Benes and Hilgart. Motion carried unanimously.

PERSONNEL POLICY & PROCEDURES HANDBOOK

Conflict of Interest Policy: Since the new conflict of interest policy was approved at the last meeting, discussion occurred about obtaining signatures from Golden Sand's representatives and employees. Evans suggested that representatives be contacted to see if they want to sign electronically, while keeping the option of a paper signature if requested. Consensus was to proceed accordingly.

ThinkHR Handbook: Benes discussed modifying the Personnel Policies & Procedures Handbook by using the template and guidelines available on the ThinkHR website. This not only outlines certain items that federal law requires to be included, but it also would allow for easier and more frequent updates. A motion was made by Barden, seconded by Beastron, to authorize Benes to use the ThinkHR platform, with the actual vote on the new handbook to come later and separately. Motion carried unanimously.

Communication/Marketing: Thorstensen reported that the fall newsletter was sent out in October, which highlighted the work that was completed despite difficulties caused by the Covid-19 pandemic.

OTHER BUSINESS

LCC Meetings: Benes met with the LCC Committees of Adams, Juneau, and Monroe Counties. Monroe County has now filled both its representative positions and is discussing paying full dues. Juneau also filled its positions and expects to pay full dues in 2021. Benes and Butkiewicz will meet with the LCC Committees of Columbia County to finalize it joining Golden Sands as the 13th county.

ADJOURNMENT: The meeting was adjourned at 9:55 a.m. upon a motion made by Barden, seconded by Zastrow.

Respectfully submitted,

Reesa Evans
Recording secretary

Golden Sands Resource Conservation & Development Council, Inc.
Forestry/Agriculture/Wildlife Committee Meeting Minutes
November 19th, 2020
Online via Zoom



Attendees: Rachel Bouressa (Golden Sands RC&D Staff); Al Drabek (Marathon); Al Barden (Member-at-Large); Joshua Benes (Golden Sands RC&D Staff); Bill Clendenning (Wood); Brent Tessmer (Taylor); Amanda Burzynski (Golden Sands RC&D Staff); Hannah Butkiewicz (Golden Sands RC&D Staff); Asa Plonsky (Golden Sands RC&D Staff); Tommy Enright (Wisconsin Farmers Union).

CALL TO ORDER: Tessmer called the meeting to order at 10:03 a.m.

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: A motion from Barden, seconded by Clendenning, to approve the minutes from the September meeting was passed unanimously.

PROJECT UPDATES:

Cooperating For Woods and Wildlife/Demo Forests: Butkiewicz is working on final revisions for the Hendrickson and Pinevilla Tree Farm Demonstration Forests. She held all of the CFWW County planning meetings and is working on preparing for a winter cooperative landowner meeting. Butkiewicz has also continued to enroll new landowners into DMAP cooperatives. There are now just over 2,000 acres that have been enrolled. Since the previous meeting, she has also presented at a Clean Green Action meeting and attended both a DMAP invasive species workshop and UMISC. Butkiewicz worked with her coworkers to share the Cooperating for Woods and Wildlife video series with various partners.

US Forest Service Habitat Restoration Grants: Benes completed two grant applications through the United States Forest Service (USFS) Great Lakes Restoration Initiative (GLRI). One focused on oak wilt. The other dealt with the restoration of properties impacted by storm damage and planting trees on a property donated to the Boys and Girls Club in Green Lake County. Unfortunately, the two applications were not funded this year. Benes will seek feedback from the US Forest Service on the application and provide information to Butkiewicz to consider applying next year.

Central Wisconsin Invasives Partnership (CWIP): CWIP's Mapping Blitz event is finished. Volunteers participated in a training webinar and then signed up for specific routes. They drove those routes, between July 21st and September 30th, and reported invasive plants growing along the roadside. A total of 72 hours were logged by six volunteers who mapped 13 routes (about 325 miles) across six counties. 241 invasive species reports were submitted to EDDMapS for seven different species. The Multisession Forest Invasives Webinar event is also finished. The webinar was held on September 26th. Sessions focused on identification of common, less common, and early detection forest invasive plants and mapping/monitoring. The sessions had an average of 95 attendees. You can watch the sessions and see accompanying identification PDFs on the CWIP website (<https://www.cwipartnership.org/webinars>). As part of the forest invasives surveying and control project through the Emmons Creek DMAP Cooperative, three days of black locust control were completed. The small Japanese knotweed

contracted services project for a landowner in Portage County is finished. The last treatment was September 10th and the invoice was paid. The DNR-funded Early Detection and Response Project for Japanese knotweed on the Tomorrow River in Portage County is just starting. Most landowners have been notified of grant funding and plans are being made to dispose of the plant material properly. CWIP held a steering committee meeting on October 28th, and discussed project updates and new project ideas. Current work focuses on the next US Forest Service GLRI grant application, which is due December 11th.

Northeast Wisconsin Invasives Partnership (NEWIP): Plonsky has been reaching out to potential partners in hopes of building support. Two NEWIP meetings were held recently. The first was held on October 19th and focused on formative aspects of the group, including group structure and goals. At this meeting, the group name was changed from the Northeast Wisconsin Invasive Species Coalition (NEWISC) to the Northeast Wisconsin Invasives Partnership (NEWIP) to avoid confusion with other group acronyms. The second meeting was held on November 9th and focused on grant projects. Discussion focused on current funded projects and future project ideas. NEWIP is planning a contracted services project to control Japanese knotweed for a landowner in Waupaca County. The site visit is complete and Plonsky will work on writing a contract. Current work focuses on the next US Forest Service GLRI grant application, which is due December 11th.

NRCS Cooperative Agreements: A new agreement is drafted with the NRCS Soil Conservationists. Benes completed interviews and selected a candidate (Lindsy Hagen) to fill a Soil Conservationist position in Mauston, serving Juneau County. The four existing Soil Conservationists from an old agreement will be transferred over to the new one when the old agreement expires around this time next year.

Wisconsin Tree Farm Website: Burzynski reported that her part of the project is complete.

Bluebird And Bat Houses: No recent sales.

Tree Shelters: Benes is waiting for Plantra to provide us with their pricing for 2021.

Stevens Point Area Neighborhood Gardens (SPANG): Gardens are closed for the season. No updates.

NACD Technical Assistance Project/Managed Grazing: Bouressa reported that all of the grazing plans are complete for the 2019-2020 NACD grant. Pasture walks and the workshop have also been completed. All events were well-attended, with about 100 participants for the virtual workshop, "Economics of Managed Grazing", which was held on October 27th. Completing the follow-up visits is the remaining portion of that grant project, which will be the focus next spring. For the 2020-2021 NACD grant, 8 of 10 plans are in progress. 3 of the 6 pasture walks were completed this season. Subsequent follow-up visits from these plans will also be a priority in the spring as the plans are implemented.

Little Plover River Appreciation Field Day: Burzynski discussed the field day with Benes and Butkiewicz. More planning and funding is needed. The Wisconsin Public Service (WPS) provided \$200 so far.

Waupaca County Conservation Field Day (WCCFD): This is the first year that the WCCFD took place online instead of at Hartman Creek State Park. Burzynski reported that seven schools from Waupaca County participated in the event on September 25th. About 300 participants viewed four presentations about grazing, fisheries, forest fires, and aquatic invasive species (AIS). The students asked approximately 230 questions in total during the live Q&As with the presenters that were featured in the pre recorded videos.

NEW PROJECTS:

No new projects were proposed.

MEMBER REPORTS: None

OTHER BUSINESS: Clendenning mentioned that wild cucumber is causing trouble on roadways. It outcompetes other species and takes over. He mentioned that the status of the plant may change to "noxious weed" in both Wood and Portage County. This may be a future project opportunity for Golden Sands. Clendenning will provide an update at the next meeting based on updates from CWWP. Benes was unsure how it would fit into our current grant sources since the species isn't invasive.

ADJOURNMENT: Motion by Clendinning, second by Barden, to adjourn at 10:38am. Meeting adjourned.

Respectfully submitted,

Hannah Butkiewicz
Temporary Recording Secretary

4

Golden Sands Resource Conservation & Development Council, Inc.
Waters Committee Meeting Minutes
November 19th, 2020
Online via Zoom

Attendees: Gerry Zastrow (Portage); Pat Kilbey (Marquette); Bill Leichtnam (Wood); Paul Pisellini (Adams); Joe Tomandl (Taylor); Al Rosenthal (Marquette); Ed Hernandez (Waushara); Chris Hamerla (Golden Sands RC&D Staff); Anna Cisar (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Bob Ellis (Waupaca).

CALL TO ORDER: Rosenthal called the meeting to order at 10:05 a.m.

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: Motion by Ellis, seconded by Leichtnam, to approve the September 2020 Minutes. Motion was approved.

NEW PROJECTS: Cisar presented the gold sheet for 2021 Big Hills Healthy Lakes Grant Sponsor. Golden Sands is doing the project based on a fee for service of \$726. Landowners have requested assistance in grant sponsorship for a Healthy Lakes and Rivers Grant to install four best management practices on their lakeshore property. Motion by Pisellini, seconded by Tomandl, to approve the project and have Cisar sign the gold sheet for the Waters Committee. Motion was approved.

PROJECT UPDATES:

Hamerla: Updating early detection surveys. Hamerla also reported that the annual Lakes Convention will be held in March. Hamerla and Cisar are working with Water Week organizers and will have a presentation.

Cisar: Working with Columbia and Juneau Counties in developing the new Wisconsin Department of Natural Resources (DNR) model and coordinating aquatic invasive species (AIS) outreach and prevention for the community. Cisar is also working with the DNR and Emery Lake, in Marquette County, after they found Starry Stonewort in the lake which is an AIS that has only been found in a few of Wisconsin's lakes.

Thorstenson: Working with biocontrol and collecting data on weevils. Hatch Lake is a new lake where baseline weevil data was collected with the help of a lake consultant doing their PI survey.

UPDATE ON GROUNDWATER PROTECTION: Leichtnam reported that the Assembly and Senate might meet in December, but might only discuss Covid-19 related issues. Leichtnam is hoping that the Assembly and Senate will meet to discuss water issues during 2021. It is unknown how the 13 bills will be presented. They might be presented as they were or they might be rewritten. He also reported on conversations with Allison Werner, of the River Alliance, concerning a resolution to encourage the Assembly and Senate to address water quality in Wisconsin. The idea is to have certain counties put the resolution on the April ballot to let the politicians know what the feelings are of the people concerning clean water. Wood, Adams, and Marquette Counties are going to work on getting it on their April ballots. They are also looking at the potential costs for placing it on the ballots. Waupaca County will also look at the resolution.

COUNTY AND MEMBER UPDATES:

Hernandez: Construction season is finishing up. Stream bank and barnyard inventory is being completed in Waushara County.

Tomandl: Taylor County is working on its annual tree sale. Covid-19 has been affecting staff at the office. It turns out that mink are vulnerable to Covid-19, with 2,000 mink dying at the county's mink farms. Landspreading of mink manure is on hold because it may spread Covid-19 to wild mink.

Pisellini: The Adams County Manager resigned to take a similar position with the city of Baraboo. The court house addition is coming along well. A new courtroom was added for an additional judge. The 2021 budget is finished and approved. There is money in the 2021 budget to do private well testing. The Adams County tree sale has started. The county will be working on placing the clean water resolution on their April ballot.

Leichtnam: Wood County construction season is wrapping up. The no till drill that was purchased is in high demand. County office staff members have been hit hard with the Covid-19 virus. A group wanted the county to approve and place the question of having Wood County becoming a "2nd amendment sanctuary county" on the April ballot. When the committee vote didn't go their way they became unruly.

Ellis: Ellis will take the information about the resolution back to Waupaca County for consideration.

Rosenthal and Kilbey: Marquette County's last meeting discussed crop damage and setting prices. County meetings are all taking place online via Webex or Zoom. Gary Sorensen did not run for office as Marquette County's Clerk and Treasurer. So, there is a new Clerk and a new Treasurer who have both worked for the County so they know what they are doing. Sorensen has also been acting as the Administrator and will stay on at 80%. The health department is overworked and understaffed from dealing with Covid-19. Kilbey discussed the Healthy Lakes program. There were 12 completed projects in 2020 and 16 have signed up for the Healthy Lakes program in 2021.

Cisar and Hamerla: Golden Sands has funding through 2021 for AIS work. Funding from the DNR after 2021 will be different. Cisar and Hamerla will be contacting the County Conservationists in the near future to talk about future AIS work. Applications will need to be in by September 2, 2021. Hamerla also mentioned that zebra mussels were found in Portage County.

ADJOURNMENT: Motion by Leichtnam, seconded by Pisellini, to adjourn. Motion was approved.

Respectfully submitted,

Al Rosenthal
Temporary Recording Secretary

Golden Sands Resource Conservation & Development Council, Inc.
Regular Business/Executive Committee Meeting Minutes
November 19th, 2020
Online via Zoom

Attendees: Ed Hernandez (Waushara); Al Barden (Member-at-Large); Gary Beastrom (Member-at-Large); Joshua Benes (Golden Sands RC&D Staff); Amanda Burzynski (Golden Sands RC&D Staff); Bill Clendenning (Wood); Denise Hilgart (Golden Sands RC&D Staff); Bill Leichtnam (Wood); Pat Kilbey (Marquette); Al Rosenthal (Marquette); Brent Tessmer (Taylor); Amy Thorstenson (Golden Sands RC&D Staff); Joe Tomandl (Taylor); Al Drabek (Marathon); Robert Bauer (Golden Sands RC&D); Gerry Zastrow (Portage); Tommy Enright (Wisconsin Farmers Union); Paul Pisellini (Adams); Hannah Butkiewicz (Golden Sands RC&D Staff); Anna Cisar (Golden Sands RC&D Staff); Jen Schmitz (Monroe).

CALL TO ORDER: The meeting was called to order by President Hernandez at 11:02 a.m.

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: Motion made by Clendenning, seconded by Barden, to accept the minutes from the September 2020 meeting. Motion carried unanimously.

TREASURER'S REPORT: Hilgart discussed the most recent treasurer's report. There have been five payroll periods since the last report. Credit card statements for September and October were also available. The most recent report of the endowment fund shows an increase in the investment. Motion made by Clendenning, seconded by Barden, to accept and file the treasurer's report. Motion carried unanimously.

OLD BUSINESS:

Wisconsin RC&D Update: Benes indicated that no in-person state meetings have been held since January 2020. A tentative virtual meeting will be held sometime in January 2021.

Groundwater Legislation: Leichtnam reported that he recently spoke with Representative Katrina Shankland. He does not see any traction with the 13 currently pending water bills. It is likely that they will be brought up during the next session.

NEW BUSINESS:

By-Laws: Benes made changes to resolve confusion about the term "member" in the by-laws. This was sent for review by the committee made up of Leichtnam, Barden, Walker, Evans, Beastrom, and Benes. The committee indicated that there were no additional edits and it could be passed as is. Motion made by Leichtnam, seconded by Rosenthal, to accept the revised by-laws. Motion carried unanimously.

COMMITTEE REPORTS:

Personnel/Finance Committee Report: Benes reported on today's meeting. Most of the expenditures have been payroll and project-related. The most recent report of the endowment fund showed an increase in the investment. A new employee, Lindsy Hagen, was hired to serve as a Soil Conservationist in the Mauston Natural Resources Conservation Service (NRCS) office. Butkiewicz was selected to be the next Executive Director of Golden Sands RC&D, and the official transition will occur at the next council meeting. A health insurance option is being investigated for staff. P/F would like to provide a higher contribution based on hours full-time employees work, but are currently unsure of how options may impact costs to current staff who are getting their insurance off of the marketplace. A new handbook was reviewed that was created through the ThinkHR system, which will allow for easier and more frequent updates. Voting on this item was deferred until the next meeting. Adams, Juneau, and Monroe Counties were given updates to their Land Conservation Committees (LCCs) last week by Benes. New council members were appointed by Monroe County, filling a long-standing vacancy. The new primary council member of Monroe County, Jen Schmitz, introduced herself at the end of the report.

Forestry/Agriculture/Wildlife Committee Report: Benes completed two grant applications through the United States Forest Service (USFS) Great Lakes Restoration Initiative (GLRI). Unfortunately, the two applications were not funded this year. A mapping blitz for the Central Wisconsin Invasives Partnership (CWIP) is finished. The Multisession Forest Invasives Webinar event is also finished. The webinar was held on September 26th. The sessions had an average of 95 attendees. Two NEWIP meetings were held recently. The first was held on October 19th and focused on the formative aspects of the group. At this meeting, the group name was changed from the Northeast Wisconsin Invasive Species Coalition (NEWISC) to the Northeast Wisconsin Invasives Partnership (NEWIP) to avoid confusion with another groups acronym. The second meeting was held on November 9, 2020, and focused on grant projects. Benes is waiting for Plantra to provide their pricing for 2021. The Neighborhood Gardens are closed for the season. The 2020 pasture walks and the workshop are complete. About 100 participants attended the virtual workshop, "Economics of Managed Grazing", which was held on October 27th. More planning and funding is needed for the Little Plover River Appreciation Field Day. The online Waupaca County Conservation Field Day (WCCFD) took place online, for the first time, on September 25th. About 300 participants viewed four presentations about grazing, fisheries, forest fires, and aquatic invasive species.

Water Committee Report: Rosenthal reported that the committee had reviewed and approved a new project. Leichtnam provided a report on groundwater protection and discussion was extended. Golden Sand's staff reported on their project updates. Rosenthal stated that more information about the committee meeting would be provided in the Waters Committee minutes.

NEW PROJECTS:

There was one new gold sheet from the Waters Committee.

1) Healthy Lakes and Rivers Grant: Waushara County asked if Golden Sands would be their grant sponsor. Golden Sands would be responsible for submitting the grant application and would charge \$726.00 for this contracted service to cover staff and administrative time. Motion by Rosenthal, seconded by Leichtnam, to approve the project. Motion carried unanimously.

STAFF/PROJECT UPDATES: Staff reports were sent out before the meeting via email.

AGENCY/PARTNER REPORTS: None.

OTHER REPORTS:

Thanks: Hernandez thanked Benes for his dedication and commitment to Golden Sands RC&D.

ADJOURNMENT: Motion made by Barden, seconded by Beastro, to adjourn the meeting.
Meeting adjourned at 11:35am.

Respectfully submitted,

Hannah Butkiewicz
Temporary Recording Secretary

WOOD COUNTY LAND INFORMATION COUNCIL

MINUTES

Date: Tuesday December 8, 2020 at 9:00 a.m.
Location: Via Webex Teleconference
Attendees: Ken Curry, Wood County Board District 11 Supervisor; Kevin Boyer, Surveyor; Paul Bernard, Land Information Officer; Al Breu, Wood County Board District 6 Supervisor; Nancy Marti, Real Property Lister; Heather Gehrt, Treasurer; Tiffany Ringer, Register of Deeds; Lori Heideman, Dispatch Manager; Victoria Wilson, Planning & Zoning; Jason Grueneberg, Director-Planning & Zoning; Brian Spranger, First Weber; Bill Clendenning, Wood County Board District 15 Supervisor

1. Chairperson Curry called the meeting to order at 9:00 a.m.
2. Introductions.
3. Chairperson Curry declared a quorum.
4. Public Comment moved from agenda item #7 to agenda item #4. No public comment.
5. Chairperson Curry asked for any additions or corrections to the previous meeting minutes. Having no additions or corrections, motion by Al Breu to approve. Second by Paul Bernard. Motion carried to approve previous meeting minutes.
6. Kevin Boyer gave an overview of the projects for 2021.
 - Surveyor
 - Wisconsin DOT Survey Control Project
 - 2021 Perpetual Maintenance & Highway PLSS Projects

Since 2010 we have had maintenance and highway PLSS contracts. These are two separate contracts. The maintenance contract is where we maintain the PLSS corners and get good GPS data, which improves our GIS and allows Paul Bernard to meet all requirements for the statewide parcel mapping initiative. The other project we have a contract for is locating corners that the county is going to be destroying because of asphaltting projects. The surveyor goes out and locates the corner prior to construction, then sets a monument at the surface of the new asphalt, post construction. This avoids having surveyors boring holes in new asphalt throughout the county. We have been using county surveyor funds for these projects as well as the base budget grants. We are preparing for a datum shift from North American Datum 1983 (NAD 83) to a complete new datum, WRCS 2022 or Gravity for the Redefinition of the American Vertical Datum (Grav-D). The entire nation is going to a new datum to adjust for errors. This datum adjustment also gets us on the same "playing field" internationally as far as coordinates are concerned. The Department of Transportation (DOT) has passive height modernization monuments throughout the county. The state no longer has surveyors on staff to do anything other than maintain the monuments. Due to the high cost of placing the monuments, DOT has asked counties for assistance to occupy by survey, the monuments throughout the counties and submit that information to the DOT and National Geodetic Survey (NGS). When

the new datum comes out in 2022 it allows us to have a better control network in the 2022 datum. If we do not do an occupation of these monuments, they will do a mathematical solution to adjust our current positions to the new 2022 datum, which could result in errors. I am working with DOT staff to write some specs and get some numbers together for this project.

- Land Information Officer
 - Project Updates and Review (From 2019-2021 Land Records Modernization Plan)
 - 2020 Orthophotography Acquisition

The orthophotography went very well. These photos have a huge benefit to the county. We were able to acquire CIP funding for this project with a cost of about \$60,000. We are part of the Wisconsin Regional Orthoimagery Consortium, which enables all of the counties to get together and use a single contractor to coordinate the acquisition of the air photos so that the air photos cost much less than if each county did this project individually. We did countywide six-inch resolution. This means each pixel you see is six inches by six inches.
 - Parcel Fabric Maintenance & Accuracy Improvements

Parcels are very important to the county. Prior to my coming to Wood County, our GIS representation of the PLSS grade was in good shape but there was a lot of verifying and improving to do. We had the sections represented and ¼ sections represented. I gathered information from many sources and re-digitized every section in the county. You can now zoom to any section in the county to see where the 40's are, where the ¼ sections are as well as the government lots, which we did not have previously. I also expanded the attributes for the Public Land Survey System Corners.
 - Indexing of Non-Recorded Documents by Geography

We have made a lot of progress on this project. I have taken non-recorded documents and tied them to specific sections. Non-recorded documents can include Plat of Surveys, non-recorded surveys, section summaries, tie sheets or non-recorded right of ways.
 - Hydrographic Layer Improvements

I have identified areas of the county that could benefit from hydrographic layer improvements (such as Parks & Forestry) and plan to make those improvements for Parks & Forestry. Eventually when time permits I would like to add these improvements county-wide.
 - Next Generation 911

Statewide, there is a huge push to have better GIS data that supports 911. We are adding data to enhance the main body of data. The additional data gives more detail on address entry points, driveway lines, points on the road to the actual structure, where to access the structure from the road and so on. Planametrics on building footprints in the county will be sourced out. North Central Wisconsin Regional Plan Commission (NCWRPC) will be able to help us with this project, minus the Cities of Marshfield and Wisconsin Rapids, as they have their own GIS staff. The Wisconsin Department of Military Affairs coordinated with Geocom to do a gap analysis. They requested data from us such as Automatic Location Identification (ALI) and Master Street Address Guide (MSAG) and other sources to figure out where we are. They used the data to give us a report on where our

strengths and weaknesses are. With the GIS data, we scored around 85% accuracy. With the MSAG data, we scored around 20% accuracy. Many of the issues with accuracy can be fixed with little effort. A company called Datamark can give us access to the tools used by Geocom for the gap analysis so we can do a repeated analysis to see where we rate. I have written a couple of grants to cover the cost of the \$80,000 for a three-year contract. One grant has been denied and the other is pending. There is a Department of Military Affairs grant that will be available in 2021, but it will be a very competitive grant. I will continue to look for other funding sources.

- Register of Deeds System Upgrades

Tiffany Ringer-Our software was updated. The cost I initially requested for the update was 100% paid for due to a different software contract we are in. The other cost that is part of this is another project. I asked Paul to be a part of a call with Brandon from Pro West GIS that involves working with our parcels numbers and documents. Customers would be able to click in a parcel number, see the documents and upon clicking on it, be taken directly to Tapestry. This will cost about \$5,000.

- GIS Website, Data Hosting, Software and Hardware Maintenance

I have started a collaborative with other departments, which enables them to be more independent in making edits and updates to information they wish to share. Departments have become more self-sufficient with GIS information.

We have a new Trimble GPS unit that allows real time edits.

- Research & Mapping of Right-of-Ways

We are in the research phase of mapping right-of-ways. A lot of questions that have come up stem from right-of-ways and the history and records related to them. Having them mapped will help answer those questions.

- Historical Tax Roll Scanning

I conferred with Heather Gehrt on this project yesterday. It involves scanning and recording historic tax rolls dating from the 1940's to the year 2000. We have two vendor quotes, one at \$33,000 and one at \$84,000 to complete the project. This project has not started yet.

Heather Gehrt asked a question about the budget, expenditures, and where the budget stands at this time. Further discussion ensued.

A motion was made by Tiffany Ringer to hold quarterly meetings going forward. The motion was seconded by Al Breu. All votes in favor. The motion carried unanimously.

An amendment to the motion was made by Ken Curry to hold quarterly meetings in 2021. Kevin Boyer seconded the amended motion. All votes in favor. The motion carried unanimously.

7. Agenda Items for next meeting: 1. Prioritization of projects 2. Financials
8. Next Meeting Date: TBD
9. Chairperson Curry declared the meeting adjourned at 10:45 a.m.

Minutes taken by Victoria Wilson, Planning and Zoning Department.



CEED Committee Report *December 2020*

LAURA HUBER

Extension Wood County, 4-H Program Coordinator

- Participated in All Extension Virtual Conference (1 and 8 December)
- Attended WI 4-H Annual Leader Training (1 December)
- Met with Central WI 4-H Shooting Sports volunteers to discuss 2020-21 practice season (2 and 16 December)
- Attended the WI 4-H Positive Youth Development Colleague Connect meeting (3 December)
- Participated in the Northern Region 4-H Meeting (3 December)
- Facilitated LEGO Club meeting (6, 13, 20 December)
- Facilitated Art Club meeting (6 and 20 December)
- Met with colleagues to begin planning the 2021 Winter Leadership Camp for middle and high school youth (7 and 15 December)
- Contributed to state efforts to offer virtual programs for youth with the WI 4-H Virtual Educational Programming Team (7, 9, and 21 December)
- Recruited youth and planned Annual Leader Training program session with them; assisted in teaching (7 and 10 December)
- Participated in Clover Cookie Creations, a virtual project-based series focused on cookie baking (8 and 15 December)
- Planned the next Colleague Care & Connect meeting with colleagues on the Professional Concerns Committee (9, 14, and 17 December); accepted role as committee tri-chairperson
- Continued to work on revising and developing state 4-H policy as part of the WI 4-H Policy Advisory Standing Committee (14 December)
- Met with members of the Youth and Early Years Coalitions to plan the South Wood County "Cabin Fever" program (16 December)
- Participated in training for the 4-H New Club Kit project (16 December)
- Attended statewide 4-H Zoom (17 December)
- Helped plan upcoming statewide 4-H game nights (18 December)
- Met with Jodi Friday to discuss upcoming training on engaging youth in online spaces for Youth Coalition members (21 December)
- Led the first meeting of the Wood County Cloverbuds (21 December)
- Met with colleagues to plan an upcoming virtual program series on fitness (29 December)
- Assisted in 4-H Club and Group charter review and filed club and group taxes (many dates throughout month)
- Worked on annual reporting for Extension (many dates throughout month)
- I enjoyed time off with my family around the holidays, too.

Special COVID-19 Educational Programs:

- Worked with clubs to plan, write, submit, and modify in-person meeting proposals for state approval.
- Lego Club, a teen-led virtual club. I attend to ensure safety of participants and to support the teen leader.



- Art Club, a teen-led virtual club. I attend to ensure safety of participants and to support the teen leader.

Ongoing Responsibilities:

- Working cooperatively with state programs and club leaders and volunteers to address insurance and other logistical questions
- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 980 followers.
- Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 361 followers
- Updated and maintained the Wood County 4-H Instagram page with currently has 41 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
- Ongoing assistance for new leaders and the volunteer background checks

MATT LIPPERT

Extension Wood & Clark Counties, Agriculture Agent

- I interviewed on the Extension hour on WDLB and WFHR radio.
- I participated in the UW- Madison Faculty Senate
- I wrote an article on the value of milk protein for the Wisconsin Agriculturist Magazine.
- I assisted with preparing zoom programs for the dairy program nutrition and genetic presentations to begin in December.
- I answered phone calls about land rent, household pests, weed and plant identification.
- A discussion group sponsored by our AED, Jason Hausler on the book by Stephen Covey, "Seven habits of highly effective people." I have been participating in this group.
- I have advised beginning farmers on budgets and benchmarks of productivity for dairy and crop farmers.
- I have updated producers about upcoming deadlines for USDA-FSA stabilization programs related to the coronavirus pandemic.
- I participated in a zoom on cover crops, and their utilization as dairy feed.
- I participated in a group considering how to meet the needs of dairy and livestock education, strategically across the state with fewer Extension educators.
- I submitted articles for the next Central Wisconsin Ag Newsletter that will be coming out in the beginning of the year.
- I have promoted winter meetings such as Heart of the Farm Coffee Klatches, farm management meetings, dairy meetings and livestock meetings by postcard and of social media.

NANCY TURYK

Extension Wood County, Community Development Educator

Economic Development

- Met bi-weekly with the Wood County economic development recovery group to collaboratively address current topics associated with the economic development recovery, pandemic-related needs and opportunities, and Verso closure. Participated in PPE calls with a sub team of the ED group.
- Shared information about economic recovery business support opportunities by emails, telephone, and web conferencing conversations primarily with Wood County

UW-Madison Division of Extension Wood County CEED Report



towns/villages/cities, chambers of commerce, visitor and convention bureaus, Mid-State Technical College, UW-Stevens Point@Marshfield, Ho-Chunk Nation, agricultural staff, Wood County health and planning and zoning departments.

- Met with the USDA Rural Economic Development Initiative (REDI) facilitating team and three USDA Rural Development staff that will provide support to the County during implementation of the plan. Scheduled and facilitated the working groups within the Wood County REDI team to continue the development County's REDI plan. The County branding group has been discussing partnerships with Extension for assistance with their initiative. The entrepreneurial ecosystem work group is finalizing their goals and objectives. Jason G. is refining the goals and objectives for the Wood County Economic Development team and the housing initiative.

Energy and Resiliency

- Reviewed materials and programs related to energy efficiency and renewable energy and shared relevant information with Wood County staff.
- Continued exploring a PSC grant opportunity that would support initiatives in the County's Energy Plan and draft REDI Plan by providing a detailed assessment of energy use in county buildings, ROI, and cost estimates for implementation. Attended a PSC webinar about the grant program, reported to the Renewable and Sustainable Committee, reached out to potential contractors and others who could provide support to this endeavor, and am coordinating with Reuben and others involved in this effort.
- Attended a webinar about the carbon market hosted by the USDA Forest Service.

Local Community Initiatives

- Prepared the final report for the 2020 Clean Sweep Event. Submitted final report, budget, and other documentation required for reimbursement to DATCP. Worked with the contractor and Town of Saratoga to schedule the next Clean Sweep event which will be held on August 28, 2021.
- Participated in meetings for Wisconsin Rapid's cultural program with assistance by students in UW-Madison's UniverCity program.
- Attended part of the Adams County and Wisconsin Rapid's Tourism Marketing Pitch Meeting held by students in the UW-Madison UniverCity program.
- Co-hosted the Heart of Wisconsin Leadership Program virtual half-day program.
- In addition to routine collaborations and conversations with County staff, I kept informed about the County by reading county email updates, county committee packets, local newspapers, listening to the County Board and CEED committee meetings, and in discussions with Wood County employees and supervisors.

UW-Madison Extension

- Participated in virtual meetings with UW-Madison Extension Dean, Community Development Institute, and Wood County staff. Attended All Extension meeting that took place over 3 days. Co-presented with others from the Climate Leadership Team to inform Extension staff about the Team and its initiatives.
- Continued working with the core team working on the development of a community resilience menu and Train the Trainer course through the UW-Madison Extension Climate Change Leadership Team.
- Met with Patrick Robinson, Extension Associate Dean about the Climate Leadership Team's progress and plans for the upcoming year.



- Prepared a draft concept with the Climate Leadership Team for the NOAA RISA community resilience grant program. The concept would offer support for community resilience planning in the Midwest.
- Informed CSGCC about opportunities associated with the Extension Lakes Water Week in March 2021.

ALLISON JONJAK

Extension Wood County, Cranberry Outreach Specialist

- Participated in Cranberry Board annual meeting to discuss priorities for funding for cranberry research.
- Developed content for December Virtual Brown Bag meeting.
- Focused research and writing for 2021 Cranberry Outreach Plan Of Work.
- Reviewed improvement and impact survey results for Cranberry Crop Management Journal.
- Sought participants for grower panels at Cranberry School (January).
- Delivered December Virtual Brown Bag meeting (77 participants).
- Added 5 additional growers to mailing list.
- Established training process for those whose Pesticide Applicator Training certificates expire in 2020/2021.
- Communicated Pesticide Applicator Training process.

JACKIE CARATTINI

Extension Wood County, Human Development and Family Relationships Educator

- Attended 3 days of a virtual "UW All Staff Conference"
- Taught a 2 day "Rent Smart Train the Trainer" program for both WI and national participants
- Assisted with the Diversity and Inclusivity day for the Heart of WI leadership program
- Attended HDRI (Human Development and relationships Institute) monthly colleague connect
- Taught a Heart of the Farm statewide program
- Attended a UW-Madison Faculty Senate meeting virtually. 12-7
- Attended the Central WI Partnership for Recovery subcommittee meetings, Youth, and housing
- Coordinated and hosted daily "Extension Wellness Moments" and taught 2 sessions in the month of December
- Attended the "Racism is a Public Health Crisis Capacity Building" bi-monthly meeting
- Attended the Wood County HCE board meeting via zoom
- Attended 3 planning meetings for the Aging Mastery program with will launch in January 2021
- Presented on "Protecting Yourself from Identity Theft and Scams" on WDLB radio on 12-15
- Attended a United Way winter activity subcommittee meeting
- Attended a Department of Extension Administrative committee meeting
- Attended a meeting with the Family Development section
- Completed teaching the 8-week series of "Taking Care of You-Highlights" in partnership with Childcaring for childcare providers on December 9th
- Attended virtual coalition meetings with United Way of South Wood and Adams County (Financial Stability Coalition and Early years Coalition)
- Attended bi-weekly meetings to present recently authored module on Advanced Directives for a new preplanning for the loss of a loved one curriculum. Covered final edits.



- Attended the United Way of South Wood and Adams Counties Financial Stability coalition subcommittee to work on the topic of budgeting. Planning programs for 2021.

Attended multiple zooms on:

- Department of Extension Administrative Committee
- Coordinated daily Extension Wellness moments (M-F at 8:15am)
- Financial Education in the time of Covid team meeting zoom
- Racism as a Public Health Crisis weekly series
- Taking Care of You- Highlights
- Rent Smart Team virtual learning
- Pre-planning for the death of a loved one team
- Life Span program check-in
- Free Throw Fridays (institute weekly zoom)
- Institute meetings on changes and programming
- Behavioral health team meeting
- Department/Institute and Associate Dean monthly check-ins
- Weekly stress and coping team meetings

HANNAH WENDELS & KELLY HAMMOND

Extension Wood County, FoodWise Nutrition Educator and Coordinator

- Visited the Altmann family farm to conduct an interview for a video series featuring Farmers of the Mill Creek and the conservation practices they utilize (Dec. 1)
- Attended the marathon Co. land and water plan hearing to follow acceptance of this plan, I took part in early development and editing of the document (Dec. 1)
- Hosted the Kick-off event for the Central WI Farm Profitability Expo with Rick Clark as the keynote speaker (Dec. 2)
- Attended the PACRS monthly conference call to provide updates and future events regarding the Central WI Farm Profitability Expo (Dec. 4)
- Visited the Bulgrin family farm to conduct an interview for a video series featuring Farmers of the Mill Creek and the conservation practices they utilize (Dec. 4)
- Assisted with interview research work regarding farmers who practice conservation methods in the Fox River Watershed (Dec. 4)
- Met with John Exo of UW-Madison to discuss relevant work around groundwater outreach, research, etc. (Dec. 8)
- Prepared and disseminated promotional flyers for the Farm Profitability Expo (Dec. 8)
- Developed an electronic press release on the Farm Profitability Expo to be sent to partners and elected county and state officials serving Central WI (Dec. 9)
- Led a debrief discussion with the CWFPE planning committee as an evaluative effort to strengthen future presentations (Dec. 9)
- Hosted a 14 Mile Watershed Committee Zoom meeting (Dec. 14)
- Attended the EPPIC advisory Panel Meeting (Dec. 15)
- Gave a lightning talk at the UW-Madison virtual All-Colleague meeting on the topic of multidisciplinary work (Dec. 15)
- Hosted the second presentation of the CWFPE with Jason Cavadini as the speaker, 101 listeners were present (Dec. 16)



- Went on WFHR to discuss the concept of carbon farming and carbon markets as a financial diversification tool for farmers (Dec. 17)
- Attended the GOLD (Guardians of Lake Decorah) Meeting (Dec. 21)
- Met with Adams County staff to discuss ideas regarding the development of a Producer-led group in the Adams area (Dec. 22)
- Guided a discussion with the 14 Mile Watershed Committee about obtaining 501c3 non-profit status and the implications that could bring for their work (Dec. 23)

RACHAEL WHITEHAIR

Extension Wood County, Natural Resources Educator

- Visited the Altmann family farm to conduct an interview for a video series featuring Farmers of the Mill Creek and the conservation practices they utilize (Dec. 1)
- Attended the marathon Co. land and water plan hearing to follow acceptance of this plan, I took part in early development and editing of the document (Dec. 1)
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JANELL WEHR

Extension Marathon & Wood Counties, Horticulture Educator

- **Foundations in Horticulture (FIH)**- I continue to co-facilitate the pilot program, Foundations in Horticulture. FIH is a survey course which introduces the student to the fundamentals of horticulture. FIH will replace Master Gardener training and will be open to all interested individuals, regardless of desire to become a Master Gardener Volunteer. I look forward to bringing this program to Wood County as an entry point for individuals interested in working in the green industry.
- **Care for December Plants**- I developed and delivered "Care for December Plants" in which participants learned the proper requirements for keeping common December gift plants thriving after the holidays. I used geotagged images from Google Maps to introduce the native habitats for Norfolk Island Pines, poinsettias, and holiday cactus. I also shared tips for selecting Christmas trees and how to keep them fresh through the holiday season. When asked, 100% of participants stated as a result of the program, they understood the growing requirements for common December gift plants. 89% of participants stated, as a result of the session, they understood the requirements needed for short day plants to reflower.
- **Wood County Master Gardeners**- I maintain frequent communications with the WCMG Volunteers on changes coming to the Master Gardener Program and volunteer development, including recognition.
- **Master Gardener State Steering Committee** -I serve on the Master Gardener State Steering Committee. In addition to working on overhauling the program to match strategic priorities, I am working on two statewide volunteer recognition events. The first event will be held virtually in February. We are also developing a Volunteer Week to be held in April.



Activities Report for Shane Wucherpfennig – December, 2020

- **December 1** – ArcGIS mapping projects.
- **December 2** – Attended CEED Committee Meeting. Co-Hosted Central WI Farm Profitability Expo- Keynote Rick Clark
- **December 3** – Emails, Phone correspondence, recruitment preparation to fill LWCD engineering Tech. Position.
- **December 4** – 2020 Winter Virtual County Conservation meeting.
- **December 7** – Worked on contracts for cover crops with MDV Grant dollars.
- **December 8** – Reviewed applications and resumes on applicants for Engineering Tech Position.
- **December 9** – Emails, Staff updates, Phone Calls and correspondence, Zoom Meeting.
- **December 10** – Reviewed applications and resumes on applicants for Engineering Tech Position.
- **December 11** – Emails, Staff updates, Phone Calls and correspondence, Zoom Meeting.
- **December 14** – Field visits, mapping and landowner contacts. Peter Dieteln – Waterway.
- **December 15** – County Board. Co-Hosted Central WI Farm Profitability Expo- Keynote Jason Cavadini.
- **December 16** – ArcGIS mapping projects. MDV Tracking.
- **December 17** – Met with landowners to discuss Cover Crops and No-Till. Signed contracts.
- **December 18** – Reviewed applications and resumes on applicants for Engineering Tech Position.
- **December 21** – Maps for contracts, emails and correspondence. Field work.
- **December 22** – Field visit to Randy Seidl farm for test holes. Signed contracts on Cover Crops and No-Till. Craig Viort, Glen Peplinski and Peter Feltz contracts.
- **December 23** - Vacation
- **December 24-25** – Holiday
- **December 28-30** – Vacation

Staff Report
Caleb Armstrong

December 2020

- Attended a storm water webinar training.
- Did a no-till drill check on some interseeded pollinator plantings into an old hayfield, as well as no-tilled cover crops into a cut corn field. Both were done with our no-till drill.
- Attended the Central WI Farm Profitability Expo which had Rick Clark as our keynote speaker where he covered farming green, regenerative agriculture, and cover crop cocktails. This was a great viewing and had a good turnout for our expo!
- Attended the UW-Extension along with DATCP Soil, Water, and Nutrient Management training for the upcoming 2021 year and what to expect.
- Surveyed a stream crossing for Sternweis for the upcoming year. We laid out a potential crossing area with wooden stakes. Plan is for the project to kick off in the spring for construction.
- Attended a webinar training dealing with the importance of microbes relating to Soil health.
- Attended an online field tour with some farms in the Green Bay area who did some experimenting with cover crops and the importance it has had on their soils health.
- Attended the monthly citizens groundwater meeting where we had another very good guest speaker come in.
- Attended the Farm Crisis Webinar with how to help farmers in these troubling times.
- Attended the second part of the Central WI Farm Profitability Expo which this time we had Jason Cavadini as our presenter which he talked about some studies he has conducted through the Marshfield Ag Research Station with regenerative ag, tilling vs no-till, and soil health.
- Worked on spending the rest of the SEG dollars for the 2020 year found a couple farmers who did no-till practices along with cover crops that we could then cost-share for.
- Did the monthly stream flow monitoring with Emily. We could only end up doing three spots due to ice buildup in other spots.
- Did a test hole check with Shane for a manure pit expansion on Randy Seidl farm.
- Collected information from grazing specialists Bill Kolodziej and Rachel Bouressa about future pasture walks and grazing field trips.
- Also working with Rachel Bouressa to possibly create a grazing plan for Luke Kuefer.

Activities Report for Adam Groshek –December 2020

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

~Final 2020 site checks at various CREP sites that were newly planted, managed, or maintained within the last year. Update of GIS system for tracking CREP sites.

~Krings CREP/WRP grazing plan discussions with landowner, NRCS, and DATCP.

~Notary signatures for multiple cost-share contracts.

~Planning, survey, cost-share contract paperwork for creek crossing for Schreiner farmland near Bakerville.

~Jim Sternweis/Jake Gropp manure storage abandonment cost-share contract, permitting, contractor/landowner discussions and meetings. Kolo finished construction of abandoning the pit and tank and Asbuilt documentation is in progress.

~Cost-share contract signings/meetings for multiple rollover projects to use 2020 Bond money for construction of 2021 projects.

~Cashen streambank reinforcement design for 2021 construction.

~Transferring duties of 16+ ongoing projects over to various people in Wood County LWCD for continuity while I transition from my last day of working for Wood County on January 4th, 2021.

Thanks for keeping me busy the past 5+ years in Wood County, See all of you around! --Adam Groshek

Activities Report for Rod Mayer

DECEMBER 2020

- Multiple correspondence with Verso in regards to NMM plan going forward with fees – financial assurance – etc.
- Reminder calls to NMM permit holders (and banks) for expiring financial assurance deadlines for December and January.
- Monitor/update NMM spreadsheets for fees and financial assurance (daily).
- Reviewed multiple forms of financial assurance for multiple mine sites as come in for renewal (lots of time into this – correspondence with permit holders and banking institutions).
- Correspondence with DNR for Tork pit expansion and wetland concerns.
- Rick Clark cover crop seminar.
- Completed DNR preliminary deer donation report – 5 deer donated to Pittsville Meats and 5 deer donated to J & S processing so far.
- Completed Hemlock Trails Cranberry Co. construction site fence inspection – all good with main fence – waiting on a larger non-standard gate to be installed for final inspection, invoicing, contract, etc.
- NMM webinar training – part 3 – elements of a plan in the field.
- Contact to DNR and APHIS for guidance on request by DNR to end the 2017 Hemlock Trails fence contract – prorate the 3 year value – remove a portion of fence taken down – and add the new fence extension completed this year into one new contract.
- Completed Hemlock Trails fence contract draft for 2020 fence with all modifications and additions - completed satisfaction for 2017 contract forms – sent to DNR for review prior to signatures.
- NMM skype round table meeting – permit transferring.
- Completed draft for 6-M fence contract – with additions for future cattle crossing in gate – contact with owner and fencer builder – etc.
- Sorted and came up with filing system for completed pond permit exemptions that I have gotten so far – sort by owner including section/town and parcel number – also active and future/inquiry files.
- Reviewed Arnold pond mining exemption permit – sent back to owner for needed revisions – contacted town chairman, DNR storm water, and DNR wetland for concerns on their end – multiple correspondence with wetland concerns. Received final draft – approved and processed – sent copies to DNR for their issues.

Activities Report for Lori Ruess – December 2020

- Answered phones and replied to emails
- Reviewed general ledger.
- Reviewed payroll reports and payroll registers.
- Completed November sales tax report and forwarded to Finance.
- Completed reimbursement request for (GT, MK, and JJ) and forwarded to DATCP for processing.
- Received CREP Incentive payments from DATCP for three landowners; mailed payments to landowners (RM, DM, and AW).
- Completed cost-share contracts (RB) waterway system.
- Entering tree and shrub orders in the new program as they come in.
- Logging Non-Metallic Mining Permit Fees as they come in.
- Deposited tree, shrub, and Non-Metallic Mining check as they come in.
- Received and deposited staff and support reimbursement in the amount of \$118,858.31 (from DATCP).
- Completed LWCD payroll percentages and forwarded to Finance prior to the December 3, December 17, and December 30, payrolls.
- Attended the Virtual Farm Profitability Expo – Rick Clark presenter.
- Attended FAX training with IT.
- Completed Know B4 *Insider Threats for End Users* training and quiz.
- Entered vouchers and requested Mill Creek, MDV, and SWRM cost-share payments to six landowners; total cost-share amount - \$13,016.55 paid out.
- Assisted Shane with bid letters/packet for Gropp manure storage closure.
- Organized County Board packet and submitted to the County Clerk's office.
- Electronically submitted staff reports and packet materials to the County Clerk's office for the December CEED packet.

Activities Report for Emily Salvinski December 2020

- **Thursday, December 1.** Worked on SMART goal and had evaluation.
- **Wednesday, December 9.** Worked on cost-share organization (GIS).
- **Thursday, December 10.** Attended webinar by American Society of Agronomy for CCA credits (Towards more holistic IPM). Worked on cost-share contracts.
- **Friday, December 11.** Worked on multiple contracts for one farmer and added to GIS database.
- **Wednesday, December 16.** Attended online Central WI Farm Profitability Expo. Added maps from farmer group cost-sharing to GIS database.
- **Thursday, December 17.** Worked on multiple contracts for multiple farmers/landowners.
- **Monday, December 21.** Listened to Central WI Farm Profitability Expo recorded presentation. Took streamflow measurements at 3 locations in SE Wood County.
- **Tuesday, December 22.** Finished recorded presentation. Entered results from streamflow monitoring to DNR's tracking database. Worked on snapmaps to complete a preliminary NMP checklist for cost-share contracts.

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
Adam DeKleyn, County Planner
Paul Bernard, Land Records Coordinator
Jeff Brewbaker, Code Administrator
Scott Custer, Code Technician
Kim Keech, Admin Services 5
Victoria Wilson, Admin Services 4

RE: Staff Report for January 6, 2021

1. Economic Development (Jason Grueneberg)

- A. Marshfield Economic Development Board** - On December 3rd I participated in the Marshfield Economic Development Board meeting and provided an update of Wood County economic development efforts.
- B. North Central Wisconsin Development Corporation (NCWDC)** - On December 7th I participated in the NCWDC Annual Meeting. Agenda items discussed included review of 2019 financials, status of current loans, loan review committee appointments, review and approval of 2021 budget, review and approval of 2021 staffing agreement with the North Central Wisconsin Regional Planning Commission, and marketing and promotion efforts.
- C. Property & IT Committee** – On December 7th I participated in the Property & IT Committee meeting and presented information on county-owned property. The Committee would like to identify property that could be considered for possible sale.
- D. Land Information Council** - On December 8th I participated in the Wood County Land Information Council meeting. Some of the agenda items discussed included project updates and review by the County Surveyor and the Land Information Officer.
- E. Central Wisconsin Economic Development Fund** – On December 16th I participated in the CWED Board of Directors' meeting. Some of the agenda items included review of November financials, monthly fund status and activity report, administrator update, and fund administrator review.
- F. Consolidated Cooperative Meeting** – On December 17th I participated in a meeting to discuss the creation of a consolidated cooperative that could potentially be positioned to make an offer to purchase the recently idled Verso Mill in Wisconsin Rapids.
- G. Wood County Economic Development Roundtable** – On December 3rd and 17th I facilitated Wood County Economic Development Roundtable meetings. The purpose of the meetings is to coordinate economic development response to COVID-19 and the recent Verso Mill closure. Notes from those meetings are attached to this report.

2. Planning (Adam DeKleyn)

- a. Land Subdivision - Plat Review – CSM: (5) CSMs were submitted for review/approval. (7) CSMs were approved/recorded. (4) CSMs are pending approval. SUBDIVISION: (1) Final subdivision plat approved – Hidden Chapel Subdivision, Town of Saratoga, 12 lots. Plat will be recorded in 2021.
- b. Town of Grand Rapids Comprehensive Plan – Intergovernmental Cooperation Element is being prepared for next PC meeting.
- c. Zoning Administration – The Town of Grand Rapids submitted (2) zoning map amendments/rezones for review/approval. CEED and CB approved in December. Zoning maps updated and decision letters sent out to the Town.
- d. Sewer Service Area Planning – Preliminary review conducted on proposed sanitary sewer extensions for a development project in the City of Marshfield SSA. Wetland delineation completed. Project will require WDNR review/approval prior to issuance of SSA conformance.
- e. Town/County Planning and Zoning Assistance – Provided planning and zoning assistance to the general public and town officials.
- f. COVID-19 Operational Planning – Working remotely in response to the COVID-19 pandemic. County Planner functions and programs will remain operational as normal. I will be available by phone: (715) 421-8568 or email: adekleyn@co.wood.wi.us.
- g. Village of Milladore Comprehensive Plan 2020 – The Village of Milladore adopted a comprehensive plan on 12/14/20. Notification will be sent to WI-DOA.

3. Land Records (Paul Bernard)

- A. Land Cover Digitizing off of the 2020 Air Photo
- B. Gathering Quotes for building footprint digitizing
- C. Parcel Mapping
- D. Addressing
- E. Submission of 2021 Wisconsin Land Information Program Grant Application
- F. Creation of an Address Validation tool for the Health Department for use in their COVID-19 response efforts.

4. Code Administrator (Jeff Brewbaker)

11-25-2020 – Follow-up & deleted emails

11-30-2020 – Plan review & issued replacement mound <24" TN: 12

12-01-2020 – Inspection new conventional tank & absorption cell TN: 18; soils evaluation, plan review & issued replacement mound <24" TN: 31; office meeting TN: 17

12-02-2020 – Issued shoreland permit (filling & grading) TN: 10

12-03-2020 – Inspection onsite shoreland onsite (consult RE: Wis River) TN: 07 Plan review & issued replacement mound (A+O GeoMat) TN: 10

12-04-2020 – Soils evaluation, plan review & issued replacement conventional TN: 07; inspection replacement conventional tank & absorption cell TN: 07; soils evaluation, hydrograph & plan review new conventional TN: 07

12-07-2020 – Plan review & issued replacement mound (A+O) Interpretative Report TN: 10; POWTS training for Code Technician

12-08-2020 – Inspection report mound (A+O) TN: 12; plan review & issued replacement mound (A+O) TN: 10; (2) inspection replacement conventional tank & absorption cell TN: 07

12-09-2020 – Inspection report replacement conventional TN: 07; soils evaluation holding tank TN: 10; inspection new conventional (wedding venue) TN: 18; inspection new mound (A+O) tank, seed & mulch TN: 03

12-10-2020 – (2) Inspection reports new conventional TN: 07; inspection new mound <24" tank TN: 11; plan review & issued replacement HT TN: 10

12-14-2020 – (3) Inspection reports new conventional TN: 18; inspection reports replacement conventional TN: 18; inspection report replacement conventional TN: 07; inspection report new conventional TN: 07

12-15-2020 – Vacation (Jeff)

12-16-2020 – Soils evaluation & plan review new conventional TN: 27; inspection report new conventional TN: 07

12-17-2020 – Inspection new HT TN: 10; complaint investigation (camper) TN: 16; trouble shoot mound TN: 11

12-18-2020 – Inspection report replacement HT TN: 10; order letter (POWTS investigation) TN: 16

12-21-2020 – Inspection report new HT TN: 16; inspection report replacement mound >24" TN: 17; inspection report replacement conventional TN: 07; inspection report new mound <24" TN: 11; inspection report replacement conventional TN: 13

12-22-2020 – Inspection report replacement mound <24" TN: 16; inspection report reconnect HT TN: 04; inspection report replacement HT TN: 17; inspection report replacement HT TN: 02

12-23-2020 – Inspection report replacement conventional TN: 07; inspection report replacement reconnect conventional TN: 14; inspection report replacement conventional TN: 07; inspection replacement conventional TN: 27

12-24-2020 – Holiday

12-25-2020 – Holiday

5. Code Technician (Scott Custer)

11-25-2020 – Studied shoreland and floodplain permits. Reviewed shoreland and floodplain site with land owner TN07.

11-30-2020 – Reviewed Mounds system plan. Processed conventional system application.

12-1-2020 – Site inspection conventional system TN-18. Application for shoreland project review and prepared affidavit. Reviewed mound plan.

12-2-2020 – Department introductions. Observed CEED Committee meeting. A + O mound review. Researched for site visit tomorrow.

12-3-2020 – Shoreland site visit TN-07. Floodplain meeting with land owner. Mound system inspection report.

12-4-2020 – Site inspection for conventional system TN-07. Shoreland sidewalk structure site visit. Reviewed two conventional system plans.

12-7-2020 – Shoreland permit conditions of approval TN-17. Reviewed mound system plan.

12-8-2020 – Floodplain complaint meeting with land owner. Two conventional system site inspections TN-07.

12-9-2020 – Site inspection mound/geo mat TN-03. Site Inspection conventional TN-18. Reviewed conventional and mound application.

12-10-2020 – Site inspection mound TN-11. Two conventional inspection reports TN-07.

12-11-2020 – Holding tank plan review. Shoreland project proposal research.

12-14-2020 – TN-05 Floodplain question research and discussion with land owner. Conventional Inspection report TN-07.

12-15-2020 – Created POWTS study manual. Reviewed conventional system application V-27.

12-16-2020 – Inspection report TN-07. Reviewed conventional system application V-27. Reviewed POWTS questions.

12-17-2020 – Holding tanks site inspection TN-10. Site visit follow ups in TN-16 and TN-11.

12-18-2020 – Installed ArcGIS on my computer with IT. Located well delegation information.

12-21-2020 – Reviewed flooded agriculture district information. Put tabs in POWTS binder for exam. Built ArcGIS base project.

12-22-2020 – FAD-C questions and research. Well delegation research.

12-23-2020 – Site inspection conventional V-27. POWTS practice exam.

12-28-2020 – Conventional system inspection report V-27. Worked on ArcGIS base project. POWTS practice exam.

6. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity – There were 9 sanitary permits issued in November 2020 (2 New, 7 Replacements, 0 Reconnects and 0 Non-Plumbing) with revenues totaling \$5,700. There were 4 sanitary permits issued in November 2019 (0 New, 4 Replacements, 0 Reconnects and 0 Non-Plumbing) with revenues totaling \$2,700.

**New fees went into effect September 1, 2019.*

There were 173 sanitary permits issued through November 2020. For comparison purposes, the following are through the same period for the previous five years: 2019 – 166, 2018 – 164, 2017 – 186, 2016 – 150 and 2015 – 175.

- b. 2020 Tax Refund Intercept Program (TRIP) – As of December 23rd, Wood County received no additional payments for a total of \$9,863.03 on thirteen (15) outstanding cases for 2020.
- c. 2020 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices and Farmer Exempt Holding Tank Maintenance Notices are scheduled to be mailed approximately Friday, April 24th with a due date of Friday, August 14th. There were 2,583 mailed between the four notices. Septic maintenance 2nd reminders were mailed on Friday, September 25th. There were 412 2nd reminder postcards mailed. There were 117 Corporation Counsel letters (3rd

reminder) mailed on Friday, November 13th. As of December 23rd, there are 58 septic systems that have not completed servicing for 2020.

- d. 2020 Program Fee Notices – There were 4,622 program fee notices mailed on Monday, October 19th with a payment due date of Monday, November 23rd. The \$25 program fee can be paid online with an e-check, debit card or credit card. There will be a convenience fee if making payment by e-check, debit card or credit card. The \$25 program fee can also be paid by cash or check. There were 788 second reminders mailed on Friday, December 11th. As of December 23rd, there are 405 property owners that have not paid the \$25 program fee for 2020.
- e. Enforcement Activities Update (Small Claims) – None scheduled.
- f. Wisconsin Fund Grant Program – 2017 Wisconsin Act 59, the 2017 biennial budget act, repealed, effective June 30, 2021 the Wisconsin Fund Grant Program for failing septic systems. 2019 Wisconsin Assembly Bill 791 delayed the elimination of the Wisconsin Fund Grant Program to June 30, 2023 passed on February 18, 2020. 2019 Wisconsin Senate Bill 791 was scheduled for consideration late March but has not been considered due to COVID-19. No extension yet for the Wisconsin Fund Grant Program. Office Staff continues to take applications for the program.
- g. Sanitary Permit Database System Project – The next phase for the sanitary permit system database will consist of creating a service provider and comments interface. Information Technology Department continues work on the design phase of the project.
- h. Survey Document Indexing Project – There are over 4,000 survey documents that are being indexed with a tentative completion by the end of 2021.
- i. ArcGIS Software Project – Editing addresses in 22 townships.
- j. Kim attended the following meetings/trainings:
 - i. CEED Committee Meeting on December 2nd.
 - ii. Wellness Committee Meeting on December 8th.
 - iii. Citizens (Wood County) Groundwater Group on December 14th.
 - iv. CEED Committee Meeting on December 15th.
- k. Victoria attended the following meetings/trainings:
 - i. Economic Development Meeting (COVID-19 Recovery) on December 3rd & December 17th.
 - ii. Personal Protective Equipment Meeting on December 1st.
 - iii. Land Information Council Meeting on December 8th.

CITIZENS (WOOD COUNTY) GROUNDWATER GROUP MEETING

DATE: Monday, December 14, 2020
TIME: 2:00 p.m.
LOCATION: Teleconference via WebEx

Present: Caleb Armstrong, Ray Bossert, Rhonda Carrell, Bill Clendenning, Bruce Dimick, Nancy Eggleston, Gordon Gottbeheit, Tamas Houlihan, Kim Keech, Bill Leichtnam, Jen McNelly, Michael Tiboris, Nancy Turyk, Gregg Wavrunek, Allison Werner, Shane Wucherpennig and Tim Wuebben.

1. **Call Meeting to Order:** Chair Bill Leichtnam called the meeting to order at 2:00 p.m.
2. **Public Comment:** Bruce Dimick shared that we all accept that the nitrate level in drinking water at 10 parts or less. EPA approved that level in 1962 and has not been re-examined. The latest data on cancer, baby blue syndrome, etc. suggests that it should be 3 parts.
3. **Speaker: Allison Werner and Michael Tiboris, River Alliance of Wisconsin**
Allison Werner shared that River Alliance of Wisconsin has been around for over 25 years. Membership includes more than 1,500 individuals, businesses and local watershed groups. River Alliance is a statewide non-profit advocacy organization. The mission is "Empowering people to protect and restore water."

Highlights of Michael Tiboris "Clean Water Farms" presentation:

- Water is the foundation of the food system.
- Supporting farmer's ability to protect water. Showing up and supporting.
- Small Farm Commitment Program: practice commitments, midscale infrastructure and connection to consumer members.
- Alliance for Water Stewardship International Standard: Provides framework for building a comprehensive water stewardship plan for individual production site.
- Why does any of this matters? Adoption is meaningless without maintenance and requires cultural change. Agriculture is essential to water protection efforts in Wisconsin.

Clean Water Now campaign empowers Wisconsinites to have a voice on water issues. The campaign gives voters a voice to care about water and Wisconsin. This is a universal issue with bipartisan support. The proposed question is: "Should the State of Wisconsin establish a right to clean water to protect human health, the environment, and the diverse cultural and natural heritage of Wisconsin?" For more information: <https://voteformcleanwater.com/>

Wood County Resolution 20-12-10 "To place on the Wood County April 2021 ballot a referendum question on Clean Water. Question: Should the State of Wisconsin establish a right to clean water to protect human health, the environment, and the diverse cultural and natural heritage of Wisconsin? YES___ NO___" will be voted on at the Wood County Board Supervisors on Tuesday, December 15th.
UPDATE: Wood County Resolution 20-12-10 passed 18-1.

4. **Correspondence/Updates/Handouts/Reports:**
Bill Leichtnam shared the following at the meeting:
 - A. "Residents in Wisconsin village say nitrates in wells made them sick. They want help. Some say local dairy causing issues but its following state regulations according to permit." handout – 50% of the wells in Nelsonville are undrinkable.
 - B. Fewer meetings due to COVID-19.
5. **Action Items:**
 - A. Next Steps
What are those next steps? What more can we do?
 - B. Protecting our ground & surface water with or without legislative support

What if the Wisconsin Senate in new session does not vote on the "Water Bills"? What can we do? What actions should we take? Bruce Dimick shared that as individuals and a group we should be willing to attend sessions in Madison or other locations that impact the environment and water with facts.

Allison Werner shared that River Alliance Wisconsin Water Agenda goal is to protect our health and economy for a better way to manage our water resources. For more information:
<https://wisconsinrivers.org/wisconsin-water-agenda/>

6. **Discuss periodic election of officers**

Who can vote? We would like to see legislators attend the meetings. It was mentioned that the Citizens (Wood County) Groundwater Group is an ad hoc committee of the CEED Committee. Discussion followed.

7. **Roundtable**

- A. Allison Werner – Thank you for giving River Alliance of Wisconsin the opportunity to speak.
- B. Bill Clendenning – Has been associated with River Alliance of Wisconsin for many years. Glad to see River Alliance part of the Citizen's Groundwater Group.
- C. Bruce Dimick – Water is a bigger issue beyond belief.
- D. Gordon Gottbeheit – Water fracking.
- E. Gregg Wavrunek – Looking forward to incoming administration in regard to Clean Water.
- F. Rhonda Carrell – Thank you to Allison and Michael for your presentation and programs. Hope 2021 is better.
- G. Shane Wucherpennig – Happy holidays and happy New Year.
- H. Nancy Eggleston – Would like an update on the UW and DNR study through AGC program.

8. **Announcements of members / visitors (upcoming parallel events / meetings)** Nomination papers for local elected offices are due January 2nd.

9. **Future Speakers:** Bill Leichtnam is looking for potential speakers for upcoming meetings.
January – Open

10. **Agenda Items for next meeting**

Agenda items should be submitted to Bill Leichtnam.

11. **Next Meeting** Monday, January 18th, 2:00 p.m. (VIRTUAL)

12. **Adjourn Groundwater Group Meeting** Chair Bill Leichtnam adjourned @ 3:26 p.m.

Notes by Kim Keech, Planning & Zoning Office

Via: Teleconference

Jason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Scott Larson-Executive Director-MACCI; Angel Whitehead-President-Heart of Wisconsin Chamber of Commerce; Nancy Turyk-Community Development Educator-UWEX; Jennifer Resch-Director Economic & Community Development-UWSP; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

Jason Grueneberg-Planning & Zoning:

- COVID numbers have gone down a little bit in the last few days. This could be due to testing being shut down over the weekend among other reasons. We may see a spike in cases after the Thanksgiving holiday. It seems many people had smaller gatherings or did Thanksgiving very differently this year.
- PPE needs do not seem to be a major concern at this time.
- Schools continue to have in person classes but are preparing themselves and parents should they have to go virtual.
- The first shipment of the COVID-19 vaccine is on its way to the United States.

Scott Larson-MACCI:

- The opening weekend of the Rotary Winter Wonderland is the best ever. We saw an increase of 75% in attendance. There is a walking option with safety measures in place.

Jennifer Resch-UWSP:

- The COVID-19 testing is taking place today in Marshfield. We did experience a couple of hiccups at all three campuses initially.
- The UWs have gone to virtual classes after the Thanksgiving holiday.
- Next PPE meeting: Tuesday December 15th, 2020 @ 9:00am
- Next Economic Recovery meeting is Thursday December 3rd, 2020 @ 9:00am
- Adjourned at 9:10 am

Via: Teleconference

Jason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Matt McLean-Director-Visit Marshfield; Betsy Wood-Managing Director-Incourage; Scott Larson-Executive Director-MACCI; Josh Miller-Development Services Director-City of Marshfield; Craig Bernstein-Manager-Workforce Development-MSTC; Angel Whitehead-President-Heart of Wisconsin Chamber of Commerce; Kristie Rauter-Egge-Community Health Planner-Wood County; Dennis Lawrence-Executive Director-North Central Wisconsin Regional Planning Commission; Michelle Boernke-Campus Executive-UWSP@Marshfield; Meredith Kleker-Executive Director-Wisconsin Rapids CVB; Jennifer Resch-Director Economic & Community Development-UWSP; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

Jason Grueneberg-Wood County Planning & Zoning:

- We had a PPE meeting on Tuesday. The meeting was short as it seems we are not seeing a lot of PPE needs at this time. We will have another PPE meeting in two weeks and if it seems the needs are not great, we will combine the PPE meetings into the bi-weekly Economic Recovery meetings.
- We are seeing a lot of activity concerning COVID-19, such as an uptick in deaths statewide and nationally.
- We are seeing some activity on the state level for response to COVID-19. There has been some criticism over a lack of response to the pandemic over the last six to eight months. The assembly has brought forth some recommendations. However, the outcome of the recommendations will look very different from what actually takes place.
- There are some vaccines out there, but discussions regarding them centers on who needs it most and who will get it first.
- Most work places, businesses and schools are all taking things one day at a time.
- Two grant applications have been submitted on behalf of Wood County and Bug Tussel Wireless for broadband expansion. The application was submitted on December 1st. We should hear something in the spring on whether we are awarded either of these grants.
- (Scott Larson) Country Wireless also submitted a third application that we provided assistance with for broadband expansion in parts of Wood, Marathon and Clark County.

Michelle Boernke-UWSP:

- An outline was emailed to the group that better defines what "rapid testing" is. [COVID-19 Testing: What to Know \(wisconsin.gov\)](#)
- We continue to do rapid testing on Tuesdays at the UWSP Marshfield campus. We were very slow this last Tuesday after Thanksgiving, which we found surprising. If people do wish to be tested, they will need an appointment. Follow this link to sign up: www.doineedacovid19test.com. If you are bringing a child in for testing, that child will need to be signed up individually and receive a voucher.

Scott Larson-MACCI:

- After the Thanksgiving holiday, the holiday shopping season generally kicks off. This year, black Friday spending was down significantly with a 14% decline from 2019. However, online Cyber Monday sales are seeing anywhere from 15% to 35% increase from 2019. We are trying to put together specific information on how Marshfield did.
- We are doing everything we can to promote our small businesses with promotions of gift card/certificate sales and small business bingo.
- Most restaurants are doing some type of take out or delivery. The Wisconsin Restaurant Association is predicting that we could lose anywhere from one third to one-half of our restaurants.

Matt McLean-Visit Marshfield:

- The hotels are at about 22% occupancy. With this, hotels have dropped their rates by about \$15 a room. Unfortunately, dropping the rates does not increase the demand and doing so causes them to lose money.
- We are doing a strong campaign for the Rotary Winter Wonderland. We have radio, television, billboard and an online social media and web presence. Our opening weekend was a record weekend. There were 6,436 food items collected (23% of the average collected) and \$9,714 in cash collected (75% of the average collected). Masks are encouraged as well as using the drive-thru option.
- I am wrapping up some paperwork for grants. I am also working with my board to go through a tourism entity agreement.

Angel Whitehead-HOW:

- We had over 750 cars go through our Rekindle the Spirit "reverse" parade on Wednesday November 25th.
- Saturday December 5th will bring the Nekoosa Hometown Christmas and a virtual craft show with nearly twenty businesses participating.
- We did formally apply and submit the grant application with the Economic Development Administration.
- We had our Shop Small Business event from Saturday November 28th through Tuesday December 1st. The businesses were very pleased with the amount of sales they had because of this event. Twenty-eight businesses participated in our shopping passport, which is more than we have ever had in the past. We are going to survey the businesses to see how much revenue was generated during this event.

Dennis Lawrence-NCWRPC:

- We were able to pull together the EDA recovery application in conjunction with Angel from HOW and Kyle from the City of Wisconsin Rapids along with others. We should hear something in about thirty to sixty days on whether it will be awarded merit or not. The hope is to move forward with this effort by spring.
- Regionally we submitted to a national competition for a federal grant for an entrepreneurship network focus on behalf of our ten county region. For more information: <https://www.eda.gov/news/press-releases/2020/10/14/sprint-challenge.htm>. Chances are slim but I will keep you posted on the results.

Josh Miller-City of Marshfield:

- Our November permit numbers are down a bit from last year. The year started out strong in the spring but has tapered off this fall.
- The city adopted a budget on Monday with a 3.3% increase overall. The city's portion was a 7.4% increase.
- With having city hall closed except by appointment, we are trying to figure out how to do tax collection. We are encouraging people to make payments via the drop box or online.
- Our new building permit software goes live in January.
- We will also launch a new website in January that will have a new look and be more user friendly.

Meredith Kleker-Wisc Rapids CVB:

- We are hearing reports of local hoteliers that are working sixty hours a week by themselves in order to meet payroll needs. Some creative ideas that have been suggested are "staycations" and "workcations". Consider going to a local hotel to get the creative juices flowing.
- We are participating in Travel Wisconsin's "Big Bundle Up" campaign. This is their tenth year of this campaign. They are asking for donations of new or gently used warm winter items. All items will be donated locally. We are donating to The Family Center. We have a bin outside of our office door, inside our office and we will be collecting items at Nekoosa's Hometown Christmas. Specific needs are children's snow pants and jackets.

Kristie Rauter-Egge-WC Health Department:

- We have National Guard testing today and next week. There may be an extension of testing but we are not sure if it will be on a federal level or state level for the National Guard. Watch for communication about that.
- We continue to do strike team testing through the health department for close contacts to people who have tested positive. Testing is still taking place through the school district through a grant we had received in September.
- We have seen drastic drops in testing going back to the Friday before Thanksgiving. Testing is starting to pick up again though.
- The document below gives good information on antigen testing.



Antigen Testing Do I
need to retest.pdf

- We are gearing up to be prepared to receive vaccines. Surveys have been done with our long-term care facilities, assisted living facilities as well as EMS, to determine what their plan is for vaccinating their staff and their residents. The surveys will help us decide what gaps need to be filled and what to plan for.
- The CDC did release some data about new quarantine guidelines. However, our local health department cannot make any changes to our current protocol until we hear from the Wisconsin State Department of Health as to what they want us to do.
- Staffing in the health care field continues to be a challenge.
- PPE meeting: Tuesday December 15th, 2020 at 9:00am via teleconference
- Next EDR meeting: Thursday December 17th, 2020 at 9:00am via teleconference

Adjourned at 9:50 am

5

MINUTES
JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Tuesday, December 15, 2020
TIME: 8:45 AM
LOCATION: Wood County Courthouse, Room 114

Members present: Chairman Bill Clendenning, Bill Leichtnam, Kenneth Curry (via WebEx), Ed Wagner, Joseph Zurfluh (arrived at 8:50 AM)

Others present: Peter Kastenholz, Supervisor Donna Rozar, Supervisor Jake Hahn, Supervisor Dennis Polach, Janelle Krueger (via WebEx), Trent Miner

Chairman Clendenning called the meeting to order at 8:45 a.m.

There were no public comments.

The resolution on the Order for facial masks in all county-owned buildings was presented. Moved by Leichtnam, seconded by Clendenning, to approve the resolution and forward to the county board for their consideration. Motion carried unanimously.

The resolution requesting the WCA to formally support non-partisan redistricting was presented. Moved by Wagner, seconded by Leichtnam, to approve the resolution and forward to the county board for their consideration. Motion carried unanimously.

The resolution to create 3 positions in the Criminal Justice Coordinator office was presented. Moved by Leichtnam, seconded by Zurfluh, to approve the resolution and forward to the county board for their consideration. Discussion noted that these are grant funded positions. Motion carried unanimously.

Chairman Clendenning adjourned the meeting without objection at 8:52 a.m.

Minutes taken by Trent Miner, County Clerk.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: January 8, 2021
 TIME: 9:00 a.m.
 PLACE: Room 114, Wood County Courthouse
 TIME ADJOURNED: 10:17 a.m.
 MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,
 Kenneth Curry, Ed Wagner, Joseph Zurfluh
 OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 9:00 a.m., the meeting was called to order.
2. Public comments. None at this time.
3. The minutes for the December 3 and 15, 2020, meetings were reviewed. There being no objections, the minutes were deemed approved by the Chair.
4. There were no claims against the County.
5. There were no new animal claims against the County.
6. The Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Zurfluh, seconded by Wagner, to approve the reports and payment of department vouchers. All ayes.
7. The Committee reviewed correspondence and legislative issues.
 - a. Citizens Groundwater Group. No discussion.
 - b. Legislative Special Session for COVID. No action taken.
 - c. Utility Tax Distributions. Discussion had.
Moved by Leichtnam, seconded by Wagner, to present a similar resolution to the county board for consideration at the next Committee meeting. All ayes.
 The resolution will request the state to allocate a higher percent of utility taxes to local governments.
 - d. Additional APS funding. No action taken.
8. County Board rules. Zurfluh would like discussion of allowing public comment to include virtual comments as opposed to requiring personal attendance at the county board meetings. County Board Chair Pliml advised that this issue has been resolved and virtual public comments will be allowed at future county board meetings.

Moved by Leichtnam, seconded by Clendenning, to review County Board Rule 12 at the next meeting. All ayes.

9. Human Resources proposed staffing procedure and Rubric. Lots of discussion had. The draft process was recognized as being just that, a draft. The Committee expressed an understanding that the oversight committees would be involved in the process. Supervisor Wagner does not think the reviews should be made by the Operations Committee and supports the oversight committees handling that role. Other Committee members supported that position. There was also an understanding that the procedure would be run by the County Board via resolution.
10. Committee Mission Statements and Administrative Coordinator. Commentary on this discussion and the staffing procedures took place as part of the prior matter. It was noted that the Administrative Coordinator is involved in the hiring freeze process.
11. Criminal Justice Coordinator Committee update. Criminal Justice Coordinator Krueger gave a brief update on what she has been working on including staffing reviews and the various types of courts available. Krueger supports dissolution of the Criminal Justice Coordinator Committee on March 1, 2021.
12. Goals of Department Heads and Committee. Will discuss next month.
13. Attendance at meetings. Nothing brought up at this time.
14. Agenda items for the February 2021 meeting:
 - Utility Tax Distribution resolution.
 - County Board Rule 12, re: speaking at meetings by non-supervisors.
 - Goals for Department Heads and the Committee.
15. The next committee meeting will be February 5, 2021, at 9 a.m.
16. Meeting adjourned without objection by the Chairperson at 10:17 a.m.

Minutes taken by Peter Kastenholz.

Judicial & Legislative Committee Meeting

Date: Jan. 8, 2021

NAME (PLEASE PRINT)	REPRESENTING
Janelle Knepper	CJC
Tiffany Ringer	ROD
Brent Vukich	
Allen Thurber	Finance
Craig Lambert	D.A.
Kim McGram	HR
DENNIS POLACH	WCB-14
Video attendees	
Amy Kaup	IT Director
Cindy Joosten	Clerk of Courts
Joe Zurfluh	Dist. 17 Supervisor
Trent Miner	County Clerk
Jason DeMarco	IT Deputy Director
Mary Andersson	Register in Probate
Lance Pliml	County Board Chair
Adam Fischer	Dist. 5 Supervisor
Ed Newton	Dep. Finance Director

**Wood County Criminal Justice Task Force Minutes
December 16, 2020**

Present: Greg Potter, Branch 1; Kate Frigo Drury, State Public Defender; Cindy Joosten, Clerk of Courts; Bill Clendenning, Wood County Board; Joseph Zurfluh, Wood County Board; Bill Leichtnam, Wood County Board; Janelle Krueger, Criminal Justice Coordinator; Theodore Ashbeck, Wood County Sheriff's Dept.; Craig Lambert, District Attorney; Michelle Newman, Victim Witness; Jackie Arnold, Clerk of Courts; Adam Stublaski, Dept of Corrections;

Meeting called to order by Judge Potter at 12:05 p.m.

Introductions: Since the committee has not met for some time due to Covid-19, everyone introduces themselves.

Minute Approvals: No additions or corrections to 12/18/19 Task Force minutes. Minutes are approved.

Public Comment: None.

Additions to Agenda: No additions.

Jail Study: Ted Ashbeck states that an ad hoc committee is being appointed for a jail study. Bill Clendenning adds that there was a question as to which board committee was responsible for the study.

Restorative Justice: Janelle Krueger is introduced as the new Criminal Justice Coordinator. No action regarding Victim Impact Panel is being taken at this time. Judge Potter will be talking to Janelle about the past panel and possible future panel.

Drug Court: Currently there are 25 participants in Drug Court. There is not a waiting list. Janelle will be supervising drug court. The contract that Drug Court had with ATTIC was terminated. Three personnel with drug court will now be Wood County employees.

Round Table:

Bill Leichtnam states he has been on some tours of jails in the state and has found it very interesting. He is impressed with some of the newer facilities.

Janelle Krueger states that she is connecting with people and looking forward to talking to more people about the court system.

Ted Ashbeck states that the jail has a discharge planner position now and is going well. There was recently an electrical failure that took out a cellblock for about a week. Undersheriff Randy Dorshorst has retired and Quenton Ellis will be taking his position.

Kate Frigo Drury states that Attorney Laura Tritt is currently on FMLA. They have a new staff attorney, Joseph Long. She acknowledges letter from Wood County judges regarding a PD appointed attorney issue regarding adjournments of trial due to Covid-19. The attorney was not aware that a committee was developed and there was a plan put in place for jury trials and approved by the Chief Judge. Judge Potter states that he does not think attorneys should be taking cases if they are not going to see the cases through to the end. Kate states that the matter has been referred to the complaint department and is being investigated.

Adam Stublaski states that Probation & Parole have allocated a new position and will be starting in February. There is minimal staff in the office. Most staff are working remotely.

Craig states that the District Attorney's Office has a new ADA, Jennifer Zima, who previously worked to Public Defender's Office. They also have a new support staff person, Traci Hanish Medina.

Cindy Joosten states that two people have left the Clerk of Court's office, one by new position and one by retirement. They are in the process of filling those positions.

Joe Zurfluh states this is his first Justice Task force meeting since he was Chief of Police of Port Edwards Police Department in 2014. He is looking forward to attending as a county board member.

Bill Clendenning states the steps that were taken to get a Criminal Justice Coordinator position and getting three staff members of Drug Court as Wood County employees.

Judge Potter states that in June of 2021 the Judges' rotation will be changing from two weeks on, four weeks off to one week on, two weeks off because of the workload on staff.

Meeting adjourned at 12:30 pm. Next meeting set for 3/17/21 at 12:00 Noon.

Submitted 12/21/20

Jackie Arnold
Deputy Clerk of Courts

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE
MEETING MINUTES**

DATE: Tuesday, December 15, 2020
TIME: 1:00 p.m.
PLACE: Wood County Courthouse-Room 114
Wisconsin Rapids, WI

PRESENT: Adam Fischer, Bill Clendenning, and Brent Vruwink (in-person); Mary Solheim, Bill Leichtnam and Brad Hamilton (via video conference)

OTHERS PRESENT: (for part or all of the meeting, in-person, telephone or video conference) Janelle Krueger, Shannon Lobner, Joe Zurfluh, and IT Help Desk

NOT PRESENT: Shawn Becker

1. The meeting was called to order at 1:00 p.m. by Chairman Fischer.
2. A quorum was declared.
3. There were no public comments.
4. **A motion was made by Clendenning and seconded by Leichtnam to approve the minutes from the November 30, 2020 meeting. All voted aye, motion carried.**
5. Krueger presented the committee with the anticipated timeline for filling the newly created positions in the Criminal Justice Coordinator office that passed at the County Board meeting on December 15, 2020. Human Resources has the position descriptions and will be posting the positions this week, with an application deadline of December 22, 2020.

Krueger further provided the committee with a presentation of research and statistical data that she has compiled and the vision of diversion court establishment in Wood County, along with the creation of a Criminal Justice Council and potential members.

Vruwink left the meeting at 2:05 p.m.

6. The next committee meeting will be on January 19, 2021 at 1:00 p.m. Discussion on a Criminal Justice Council will be included on the agenda.
7. Chairman Fischer adjourned the meeting at 2:22 p.m.

Minutes taken by Shannon Lobner and are in draft format until approved by the committee at the next meeting.



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

5

JANUARY 2021

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I continue to advocate for increased Child Support funding in the next State Budget. I sent a letter to Governor Evers outlining the request for an additional \$4 million in GPR in next budget.
- DCF has indicated they will be awarding Wood County additional funds for Access and Visitation in 2021. We hope to open a Parent Engagement Center in Wisconsin Rapids with the funds. The funding is specific to Access and Visitation and can't be used for other purposes or to offset levy.
- I attended the WCSEA meeting on December 10th.
- I continue to attend the Criminal Justice Ad Hoc Committee meetings.
- I will be putting the Cooperative Agreement's together in the coming days and anticipate having them completed by the end of January.
- We continue to meet Federal Performance Measures at this time but our current support collection rate is down 1.4% from last year. We will be challenged to meet the measure this year. We have been hurt by the economic turmoil such as the Verso Mill closing, Per Capita payments being halted by the Tribes, COVID-19 related issues such as layoffs and our inability to enforce orders through incarceration.
- The current IV-D case count is 3,761.



Wood County WISCONSIN

5
CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE January 2021

Opioid Litigation. Things have been quiet on this front the last several weeks. Prior to that, in early November, the four companies that made or distributed prescription opioids and played roles in the catastrophic opioid crisis had reached a tentative \$26 billion settlement with counties and cities that sued them for damages in the largest federal court case in American history. The settlement offer from opioid manufacturer Johnson & Johnson and the "Big Three" distributors, McKesson, Cardinal Health, and AmerisourceBergen, needs to be approved by various courts. It isn't clear at this time how much of that settlement would make its way back to Wood County. I will keep you posted.

Office Move. As you may know, the Corporation Counsel's office suite has been moved to the third floor of the courthouse. We are located in the back part of the old DA's office, just behind the county board room. The transition went well and we appreciate the work that Maintenance did in renovating the office space we moved into and for their assistance and that of Emergency Management in moving us. It might be a few years before we are back up to full speed but we'll get there eventually.

Year End Comments. Most of the work done by this office is routine in the sense that it is more of the same. This is true with respect to the transactional work (contracts and other types of agreements), mental commitments, guardianships, protective placements (court orders for someone under a guardianship to live somewhere), small claims, and legal research. Some of the litigation we get involved with is unusual and can be time consuming and that type of work tends to ebb and flow with no real patterns. The guardianship and mental commitment work has been up significantly for a number of years now and what was a significant increase that lead to the additional half-time legal secretary now appears to simply represent the new normal. If the committee members have any questions on the workload or workflow, you are encouraged to ask.



Wood County WISCONSIN

REGISTER OF DEEDS OFFICE

Tiffany R. Ringer
Register of Deeds

JANUARY 2021

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

1. I completed IT training: Insider Threats for End Users on November 30th.
2. All ROD staff attended eFax Solution Training with IT on December 1st.
3. On December 3rd, I attended Judicial and Legislative committee meeting.
4. I met with GIS/Land Records Coordinator, Paul Bernard, on December 4th to preview his tract index demo.
5. I completed restitution information for District Attorney Lambert regarding a former employee.
6. On December 8th, I attended the Land Information Council Meeting. These meetings will be held quarterly for 2021.
7. I attended a WRDA round table meeting on December 9th.
8. All ROD staff attended Official Records Online training with Fidlar on December 11th.
9. I attended the Wood County Board meeting on December 15th via WebEx.
10. Official Records Online (ORO) went live on December 16th. This product provides folks another secure option to request their vital records online versus appearing in person. When visiting our website, there are two options to choose from, VitalChek and ORO. Both options offer vital records to be delivered with expedited shipping or standard mail.
11. I attended the WRDA Executive Board meeting on December 17th via Zoom.
12. All required reviews were conducted and turned into Human Resources.
13. On December 18th, I attended the WRDA Legislative committee meeting via Zoom.
14. We added a fifth electronic recording vender this month. SYNREGO is in the set up process to provide services to all our business partners.

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



1. **DAY & DATE:** January 7, 2021
2. **PLACE:** Wood County Highway Department
555 17th Ave. North, Wisconsin Rapids, WI 54495
3. **MEETING TIME:** 9:00 A.M.
4. **ADJOURNMENT TIME:** 11:41 A.M.
5. **MEMBERS PRESENT:** Chairman Jacob Hahn, Supervisor John Hokamp,
Supervisor David LaFontaine
PRESENT VIA WEBEX: Supervisor Lee Thao, Supervisor Al Breu

OTHERS PRESENT: Chad Schooley, Parks & Forestry Director; Fritz Schubert, Forest Administrator; Sandra Green, Parks & Forestry Office Supervisor; Roland Hawk, Highway Commissioner; Supervisor Dennis Polach; Supervisor Bill Clendenning; Supervisor Bill Winch; Gary Engelbright; Crystal McKinney; Jeff Winker; Joel Ortman, Hwy. Dept. Engineer.

OTHERS PRESENT VIA WEBEX: Chairman Lance Pliml;

6. Call meeting to order. Meeting called to order at 9:00 am.
7. Declaration of quorum. Declared.
8. Public comments. None.
9. Correspondence. R. Hawk handed information out regarding crushing specifications, recycling, etc. R. Hawk stated usually, they rent a rock crusher to crush and screen recycled asphalt. He is bringing forward a piece of equipment that is for sale, an ASTEC "Prosizer 2612V Mobile Crushing/Screening Plant" designed to crush recycled asphalt from 4-6" down to a ¾" size to be recycled back into the asphalt. It has 6K hours on it and is located in Southern, IL. He would like permission to pursue this purchase by taking one or two days next week to go down and look at it. It has a ROI about 3-4 years. The Highway Department usually rents a crusher between December and February when they are more often available and crews have the time to crush. These crushers tend to freeze up and cost more to operate during very cold weather. There is not an additional "ask" of funds here, as R. Hawk will reallocate his CIP funds in order to cover the cost.

Motion by A. Breu and second by J. Hokamp to move forward with reviewing the possibility of buying this piece of equipment and use R. Hawk's discretion to make the purchase. Motion carried.

10. Approve minutes from previous committee meetings.

Motion by D. LaFontaine and second by J. Hokamp. Motion Carried.

11. ATV Trail/Route system update. Signing is almost complete and they are running low on supplies. There are dollars budgeted in 2021 and will look at crossing areas that they know are signed, but may need to add some additional signing and do some shoulder work. B. Winch states part of the signage on Park Rd and Hwy. 54 and the section that goes across the bridge to the Dexter Oasis is not marked yet because that resolution is still under review at the DOT. The route will not be signed from Park Road to the park entrance, but will be from the park entrance to Hwy. 80.
12. Renewable Energy Options. Discussion of the possibility of a Solar Array at the Highway Department. The Renewable and Sustainable Committee decided to go a different route with the grant money. Chairman Hahn would like to begin research on rounding up grant money and see how the committee feels about pursuing this project. What is the ROI on this project?

Motion by J. Hokamp and second by D. LaFontaine to pursue the construction of a solar array at the Hwy. Dept. for the 2021-2022 Capital Improvement Projects. Motion carried.

13. HIGHWAY

- a. Highway staff reports. Monday, January 18th is when new employee, Rachel Krause begins to replace the previous Administrative Assistant.
- b. Highway revenue report. Reviewed.
- c. Highway vouchers. **Motion by D. LaFontaine and second by J. Hokamp to approve the vouchers. Motion carried.**
- d. Sand and Aggregate Bids. **R. Hawk reviewed the bid results with everyone. Motion by D. LaFontaine, second by A. Breu to approve bid. Motion carried.**
- e. Crushing Bids. R. Hawk reviewed the bid results with everyone. Milestone is the low bid at \$4.25/ton. **Motion by A. Breu and second by J. Hokamp to approve bid. Motion carried.**
- f. Mutual Aid Agreements. R. Hawk reviewed the MUA with everyone. They are expanding beyond their neighboring counties.
- g. Procurement Plan for Maintenance Vehicles. R. Hawk shared this information with everyone. They are moving forward with different maintenance techniques. R. Hawk handed out a proposed procurement plan for winter patrol trucks. R. Hawk would like to go through the same process for the truck they currently have and purchase another one. He is asking that a procurement plan be approved for three years regarding patrol trucks for the reasons listed in the proposed plan. The fleet should be standardized so that employees do not need to go through a major learning curve driving that truck while we have inclement weather. Everything is standardized, store rooms do not need to stock as much, mechanics become very familiar with the same fleet and start to learn what wears out and when. Be sure we are compliant with all states statutes regarding bidding per L. Pliml. Life Cycle costing information should also be included in the agreement because it is very important for the overall cost of the equipment for a period of time per D. LaFontaine. C. Schooley, Parks Director also stated this is a good program.
Motion to formulate this plan and move forward by with approval from the Corporate Counsel office by D. LaFontaine with a request to add Life Cycle costing and second by A. Breu. Motion carried.

14. Online Permit and Asset Management Presentation. J. Ortman, Engineer from the Hwy Dept. gave a presentation on the Wood County Highway Department Permit system on the Wood County website that was created by RTVision. J. Ortman also went over Asset Management data collected in Wood County which is recorded through ArcGis.

15. PARKS AND FORESTRY

- a. Parks & Forestry Staff Reports.
- b. Special Use permits. (a) February 7, 2021, Annual event, Pittsville Lions Fisheree at Dexter, grant shelter fee waiver in lieu of in-kind donations from club in the past, February 7, 2021; (b) May 8, 2021, fundraising event, Lake Wazeecha Trail for First Choice Pregnancy Resource Center.

Motion by D. LaFontaine and second by J. Hokamp. Motion carried.

Additional Special Use Permits brought to the meeting are (c) January 16, 2021, fisheree fundraiser and to utilize the Nepco shelter building, Door 212 for a family that had a fire and lost their home. They are requesting a waiver or fee reduction for the Nepco shelter.

Motion to approve by J. Hahn to approve the SPU at the listed cost of the Nepco Shelter and second by D. LaFontaine. Motion carried.

(d) February 21, 2021 from 8am – 6pm, Dexter Lake, ATV/Motorcycle races. They utilize the ice on/off access. There is usually no fee for this event and (e) Sunday, May 23, 2021, Disc Golf Tournament at North Wood County Park. They are requesting to shut down the course to public use. There is a \$50 fee for exclusive use of the grounds and an additional fee of \$2/person participating in the event. **Motion to approve (d) and (e) special user permits by A. Breu and second by J. Hokamp. Motion carried.**

- c. 2020 ATV and Snowmobile account budget amendment resolution.
Motion to approve by D. LaFontaine and second by A. Breu. Motion carried.

- d. 2021 Parks and Forestry Work Plan. C. Schooley reviewed the Parks portion of the plan with the committee. D. LaFontaine states it is very commendable that our County Forester works so well with the State Forester and this good working relationship really benefits both the County of Wood and the State of WI.

Motion by D. LaFontaine to approve the two work plans for Parks and Forestry and second by J. Hokamp. Motion carried.

- e. 2021 Wood County Forest Annual Work Plan Resolution.

Motion by D. LaFontaine and second by A. Breu to approve the resolution.

- f. County Forest Road information and discussion from December HIRC public comments re: John Winker property. County Forester, F. Schubert passed out information with pictures and descriptions of where this property is located and how the water flows. This is just a very low area and everything around it is very wet. If we have standing water to the North, there is nowhere for that water to go. His driveway does not have a culvert either. There is just not enough elevation to get water moving in this area. C. Schooley will reach out to him and let him know the committee did have a discussion regarding this. No action was taken. F. Schubert offered if anyone would like to go see the area in question, to let him know and he would be more than happy make arrangements to meet or provide transportation if necessary.

- g. Parks revenue report. C. Schooley went through and explained a few things on the report. To give the committee an idea if we were to carryover excess revenues in regard to the 2017 resolution authorizing this to occur. Total revenues of Parks and Forestry user fees/timber sales equaled \$1,116,430.00. This is in excess of the 2020 budgeted revenues by \$181,430.00, and in excess of the 2020 estimated revenues in the 2021 budget by \$131,430.00.

Motion by D. LaFontaine and second by Breu to carryover \$131,430 of excess 2020 revenues and place in the resolution approved Capital Projects Non-Lapsing Account. Motion carried.

- h. Forestry revenue report. Currently, there are three active jobs and efforts being made to begin others. We are hoping the weather and markets will allow contractors to stay active and get several timber sales completed.

- i. Parks & Forestry vouchers.

Motion to approve Parks and Forestry vouchers by D. LaFontaine and second by J. Hokamp. Motion carried.

16. Future Agenda Items.

17. Set next regular meeting date: February 4, 2021 at 9:00am at *Wood County Highway Department*,
555 17th Ave North, Wisconsin Rapids, WI 54495

18. Adjournment. Meeting adjourned at 11:41 am.

Recording Secretary: Sandra Green, Parks & Forestry, Office Supervisor



Wood County

WISCONSIN

OFFICE OF
HIGHWAY COMMISSION

Roland Hawk
COMMISSIONER

January 7, 2021

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for January 7, 2021 HIRC meeting

Department Activities

Personnel

Commissioner conducted interviews for Administrative Assistant December 16, HR is reviewing references and plan to have the positioned filled in early January.

Posting for vacant truck operator closes on January 3, 2021 and interviews will be scheduled as soon as possible.

As of December 21, the Highway Department has one employee currently quarantined due to contracting COVID 19 and two employees quarantined due to family members who contracted COVID 19. The Department has provided sanitation equipment and materials for employees to sanitize equipment and work surfaces, there is a two person max limit to a vehicles and employees are required to follow the mask order when in county buildings and vehicles. Crews have been assigned to work in pods of 5 -6 people and start/stop times are modified to eliminate congregation during morning work orders and afternoons when recording time.

Public Relations

(Ongoing) There has been several concerns raised with security and public health during the pandemic shutdown. Alternatives have been raised to protect employees and eliminate interruptions at the Wisconsin Rapids office. Estimated changes to front entrance to protect from public directly entering offices and shop is \$7000-\$10,000.

Commissioner checked to see if funds were available from the CARES Act and was informed there are no available funds at this time. EM and Maintenance were going to check if FEMA funds may be available. Commissioner/Staff will follow through with contractor to narrow down the estimate and time frame as well as identify how much of this project can be accomplished with employees.

Highway Projects

Design and engineering of 2021 construction projects is under way. Staff are advertising for bids any contractor work and materials for the 2021 season.

CTH U Eagle Road (STH 54 – South Biron Drive) has been submitted for the 2020 Urban Design Award.

Highway Maintenance

Crews have finished ditch maintenance for the year, frost varies from 2 – 6 inches in the ditches making it difficult to grade accurately which leaves the roadside looking unsightly.

Crews have completed installing snow fence posts and started hanging snow fence.

Crews have been brushing and mowing roadsides on both State and County Highways.

ATV Plan

Department has completed signing the North Mainline Route and connecting routes to Clark & Portage Counties. We have a small inventory of replacement signs and posts and will order some by end of December to fully utilize the \$10,000 P & Z Economic Development Grant.

Equipment

Highway Department purchased a transport tank to deliver brine to the Marshfield shop. The cost of the transport tank was \$15,000 and had recently been through a maintenance overhaul. The tank can transport 6,000 gallons saving our Brine Truck from leaving its All Liquid Route to deliver brine to the Marshfield facility or other facilities in the region who purchase brine from the Highway Department. This tank will also provide a second water transport for construction projects during the summer.

One of the two tandem patrol trucks ordered in 2019 has been delivered and was put into service December 16. The second truck should be ready for delivery in January. These trucks are well built and designed to perform in the extreme winter conditions. Our CIP has another patrol truck scheduled for 2021 and one in 2022. Commissioner wishes to adopt a Maintenance Vehicle Procurement Plan. (*Agenda Item*)

All patrol trucks and road graders are ready for winter maintenance. Commissioner is working with North Central Region Counties and other neighboring counties on a mutual aid agreement in the event of a COVID outbreak or other catastrophic event to protect the health, safety and welfare of the public, and to ensure effective and efficient Highway Department operations. Currently Wood County has agreements with Clark County, Marathon County, Portage County, and Adams County. The NC Region Mutual Aid Agreement would not include Clark, Jackson, or Juneau Counties and the Commissioner will need to pursue agreements with Jackson and Juneau Counties to cover all bordering counties.

Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

Revenues

Revenues are as anticipated in most areas.

State Aid – LRIP revenue did not meet expectations because the CTH V bridge was completed later in the year. Those monies will be reimbursed early in January 2021. Permit revenue exceed budget due to a change in fee structure. State work revenues will be below budget. Also below budget will be the Road Aid Revenues but those are offset by lower than expected Road Aid Expenses.

Expenses

Expenses are as anticipated in most areas.

Shop Operations expense was a bit higher than anticipated. Bituminous Operations Machinery expense was lower than anticipated, though crushing expenses were higher than anticipated. Bituminous Operations Production Expense was higher than anticipated but was offset by corresponding revenues. Buildings and Grounds expenses were higher than expected, chiefly due to the floor drain project at the Marshfield Shop. Snow Removal expenses were, fortunately, held in check for the majority of the year and we will not begin 2021 with the same deficit that we had at beginning of year 2020.

12/29/2020

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Highway Departmentwide
 Wednesday, December 30, 2020

	Actual	2020 Budget	Variance	Variance %
REVENUES				
Intergovernmental Revenues				
43531 State Aid-Transportation	\$2,523,588.81	\$2,242,395.00	\$281,193.81	12.54%
43534 State Aid-LRIP		218,258.00	(218,258.00)	(100.00%)
Total Intergovernmental	2,523,588.81	2,460,653.00	62,935.81	2.56%
Licenses and Permits				
44101 Utility Permits	15,930.00	1,050.00	14,880.00	1,417.14%
44102 Driveway Permits		860.00	(860.00)	(100.00%)
44260 Moving Permits		1,025.00	(1,025.00)	(100.00%)
Total Licenses and Permits	15,930.00	2,935.00	12,995.00	442.76%
Intergovernmental Charges for Services				
47230 State Charges	996,466.68	1,702,757.00	(706,290.32)	(41.48%)
47231 State Charges-Highway	234,831.36	232,838.00	1,993.36	0.86%
47232 State Charges-Machinery	19,075.49		19,075.49	0.00%
47300 Local Gov Chgs	510,340.05	594,327.00	(83,986.95)	(14.13%)
47330 Local Gov Chgs-Transp	2,030,947.43	2,042,160.00	(11,212.57)	(0.55%)
47332 Local Gov Chgs-Roads	140,043.68	420,187.00	(280,143.32)	(66.67%)
47333 Local Gov Chgs-Bridges	142,558.64	146,190.00	(3,631.36)	(2.48%)
Total Charges to Other Governments	4,074,263.33	5,138,459.00	(1,064,195.67)	(20.71%)
Interdepartmental Charges for Services				
47470 Dept Charges-Highway	2,505,972.10	2,355,970.00	150,002.10	6.37%
Total Interdepartmental Charges	2,505,972.10	2,355,970.00	150,002.10	6.37%
Total Intergovernmental Charges for Services	6,580,235.43	7,494,429.00	(914,193.57)	(12.20%)
Miscellaneous				
48100 Interest	1.11		1.11	0.00%
48300 Gain/Loss-Sale of Property	192,560.00		192,560.00	0.00%
48340 Gain/Loss-Sale of Salvage and Waste	5,049.40	6,700.00	(1,650.60)	(24.64%)
48500 Donations	13,584.37		13,584.37	0.00%
Total Miscellaneous	211,194.88	6,700.00	204,494.88	3,052.16%
Other Financing Sources				
49110 Proceeds from Long-Term Debt		2,300,000.00	(2,300,000.00)	(100.00%)
Total Other Financing Sources		2,300,000.00	(2,300,000.00)	(100.00%)
TOTAL REVENUES	9,330,949.12	12,264,717.00	(2,933,767.88)	(23.92%)
EXPENDITURES				
Public Works-Highway				
53110 Hwy-Administration	348,921.01	351,879.80	2,958.79	0.84%
53120 Hwy-Engineer	228,205.51	254,866.05	26,660.54	10.46%
53191 Hwy-Other Administration	354,838.74	335,532.33	(19,306.41)	(5.75%)
53210 Hwy-Employee Taxes & Benefits	(1,107,742.78)	1,753,982.36	2,861,725.14	163.16%
53220 Hwy-Field Tools	(4,965.51)	(1,839.92)	3,125.59	(169.88%)
53230 Hwy-Shop Operations	287,556.86	257,566.16	(29,990.70)	(11.64%)
53232 Hwy-Fuel Handling	(21,470.44)	(23,105.00)	(1,634.56)	7.07%
53240 Hwy-Machinery Operations	(983,126.74)	47,218.18	1,030,344.92	2,182.09%
53260 Hwy-Bituminous Ops	155,964.09	230,793.04	74,828.95	32.42%
53262 Hwy-Bituminous Ops	22,615.61		(22,615.61)	0.00%
53266 Hwy-Bituminous Ops	2,134,964.16	2,042,827.62	(92,136.54)	(4.51%)
53270 Hwy-Buildings & Grounds	220,911.05	181,404.12	(39,506.93)	(21.78%)
53290 Hwy-Salt Brine Operations	37,698.80		(37,698.80)	0.00%
53291 Hwy-Salt Brine Operations	(23,003.13)	150.00	23,153.13	15,435.42%
53281 Hwy-Acquisition of Capital Assets	233,054.76		(233,054.76)	0.00%
53310 Hwy-Maintenance CTHS		21,950.55	21,950.55	100.00%
53311 Hwy-Maint CTHS Patrol Sectn	1,792,996.50	1,907,786.45	114,789.95	6.02%
53312 Hwy-Snow Remov	634,676.64	802,481.54	167,804.90	20.91%
53313 Hwy-Maintenance Gang	136,658.80	133,616.16	(3,042.64)	(2.28%)
53314 Hwy-Maint Gang-Materials	8,674.58	7,228.00	(1,446.58)	(20.01%)
53320 Hwy-Maint STHS	1,111,021.06	1,442,910.19	331,889.13	23.00%
53330 Hwy-Local Roads	2,047,159.78	1,962,505.14	(84,654.64)	(4.31%)

12/29/2020

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Highway Departmentwide
 Wednesday, December 30, 2020

		Actual	2020 Budget	Variance	Variance %
53340	Hwy-County-Aid Road Construction	182,759.38	456,930.91	274,171.53	60.00%
53341	Hwy-County-Aid Bridge Construction	239,597.42	244,844.61	5,247.19	2.14%
53490	Hwy-State & Local Other Services	494,752.06	555,188.46	60,436.40	10.89%
	Total Public Works-Highway	8,532,718.21	12,966,716.75	4,433,998.54	34.20%
	Capital Outlay				
57310	Highway Capital Projects	2,837,910.29	2,132,862.32	(705,047.97)	(33.06%)
	Total Capital Outlay	2,837,910.29	2,132,862.32	(705,047.97)	(33.06%)
	TOTAL EXPENDITURES	11,370,628.50	15,099,579.07	3,728,950.57	24.70%
	NET INCOME (LOSS) *	(2,039,679.38)	(2,834,862.07)	795,182.69	(28.05%)



Parks & Forestry Department Reports

Thursday, January 7, 2021

Director Report, by Chad Schooley

- Assisting North Park/Powers Bluff maintenance staff on trail signage for PB this upcoming winter season.
- Planning and Zoning staff have asked me to review a number of Parks and Forestry parcels that they identified, for the purpose of reporting back to the IT and Properties Committee on the purpose/need of the parcels.
- Completed evaluations for department Supervisors.
- Staff have been working on the 2021 work plan. A copy is included in the packet. I will be discussing a couple of these items in detail, and will recommend them as my 2021 goals.
- I met with J. Winker to listen to his concerns/issues with water issues at his residence adjacent to the ATV Intensive Use Area County Forest block. We will be having this item as an agenda item. F. Schubert will be bringing informational material to the meeting.
- Employee training/meeting at Nepco shelter on 12/17/2020.
- Assisted with end of year budget resolutions
- **Special Use Permits**
 - Feb. 7, 2021 Pittsville Lions Club Ice Fisheree on Lake Dexter. Event uses ice access, as well as shelter building for concession sales and warming house. The Committee has waived the user fee in the past because of the financial and in-kind donations they have made in shelter construction/remodeling and fish habitat work. I would recommend this to continue.
 - May 8, 2021 Fundraising Walk for First Choice Pregnancy Resource Center around Lake Wazeecha. Event includes rental of the stone shelter for the day and uses the walk trail for the event. Expected number of participants is 150.

Construction Supervisor Report, by Dennis Quinnell

Construction Projects

- We are currently working on a project at North Park Shelter, which includes replacing old fixtures, and adding LED lighting, increasing outlets, and kitchen remodel.
- We improved the lighting in the lower level of the Powers Bluff shelter.

Maintenance Operations

- Fall/Winter work; trail maintenance, cutting dead trees, buzzing limb wood, repairing tables and buildings.
- North Park crew began cutting trees along the emergency exit road in the campground. This stretch of road will be widened next season.

Employee Matters

- All LTE's are laid off until Powers Bluff opens.
- We are looking to hire one more First Responder.

OTHER

- I will be working with an engineer to plan, quote and bid a snowmobile bridge replacement near Arpin.
- We had an auction and sold the remaining skis and boots that were deemed outdated. (\$380.00)
- We are preparing plans for remodeling the Dexter beach house to apply for a Stewardship Grant in May.
- We are working with Emergency Management to design and apply for a grant for a Storm Shelter in South Park near the campground.

Office Supervisor Report, by Sandra Green

Snowmobile / ATV

- Attended the December 7th AWSC monthly meeting at the Sherryland Ballroom.
- Worked on the return of contracts and land easement information.

Office

- I began working from home on December 14th.
- We are working on new layout options for the front office. This is so Sue and I can have more than 6' of distance between us going forward.
- Attended the annual winter employee meeting at the Nepco Lake Shelter on December 17th. Ordered food for 15 individuals and took notes.
- Attended and took minutes at the December 3rd HIRC meeting at the Hwy. Dept.
- Set up of all new 2021 files on the L: drive.
- Continuing to update South Park Campgrounds campsite information on Facebook.
- Updating of our website pages has begun. I am going through each page and making recommendations on updates and changes to Chad.
- Continue to work with Paul Bernard, Planning and Zoning, on various aspects of the ARC GIS system.
- We held a special sale on December 17th and 18th for Gift Certificates. It was very popular
- Worked on annual step/raise increases for LTE's and sent to HR and Payroll.
- Completed a couple of LTE termination forms for HR.
- Finalized and completed the Powers Bluff staff scheduling calendar.

Forest Administrator, by Fritz Schubert

- Routine timber sale administration of active timber contracts: #766, #767, #782. Scaled wood and inspected harvest activities (multiple site visits).
- Firewood harvest within Dexter Park completed. Scaled all wood and arranged trucking for sawlogs. Other wood is decked within harvest area and will be utilized for future firewood processing.
- Met logger and laid out roads for future winter harvest on contract #749.
- Worked with several loggers to begin planning and freeze down for winter timber harvests.
- Drafted 2021 County Forest Annual Work Plan and Resolution (included in packet).
- Forestry Tech. has been mowing several forest roads and hunter-parking areas as machinery is available. Also road grading and improvements on Hazelnut Trail, East Hazelnut, and other minor forest roads.
- Forestry Tech. continues signage project on trails at Richfield 360.

- Cleaned up public shooting range.
- Marked public firewood cutting areas.
- Investigated beaver complaints. Opened up old forest road to allow excavator access to remove beaver dams. Highway dept. removed one dam. Neighboring cranberry grower removed three.

WOOD COUNTY PARKS & FORESTRY DEPARTMENT REVENUE SUMMARY 2020

DECEMBER REVENUE - JANUARY HIRC

BUDGETED REVENUES	46721 SOURCE	FEES	YTD REVENUE 2020	YTD REVENUE 2019	DEC REV 2020	DEC REV 2019	ACTUAL REV 2019
\$ 290,000.00	Camping Reservations (PAYPAL & In Office Cash/Check) All site types.	\$10 Resv. Fee+/\$18/\$21/\$23/\$26/\$33	\$379,606.13	\$ 278,508.81	\$5,732.89	\$ 4,070.30	\$ 278,508.81
\$ 84,000.00	Camping Self-Registration, All site types	\$18/\$21/\$23/\$26/\$33	\$125,846.17	\$ 76,893.84	\$0.00	\$ -	\$ 76,893.84
\$ 30,000.00	Campground Firewood Sales	\$6 per rack	\$43,746.76	\$ 25,949.36	\$0.00	\$ -	\$ 25,949.36
\$ 7,000.00	Ice	\$3 (7 lbs.) /\$6 (20 lbs.)	\$8,287.14	\$ 5,058.30	\$0.00	\$ -	\$ 5,058.30
\$ 1,700.00	Non-Camper Dump Fee	\$7	\$2,341.21	\$ 1,530.81	\$0.00	\$ -	\$ 1,530.81
\$ 900.00	Camper Storage Fee	\$15/wk - \$60/mo	\$800.52	\$ 630.33	\$0.00	\$ -	\$ 630.33
\$ 900.00	Washer/Dryer	\$2 wash / \$2 dry/\$1 Laundry Pods	\$568.94	\$ 742.65	\$0.00	\$ -	\$ 742.65
\$ 54,600.00	Shelters Enclosed (SP, NP, DX, PB, Nepco, ATV)	\$100/\$150/\$175/\$200/\$225	\$47,670.04	\$ 43,755.47	\$1,824.65	\$ 4,352.61	\$ 43,755.47
\$ 10,000.00	Shelters - Open (DX, SP, RSBP, White Sands)	\$75/\$125	\$9,047.31	\$ 6,507.11	\$0.00	\$ 94.79	\$ 6,507.11
\$ 900.00	General Park User Fees (outside of normal shelter fee areas)	\$50 / \$10 per picnic table	\$663.50	\$ 710.89	\$47.39	\$ -	\$ 710.89
\$ 20,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$10/\$15/\$250/\$450/\$500	\$31,810.06	\$ 29,102.08	\$0.00	\$ 853.08	\$ 29,102.08
\$ 2,000.00	X-Country Skiing	\$5/daily; \$15/annual; \$40/family	\$1,503.32	\$ 2,046.16	\$9.48	\$ 175.36	\$ 2,046.16
\$ 6,000.00	Disc Golf	\$2 / \$4 / \$20 / \$40 (2019 Inc.)	\$6,449.96	\$ 4,004.17	\$0.00	\$ -	\$ 4,004.17
\$ 2,000.00	Parks Pulpwood	Market Price	\$0.00	\$ 1,758.89	\$0.00	\$ -	\$ 1,758.89
\$ 20,000.00	Boat Launch	\$20/annual; \$5/daily	\$24,336.31	\$ 19,828.58	\$0.00	\$ -	\$ 19,828.58
\$ 1,000.00	45123 - Violations (non-tax)	\$50.00	\$700.00	\$ 495.00	\$0.00	\$ -	\$ 495.00
\$ 18,000.00	Miscellaneous*	Scrap Metal, Provision Part, etc.	\$61,876.50	\$ 16,110.73	\$81.63	\$ 1,200.95	\$ 16,110.73
\$ 1,000.00	Gift Certificates	Gift Certificates	\$2,144.67	\$ -	\$1,078.67	\$ -	\$ -
\$ 550,000.00			\$747,398.54	\$513,633.18	\$8,774.71	\$10,747.09	\$513,633.18
Misc. *PB Land Rental, General Donations, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc.							
\$ 5,000.00	Powers Bluff Project Donations Non-Lapsing	Informational purposes only. CASH/CHECK/PAYPAL	\$0.00	\$ 1,711.11	\$0.00	\$ -	\$ 1,711.11
\$ 385,000.00	46813 - Timber Sales & Wood Cutting (90%/Cty & 10%/Towns) - Net to County = \$346,500	CONTRACTED	\$369,031.14	\$ 259,456.44	\$56,272.83	\$ 15,562.11	\$ 259,456.44
New Line / 2020	Auctions - Non-Lapsing	WI Surplus	\$6,572.00	\$ -	\$0.00	\$ -	\$ -

*REFUNDS PROCESSED IN PAYPAL ARE REFLECTED ON THIS REPORT. REFUNDS PROCESSED VIA CHECK/CASH/JE WILL SHOW AT EOY.

What's New 2020: Added the White Sands Shelters under OPEN Shelters.
Added a Gift Certificate line to track how much we sell each year. This revenue was listed under "Misc" in the past.
Added an Auction Line.

FOREST ADMINISTRATOR
REVENUE REPORT & TIMBER SALE BALANCES

Dec-20

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE CURRENT YR	AMOUNT RCVD TO DATE CURRENT YR	ENDING MONTH BALANCE
719	9-13	SCHREINER	47,060.00	10/3/2013	3/31/2021				
724	14-13	FUTUREWOOD	28,856.00	6/5/2014	3/31/2021		\$0.00	\$0.00	\$0.00
741	8-15	THURS LOGGING	23,936.00	4/7/2016	3/31/2021		\$0.00	\$0.00	\$0.00
744	2-16	DELANEY FP	26,079.50	4/7/2016	3/31/2021		\$3,417.68	\$3,417.68	\$0.00
748	5-16	FUTUREWOOD	18,522.10	10/6/2016	12/31/2021		\$0.00	\$0.00	\$0.00
749	6-16	FUTUREWOOD	33,638.00	10/6/2016	12/31/2021		\$0.00	\$0.00	\$0.00
758	13-16	FUTUREWOOD	37,074.50	11/14/2017	12/31/2021		\$0.00	\$0.00	\$0.00
762	4-17	FUTUREWOOD	14,431.60	11/14/2017	12/31/2021		\$14,768.80	\$15,407.25	\$638.45
764	6-17	FUTUREWOOD	14,091.00	11/17/2017	12/31/2021		\$0.00	\$0.00	\$0.00
765	2-17	FUTUREWOOD	16,850.05	7/2/2018	6/1/2021		\$0.00	\$0.00	\$0.00
766	7-17	YODER LOGGING	6,120.00	7/2/2018	6/1/2021		\$23,420.66	\$23,420.66	\$0.00
767	2-18	WITALA & VOZKA	189,002.00	7/7/2018	12/31/2020		\$0.00	\$0.00	\$0.00
770	6-18	LAMBERT FP	64,706.00	7/7/2018	6/1/2021	\$62,445.37	\$216,801.70	\$216,801.70	\$0.00
771	3-18	YODER LOGGING	64,671.00	7/7/2018	7/1/2021		\$27,580.08	\$27,580.08	\$0.00
773	7-18	KOERNER	22,990.00	3/29/2019	4/1/2021		\$39,548.17	\$39,548.17	\$0.00
775	9-18	COUNTRY F.P.	37,260.00	3/29/2019	4/1/2021		\$0.00	\$0.00	\$0.00
776	10-18	FUTUREWOOD	15,998.50	3/29/2019	4/1/2021		\$0.00	\$0.00	\$0.00
777	1-19	KOERNER	38,680.50	3/29/2019	4/1/2021		\$1,553.73	\$1,553.73	\$0.00
779	8-19	LAMBERT FP	15,255.00	6/10/2020	6/1/2022		\$0.00	\$0.00	\$0.00
780	2-16	YODER LOGGING	42,886.00	7/10/2020	6/1/2023		\$0.00	\$0.00	\$0.00
781	5-19	YODER LOGGING	9,720.00	7/10/2020	6/1/2022		\$0.00	\$0.00	\$0.00
782	6-19	WILSON FP	30,640.00	6/10/2020	6/1/2022		\$0.00	\$0.00	\$0.00
755		FIREWOOD				\$60.00	\$0.00	\$0.00	\$0.00
Payments Received This Month:						\$62,505.37			638.45

CR

2020 Budgeted Total Revenues \$385,000
2020 Total County Forestry Revenues this month (90%) \$ 56,254.83
2020 Total Township Revenues this month (10%): \$6,250.54

Jobs Finished
Jobs Started
Jobs Continuing
Jobs Gone Inactive

2020 TOTAL NET FORESTRY REVENUE TO DATE: \$ 369,013.13

WOOD COUNTY
PARKS AND FORESTRY DEPARTMENT



2021
WORK PLAN

WOOD COUNTY PARKS AND FORESTRY DEPARTMENT

2021 PERSONNEL

Director Chad Schooley
Forest Administrator Fritz Schubert
Parks Construction Supervisor Dennis Quinnett
Office Supervisor 7 Sandra Green
Administrative Services 4 Sue Potocki

Park Lead Workers..... Scott Fox
Brad O' Donnell
Matt Huber

Park Workers..... Ron Gilson
Dan Vollert
Jesse Kostolny
Seth Dupee

Forest Technician..... Clyde Dammann

2021 SEASONAL EMPLOYEES

LTE II.....7
Camp Rangers3
Powers Bluff First Responders4

WOOD COUNTY PARKS

“MISSION STATEMENT”

To develop, maintain, and operate facilities, resources and programs that meet the outdoor recreation, environmental, and economic needs of the public; and provide clean, safe, quality family enjoyment at a reasonable cost.

PARKS IMPROVEMENT PROJECTS

SOUTH PARK

1. Install walk trail culvert and improvements near RC&D ditch
2. Red Sands vault toilet remodel
3. Tuck pointing White Beach stone entrance gate
4. Complete Willow Run vault toilet remodel and access road
5. Repair boat mooring areas in campground
6. Storm shelter grant process

NEPCO PARK

1. Relocate trail head sign in lower parking lot
2. Remove pavers and replace with stamped concrete around shelter building
3. Design and install additional "you are here" signs along trail system
4. Walk trail/shore stabilization improvements near beach
5. Repair benches along trail system
6. Exotic species control (honeysuckle)
7. Evaluate hiring a logger to cut dead oak
8. Evaluate swimming area improvement options

POWERS BLUFF

1. Trailhead building grant application
2. Planning for future use of existing ski hill
3. Continue trail signage improvements
4. Continue single track trail development
5. Begin multi-use trail improvement with road base
6. Silo observation deck planning
7. Remove wood storage area in basement and replace wood stove with LP or Electric furnace in break room.

DEXTER PARK

1. Beach house remodel planning and grant application
2. Improve wet areas along walk trail
3. Shelter AC unit
4. Evaluate swimming area improvement options
5. Entrance road resurfacing
6. 2nd Wood Fence construction

NORTH PARK

1. Lower campground road improvements
2. Tuck pointing of stone bridges and abutments
3. Planning for wooded area across from beach area
4. Install exhaust fan in lower shower building
5. Complete shelter kitchen remodel
6. Evaluate swimming area improvement options

RICHFIELD 360 AREA

1. Rebuild the cross country ski bridge decking
2. Paint the vault toilet
3. Update signage to reflect County Forest designation
4. Create small parking lot on south end of property off Puff Creek Blvd.

OTHER

1. ATV trail construction
2. ATV Trail Development planning
3. Snowmobile Bridges, rehab for Bakerville \$25k and replacement for Vesper \$149k.

WOOD COUNTY FOREST 2021 ANNUAL WORK PLAN

The mission of the Wood County Forest is to provide current and future generations with outdoor recreational opportunities while managing timber resources for raw materials for wood using industries on a sustainable basis.

Management of the Forest balances local needs with broader concerns through integration of forestry, wildlife, fisheries, endangered resources, water and air quality, soil, and recreational recommendations and practices. Multiple-use management will provide this variety of products and recreational amenities for the future with sound forestry management practices. The Forest will also be managed for such environmental needs as watershed protection, the protection of rare plant and animal communities, and biological diversity.

The Wood County Forest will be protected from natural catastrophes such as fire, insect and disease outbreaks, and from possible detrimental effects of human encroachment, over-utilization, environmental degradation and excessive development.

ANNUAL DNR TIME STANDARDS

Each year the county forest administrator and the Department of Natural Resources (DNR) liaison forester meet for an annual meeting. During this meeting one of the discussion topics is the DNR's availability to work on the county forest, also known as "Time Standards". For the 2021 fiscal year (the DNR fiscal year is July 1 through June 30), the agreed upon minimum hours to be provided by the Department of Natural Resources to Wood County Forest for technical assistance is **838** hours.

The DNR Time Standard commitment has fluctuated over the years. A summary follows: **893** hours in the years 2004–2007, **781** hours in years 2008–2013, **740** hours in years 2014–2018, **755** hours in 2019, and **838** hours in 2020.

The recent upward trend in time standard hours dedicated to Wood County Forest is encouraging and appreciated. Historically the DNR has always exceeded their time standard commitment in Wood County. This past year the DNR contributed **862.25** hours, thus meeting and slightly exceeding the **838** hour Time Standard minimum for 2020. Wood County is experiencing an increased interest, pressure, and opportunity for land trades and acquisitions that could benefit the county forest. It is possible an adjustment to the Time Standards will be needed to address increased workloads associated with land trades/acquisitions.

TIMBER SALE NEEDS IN 2021

The timber sale program on the forest continues to generate substantial revenues for the county. Gross timber revenues for 2020 were \$410,034.59 (or \$369,013.13 net). Each year we examine the timber harvest schedule from the Wood County Forest / DNR forest inventory data, and GIS representation of the Wood County Forest to identify areas in need of a harvest or thinning. To maintain a sustainable flow of income to the county, timber sales are established throughout the year and then sold at bid openings, usually targeted for spring and fall. Once contracts have been signed, loggers usually have two years to harvest the timber on each sale. This past year, we established six timber sales on 270 acres. One of these timber sales (66 acres) did not sell and will be rebid during the spring 2021 bid opening.

Potential Timber Sales for 2021:

REGENERATION & FINAL HARVESTS:

COMPARTMENT	STANDS	ACRES	FOREST TYPE	TOWNSHIP
6	6	14	OAK	REMINGTON
18	2	5	OAK	PORT ED.
19	5,9	30	ASPEN,OAK	PORT ED.
22	2,1	52	ASPEN, W.SPRUCE	CRANMOOR
37	16	94	OAK	HILES
41	6	102	ASPEN	HILES
54	19	20	OAK	DEXTER
54	15	11	R.PINE	DEXTER
61	1	15	R.MAPLE	DEXTER
62	1	26	R.PINE	DEXTER
63	5	12	R.PINE	DEXTER
66	21,22,29,30	99	ASPEN, OAK, C.HWD, BOT.HWD	CRANMOOR
69	2	56	ASPEN	CRANMOOR
70	8,14,19	67	OAK, R.PINE	CRANMOOR, PORT ED.
71	6	43	R.MAPLE	SENECA
72	17	7	W.PINE	SENECA
77	6	58	W.PINE	SENECA

Total Regeneration Acres = 711

THINNINGS

COMPARTMENT	STANDS	ACRES	FOREST TYPE	TOWNSHIP
11	11	20	OAK	REMINGTON
19	14	50	R.PINE	PORT ED.
37	8	40	OAK	HILES
54	22	5	R.PINE	DEXTER
61	7	23	R.PINE	DEXTER
62	10	15	W.PINE	DEXTER
63	17	10	R.PINE	DEXTER
69	1,15	21	R.PINE	SENECA, PORT ED.
70	21,22,24	38	R.PINE	PORT ED.
72	9	28	W.PINE	SENECA

Total Thinning Acres = 250

TOTAL FOR ALL POTENTIAL TIMBER SALES = 961 ACRES

WILDLIFE HABITAT PROJECTS:

Wildlife Habitat Grant funding was cut by 50% in 2009 due to DNR budgetary concerns. What was once known as "Dime-an-Acre" has now become "Nickel-an-Acre".

Wildlife projects, utilizing Nickel-an-Acre monies, identified for the year 2021 include:

Red-Shouldered Hawk: Survey suitable habitat within new timber harvest areas as needed. Survey sites will be determined after 2021 harvest schedule is completed.

Another potential project agreed upon is tag alder & non-merchantable aspen shearing to improve grouse and woodcock habitat. Local WDNR wildlife biologist will work with forest administrator and county forest liaison to locate areas suitable for such habitat improvements.

Reserve remaining funds (if any) as allowed by program rules for future projects. A maximum total of up to three years of grant monies may be accumulated without penalty.

2021 REFORESTATION/CULTURAL PROJECTS:

a) Reforestation:

- No major tree planting projects are planned for spring 2021 as site prep contractor was unable to undertake work within necessary timeframe. Site prep will be rescheduled for late summer 2021, resulting in tree planting spring 2021.
- Jack pine seeding: The following table is a list of sites that have been identified as suitable for seeding to jack pine. These sites, and possibly others, will be/have been scarified with assistance from DNR dozer(s) followed by direct seeding to jack pine.

Compartment	Stand(s)	Acreage
18	11	6
33	2	25
73	3	5

** Also identify other suitable sites for seeding to jack pine in the future.*

TOTAL 36 acres

b) Cultural Projects:

- These projects will be undertaken as time and availability of personnel permit.

CULTURAL PROJECTS

Non-commercial thinning:

Compartment	Stand	Timber Type	Acreage
73	12	Oak/ Red Pine	18
74	2	Aspen/Oak	9
TOTAL:			27 acres

Release/TSI:

Compartment	Stand	Timber Type	Acreage	
20	16	Red Pine/White Pine	9	Chemical Release
34	2	Oak	47	Chem. TSI (ironwood)
69	1, 15	Red Pine	21	Chem. Invasive Spp. control
70	1	Red Pine/White Pine	25	Chemical Release
70	9	Red Pine/White Pine	60	Chemical Release
70	16	Red Pine/White Pine	28	Chemical Release
71	12	Jack Pine	9	Chemical Release
71	21	Jack Pine	12	Chemical Release
73	4	Red Pine/White Pine	50	Chemical Release
TOTAL:			261 acres	

Site Prep:

- Compartment 70, stand 5: pre-planting herbicide site prep and trenching for 2022 tree planting project, approximately 30 acres.
- Compartment 71, stand 20: Scarified late summer/fall 2020, chemical invasive species treatment to follow in 2021 for 2022 direct seeding or tree planting, 9 acres.
- Compartment 69, stand 6: Scarify late summer/fall 2021, chemical invasive species treatment to follow in 2022 for direct seeding 2023, 11 acres.

TOTAL: 50 acres

RECON UPDATING:

- Routine recon updates due to timber sales completion as needed.
- Backlog recon project: update approximately 1700 acres of old recon.
- Evaluate natural and artificial regeneration on approximately 448 acres.

OTHER WORK NEEDS:**a) 15-Year Comprehensive Land Use Plan:**

- Complete revision of Wood County 15-year plan as required by state statute for meeting county forest program requirements. This will be a lengthy process and large workload, will involve public input, and ultimately require County Board and DNR approval.

b) Forestry Technician:

- Continue training Forestry Technician to improve skills related to forestry aspects of the position. The Technician position shall be focused on timber stand improvement, invasive species management, forest infrastructure maintenance, and shall assist with timber sale establishment, forest recon, tree planting, surveys, ATV trail development, etc.

c) Road Repairs & Access Management:

**Road repair efforts in 2020 were substantial; however, some improvements and regular maintenance will be needed in 2021. Heavily traveled county forest roads open to vehicular travel are in better shape but still vulnerable to wet conditions. Furthermore, it is expected road maintenance needs will increase on certain roads destined to become part of the new Wood County ATV trail system. Road maintenance and improvements will continue to be a main work priority for the forestry technician.*

- Continue project to repair and protect damaged roads on the county forest. Road repairs and closures will occur throughout the county forest as time and manpower permit. Install boulders and rebuild berms throughout county forest where vehicles are gaining illegal access and damaging roads or dumping trash.
- Begin project to improve road and install railroad crossing in compartment 46 for the purpose of timber sale access.
- Improve parking and vehicular access control off Puff Creek Boulevard (south access to the Richfield 360 block of county forest).

d) Recreation:

- ATV Trail Improvement: Maintain trail identification and signage improvements to the Wood County ATV intensive use area located south of HWY 54 near Port Edwards. Also, work with DNR forestry technicians to incorporate dozer-training time for trail maintenance purposes whenever possible. Improve access for emergency vehicles and first responders.
- Maintain new ATV trail system on county forest including signage, brushing, grading.
- ATV trail Development: Begin process of building 4 miles of new ATV trail, which has been awarded \$400K through DNR ATV grant program.
- Continue to assist with current effort to develop an ATV route & trail system in Wood County. Continue identification and planning for future trail development projects within Wood County Forest lands.
- Mountain Bike Trail: Work with local individuals who have begun developing a mountain bike trail system in the South Bluff Block of Wood County Forest. Develop helicopter-landing site for emergency response.

e) Land Surveying Needs:

- Several areas of the county forest are in need of surveying and boundary line establishment. We will continue a survey project, using budgeted dollars, to facilitate timber sale establishment in areas of the county forest in need of management. We will also work with neighboring landowner requests to locate property lines provided good monumentation exists, and as time permits.

f) Easements, Encroachments, Land Transactions:

- Investigate and address easement, land trade requests and encroachments as they arise. Investigate opportunities to purchase parcels advantageous to the management of the county forest as they arise.

g) Forest Certification:

- Continue to make changes necessary to comply with forest certification corrective actions previously identified and as solutions are developed.

h) Wildlife Habitat:

- Continue to involve the wildlife biologist in timber sales design, planning for Nickel-an-Acre grant funds, and in identifying wildlife habitat improvement projects.

i) Invasive Species:

- Continue efforts to treat of most severe infestations of buckthorn. County forest locations include timber stands in Compartments 69,74,75,79.

j) Beaver Issues:

- Continue to address increasing complaints about beaver activities on Wood County Forest where they are negatively affecting town roads and recreational trails. Make use of volunteer trappers whenever possible.

k) Technical Forestry Training & Technology:

- Take advantage of training and continuing educational opportunities offered through DNR, FISTA, and other professional forestry organizations as time permits.
- Continue to improve proficiency in use of GIS, GPS, and related technology. As needed, attend training to utilize this technology for managing the county forest more efficiently.
- Cooperate with other entities (e.g. FISTA, UWSP, WLAWCA) to promote forestry and natural resource educational efforts.
- Acquire Wisconsin Pesticide Applicators Certification.

l) Drainage Ditch Management:

- Continue efforts to work with cranberry grower requests to clean selected ditches to improve drainage. Ditch cleaning projects will be discussed with appropriate DNR, Army Corps of Engineers, County Planning and Zoning personnel to insure proper design and permits are in place.
- Incorporate possible ditch cleaning operations/requests into timber sale design and harvest schedule

m) Hardwood Bombing Range Expansion:

Although the issue of the Hardwood Bombing Range has subsided and there are no current expansion plans known, we will continue maintain relations with the Air National Guard and monitor and respond as necessary to issues relating to the bombing range.



RESOLUTION#

Introduced by Highway Infrastructure & Recreation ,
Page 1 of 1

ITEM# 6 - 1
DATE January 19, 2021
Effective Date Upon passage of publication

Committee

SMG

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>[Signature]</u> , Finance Dir.		

INTENT & SYNOPSIS: Approval of the 2021 Wood County Forest Annual Work Plan.

FISCAL NOTE: Potential loss of State Aid Revenues of \$49,180.00.

WHEREAS, Wood County has lands enrolled in the Wisconsin County Forest Land Program commonly referred to as the Wood County Forest, and

WHEREAS, §28.11 and the Wood County Forest Comprehensive Land Use Plan requires an annual County Forest Work Plan to be approved by the Wood County Board of Supervisors, in order to be eligible for certain grant funding per §28.11 (5m) Wis. Stats., and

WHEREAS, the Highway Infrastructure and Recreation Committee approved the 2021 Wood County Annual Work Plan (see attached documents) at their monthly meeting held January 7, 2021, and

WHEREAS, the Wood County Board of Supervisors adopted the 2021 Wood County Parks & Forestry Budget at its November 10, 2020 County Board Meeting, and

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, approve and adopt the 2021 Wood County Forest Annual Work Plan.

		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	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Curry, K			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**



DATE: Monday, January 4, 2021
TIME: 9:30 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Al Breu (via WebEx), Brad Hamilton (via WebEx), Laura Valenstein (via WebEx), Bill Winch, Dennis Polach

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert, Reuben Van Tassel, Lance Pliml (via WebEx), Amy Kaup (via WebEx), Bill Clendenning, Jason DeMarco, **See attached list.**

1. The meeting was called to order at 9:30 a.m. by Chair Breu.
2. Public Comments: None.
3. Approve minutes from the previous meeting.

Motion (Hamilton/Winch) to approve the minutes from the previous meeting. Motion carried unanimously.

4. (a) Supervisor Winch asked for clarification on items within the Information Technology vouchers. Amy Kaup answered general questions pertaining to her department's vouchers.

Motion (Hamilton/Polach) to approve the vouchers for the Information Technology Department. Motion carried unanimously.

(b) Amy Kaup and Jason DeMarco shared information regarding topics from the Information Technology Monthly Letter of Comments.

5. (a) Supervisor Winch asked for clarification on items within the Maintenance vouchers. Reuben Van Tassel answered general questions pertaining to his department's vouchers.

Motion (Valenstein/Winch) to approve the vouchers for the Maintenance Department. Motion carried unanimously.

6. Van Tassel gave an update from the Renewable & Sustainable Committee that they will be working on a Public Service Commission grant due at the end of January.
7. Van Tassel shared information from the boring samples and will forward the report to all Committee members.
8. No update on County owned properties. Will add to next month's agenda.
9. Van Tassel shared results from the recent Courthouse elevator bids. Van Tassel noted the low bid was within the budgeted amount but did indicate depending on the contractor's schedule there is a possibility it would not be completed in 2021. Discussion ensued.
10. Van Tassel shared that he did sign his name to the Water Works and Lighting Commission petition as advised from the last Committee meeting regarding an ordinance to tax roll delinquent

utility accounts. The ordinance was passed and the hope is that this will help avoid a potential rate increase.

11. Agenda items for the next meeting:

- County owned properties

12. The next Committee meeting will be Monday, February 1, 2021 at 9:30 a.m.

13. Chair Breu declared the meeting adjourned at 10:04 a.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next PIT meeting.

**Property & Information Technology Committee Meeting
January 4, 2021**

[illegible]



Wood County WISCONSIN

INFORMATION TECHNOLOGY

December 2020

1. Wood County internet and intranet website updates concerning COVID-19 continue to be posted rapidly and continually as we work to keep employees and citizens informed.
2. Staff worked to mitigate the effects of the Solarwinds hack on our network and continue to apply the most current server security patches.
3. Built a scheduling system for the IT department to help manage events, trainings, on site visits, etc. This system will help keep all of the various IT events in order and will send reminders when an event is approaching.
4. Finished post migration cleanup for the HR and Payroll system to our newer servers. The HR and Payroll system upgrade to new servers keeps us up to date and makes it easier to maintain these servers.
5. Applied various data fixers and maintenance updates to CIS, the countywide law enforcement system. These updates fix some duplicate records in the system and also prepare the system for the new year rollover.
6. Work has started on installing the new Video Conference system at the River Block Auditorium. This system will include multiple cameras and in ceiling microphones. The new system can provide output to multiple devices in addition to display on the screen in the front of the room.
7. Staff worked with our phone-billing vendor to upgrade software to the latest cloud version. This maintains the latest version of software with minimal assistance from the IT team.
8. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. All staff were assigned the 2020 Insider Threats for End Users training.
9. DS Smart equipment at Norwood was purchased, placed and configured to connect to the electronic healthcare record system, Matrix. DS Smart equipment includes equipment for blood pressure, weight/scales, and thermometers.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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10. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Cross training between Norwood and Edgewater billing staff for the Matrix claims management module was completed. The Norwood Health upgrade to CareAssist implementation continues and progress is affected by COVID. ePrescribing training for nursing staff was completed and physician Matrix accounts have been created or updated. The upgrade to ePrescribing will eliminate data transmission to pharmacy via fax with electronic, bidirectional, secure data transmission. ePrescribing physician training and pharmacy go-live is planned for early January. The Matrix vendor and new Matrix upgrade team is being very accommodating as the COVID regulations and processes have taken staff resources and slowed the project progress.
 11. ABX tracking software for Norwood Infection Control has been purchased.
 12. Research is complete for a solution to meet new Centers for Medicare & Medicaid mandates concerning claim appeal data submission. This was a priority for IT and Edgewater staff. A web portal that is supplied by the Livanta Company was developed and will be used by Edgewater Haven until purchase of the Direct Secure Messaging module in Matrix is implemented in 2021. Livanta processes CMS billing appeals submitted by Edgewater Haven for patients. The Matrix Direct Secure Messaging module may be implemented for the Norwood facility.
 13. Implementation of the RtVision OneGov permit system for additional permit types for the Highway Department continues. This permit system is available for public applications and payment processing on the Wood County website.
 14. Implementation of the Monarch software for the Treasurer's Office was nearly complete and has now encountered more issues. IT is working with the GCS vendor to get this implementation completed. Implementation delays have been due to novice vendor staff that is not familiar with the required configurations. Monarch software interfaces with the Register of Deeds Fidar software and the Treasurer's GCS property tax software. Monarch allows for automated synchronization and work flow processing of deed transfers necessary for maintaining property tax parcel data.
 15. Upgrades to the GCS property tax software and servers are complete. The upgrades meet new GCS server specs and requirements. Software and service preparation for the upcoming property tax bill season is complete. Planning for Citrix server upgrade impact on the GCS Property Tax system has started.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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16. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. Migration and upgrade of the database and web server was successfully completed. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. TimeStar PBJ modifications for Norwood is being manually adjusted by IT before submission to CMS. Issues are due to Norwood's CMS facility ID integration for Norwood PBJ data submissions.
 17. Configured Mass Communication and staff scheduling for Edgewater. Both Edgewater and Norwood are facing challenges communicating with families and addressing staffing concerns due to COVID. This provides an automated solution to assist staff with communication and increase efficiency. Norwood staff is working to provide the setup information. Once this is received, Norwood will also be able to utilize the system.
 18. Continued development work on the Parks and Forestry online reservations software. Planned improvements include greater self service capability for customers, and online sale of permits and passes.
 19. An End of Year push has been put on to remove the remaining Windows 7 machines from our network. This included replacing 14 of our oldest loaner computers that are currently being used for telework.
 20. Staff rolled our eFax solution to the rest of the departments who currently have internal fax lines.
 21. Purchased a replacement Firewall. Current hardware is reaching end of life, and the new Firewall provides enhanced security features, such as Geo-Fencing. Geo-fencing is a feature that allows us to protect our network from being accessed by specific locations. Foreign Countries, for instance, since there is no need for them to access our network, we will have the ability to block any attempts to access our systems.
 22. Assisted in scheduling and monitoring several committee meetings.
 23. Continue to work with several departments to provide information needed for grant submissions and to purchase IT related equipment. Staff is working to get the additional equipment setup as time allows.
 24. Continue to attend SmartCare implementation and Business Process Analysis meetings.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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25. We continue with implementation of Two-Factor authentication, with the use of a product called Duo, to all Wood County PCs. This will require a user to not only provide a password to log onto a computer, but to provide a second factor such as a hardware token to access Wood County Resources. We work to secure websites with this technology to ensure a compromised password doesn't create a security breach. Continue to configure and install Duo Two-Factor Authentication client to end user workstations as users acquire YubiKeys. Continue formulating a plan on the implementation for North Annex and Edgewater.
 26. Preparation continues for legacy data migration from TCM to SmartCare. Currently working on writing a utility to pull client documents from IMS, convert them to PDFs, and allow them to be uploaded into SmartCare. Work also started on reviewing how to convert the client notes from TCM to PDFs.
 27. Continued work on the state mandated Law Enforcement records conversion project. Finished the majority of CIS Law Enforcement System training for the NIBRS reporting that began September 1st for the Sheriff's department and outside Law Enforcement agencies within the County. This is state and federally mandated to have our CIS system converted to report incidents based off of NIBRS by the start of 2021. This project is currently ahead of schedule. This month municipalities were billed for project costs associated with their users. Applied for a State grant to hopefully recover costs of project.
 28. Providing continual support of Webex Meetings Webex Room Kit. – Due to COVID-19 additional measures were taken by the IT staff to support many remote worker daily operations. This included the increased use of video conferencing software and hardware. The County has been using Cisco Webex Meetings, Teams, and Roomkits for video conferencing as well as Cisco Jabber for phone access.
 29. SharePoint migration continues and new HS network drive discussions are ongoing between IT and HS. HS has provided IT with a game plan and we are working out the details for executing it. The current version of SharePoint is very outdated and slated for removal in early 2021.
 30. For the month of November, 601 helpdesk requests were created, with staff completing 600 tickets and leaving 124 open requests. These numbers represent service requests from departments throughout the County. There are currently 305 project requests from departments also.
 31. Continue the replacement of Dispatch machines with new models of computers and monitors. Current hardware will be relocated to the backup dispatch center.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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32. Worked with a vendor, InterQuest, to finish the install of the new video conference system in Branch II. All branches are now complete. This is replacing older equipment to enhance features and improve functional stability.
 33. Mobile Device Management has been implemented for all new cellular devices, Health Contact Tracers, and devices like iPads. This allows us to easily keep devices up to date, secure, and with the needed software. We are also able to track and lock these devices in case they are lost. The new solution ties in with our cell provider to automatically enroll devices in the new solution. This will help protect County data on mobile devices such as cell phones and iPads.
 34. Began migration development and testing for Laserfiche document management in the Human Services department. Human Services, Norwood, and Edgewater documents in the IMS21 document system related to administrative and fiscal functions will be migrated into the Laserfiche system over the coming months. All related business units will begin using a paperless process as much as possible utilizing the Laserfiche software.
 35. Completed a wireless assessment for the Edgewater location. Last month, a wireless assessment was completed at the North Wood County Annex. Working with Administration at both locations to review recommendations and pricing to enhance wireless at both locations.
 36. Migrated Sheriff's Department to the Wood County Business Facebook.
 37. Configured and placed ten iPads for Human Services Behavioral Health Services division.



Wood County

WISCONSIN

Reuben Van Tassel
Facilities Manager

Letter of Comments December 2020

1. Ongoing Projects and Planning

This past year has been a whirlwind of many planned and unplanned projects, most of which presented unique challenges due to supply chain disruption or other delays. Despite the difficult circumstances, the great resolve shown by Wood County departments was encouraging and I am optimistic that 2021 will be another successful year.

There are many improvements planned for the coming year, some of them more visible than others. We will be continuing some exterior repairs and improvements that will include another phase of windows for River Block, as well as some minor restoration to the Courthouse and Jail. There are also some mechanical updates planned that will help improve reliability for multiple systems in our facilities.

- a) Soil Boring – The engineer's report from our recent soil testing shows that both locations (existing Jail site & south parking lot) would be suitable for construction. Further analysis is recommended if a project is approved.
- b) Elevator Upgrade – Bids have been received; I will be working with the selected contractor to schedule the project as soon as they are available.
- c) Courthouse Parking Lot Reconstruction – Continuing to work with the Highway Department on design improvements for the Avon Street parking lot.
- d) Electric Utility Rate – The Committee recently passed a motion in support of a petition asking the Wisconsin Rapids Common Council to create an ordinance which would place delinquent payments for electricity on the tax roll, as opposed to raising rates for other customers in good standing. The petition was sent to the Common Council who subsequently approved an electric tax roll ordinance; this will help stabilize the cost of electricity for the Courthouse and Jail.

2. Miscellaneous

- a) Attended PIT, County Board, R&S, and HHS Committee meetings.
- b) Vacation 12/21-12/23 & 12/28-12/30

8

Central Wisconsin State Fair
Board of Directors Meeting Minutes
Monday, October 19th, 2020 at 7:00 PM
Junior Fair Building – 513 E. 17th St. Marshfield, WI

ROLL CALL: Dale Christiansen, Peggy Sue Meyer, Scott Karl, Bob Ashbeck, Julie Schooley, Kara McManus, Brian Varsho, Nick Wayerski, Jeff Viergutz, and Vicki Seltz.

- Excused Absence: Megan Kundinger, Ken Bargender, and Eric Voight
- Unexcused Absence: None

The meeting of the Central Wisconsin State Fair Board was called to order at 7:00 PM in the Junior Fair building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

Public Comment: None

Approval of Minutes: Minutes from the September meeting were presented and reviewed. The Board agreed to have the minutes regarding the CWSF Board volunteering at the Rotary Winter Wonderland be changed from November 28th to November 29th, and that the County Report be changed to state that the UW-Extension will not be given the money, as opposed to taking the money. Vicki Selz made a motion to approve the minutes with the changes to be made, Scott Karl seconded, all approved.

Financial Report: The financial report was not printed out in time for the meeting. Brian Varsho made a motion for a copy of the report to be emailed to the Board. Jeff V. seconded the motion. All approved.

Executive Director's Report: Dale Christiansen reported that the 2021 CWSF grandstand entertainment will remain the same as what was planned for the 2020 Fair.

The CWSF's insurance company has reduced the premium for the year due to the cancellation of the 2020 CWSF. The CWSF has also received a small business loan from the disaster relief fund. The majority of funds received will remain in the CWSF's savings account.

Junior Fair Report: Dale spoke to Megan K. prior to the Board meeting. She stated that there was nothing new to report at this time.

Commission Report: Nothing new to report.

County Report: Bob A. stated that there will be a meeting on 10/20/2020. Nothing new to report at this time.

City Reports: Ken B. was absent due to other City Council obligations.

Committee Reports:

1. Executive Committee: Did not meet
2. Sponsorship Committee: Did not meet
3. Marketing Committee: Did not meet
4. Fairest of the Fair: Did not meet
5. Volunteer & Livestock Committee: Did not meet
6. Buildings & Grounds Committee: Did not meet

7. Fair Park Management: Dale stated that the City lease agreement has been signed and returned to Steve Barg.

Old Business:

1. Demo Derby: Dale gave the board a sheet with event information. The event was successful.
2. Rotary Winter Wonderland: Sunday, November 29th, 2020. Needing 10 volunteers.
3. Board Terms/Elections: Nick Wayerski, Brian Varsho, and Julie Schooley.
4. Winter Storage: Please sign up to help with Winter Storage if you are available.

New Business: None at this time.

Agenda items for next meeting:

1. None at this time

Adjournment: Bob Ashbeck made a motion to adjourn the meeting and Scott Karl seconded the motion, all approved. The meeting was adjourned at 7:28 PM.

Respectfully submitted by,

CWSF Board Secretary

Julie Schooley

8

Central Wisconsin State Fair
Board of Directors Meeting Minutes
Monday, November 16th, 2020 at 7:00 PM
Junior Fair Building – 513 E. 17th St. Marshfield, WI

ROLL CALL: Dale Christiansen, Peggy Sue Meyer, Scott Karl, Bob Ashbeck, Julie Schooley, Kara McManus, Nick Wayerski, Jeff Viergutz, Ken Bargender, Eric Voight, & Vicki Selz..

- **Excused Absence:** Megan Kundinger
- **Not Present:** Brian Varsho

The meeting of the Central Wisconsin State Fair Board was called to order at 7:00 PM in the Junior Fair building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

Public Comment: None present

Approval of Minutes: Minutes from the October meeting were presented and reviewed, and the CWSF Board requested changes to be made to the excused absence, and Old Business section. Kara McManus made a motion to approve, and Bob Ashbeck seconded. All approved.

Financial Report: The financial report from September was handed out to board to review. Scott Karl made a motion to approve the financial report. Kara McManus seconded. All approved.

The financial report from October was handed out to board to review. Kara McManus made a motion to approve the financial report. Eric Voight seconded. All approved.

Executive Director's Report: Dale Christiansen is finalizing a new sponsorship packet to be sent out and new programs to implement.

A new router and internet service is being installed with Charter Communications which will help with the Wifi in the future.

Dale has been working on going through the back rooms to reorganize. Ashlee is working on the Fairest of the Fair program for 2021.

Junior Fair Report: N/A

Commission Report: Nothing new to report at this time.

County Report: Bob Ashbeck reported that the county is working on a budget.

City Reports: Nothing new to report at this time.

Committee Reports:

1. **Executive Committee:** The Executive Committee met, and will discuss details from the meeting during closed session.
2. **Sponsorship Committee:** Did not meet
3. **Marketing Committee:** Did not meet

4. Fairest of the Fair: Meeting on 11/17/2020.
5. Volunteer & Livestock Committee: Did not meet
6. Fair Park Management / Buildings & Grounds Committee: Dale reported that he received another quote for repairs on the Junior Fair building, and he will be meeting with the Commission to review how to move forward with the estimates.

Old Business:

1. Rotary Winter Wonderland: Looking for 10 volunteers for November 29th.
2. Board Elections in December. The following terms are complete: Nick Wayerski, Brian Varsho, & Julie Schooley.
3. Winter Storage: We are almost at max capacity.

New Business:

1. N/A

Agenda items for next meeting:

1. None at this time

Adjournment: Ken Bargender made a motion to adjourn the meeting to closed session. Bob Ashbeck seconded the motion, all approved. The meeting was adjourned to closed session at 7:17 PM.

Respectfully submitted by,

CWSF Board Secretary

Julie Schooley

MINUTES
McMillan Memorial Library
Board of Trustees
November 18, 2020

DRAFT

Subject to
Approval

8

President Farmbrough called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

ROLL CALL ATTENDANCE:

Present Via Zoom: David Farmbrough, Andrea Galvan, William Hascall, Craig Broeren, Heather Gygi, Susan Feith, and Anne Zacher.

Present in person: William Clendenning and Scott Kellogg.

Absent: Kevin Finbraaten

Administration: Andrew Barnett, Vicki Steiner, Brian Kopetsky, and Alicia Woodland.

Others in attendance: Alex Ramsey of Engberg Anderson

Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.

CORRESPONDENCE: We received a check in the amount of \$5,000 from Alliant Energy for the Learning Futures Project Ideas Lounge. We also received \$5,000 from a patron. Options for the donation have been shared with her.

MINUTES: **A motion to approve the Minutes of the October 21, 2020 Library Board meeting was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for November 2020. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Ms. Galvan. Motion carried.**

President Farmbrough introduced Alex Ramsey.

The project cost summary, schedule and any questions from Board members were reviewed. Ms. Ramsey shared a Power Point of the project and reviewed the different components.

Components, cost savings and reasons for decisions were noted.

Initial capital budget cost is \$1.731 million with alternates. Furnishings and finishes will be discussed at a later date.

Mr. Farmbrough noted that the Building and Grounds did met on November 3 and 10, 2020 to review the Learning Futures Project Cost Summary and oversight options. Their recommendation is to approve the budget.

A motion to approve the preliminary project budget was made by Mr. Hascall, second by Mr. Broeren. Motion carried.

Contract schedule options were presented and discussed. (Copy attached to original Minutes)

A motion to accept schedule option 2 was made by Mr. Clendenning, second by Mr. Hascall. Motion carried.

Mr. Barnett reported on his contact with the U.S. Economic Development Administration and the possibility of working with them to secure funding for the project.

Director's Report:

Library Use and Events –A Tree ring program for children on Oct. 27, was followed by an owl pellet program on November 10. Circulation of print materials has rebounded, though video circulation remains depressed. Traffic is running about 40% of last year.

Building & Grounds – Updates to the McCourt Room will happen after Thanksgiving. Parts of the Children's Garden were reseeded. An air purification system will be installed later this month. This will have both health and potentially energy efficiency benefits.

Budget – Both the City and County budget have been approved without changes to our funding.

Miscellaneous – McMillan is part of two UniverCity projects. Andy is co-lead on the Cultural Collaborative initiative, which is developing partnerships among arts agencies. Alicia is on the Cultural Initiative, which is planning to develop Hmong, Ho-Chunk and other leaders. Staff continues to explore other funding sources for the Learning Futures project. Center for East Asian Studies' new "East Asia in Wisconsin Library Program" has been approved for funding for materials at McMillan in the amount of \$1,000. Andy and Brian attended the Library Journal Virtual Design Institute. The sessions are archived if Board members are interested in watching them. The Federal Reserve Bank program was not particularly valuable. The Rapids Together Task Force has useful information about the Verso situation. Contact Rep. Krug for information.

COMMITTEE REPORTS:

Ms. Feith reported on the By-Laws Committee meeting. A legal adviser is reviewing the revised by-laws document. A report will be forthcoming next month.

Mr. Farmbrough reported on the Building and Grounds Committee meetings earlier in today's meeting.

Mr. Hascall reported on the Finance Committee meeting. Mr. Jon Clark from WoodTrust Bank reviewed the Endowment Fund. The next Endowment report will be in August.

The Finance Committee also discussed a gift policy. Further discussion will take place at a future meeting.

OLD BUSINESS: There were no items of Old Business.

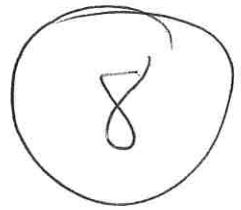
NEW BUSINESS: There were no item of New Business.

A motion to adjourn was made by Mr. Broeren, second by Ms. Galvan. Motion carried and the meeting adjourned at 6:15 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on December 16, 2020 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

Draft
South Central Library System Board of Trustees Minutes
11/20/2020, 12:15 p.m.
4610 S. Biltmore Lane, Suite 101, Madison, WI 53718
Meeting held remotely via BlueJeans



Action Items:

The agency agreement with Lighthouse Commercial Real Estate was not approved. It will come back to the board in December after further clarification.

Present: N. Brien, F. Cherney, P. Cox, B. Clendenning, N. Foth, M. Furgal, J. Healy-Plotkin, J. Honl, N. Long, K. Michaelis, R. Nelson, T. Peterson, G. Poulson, T. Walske, A. Weier, K. Williams

Absent: Excused: J. Chrisler, M. Nelson

Recorder: H. Moe

SCLS Staff Present: M. Van Pelt, K. Goeden

Call to Order Time: 12: 15 p.m. J. Healy-Plotkin, President

- a. Introduction of guests/visitors: Teran Peterson was introduced as the newly appointed Dane County Representative to the SCLS Board.
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: None

Approval of previous meeting minutes: 10/22/2020

- a. Motion: N. Long moved approval. A. Weier seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.

Bills for Payments: The bills for payment amount is \$128,604.06

- a. Motion. B. Clendenning moved approval of the bills for payment. F. Cherney seconded.
- b. Discussion: None
- c. Vote: Motion carried.

Financial Statements: K. Goeden provided a brief overview of the financial statements.

Presentation: Marathon County Public Library – M. Van Pelt provided an overview of the Marathon County Public Library Task Force and their charge in determining whether to join SCLS. The task force will determine a recommendation for the Marathon County Public Library Board in December. The Task Force will then compile a report and present it to the Marathon County Public Library Board of Trustees in January. The board's decision is then shared with the Marathon County Board of Supervisors who will vote on the issue. The necessary paperwork for leaving the Wisconsin Valley Library Service must be filed by June 30, 2021. If the library decides to join SCLS, they will want to be on LINKcat, but not the technology services. SCLS will need to submit a system plan incorporating Marathon County into its system. The state aid SCLS would receive if Marathon County joins our system is estimated at \$375,250. Wisconsin Valley Library Service is concerned about losing their resource library. The small libraries in the system do not want Marathon County to leave, but the task force is charged with doing what is best for the Marathon County Public Library.

R. Nelson inquired about what would happen if Adams County decided to leave SCLS since it ties Wood County and Portage County to SCLS. This prompted a discussion of the Public Library Redesign Project and their charge of consolidating systems in Wisconsin to facilitate sharing or resources, not duplication.

J. Honl inquired if it against policy to recruit other libraries to join a system. In the past, SCLS has responded to

3 requests for information from other counties in adjoining systems inquiring about joining SCLS. We responded because we were asked, but it is frowned upon to recruit.

Committee Reports:

- a. Advocacy: No report.
- b. Nomination: M. Furgal noted the slate of officers will be provided at the December meeting.

Action Items:

- a. Approve agency agreement with Lighthouse Commercial Real Estate
 - i. Motion: G. Polson moved approval. N. Foth seconded.
 - ii. Discussion:

Keller Inc. is our design builder and they recommended the Lighthouse Commercial Real Estate Company to be our broker. This agreement has been reviewed and approved by an attorney. The Shopko property was excluded because SCLS had found that property without the help of a broker, therefore, any commission should not be paid to Lighthouse Commercial Real Estate if that property is selected. T. Peterson is a realtor and she provided her input and concerns on the contract as presented.

T. Peterson moved to amend the motion on the floor to ask for review of the broker's agency agreement with the director, attorney and broker and ask for clarification of the discrepancies and report back to this board with a possible amendment to the broker's agency agreement. F. Cherney seconded the amended motion. A roll call vote was taken. 5 votes yes, 10 votes no.

- iii. Vote: Motion did not pass

B. Clendenning moved to table the motion until more information is received and to bring the agreement to the board with possible revisions. K. Williams seconded. R. Nelson suggested T. Peterson be present at the meeting with the Lighthouse Commercial Real Estate and the System Director to discuss revisions since she has experience in real estate.

Vote: Motion carried.

The agreement will be presented to the board in December for approval.

SCLS Foundation Report: M. Van Pelt noted the Cornerstone letters requesting donations were mailed and to date, over \$3,000 has been raised. The slate of 2021 officers include T. Walske – President; P. Kaland - Vice President; M. Van Pelt - Secretary; and M. Furgal - Treasurer.

T. Walske invited all the board members to make a donation to the SCLS Foundation.

The board is encouraged to donate.

System Director's Report: You may view the System Director report online. M. Van Pelt noted DPI approved our 2021 plan and funding for the system in 2021. More than 30 libraries in the system are now fine free. Currently, five libraries have temporarily closed due to the pandemic and the majority of libraries are returning to curbside pick-up only. M. Van Pelt expressed her appreciation to the board for their support this year and acknowledged the changes the board has adjusted to with new technology and new ways of thinking during the pandemic while continuing to meet their mission and serve the member libraries and staff. Many thanks for the board's help and support.

Discussion:

- a. 2020 bonuses for SCLS Staff: In the past, SCLS has given staff a bonus of \$1,000 plus 1% of their annual salary. K. Goeden feels we can provide some kind of bonus to the staff but will know more after the November financials are completed. This topic will be presented to the board in December for a vote.

N. Brien expressed her thanks to the SCLS staff.

b. Delay on ALA Legislative Day – waiting for information from ALA: We are not sure if ALA Legislative Day will occur. If it does, SCLS will provide an application to the board member that would be interested in attending. Last year the event was held virtually and it may be so again this year. We will keep you posted.

Administrative Council (AC) Report: All Directors met 11/19/2020. You may view the minutes online. The Directors voted not to use contingency funds to lower their fees for 2021. This topic will be revisited for 2022.

Other Business:

a. **2021 Committees:** Start thinking about which committees you would like to serve on in 2021 including staying on your current committee. Send requests to Heidi Moe.

Information Sharing:

B. Clendenning inquired if the SCLS Bylaws has a parliamentarian. It does not, but the Bylaws Committee can look into it.

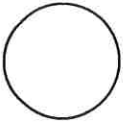
A. Weier is not renewing her term. She noted she has enjoyed getting to know everyone and it has been a privilege to serve on the SCLS Board.

N. Long noted several library supporters attended the Columbia County budget hearing and provided public testimony in support of increasing the budget for public libraries in the county. An amendment was introduced to restore the original budget proposal for the libraries and it passed.

Adjournment: 1:52 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt

BOT/Minutes/11-20-2020



RESOLUTION # _____

Introduced by Wood County Board of Supervisors Date: January 19, 2021

INTENT & SYNOPSIS: To recognize these Wood County employees for years of devoted and faithful service to Wood County.

WHEREAS, the following employee, is being recognized for their long-term employment with Wood County,

Shannon Lobner	25 years – Child Support
Betty Ninneman	25 years – Edgewater Haven Nursing Home
Laura Clark	30 years – Clerk of Courts
Nancy Eggleston	30 years – Health Department
Anita Kellerman	30 years – Dispatch
Brenda Wolden	30 years – Edgewater Haven Nursing Home
Randall Kundinger	30 years – Highway
Lisa Downs	35 years – Corporation Counsel
Mary Nennig	35 years – Human Services

WHEREAS, these employees have served Wood County conscientiously throughout these years and in the best interest of all its residents;

NOW, THEREFORE BE IT RESOLVED, that this Wood County Board of Supervisors recognize and applaud these employees for their many years of dedication to Wood County and wish them many happy years ahead;

BE IT FURTHER RESOLVED, that this resolution be spread at length upon the minutes of this meeting, and that a copy be made available to each employee.

WOOD COUNTY BOARD OF SUPERVISORS:

<u>Chair</u>	<u>Vice Chair</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

Adopted by the County Board of Wood County, this 19th day of January 2021.

County Clerk County Board Chairperson

Introduced by: WOOD COUNTY BOARD OF SUPERVISORS

RELATING TO THE LIFE AND PUBLIC SERVICE OF LARRY JORGENSON

WHEREAS, it has pleased the Almighty to call from this life former County Board Supervisor Larry Jorgenson, and,

WHEREAS, Supervisor Jorgenson was born April 13, 1940, and passed from this world on December 24, 2020, and,

WHEREAS, Supervisor Jorgenson started his teaching career in Wisconsin Rapids in 1962 and taught for 38 years until his retirement, and,

WHEREAS, Supervisor Jorgenson was appointed to the Wood County Board of Supervisors in October of 2006, and served until April of 2008, and,

WHEREAS, Supervisor Jorgenson served with honor and distinction on the Commission on Aging and General Claims & Judiciary Committees, and,

WHEREAS, Supervisor Jorgenson's public service also included service on the City of Wisconsin Rapids Common Council from 1980-2001, serving as Council President for two years, and,

WHEREAS, Supervisor Jorgenson enjoyed the respect of his colleagues, and,

NOW, THEREFORE, BE IT RESOLVED, that the Wood County Board of Supervisors commend Supervisor Jorgenson's public service and express their sorrow at his passing and extend condolences to his family and friends.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to his wife, and his family.

BE IT FURTHER RESOLVED, that we stand in silence for one minute in respect to his passing.

WOOD COUNTY BOARD OF SUPERVISORS