

AGENDA WOOD COUNTY BOARD OF SUPERVISORS
May 17, 2016 – 9:30 A.M.
WOOD COUNTY BOARD ROOM

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Miner

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: none

RESIGNATIONS: none

APPOINTMENTS: ADRC-CW – Danielle Yuska

Re-APPOINTMENTS:

Lori Slattery-Smith - RN position on Health and Human Services Committee (3 year term)
Lance Pliml and Brad Hamilton – ITBEC (two year terms)

CONFIRMATION OF COUNTY BOARD COMMITTEE APPOINTMENTS

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS:

- Plaque presentation to retiring Human Services Director, Kathy Roetter
- Plaque presentation to retiring Building Maintenance Director, Terry Rickaby

READING OF MINUTES OF COMMITTEE MEETINGS, RESOLUTIONS. RESOLUTIONS INTRODUCED BY COMMITTEES SHALL BE PRESENTED IMMEDIATELY FOLLOWING THE READING OF THAT COMMITTEE'S MINUTES INCLUDING AN INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION PROMISSORY NOTES IN AN AMOUNT NOT TO EXCEED \$5,000,000 FOR HIGHWAY PROJECTS AND AN INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION PROMISSORY NOTES IN AN AMOUNT NOT TO EXCEED \$5,000,000 TO REFINANCE THE PURCHASE OF THE RIVER BLOCK BUILDING AND THE REMODELING, CONSTRUCTION AND IMPROVEMENTS TO THE RIVER BLOCK AND THE WOOD COUNTY COURTHOUSE BUILDINGS.

SPECIAL ORDERS OF BUSINESS:

--STEM Building update – David Voss and Sherry Wall

--River Block update – Jason Grueneberg

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

SET DATE FOR NEXT COUNTY BOARD MEETING – June 21, 2016

ADJOURN

REFERRALS FOR MAY 17, 2016 – COUNTY BOARD

- Resolution from Oconto County and in opposition to the UW-Cooperative Extension Multi-County Reorganization Plan – Referred to County Board Chair Pliml, Supervisor Henkel and University Extension Manley
- Resolution from Oconto County opposing AB 90 and SB 82, each of which address the criminal code of procedure – Referred to Judicial & Legislative Committee and District Attorney Lambert

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

April 19, 2016 - 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 April 19, 2016.

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

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Hamilton, Henkel, Hokamp, Leichtnam, Machon, Miner, Nelson, Pliml, Polach, Rozar, Wagner, Winch and Zurfluh.

Excused: Supervisor Hendler

Former Supervisor Gerald Nelson gave the invocation and led the Pledge of Allegiance.

County Clerk Cepress asked the Supervisors to rise and administered the Oath of Office.

Chairman Pliml asked Parliamentarian Wagner to step forward and chair the nominations and election of Board Chairman and Vice-Chairman.

Supervisor Wagner called for nominations for Board Chairman. Supervisor Zurfluh nominated Pliml.

Rozar/Hamilton made a motion to close nominations and cast a unanimous ballot for Pliml as county board chairman. Motion carried by voice vote.

Supervisor Wagner called for nominations for vice-chairman. Supervisor Polach nominated Miner. Motion by Hamilton/Polach to close nominations and cast a unanimous ballot for Miner as vice-chairman. Motion carried by voice vote.

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

Motion by Hamilton/Leichtnam to reappoint Hilde Henkel, Nathan Weidman and Donna Rasmussen to two year terms on the Community Development Block Grant Committee. Motion carried by voice vote.

There were no public comments.

Chairman Pliml presents a retirement plaque to outgoing supervisor Nelson highlighting his many qualities and accomplishments during his term of office.

Chairman Pliml received a plaque of appreciation from the Marshfield and Wisconsin Rapids Convention and Visitor's Bureau recognizing Wood County's efforts in promoting our area for tourism.

Committee minutes presented: Executive

RESOLUTION 16-4-1

Introduced by: Executive Committee

INTENT & SYNOPSIS: To authorize the purchase of a chiller for the courthouse HVAC system with budgeted funds but without bidding due to the emergent need for acquiring and installing the unit.

FISCAL NOTE:

\$222,895 projected purchase price for a new chiller

\$ 29,000 Focus on Energy rebate

\$193,895 budget expenditure for 2016

\$45,237+ estimated repair costs for 2016 without a new chiller

Motion by Clendenning/Henkel to adopt Resolution 16-4-1. Discussion regarding timing of this replacement and bypassing the normal bidding process. Motion carried. Voting no were Ashbeck and Machon. Excused was Hendler.

RESOLUTION 16-4-2

Introduced by: Executive Committee

INTENT & SYNOPSIS: To increase the Programmer/Analyst position in the Information Technology Department from 75% to 100%.

FISCAL NOTE: Comparison of current budgeted annual wages and fringes at 75% (grade 11, step 11) versus a new hire at 100% (grade 11, step 1):

75% – (Wage) \$55,068.00 + (Fringe) \$19,878.15 = \$74,946.15

100% - (Wage) \$57,116.80 + (Fringe) \$23,810.79 = \$80,927.59

For a difference of \$5,981.44

Motion by Zurfluh/Hamilton to adopt Resolution 16-4-2. Motion to adopt Resolution 16-4-2 carried unanimously. Excused was Hendler.

Committee minutes presented: Health and Human Services, Public Safety

RESOLUTION 16-4-3

Introduced by: Public Safety Committee

INTENT & SYNOPSIS: To provide for unanticipated revenue from the State of Wisconsin Department of Transportation to finance additional patrol for speed enforcement from May through September 2016.

FISCAL NOTE: The costs to be funded in the 2016 budget are in lines 101-2504-52140-000-115 (Sheriff -Traffic Police Overtime) and 101-2504-52140-000-340 (Sheriff- Traffic Police Equipment). The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
101-2504-52140-000-115	Traffic Police Overtime		\$15,000
101-2504-52140-000-340	Traffic Police Equipment		\$ 5,000
101-2504-43521-000-000	State Traffic Aids	\$20,000	

Motion by Feirer/Hamilton to adopt Resolution 16-4-3. Motion carried unanimously. Excused was Hendler.

Committee minutes presented: Conservation, Education & Economic Development

RESOLUTION 16-4-4

Introduced by: Conservation, Education & Economic Committee

INTENT & SYNOPSIS: To approve out of country travel for Wood County Conservation Program Coordinator, Tracy Arnold, to attend the 2016 National Conservation Foundation (NCF) National Envirothon. Dates including travel to Trent University in Peterborough, Ontario Canada will be July 24-29, 2016.

FISCAL NOTE: Expenses:
Lodging & Meals - \$ 1,100
Travel - \$ 600
\$ 1,700

Motion by Henkel/Breu to adopt Resolution 16-4-4. Motion carried unanimously. Excused was Hendler.

Committee minutes presented: Judicial & Legislative

RESOLUTION 16-4-5

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To authorize out-of-state travel for three Child Support employees to attend the National Child Support Enforcement Association Leadership Symposium in New Orleans, Louisiana on July 31-August 3, 2016

FISCAL NOTE: The cost for meals, parking, lodging and mileage is \$1,795. The registration costs of \$1,725 are being paid by the Wisconsin Child Support Enforcement Association through scholarships the three employees were awarded. The cost of airfare is currently \$1,068 but the prices change on a daily basis. The cost of the expenses not covered by scholarships is \$2,863. With the fluctuating cost of airfare I am expecting the total cost of all expenses not covered by scholarships to be no more than \$3,200. The expenses are eligible for federal reimbursement so the cost to the county will be no more than \$1,100.

Motion by Zurfluh/Hamilton to adopt Resolution 16-4-5. Motion carried unanimously. Excused was Hendler.

RESOLUTION 16-4-6

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To change the membership of the Executive Committee so that the chairs of each of the main committees of the County Board as well as the County Board Chair and Vice-Chair would all be members of what would be a seven-member committee.

FISCAL NOTE: There would be an increase in per diems and mileage as the committee membership would go from five to seven.

Motion by Wagner/Leichtnam to adopt Resolution 16-4-6. Motion by Wagner/Rozar to amend Resolution 16-4-6 for clarification purposes. Changes as follows:

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to change the County Board rule that establishes the membership of the Executive Committee as described on page 23 of the document entitled Rules and Committees of the Wood County Board of Supervisors. Revised February 2014 as follows:

“Membership shall consist of the County Board Chairperson, the County Board Vice-Chairperson, and the chairs of the five main committees of the county board. Specifically, those committees are The Conservation, Education and Economic Development Committee, The Health and Human Services Committee, The Highway Infrastructure and Recreation Committee, The Judicial & Legislative Committee and the Public Safety Committee. The County Board Chairperson or his/her designee shall serve as the Chairperson of the Executive Committee. The Executive Committee shall elect a Vice-Chairperson and Secretary.”

Discussion ensued. Motion to accept the amendment carried by voice vote. Motion to adopt Resolution 16-4-6 as amended carried. Voting no were Ashbeck and Polach. Excused was Hendler.

Committee minutes presented: Highway, Infrastructure & Recreation, Wood County Library Board, McMillan Memorial Library Board of Trustee, South Central Library Board of Trustees.

**SPECIAL ORDER OF BUSINESS
RIVER BLOCK TRANSITION UPDATE**

John Cain, Venture Architects, presented information to those assembled updating them regarding progress to date. He revisited some of the main components of the 2014 Master Plan and identified how that plan was taken into consideration in the River Block remodeling. He showed problems and solutions in the River Block building regarding its condition, heating, electricity, sewer, telecommunications, etc. Floor plans were distributed. Remodeling total budget estimated at \$2,897,400. He revealed plans for courthouse office relocations and gave reasoning related to the plans. Recommendations going forward are to finalize River Block budget, finalize courthouse remodeling plans, begin planning for County Clerk relocation, and complete bid documents for River Block remodeling. Numerous questions were fielded by both Mr. Cain and Jason Gruenberg, Planning & Zoning Director.

The County Clerk updated the board on the change in per diem, salary and meal allowance. Committee assignments will be published when completed.

Motion by Hamilton/Henkel to adjourn. Motion carried by voice vote. Next scheduled county board meeting is May 17, 2016.

Respectfully Submitted
Cynthia Cepress
Wood County Clerk

WOOD COUNTY BOARD OF SUPERVISORS 2016-2018

Chairperson
Vice Chairperson

Lance A. Pliml
Trent D. Miner

EXECUTIVE COMMITTEE

Trent Miner, Chair
Mike Feirer
Donna Rozar
Al Breu
Ed Wagner
Lance Pliml
Hilde Henkel

HEALTH & HUMAN SERVICE COMMITTEE

Donna Rozar, Chair
Peter Hendler
Dennis Polach
Marion Hokamp
Bill Clendenning

PUBLIC SAFETY COMMITTEE

Mike Feirer, Chair
William Winch
Joseph H. Zurfluh
Dennis Polach
Brad Hamilton

CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT

Hilde Henkel, Chair
Robert Ashbeck
Ken Curry
Peter Hendler
Bill Leichtnam

JUDICIAL COMMITTEE & LEGISLATIVE

Ed Wagner, Chair
Bill Clendenning
Dave LaFontaine
Ken Curry
Bill Leichtnam

HIGHWAY INFRASTRUCTURE & RECREATION

Al Breu, Chair
Dave LaFontaine
Joseph H. Zurfluh
Marion Hokamp
William Winch

Aging and Disability Resource Center Committee ADRC

Michael Feirer
Doug Machon

Central Records Advisory Committee

Joseph H. Zurfluh

Community Development Block Grant Committee

Hilde Henkel

Criminal Justice Task Force

Lance Pliml

Ethics Committee

Hilde Henkel

Fair Boards:

Board of Marshfield Fairground Commission

William Winch
Robert Ashbeck
Ken Curry

Central Wisconsin State Fair Board Association Board of Directors

Robert Ashbeck
Ed Wagner

Golden Sands Resource Conservation & Development

Bill Clendenning

Housing Committee (5 members, including 1 member of the County Board who shall chair - 2-yr staggered terms)

Hilde Henkel

ITBEC (International Trade, Business & Economic Development Council)

Brad Hamilton

Liaison Officer

Marion Hokamp

Liaison Officer to Ho-Chunk Nation

Lance Pliml

Library Boards:

McMillian Memorial Library Board (Note to Chrm – do not appoint to this – these are 3 yr terms – only appoint if this CB member did not get re-elected)

Bill Clendenning

Wood County Library Board (Note to Chrm – do not appoint to this – these are 3 yr terms – only appoint if this CB member did not get re-elected)

Joseph H. Zurfluh
Brad Hamilton

South Central Library Board (Note to Chrm – do not appoint to this – these are 3 yr terms – only appoint if this CB member did not get re-elected)

Marion Hokamp

Loan Review Board

Ed Wagner

Local Emergency Planning Committee – Hazardous Waste

Bill Winch

North Central Community Action Board –Term: Indefinite

Donna Rozar (elected official from Health & Human Service Committee)

North Central Wisconsin Workforce Development Board

Ed Wagner

Northeast Wisconsin Public Safety Communications (NEWCOM)

Bill Winch

Security and Facilities Committee

Bill Winch

State Wildlife Advisory Committee

Dennis Polach

Traffic Safety Commission

Bill Winch

University Commission – UW Marshfield/Wood County

Donna Rozar

Al Breu

Doug Machon

Wood County Board Chaplain

Joseph H. Zurfluh

Wood County Board Parliamentarian(s)

Ed Wagner

WOOD COUNTY BOARD SUPERVISORS AND COMMITTEES
2016-2018

Ashbeck, Robert

Conservation, Education & Economic Development
Board of Marshfield Fairground
Central Wisconsin State Fair Board Association

Al Breu

Executive
Highway Infrastructure & Recreation, Chair
University Commission-UW Mfld Wood County

Clendenning, Bill

Judicial & Legislative
Health & Human Services
Golden Sands Resource Conservation & Development
McMillan Memorial Library Board

Curry, Ken

Conservation, Education & Economic Development
Judicial & Legislative
Board of Marshfield Fairgrounds Commission

Feirer, Michael J.

Executive
Public Safety, Chair
ADRC – Aging & Disability Resource Center

Hamilton, Brad

Public Safety
Wood County Library Board
ITBEC (International Trade Business and Economic
Development Council)

Hendler, Peter O.

Conservation, Education & Economic Development
Health & Human Services

Henkel, Hilde

Conservation, Education & Economic Development, Chair
Executive
Community Development Block Grant
Ethics
Housing Committee

Hokamp, Marion

Health & Human Services
Highway Infrastructure & Recreation
South Central Library Board
Liaison Officer

LaFontaine, Dave

Judicial & Legislative
Highway Infrastructure & Recreation

Leichtnam, Bill

Conservation, Education & Economic Development
Judicial & Legislative

Machon, Doug

University Commission-UW Mfld Wood County
ADRC

Miner, Trent

Executive, Chair

Pliml, Lance

Executive
Criminal Justice Task Force
Liaison Officer to Ho-Chunk Nation

Polach, Dennis

Public Safety
Health & Human Services
State Wildlife Advisory Committee

Rozar, Donna

Health & Human Service, Chair
Executive Committee
University Commission-UW Mfld Wood County
North Central Community Action Board

Wagner, Ed

Executive
Judicial & Legislative, Chair
Central Wisconsin State Fair Board Association
North Central Wisconsin Workforce Development Board
Parliamentarian

Winch, William

Public Safety Committee
Highway Infrastructure & Recreation
Board of Marshfield Fairgrounds Commission
Traffic Safety Commission
Local Emergency Planning Committee
Security and Facilities Committee
NEWCOM (Northeast Wisconsin Public Safety
Communications)

Zurfluh, Joseph

Public Safety
Highway Infrastructure & Recreation
Wood County Library Board
Central Records Advisory
Chaplain

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, April 5, 2016

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

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

OTHERS PRESENT (for part or all of meeting): Terry Rickaby, Reuben Van Tassel, Michael Martin, Marla Cummings, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amy Kaup, Warren Kraft, Paula Tracy, Jason Grueneberg, Heather Gehrt, Peter Kastenholz, Chad Schooley, Kathy Zellner, Kathy Alft, Lori Heideman, Brent Vruwink, Brandon Vruwink, Gus Mancuso, Bill Clendenning, Dennis Polach

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

Public Comment – No public comments

Consent Agenda

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

Jason Grueneberg gave updates to the Committee and shared copies of the most recent floor plans for River Block which will be made available to the full County Board. He also provided the Committee with a project cost estimate from Ellis Construction and discussed components including HVAC, lighting and electrical upgrades, work outside of the building (i.e. updating the concrete sidewalks to accommodate handicap ramps and running fiber optic). The consensus of the Committee was to move forward with repair of the sewer lines and the sidewalk work. Grueneberg further informed the Committee that a working session with Venture Architects would be held that afternoon to discuss relocation of IT and Dispatch within the Courthouse.

Greuneberg stated that Venture will be prepared to do a presentation at the April 19th County Board meeting. He presented Venture's proposal for implementation of the River Block project. The Committee was in agreement that the County should continue working with Venture as they have knowledge of the County and its needs from past work.

Maintenance Employee Van Tassel reviewed the Department's Letter of Comments.

Replacement of the Courthouse chiller was discussed. The unit has reached the end of its usefulness and is in need of costly repairs as one compressor is currently non-functioning. Replacement of one compressor is about \$45,000 and four compressor replacements have already occurred. Purchasing a new unit will cost approximately \$222,000 and be 30% more efficient than the current unit, with a savings of approximately \$8,000 per year in electrical costs. A new unit will also qualify for a \$29,000 Focus on Energy rebate.

Motion (Rozar/Henkel) to approve proceeding with emergency replacement of the Courthouse Chiller. Motion carried unanimously.

Peter Kastenholz will draft a resolution regarding the above and will present the resolution at the April 19th County Board meeting.

Rickaby and Van Tassel discussed needed repairs to the jail A/C coil and pan. The pan under the A/C unit is rusting out and needs to be replaced, and the coil is leaking. A quote of \$14,000 has been obtained to remove the old coil and pan and replace it with a new coil and a stainless steel pan.

Due to the volume of records currently being stored in the Courthouse Annex building that need to be removed before demolition, Van Tassel acquired a price quote to purchase a 20 foot storage pod to house the records. The pod would cost \$1,700 which would be a cost savings compared to renting a similar unit. The pod could be placed outside the Annex building to be filled, then locked and moved to the Sheriff's Department parking lot for added security.

Rickaby and Van Tassel addressed the possibility of hiring an additional Maintenance Technician as workloads may increase substantially with the addition of the River Block building. If a significant increase in workload becomes apparent, the Committee will revisit additional Maintenance staff.

Maintenance Coordinator announced his retirement, with June 1, 2016 being his last day of employment. Chairman Miner requested a special meeting of the Executive Committee before County Board on April 19th to expedite the process of filling this vacancy.

Risk Management Director Stelzer reviewed his Letter of Comments.

Information Technology Director Kaup reviewed her Letter of Comments. IT continues to work closely with Human Resources on payroll issues and generating necessary reports for departments.

Cyber Security is on the agenda and will be discussed at the April 11th Public Safety Committee meeting.

Kaup presented a request to change the Programmer/Analyst position previously held by Jenny Corbett from 3/4 time to full-time status. She provided information showing the cost to do so, dependent on which step in the pay scale the employee started. Due to vacancies in IT, there is money in the 2016 budget to cover the increased cost. The Committee requested a draft resolution for presentation to the County Board.

Kaup announced that one of the Network Analyst positions has been filled by David Schreiber who joined the Department on April 4th. She continues to work with HR to fill the second Network Analyst opening.

Wellness Coordinator Joanis presented updates on the Wellness program. She updated the Committee on the designated smoking areas at various sites. The Wood County Annex and Health Center is requesting they keep their current smoking shelter which is for residents, and designate an area behind the building for employees. Maintenance has offered a shelter building currently not in use at the Courthouse that will be relocated for that purpose. It will be up to the Annex's oversight Committee to cover any costs for additional items being requested by the Annex relating to the designated smoking area.

Joanis has talked with the Highway Department regarding covered bike racks and signage for the Courthouse and River Block. They are able to construct the items at a reasonable cost. Peter Kastenholz will contact the Mead Witter Foundation to get approval to place a covered bike rack at the River Block building.

Treasurer Gehrt reviewed her Letter of Comments and gave an update on an eviction the County is currently working on.

Finance Director Martin discussed the General Fund working capital update. A request to carryover excess Parks & Forestry revenues for capital projects presented at the March meeting was revisited.

Motion (Rozar/Pliml) to approve the request of the Parks & Forestry Department to carryover excess revenues for capital projects. Motion carried unanimously.

Finance Department correspondence discussed as outlined on the agenda.

Break at 9:40 a.m. Meeting reconvened at 9:55 a.m.

Human Resources

Warren Kraft provided an update relating to the Human Resources Department's vacancies and the HRMS system. Brent Vruwink indicated the Child Support Agency had not been receiving a report that is used to submit reimbursements to the State for the Agency. The issue has been resolved, as has the Human Services Department's need for certain reports. Trent Miner questioned whether the payroll function should be in the Finance Department. It was also suggested that an option would be to contract out the payroll functions. Research and further discussion will take place in future meetings.

The post-hearing brief for a pending ERD complaint was filed and a decision will be forth-coming. An employee complaint is moving to the Impartial Hearing Officer step.

Motion (Henkel/Rozar) to adjourn the meeting at 10:05 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna Rozar, secretary

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

MINUTES
JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE
EXECUTIVE SUBCOMMITTEE ON THE WISCONSIN RAPIDS ANNEX,
RIVER BLOCK PARKING, AND RELOCATION OF THE COURTHOUSE
DEPARTMENTS

Date: Tuesday, April 19, 2016

Time: 11:25 a.m. to 12:20 p.m.

Place: Room 115, Wood County Courthouse

Attendees: Trent Miner, William Clendenning, Doug Machon, Ed Wagner, Donna Rozar, Lance Pliml, Terry Rickaby, Jason Grueneberg and Peter Kastenholz. Other attendees are listed on the attached sign-in sheet.

Excusals: Peter Hendler

1. Executive Committee Chair Miner called the joint meeting to order at 11:25 a.m.
2. The committees discussed the Venture Architect presentation at the county board meeting and the minutes of April 8th subcommittee meeting, including:
 - a. What renovation plans to utilize with respect to River Block and the means of funding. The committees recognized that the county board seemed satisfied with the proposal presented by Grueneberg and Cain at the county board meeting insofar as the relocation plans for the Health and Human Services departments to River Block as well as the relocation of the Systems (IT), Dispatch and Emergency Management departments to the second floor of the courthouse. The Executive Committee will present a funding resolution to the county board at the May meeting. The subcommittee will follow up with making arrangements for other departments displaced by the courthouse transitions to relocate to either elsewhere in the courthouse or to River Block.
 - b. A proposal by Venture Architect for architectural and engineering services for River Block Building Renovation Implementation Work was reviewed. The \$118,000 cost covers the architectural and engineering work that needs to be done to the River Block building generally and the renovations that need to be made to house the Human Services and Health departments in particular. If there are costs associated with relocating other departments to River Block, those would constitute a change order and the subcommittee will oversee the monitoring of those. Motion by Rozar and seconded by Wagner to authorize entry into a contract with Venture Architects pursuant to the terms set forth in the proposal. All ayes. The funds for the services are available as a part of the \$1 million previously allocated by the county board. The committees recognize that if the county board ultimately determines at the May county board meeting not to fund the renovations that some money here may not be well spent but the committees also recognized that they need to keep moving to accomplish the transition and there are costs associated with waiting for county board action and finally that the county board didn't acquire the building to leave it empty.
 - c. A discussion was started with regards to proceeding with a construction manager or a prime contractor in the River Block renovations. Architect Cain advised that this is a smaller project so either way would make sense and there really isn't a significant

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financial impact of going one way or the other. Not having a construction manager would require more work of the Maintenance Department. The subcommittee is to pursue a more in depth review of the options, determine how best to proceed and then to be prepared to proceed accordingly after the May county board meeting.

- d. An update on the parking for River Block was shared by Kastenholz. The city responded to the county's offers and the subcommittee will develop and give a reply.
 - e. The committees returned to further discuss the courthouse relocation scenario for Systems, Dispatch, E.M. and other affected departments. The core proposal for moving these departments within the courthouse is acceptable but create new issues including:
 - Storage for the County Clerk's office.
 - Relocating Parks, Land Conservation, Veterans, Finance, and Human Resources.
 - How best to effectuate the moves of the multiple departments and whether Dispatch can be moved into the Clerk's old office soon so that the new telephone system can be installed to replace the current, unsupported one.
 - The need to move the Clerk's office to the auditorium as soon as possible after the May county board meeting so as not to interfere with fall elections.
- The consensus was that the subcommittee will follow up on these matters and work with Jason Grueneberg as well as Maintenance and other departments on them.
3. The subcommittee will meet on Monday, April 25th at 12:30 p.m. to continue addressing these matters and the Executive Committee will meet at its regularly scheduled monthly meeting and will deal with the financing of the River Block renovations.
 4. Adjourn.

Reviewed and approved by Subcommittee Secretary Donna Rozar

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Erik Engel	Wood Co Communications
Amy KAP	IT
Mark Cumming	Finance
Rock LARSON	VETERANS
REUBEN VAN TASSEL	MAINT.
Ken Curry	WCB II
SYLVIA WAGNER	
DENNIS POLACIK	WCB
Bruce Ashurst	CB
Gus Mancuso	Resident / Encourage
Chelsey mazurek	Encourage / Tribune Building

April 4, 2016

Jason Gruenberg,
Director of Planning & Zoning
Wood County Courthouse
400 Market Street, 2nd Floor
Wisconsin Rapids, WI 54494

RE: WOOD COUNTY
River Block Building Implementation Work

Jason:

Venture Architects is pleased to offer you this proposal for the River Block Building Implementation Work.

PROJECT DESCRIPTION

Wood County has recently purchased the River Block Building, located in downtown Wisconsin Rapids, with the intent to relocate the County's Human Services Department and Health Department, as well as potentially other Departments into the Building. This work is intended to complete the project by developing bid documents, bid assistance, and construction administration work.

SCOPE OF SERVICES

The Scope of Services includes:

FINALIZE STUDY PLANS

Make final changes to the Study plans, including one trip to Wisconsin Rapids to review current plans and make any revisions to finalize the plans.

CONSTRUCTION DOCUMENTS

From the finalized Study plans, develop final construction documents (drawings and specifications). Engineering work to be completed by Harwood Engineering Consultants, are to include plumbing, HVAC, and electrical. Work to include two trips to Wisconsin Rapids to review plan development. One of these trips will include Harwood Engineering staff to review their plans.

The scope of work for construction documents is to include all of the work described in the preliminary budget price outlined in the Ellis Construction letter, dated April 4, 2016. The work does not include any of the alternates identified in the letter. Work does not include any work related to installing a fire sprinkler system.

BIDDING ASSISTANCE

Assist the County in securing bids for the proposed work, including attendance at an on-site pre-bid conference meeting with prospective bidders.

CONSTRUCTION ADMINISTRATION

Assist the County through the construction administration phase. Plan on four on-site visits during the construction phase.

April 4, 2016

Wood County
River Block Building Implementation Work

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PROJECT DELIVERABLES

Final Construction Documents.

LUMP SUM FEE FOR SERVICES

Our Lump Sum Fee for the above mentioned services is \$118,800

This lump sum fee is broken down as follows:

Venture Architects \$40,000

Harwood Engineering \$78,800

TOTAL **\$118,800**

REIMBURSABLE EXPENSES

In addition to our fees for service, Venture Architects will charge Wood County for reimbursable expenses as they occur at a mark-up of 1.0, such as but not limited to, printing and travel expenses. This is estimated to not exceed \$1,000

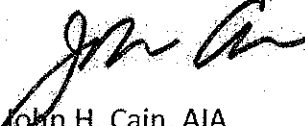
CONCLUSION

If this proposal is acceptable to you, we will prepare a formal contract using a Standard AIA Document B101.

We thank you for this opportunity and look forward to again be working with you.

Sincerely,

VENTURE ARCHITECTS



John H. Cain, AIA
Principal | Design Director

JHC/kg

**MINUTES
EXECUTIVE COMMITTEE SUBCOMMITTEE ON
WISCONSIN RAPIDS ANNEX AND RIVER BLOCK PARKING**

Date: Monday, April 25, 2016

Time: 12:30 p.m. to 2:55 p.m.

Place: Room 115, Wood County Courthouse

Members: Ed Wagner, Doug Machon, Donna Rozar, Bill Clendenning

Attendees: Jason Grueneberg, Architect John Cain (telephonically) as well as those listed on attached sign-in sheet

1. At 12:30 p.m. the Chair called the meeting to order.
2. Moved (Rozar/Wagner) to approve minutes of the April 19, 2016, joint meeting with the Executive Committee. All ayes.
3. Public comments:
 - Gus Mancuso expressed concern over the parking needs resulting from River Block and is seeking a collaborative approach between the City and the County. Prefers Subcommittee handle as much business as possible in open session.
 - Amy Kaup, County's IT Director, has been advised by City's engineering department that her attempts to have cable access on both sides of the river on City property needs to be a part of the courthouse annex negotiations between the City and County.
 - Sue Schill; the City has no problem with cable access and is interested in working with the County on this. Normal process can be used.
 - Gary Rosencrans, WR downtown businessman, expressed concern regarding downtown parking.
4. Discuss Construction Manager vs. General Contractor.
 - Venture Architect's John Cain presented the pros and cons of using a general contractor (GC) vs. the construction manager (CM) agent route vs. the CM at-risk model wherein the CM can bid on some of the work. Discussion had on constraints on County staff, specifically with Maintenance and Planning & Zoning. Moved (Wagner/Machon) to use a CM agent for the River Block building renovations. All ayes.
 - Jason Grueneberg and John Cain will proceed in working in developing the process of retaining a CM agent and will bring proposals back to the Subcommittee.
5. Discussion of parking needs of River Block development took place.
 - City's response to Subcommittee's tentative offer was read off out loud.
 - Point made that space may be available in the Centralia parking lot.
 - Cost of spaces in Dixon lot would be \$160/space/year. Unsure what the cost of City spaces in the horseshoe lot would be.
 - Chairman Clendenning proposed the idea of having the City and County each appoint a person to work through the parking issues with the County Board Chair as the County's representative. It is assumed the City's representative would be the WR Mayor.
 - Supervisor Rozar expressed concern that the city's response puts the vast majority of the cost on the county and of this not being an equitable counter-proposal.

Moved (Wagner/Rozar) to appoint Pliml to meet with the WR Mayor to discuss the parking issues. All ayes.

The Subcommittee determined to go into closed session to give guidance to the County Board Chair on the negotiations but held off doing so until the end of the meeting as there were public attendees who wanted to listen and participate in other aspects of the meeting.

6. Status of Architect and Engineering services. Grueneberg advises that he will be conferring with Architect Cain later in the week to get an update and will report to the Subcommittee at the next meeting.
7. Status of departments relocating in the Courthouse
 - Per Reuben Van Tassal, the logical and efficient approach would be to prep the auditorium for moving the County Clerk's office first, then moving the Clerk, and prepping that vacated office for Dispatch.
 - Per Kaup, once the Clerk is moved, the Dispatch Department can't be moved until the second floor break room and Veteran's offices are vacated (possibly a temporary move) to install the data center.
 - Grueneberg reports there are still conversations taking place with respect to the displaced departments on the second floor. He will update the Subcommittee on those conversations at the next meeting.
8. Financing Courthouse renovations: the Subcommittee is not looking to have the courthouse moves be a part of the River Block renovation funding. The Subcommittee is looking to fund the courthouse renovations with cash on hand from the Maintenance Department budget and then later, consider bonding or other funding mechanisms to finance the Courthouse expenses.
9. Status of Annex and the records therein. Reuben Van Tassal advises he will have the pod available within a week to empty the building. Discussions have been had with involved departments on how to proceed and Reuben is comfortable with the arrangements made.
10. The next meeting: 10 a.m., Tuesday, May 3, 2016 but won't commence until the conclusion of the Executive Committee meeting.
11. Moved (Rozar/Machon) to go into closed session pursuant to Wis. Stats. s. 19.85(1)(e) to discuss negotiation strategy on parking arrangements with the city. All ayes.
General discussion had.
Moved (Rozar/Wagner) to return to open session. All ayes.
12. Moved (Machon/Wagner) to adjourn at 2:55 p.m. All ayes.

Donna Rozar, secretary

Minutes taken by Peter Kastenholz and approved by Committee secretary.

Executive Subcommittee Meeting
Monday, April 25, 2016

Attendees

Kathy Aft

~~Hearther McKellips~~

~~Ly Mancuso~~

DENNIS POLACH

GARY ROSENCRANS

SYLVIA WAGNER

Ken Curry

WC B11

Bill Leightnam

WC D19

Joe Skideman

WC Dispatch

Amy Kaup

IT

Sue Schwin

City of WC

REUBEN VAN TASSEL

CH MAINT.

LANCE PLUM

WCB

Branson Urulink

WCHSD

Peter Kastenholz

Wood County

Cindy Boyd

WC County Clerk's office

**MINUTES OF THE
EXECUTIVE COMMITTEE (EC) SUBCOMMITTEE ON
WISCONSIN RAPIDS ANNEX, RIVER BLOCK BUILDING,
AND RELOCATION OF COURTHOUSE DEPARTMENTS**

Date: Tuesday, May 3, 2016

Time: 11:08 a.m. to 12:10 p.m.

Place: Wood County Courthouse, Room 115

Members: Ed Wagner, Doug Machon, Donna Rozar, Bill Clendenning

Attendees: Jason Grueneberg, Rueben Van Tassel, Peter Kastenholz, and those listed on the attached attendance sheet

1. At the conclusion of the EC meeting, the Chair called the meeting to order at 11:08 a.m.
2. Public comments: None at this time, but public input received and questions answered during the course of the meeting.
3. Moved (Wagner/Rozar) to approve minutes of the April 25, 2016 meeting. All ayes.
4. Jason Grueneberg, Planning and Zoning Director, gave the Subcommittee an update on the process of retaining a construction manager (CM). The Subcommittee reviewed the need for a CM as well as an architect and explained that due to the complexity of the project, the lack of available internal County resources, as well as the need to obtain permits, a CM and architect are deemed necessary for this project. Grueneberg shared a list of CMs that Venture Architects has successfully worked with on projects of this size. Furthermore, he suggested that additional criteria to consider would be 1) experience with the building, and 2) that the company be located locally or at least have staff working on other projects locally. After deliberative discussion, during which the Subcommittee balanced the need for comprehensiveness in the search with the need to keep the project moving forward so occupancy of the River Block building might occur by the end of the year, the Subcommittee directed Grueneberg to work with the Architect to prepare an RFP for a CM (agent only) and present the RFP to the following companies: Ellis, Miron, Findorf, Boldt, Altmann, Immel, and Tri-North. The Subcommittee will meet May 19th to determine which firms to interview for the CM; with the interviews occurring on May 23rd.
5. The County Board Chairman is in the process of setting up a meeting with WR Mayor Vruwink to discuss parking options. A report is anticipated for the next meeting.
6. Status of Architect and Engineering services: Grueneberg advises things are moving along although the approval of financing and retention of a CM are prerequisites to bidding out the renovations to River Block. Meanwhile, the AIA contract with Venture Architects is being finalized and will be executed shortly.
7. Status of departments relocating in the courthouse itself: The EC gave direction to the County Clerk earlier today to begin the process of moving to the auditorium. The

Maintenance Department will assist in that move. Grueneberg is working with the departments that are being displaced on the second floor of the courthouse and those discussions are moving forward. The Land Conservation Department is working on floor plans within the 3000 unassigned square feet on the third floor of River Block building and the Parks Department is contemplating moving in adjacent to them. At this time, the Veterans Office is looking to relocate to the first floor of the Courthouse. Grueneberg is anticipating large meeting rooms in both the Courthouse and the River Block building. Other secondary spaces in the Courthouse, such as a break room and possibly a space for Wellness, are being considered.

8. Status of the Annex and records and personal property located therein: Reuben Van Tassel advised that the various department records have been transferred from the Annex to the recently purchased metal storage pod. There are some items currently in the building that the Maintenance Department still desires to salvage. Discussion had with respect to availing to charities other items in the building, i.e. doors for Habitat for Humanity as well as environmentally addressing those things not worth salvaging (recycling). Motion (Rozar/Machon) to give oversight to the salvaging of the contents of the Annex building to Supervisor Clendenning with the assistance of the Maintenance Department. All ayes.
9. The Subcommittee will meet on May 19th at 1 p.m. to review the construction manager proposals and receive continued updates on matters discussed today.
10. Moved (Wagner/Rozar) to adjourn at 12:10 p.m. All ayes.

Donna Rozar, secretary

Minutes taken by Peter Kastenholz and approved by Subcommittee secretary.

May 3, 2016 meeting of the Executive Committee's Subcommittee on the Wisconsin Rapids Annex, River Block building and Relocation of Courthouse Departments

Attendees

Shane Wucherpfennig

LWCD

Chelsey Mazurek

Incourage/Tribune Building

REIBEN VANTASSER

WOOD COUNTY MAINT.

Wm Winick

WCB

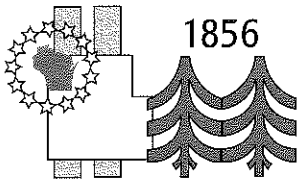
DENNIS POLACH

WCB

SYLVIA WAGNER

Gas Mancuso

Incourage/Resident



Wood County WISCONSIN

*Office of
Maintenance Coordinator
Terry Rickaby*

Maintenance Monthly Comments May 3, 2016

Ordered new chiller for the courthouse and submitted rebate documents for Focus on Energy rebate.

Eron & Gee installed a new hot water heater in the boiler room and installed drain piping in the Sally port.

The concrete foundation for the new Wood County Courthouse sign was poured and the sign put in place.

Reuben attended Boiler Training in Wisconsin Dells April 20-21.

Began disassembling cubicles at the River Block building.

Fire & Safety Equipment Inc. completed annual fire extinguisher service at the courthouse and jail, River Block, 12th Street Human Services, Airport Avenue CBRF and joint use buildings.

Began underground sewer line repairs at River Block.

Attended Space Needs Advisory Committee meetings and Ad Hoc Committee on River Block Parking Issues meetings.

Executive Committee
Monthly Comments on Agenda Items
Finance Department – Mike Martin
Tuesday, May 3, 2016

Comment on Agenda Items

12a. Initial Resolution for borrowing for Courthouse renovations and River Block Building

This is the first step in the borrowing process to refinance the \$2,000,000 loan for the River Block Building purchase and the renovations needed for that building which currently I believe are between \$2.5 to \$3.0 million. The inclusion of the Courthouse renovations has two elements:

- Funding \$250,000 of 2017 renovations as reimbursement for the debt payment made by the Courthouse fund
- The renovations needed for internal movement of department within the Courthouse would seriously deplete the reserves of the building maintenance fund

The initial resolution for borrowing only needs to describe the basic purpose for the borrowed funds and include an “amount not to exceed” (\$5,000,000). It requires a $\frac{3}{4}$ vote.

12b. Initial Resolution for borrowing for Highway Projects

This would be the third year of the plan to maintain the County’s highway system. Similar to the first resolution, this resolution:

- Describes the intended use
- Has the amount not to exceed of \$5,000,000
- Requires a $\frac{3}{4}$ vote

12c. Tax Levy for County-Aid Bridge Construction

I’d like to have a discussion of the provision of the Wisconsin Statutes (82.08) that provides for a separate levy for the County’s share of funding municipal bridges within the County. Municipalities file petitions each year for County Aid in the construction of bridges. The County’s levy for our share is to be segregated and placed in a special non-lapsing fund. The County can levy a flat sum or a specific mil rate. The County has not levied using this provision in recent years.

12d. Correspondence

- 1) Recoupment of County Sales Tax by the Wisconsin Department of Revenue-The Treasurer and I were contacted by the DOR last week and informed that the DOR will be recouping a little less than \$806,000 related to a 2014 audit of a large

business within the County. Our only option in this case was choosing how many months to spread the recoupment. We chose to spread it out over the remaining months in 2016. This will affect our 2016 sales tax revenue.

- 2) Updated budget and actual reports for 4 months ended April 30, 2016.

Departmental Activity

Wipfli will begin the audit of 2015 on Monday May 2nd.

TREASURER'S REPORT

05-03-2016

By: H. Gehrt

- I assisted the Forestry Department with their spring timber sale bid opening on April 4.
- I participated in the Executive Committee meeting on April 5.
- I attended the planning meeting regarding input on where departments were moving in the Courthouse on April 5.
- All municipalities and school districts were paid out the lottery credit on April 6.
- I attended the monthly County Board meeting on April 19.
- I attended the Department Head Meeting on April 20.
- Those municipalities that submitted delinquent personal property chargebacks from 2014 were paid out on April 26.
- There was a second court date on April 20 regarding the removal of occupants of a property that the County owns. The County was given the writ of restitution and on Friday, April 29 Maintenance Staff and the Sheriff's Department went over to make sure the occupants were out and to secure the property. Later that afternoon after everything was secured, Cheryl and I went over to the property to assess the property and take pictures. I can give a more detailed report at the Committee meeting if there is any interest.
- Interviews were held on April 26 for the Real Property Lister position and a verbal offer was made. The candidate has 3 days to respond in writing after receiving the offer letter from Human Resources. The anticipated start date of the Real Property Lister is May 9.
- I have been preparing for the yearly Audit as best as I can. I am not sure what to expect as I have not been through the audit with this Department, but staff and I will be available for the 2 weeks.
- I attended the electronic time keeping system configuration meeting on April 29.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

April, 2016

- ◆ Deployed improved client recordkeeping for the Health Activity System.
- ◆ Continued work on the Health Inspection & Licensing online payment setup.
- ◆ Configured and installed network switches at the new Lincoln and Norwood Towers. The sites are up and online. Network staff is working to route data traffic over the new microwave link by the end of May. This will greatly improve the data connection for the Norwood HealthCenter.
- ◆ Researched network infrastructure needs for the RiverBlock building. Met with VanErt to discuss the cost of a fiber connection between the Courthouse and RiverBlock. IT will continue to work with VanErt and the City of Rapids to look into this option.
- ◆ Obtained and shared the cost of network equipment and cabling for the RiverBlock building.
- ◆ Continue to work on obtaining a plan and cost for the new IT/Dispatch Data Center design.
- ◆ Working with Maintenance to put together floor plans for the IT Departments recommended new location.
- ◆ Implementation on the new core switches at the courthouse is being finalized. These are the primary switches used in the Data Center. This change will provide faster connectivity to the servers and network closets.
- ◆ Continued working on requested reports in TCM. Multiple Programmers continue to work to provide Human Services with requested reports in a timely manner.
- ◆ Assisted the County Clerk's Office on Election Night.
- ◆ Continued setting up TCM to allow Contracted Providers to enter their own contacts(progress notes) into TCM. Assisted with training these Contracted Providers.
- ◆ Attended TCM multi-county group meeting.
- ◆ Staff is being trained on the new Dr.First software that will be integrated with TCM and used for e-prescribing.
- ◆ Programmers continue to correct and create new reports for the Sage HRMS Payroll system. This is a priority for IT. A number of key HR and Payroll reports were overhauled to resolve issues and improve formatting.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ In the month of March, 356 helpdesk requests were created and staff completed 340 tickets. The current number of outstanding requests is 100. These numbers represent requests for service that come in daily from departments throughout the County.
- ◆ Attended Space Needs Advisory Committee & Executive Subcommittee meetings that are held in regards to the RiverBlock building.
- ◆ Support and training for the current property tax system continues. Uploading the 2016 Real and Personal Property assessment data from municipalities continues. Delinquent and postpone notices were generated and dispersed.
- ◆ Contract documents from the vendor for replacement property tax software have been received and are being reviewed. We will enter into this contract as soon as possible in order to meet the new State mandated tax bill changes. Meeting with the City of Marshfield and Wisconsin Rapids is scheduled to discuss the new annual cost that will be charged to the cities for the new property tax software. Previously the County supplied use and support of our in-house software free of charge.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues including data import enhancements. The Spring 2016 mailing file has been generated. This file is sent to ODC for processing and mailing. The mailing includes PMI (Pump-Maintenance and Inspection) notices to owners due for service on their POWTS (Private Onsite Waste Treatment System) .
- ◆ Training and support for Norwood Healthcare Center and Edgewater Haven is ongoing . Research for the upcoming Payroll Based Journaling mandated reporting to Medicare & Medicaid has begun.
- ◆ Network Analyst positions were filled. One employee started April 4th, the other April 25th.
- ◆ Began recruitment for the Programmer/Analyst opening. The position was posted April 21st and will remain open until May 8th.
- ◆ The HIPAA Security Risk Analysis continues. Participated in a two-day Security Risk Analysis meeting April 18 & 19th ; During the meeting County & Department policies were reviewed and all locations subject to HIPAA were toured. April 27th a vulnerability scan was conducted, this scan is performed to check the security of the computer systems and outline any potential risks that need to be addressed. The next meeting is scheduled for May 5th, where the results of the Risk Analysis will be reviewed.
- ◆ Staff attended a Microsoft demonstration to view new Microsoft products.
- ◆ Configured and replaced 14 computers in March.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
- ◆ The TimeStar, electronic time card and time tracking, project implementation phase has begun. The addition of this software will eliminate the need for manual paper time card tracking and entry. Surveys were sent to each department to collect vendor required parameters for system configuration.
 - ◆ Legacy system components that are used by the Register of Deeds were determined and data samples and file layout documentation was sent to ROD Fidar vendor. Fidar will use this information to estimate cost and begin a data conversion and importation into the Fidar software. This will eliminate the ROD legacy system.
 - ◆ The programming staff learned and began utilizing the Service Desk task management system. This system is used by the IT Department, Norwood Maintenance, and the Emergency Management/Communications Coordinator for ticket generation and tracking. IT also uses this system for asset management, project management, and as a purchase order system. Service Desk also allows users to login and check the status of a ticket, create a ticket, or search for resolutions.



Wood County

WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

April 27, 2016

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

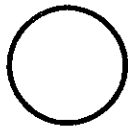
From: Warren Kraft

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

General Highlights:

- Recruitment for the Payroll Specialist position continues. Over 60 applications are being reviewed to develop a list of candidates for interviews.
- Angel Butler-Meddaugh, the HR Administrative Assistant, has returned to full-time from medical leave. Paula Tracy has been overseeing the recruitment activities.
- During the interim, Caitlin Carmody, Highway Department accounting services, assisted the HR team with payroll processing and troubleshooting. A temporary employee, Jodi Pingel, continues to assist with specific payroll projects and office administrative support. Continued appreciation to the IT, Finance and HR teams for their efforts to resolve issues, and to the Highway Department for “loaning” Caity during this time period.
- Working with IT-led HIPAA Security Risk Analysis Team. Working with an outside consultant, the project surveys the County’s security risks for privacy of information and for protected health-related information, and recommendations for improvements will be implemented.
- Conducted interviews April 26th with candidates for the Human Services Director position.
- Will meet with Human Services managers on April 28th to continue discussion about pay plan issues for the Department’s professional staff.

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



RESOLUTION#

ITEM#

1-1

DATE

May 17, 2016

Effective Date

May 17, 2016

Introduced by
Page 1 of 2

Executive and Highway Infrastructure & Recreation Committees

Committee

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No: Yes:

Absent:

Number of votes required:

☐

Majority

☒

Three-Fourths

Reviewed by: PAK, Corp CounselReviewed by: AKM, Finance Dir.

BLN
INTENT & SYNOPSIS: Initial resolution authorizing the issuance of general obligation promissory notes.

FISCAL NOTE: Not to exceed \$5,000,000

BE IT RESOLVED by the County Board of Supervisors of Wood County, Wisconsin that there shall be issued, pursuant to Section 67.12(12), Wisconsin Statutes, general obligation promissory notes in an amount not to exceed \$5,000,000 for the public purpose of financing highway improvement projects. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such notes.

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

Future of Wood County Highways

⌘ Basic Issue

- ⌘ Costs to maintain and construct highways has steadily increased and funding has remained unchanged

⌘ Ratings and Operation Have Declined

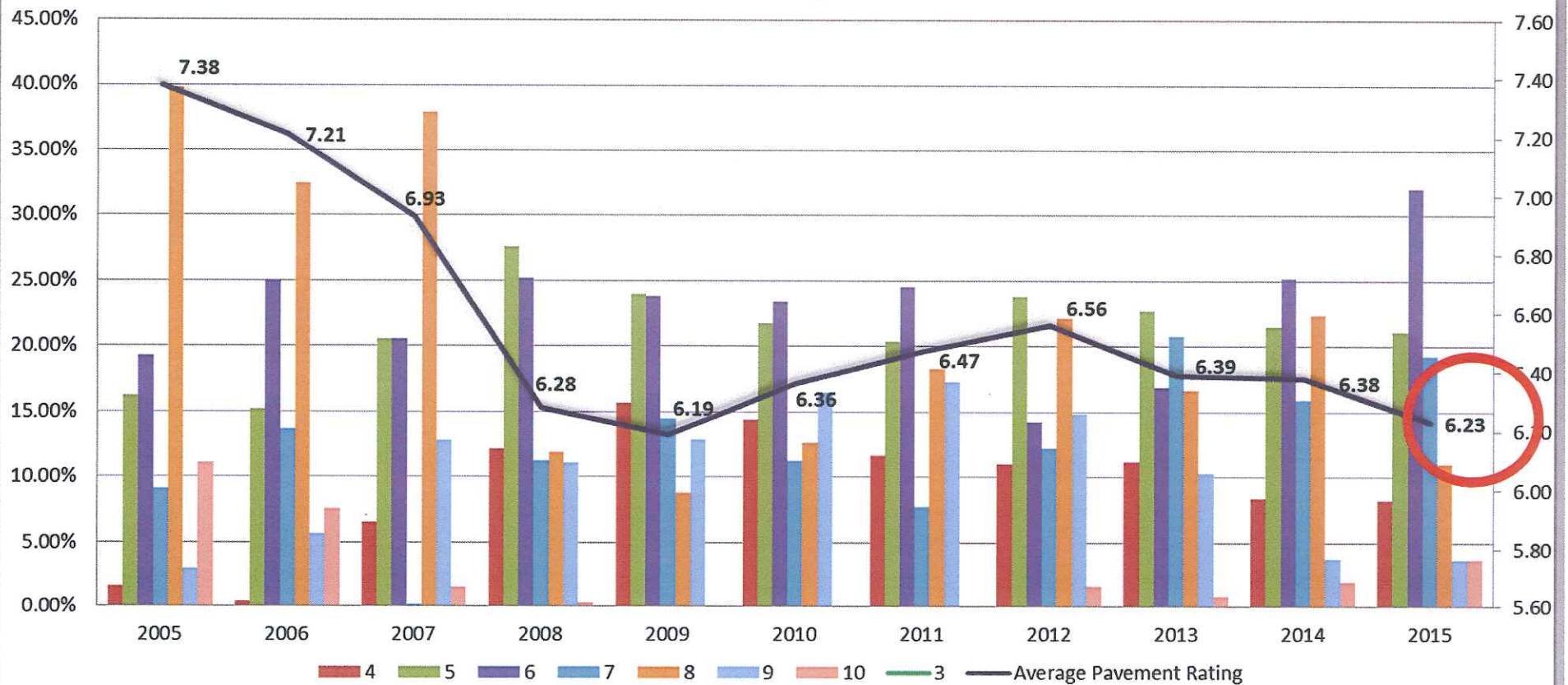
- ⌘ Level of service is trending downward

⌘ There Is A Plan To Protect Our Biggest Investment!

- ⌘ Continue with the 5 year plan to catch up and preserve our County Highway system

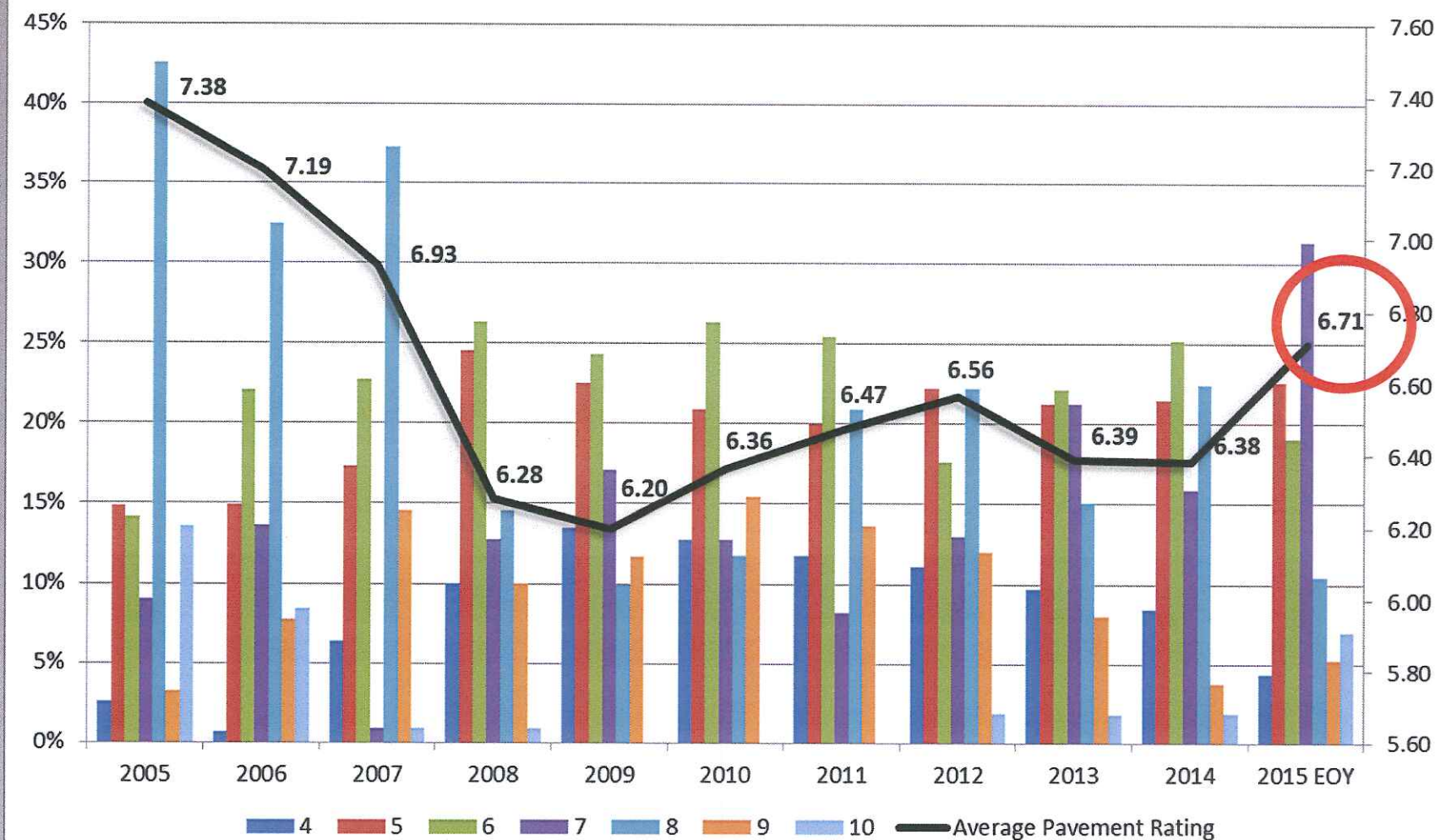
Pavement Ratings April 2015

Summary of Pavement Ratings from 2005 - April 2015



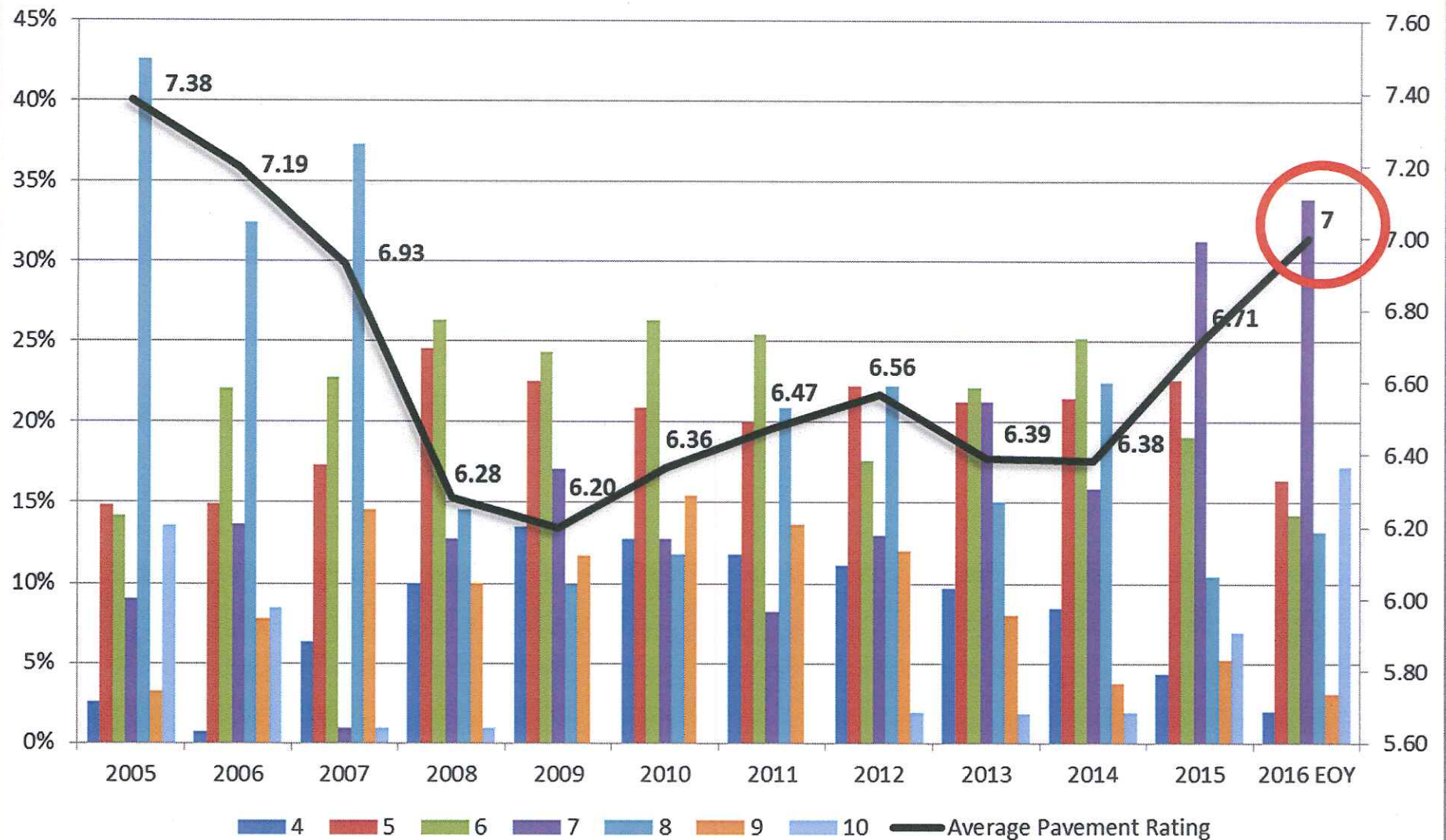
Pavement Ratings End of Year 2015

Summary of Pavement Ratings from 2005 to EOY 2015



Anticipated Ratings End of Year 2016

Summary of Pavement Ratings from 2005 to EOY 2016



2016 and 2017 Construction Projects

Anticipated Projects for 2016

<u>HIGHWAY</u>	<u>TERMINI</u>	<u>IMPROVEMENT</u>	<u>PROJECT LENGTH</u>	
CTH GG*	(CTH G - STH 173)	Pulverize Full Depth (X"), Resurface 3" X 24' (paint 11') Type E 3.0,	1.10	MILES
CTH AA	(CTH JJ - Nekoosa S City Limits)	Pulverize Full Depth (X"), Pave 3" X 24' (paint 11') Type E 3.0	3.10	MILES
CTH C	(CTH E - STH 186)	Mill 5" (E - 186) Add Geo Grid Pave 3" X 24' (paint 11') Type E 3.0	4.00	MILES
CTH C	(STH 80 - CTH E)	Pulverize Full Depth (X"), Pave 3" X 24' (Paint 11 + 4) Type E3.0	5.75	MILES
CTH H	(Blueberry Ln to CTH Y)	2 miles of reconstruction, 2 miles of finished asphalt	4.00	MILES
CTH V	CTH E - STH 73	Pulverize Full Depth Pave 2" X 22 (Cold-in Place Recycling)	5.00	MILES
CTH EE	(STH 80 - CTH T)	Mill 3" (A - T) Pulv. Full Depth (6") Pave 3" X 24' (paint 11') Type E 3.0	4.00	MILES
CTH Y	Wren Road - Lincoln Ave	Engineering Only, Construction in 2017		
CTH T Bridge	CTH T & CTH N Intersection	Engineering Only, Bridge Replacement in 2017		
CTH B Bridge		Reconstruction		
			Total Miles:	26.95 MILES
Various	Various Roads	CHIP SEAL	13.30	MILES
Various	BRIDGE MAINTENANCE			
			Total of 2016 Projects:	40.25 MILES

Anticipated Projects for 2017

<u>HIGHWAY</u>	<u>TERMINI</u>	<u>IMPROVEMENT</u>	<u>PROJECT LENGTH</u>	
CTH B	USH 10 TO CTH BB	RESURFACE	2.00	MILES
CTH D	ELM LAKE RD - STH 73	RECONDITION	5.50	MILES
CTH C	CTH F TO STH 34	RESURFACE	6.00	MILES
CTH E	CTH C TO CTH N	RECONSTRUCT	5.00	MILES
CTH K	USH 10 - CTH H	RESURFACE	2.25	MILES
CTH S	USH 10 - N COUNTY LINE	RESURFACE	4.50	MILES
CTH Y	Wren Road - Lincoln Ave	Pavement Replacement (Concrete CHIP D project)	0.75	MILES
CTH Y	(CTH M - CTH H)	Pulverize Full Depth (X"), Pave 2" X24'	4.00	MILES
CTH E	STH 73 - CTH C	RESURFACE	2.00	MILES
CTH T Bridge	CTH T & CTH N Intersection	Bridge Replacement		
CTH H & V Int	Intersection	BUY R/W & Clear Structure		
			Total Miles:	30.00 MILES
Various	Various Roads	CHIP SEAL	13.00	MILES
Various	BRIDGE MAINTENANCE			
			Total of 2016 Projects:	13.00 MILES

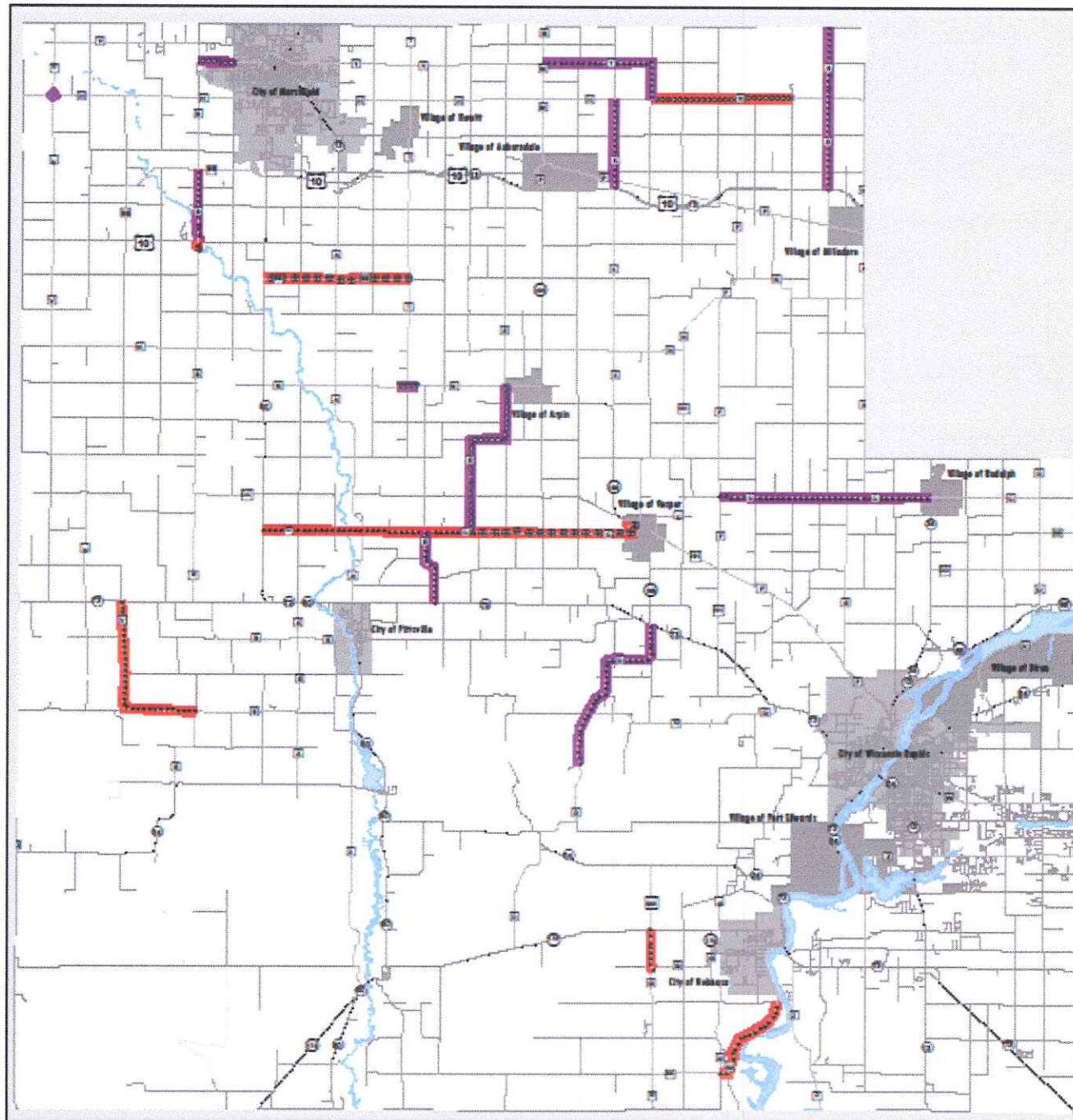
2016 - 17 Highway Maintenance Projects

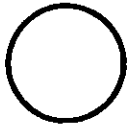
Wood County, Wisconsin

2016-17 Projects

-  2016 - Bridge Replacement
-  2016 - Mill, Pulverize and Resurface
-  2016 - Reconstruct
-  2016 - Pulverize and Resurface
-  2017 - Bridge Replacement
-  2017, Reconstruct
-  2017, Intersection Safety Improvement
-  2017 - Pulverize and Resurface

Total Miles:
2016 = 27.70 miles
2017 = 30 miles





RESOLUTION#

ITEM# 1-2

DATE May 17, 2016

Effective Date May 17, 2016

Introduced by Executive Committee

Page 1 of 1

Committee

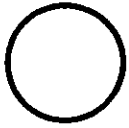
Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Three-Fourths	
Reviewed by: <u>PAK</u> , Corp Counsel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

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



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

Committee

CAK

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>MPA</u>	, Finance Dir.	

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

FISCAL NOTE:

Offered Amount	\$5,000.00
R.E. Taxes	(10,848.24)
Publication fees	(143.62)
Abstracting fees	(156.00)
Maintenance fees	(63.56)

LOSS \$ (6,211.42)

WHEREAS, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:

THEREFORE BE IT RESOLVED, that the following offer be accepted

City of Nekoosa

30-00290 Lot 1 of Wood County Certified Survey Map No. 7605 (recorded in Volume 26 of Survey Maps at Page 105) being all of Lot 11, Block 11 of the City of Nekoosa, Wood County, Wisconsin.

OFFER
\$5,000.00

APPRAISED
\$10,000.00

Property is located at 307 1st St. City of Nekoosa. Building was razed.

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

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: April 28, 2016

PLACE: Edgewater Haven Administration Building Conference Room – Port Edwards

PRESENT: Donna Rozar, Peter Hendler, Tom Buttke, Jessica Vicente, Marion Hokamp, Lori Slattery-Smith, R.N., Dennis Polach

EXCUSED: Jeffrey Koszczuk, D.O.

ABSENT: Doug Machon

ALSO PRESENT (for all or part of the meeting): Kathy Roetter, Stephanie Gudmunsen, Jo Timmerman, Jordon Bruce (Human Services); Sue Kunferman, Kathy Alft, Nancy Eggleston (Health Department); Amy Slattery (Edgewater Haven); Rock Larson, Amanda Darr (Veteran Services); Lance Pliml (County Board Chair); Bill Clendenning (County Board Supervisor); Marla Cummings (Finance)

1) Call to Order

Meeting called to order at 5:00 p.m. by Chair Rozar. Introductions took place around the room.

2) Quorum

The Chair declared a quorum present.

3) Election of vice-chair and secretary

Rozar called for nominations for vice-chair. Polach nominated Hokamp. Buttke nominated Hendler. Hokamp withdrew her name from nomination. Motion (Hokamp/Buttke) to close nominations and cast a unanimous ballot for Hendler as vice-chair. All ayes. Motion carried

Rozar called for nominations for secretary. Buttke nominated Hokamp. Motion (Hendler/Buttke) to close nominations and cast a unanimous ballot for Hokamp as secretary. All ayes. Motion carried.

4) Public Comments

- n/a

5) Correspondence

- Rozar provided a brief update regarding the recruitment status of the Human Services Director position.
- Rozar solicited input from Committee members and department heads for their insight regarding appropriate oversight and whether there is a need for additional informational meeting(s) scheduled prior to the Committee meeting. No action items would be included on those agendas. They would be informational only allowing for more in-depth discussions with departments regarding their operations. There was Committee consensus a second meeting is not needed at this time. Rozar encouraged Committee members to conscientiously read over the monthly letters of comments by the departments prior to regularly scheduled meetings, contact department heads with any questions prior to the meeting, or request for that document to be pulled from the consent agenda for further discussion during the meeting. The possibility of having an extra meeting or two during the year for discussion of department programs was discussed.
- Nancy Eggleston provided an update of the norovirus outbreak at the Hotel Marshfield and briefly responded to Committee member questions and concerns.
- Other correspondence given to Committee members:
 - Edgewater Haven Newsletter
 - Wood County Foster Parent Appreciation Family Picnic, North Wood County Park Shelter House, May 19th, 5:30-6:30pm
 - News article regarding synthetic opiate overdose cases
 - NALBOH News Brief

6) Consent Agenda

Motion (Buttke/Hendler) to approve the consent agenda. All ayes. Motion carried.

7) Discussion and consideration of items removed from consent agenda

n/a

- 8) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center Quarterly Reports – Veterans Service, Health Department**
Financial statements and quarterly reports were reviewed with specific questions answered by appropriate Department Heads.
- 9) Human Services bi-annual update on Fiscal Services work plan**
Jo Timmerman provided an update on communications and process recommendations for cash receipts, monthly close, and billing.
- 10) Human Services update on the TBI unit**
Jordan Bruce shared census count for TBI unit and plans for marketing the unit to strategic locations.
- 11) Human Services proposed changes for Crisis Services and possible resolution(s)**
Kathy Roetter reminded Committee members of last month's discussion around the current setup and responsibilities of the Crisis Line; and changes in program requirements starting July 1. The request for an additional FTE is necessary to comply with current regulation; in addition, it will enhance Crisis Line services. Kathy explained the personnel expenses will be covered by off-setting revenues associated with new charges for the services provided. Motion (Hendler/Hokamp) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.
- 12) Human Services wage issues for Social Workers and other Human Services Professionals**
This agenda item will be addressed during discussions with agenda item 20.
- 13) Human Services weekend staffing schedules at Wood County Annex & Health Center (Norwood)**
Jordan Bruce expressed concerns and challenges with staffing weekend schedules, and proposed a 12-hour schedule. Jordan shared benefits with the flexible schedule. Jordan will continue to look at staffing models and return with a plan at a later date.
- 14) Edgewater Haven presentation on "Leading Choice Network"**
Amy Slattery shared a power point handout on "Leading Choice Network" which described the structure, mission, member responsibilities, and shared network fees as well as identified next steps. Amy shared that Corporation Counsel has reviewed the contract. Motion (Buttke/Hokamp) to join the "Leading Choice Network" for one year. All ayes. Motion carried. Amy is directed to monitor the benefits with this membership and report back to the Committee prior to renewing the contract.
- 15) State's request to purchase services or lease beds at Norwood**
Jordan Bruce described a phone call he received from the State regarding competency restoration services. Department of Health Services (DHS) is looking to contract beds, with DHS operating the unit and providing the necessary services or contracting for services along with beds. The logistics are complicated. Kathy Roetter further described the composition of this population and concerns the Committee should be aware of. The Committee directed Jordan to explore the opportunity further as a possible way to generate revenue.
- 16) Approval of Health Department Environmental Health Fee Schedule**
Sue Kunferman and Nancy Eggleston presented the EH proposed fee schedule to be effective June 1, 2016. A fee comparison of surrounding counties was shared. The last fee increase was in 2011. Motion (Slattery-Smith/Vicente) to approve the Environmental Health fee schedule as presented. All ayes. Motion carried.
- 17) Health Department presentation of Adams/Juneau County request for Environmental Health Services**
Sue Kunferman described the request from Adams and Juneau Counties for Environmental Health services and how the Health Department plans to integrate this into the 2017 budget. There will be no cost to Wood County for these services. At this time, the agenda item is for information purposes and to gather any initial feedback or suggestions from the Committee.
- 18) Health Department out-of-state travel request to attend the International Lactation Consultant Association 2016 Annual Conference and Annual Meeting in Chicago, IL, July 20-23, 2016 with all expenses paid with grant funds.**
Sue Kunferman shared conference details and learning objectives. Motion (Buttke/Slattery-Smith) to authorize attendance to the International Lactation Consultant Association Annual Conference in Chicago IL with all expenses paid with grant funds. All ayes. Motion carried.

19) Out-of-state travel request for Committee member to attend the National Association of Local Boards of Health (NALBOH) Annual Conference in St. Louis, MO, August 10-12, 2016 with all expenses paid with grant funds.

Sue Kunferman shared conference details and learning objectives. Motion (Hokamp/Slattery-Smith) to authorize attendance of a Committee member to the NALBOH Annual Conference in St. Louis, MO with all expenses paid with grant funds. All ayes. Motion carried.

20) Discussion regarding recruitment and retention of Wood County employees

Kathy Roetter expressed her ongoing concern with compensation of Social Workers and other Human Services Professionals. Kathy noted there has been significant turnover resulting from this issue. Recruitment and retention of employees is a serious concern of department heads. Human Resources and the Executive Committee Chair advised department heads to seek support from their oversight committees for increased flexibility (i.e. allow offer of employment up to step 6 and/or awarding vacation upon hire for recruitment; or move employees to a higher step within their approved grade classification if necessary for retention). Human Resources intends to address this concern with the Executive Committee at a future date.

21) Upgrade regarding relocation of departments to the River Block Building

Human Services will survey clients to get a better idea of parking needs with the relocation of services from the 12th Street location to River Block.

22) Legislative Issue Updates

Department heads provided updates regarding issues pertaining to their departments.

23) Items for Future Agenda

The Chair noted items for future agendas.

24) Next Meeting(s)

- May 26, 2016; 5:00 pm; Wood County Annex & Health Center Classroom – Marshfield
- **NOTE: the June meeting is moved to June 30th, the 5th Thursday of the month.**

25) Adjourn

Motion (Buttke/Slattery-Smith) to adjourn. Meeting adjourned at 7:43 p.m.

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

Minutes subject to Committee approval

Marion Hokamp, Secretary
Health and Human Services Committee

COMMUNITY CARE CONNECTIONS OF WISCONSIN
Board Meeting Minutes: Draft

DATE: Wednesday, March 30, 2016

PLACE: CCCW Wausau Office

TIME: 1-3 p.m.

PRESENT: Board Members Mary Lou Bergman, Lori Bina, Clarence Campbell, Sam Hardin, Joy Henrich, David Markert, Donna Rozar, Janis Ribbens, Dale Schleeter, and Bob Weaver

EXCUSED: Ken Day

OTHERS PRESENT: Janna Duffy, CCCW Executive Director of Operations, Mark Hilliker, CCCW Chief Executive Officer, Jody Kohl, CCCW Chief Human Resource and Information Officer, Kris Kubnick, CCCW Executive Director of Operations, Jason Taylor, CCCW Chief Financial Officer, Tara Adam, CCCW Executive Secretary

1. The meeting was called to order at 1 p.m. by Board Chair Ribbens.
2. No public comment was given.
3. Motion by Rozar, seconded by Bergman, to approve the Minutes dated February 24, 2016. All voted in favor; Motion carried. Motion by Bergman, seconded by Henrich, to approve the Minutes dated March 4, 2016. All voted in favor; Motion carried.
4. Board Updates/Education
 - A. Administrative Updates
 - CCCW began certification work, required by the Department of Health Services, for Rock County expansion. Enrollment information was received recently regarding the potential number of people who are qualified to enroll and choose between two MCOs and the IRIS program when operations begin on July 1, 2016. Approximately 450 people will enroll on July 1, 2016 with another 150 enrollees each on August 1, September 1, October 1, and November 1, 2016. Altogether, about 1,000 enrollees will be joining Family Care or IRIS from the Rock County waiver program. The capitation rate for Rock County has been set at \$3,512.90 which CCCW is projecting will provide a breakeven or slight profit margin for the first six months of operation. Also currently taking place are discussions with providers regarding contracting, and county staff regarding employment.
 - The final concept paper from DHS is due to the Joint Finance Committee on April 1, who will vote it up or down at that time.
 - The CCCW office in Marshfield will move into temporary space in the next few weeks. Permanent space build-out will occur at the same time, with a tentative move-in date toward the end of May 2016.

CCCW Board Meeting Minutes – March 30, 2016

- MCOs will no longer add Inpatient Psychiatric Hospitalization to their benefit package in 2016, as DHS has communicated their intent to move in a different direction with this service.
- The Annual Quality Review with MetaStar has taken place; they will provide their feedback to CCCW in the next few weeks.
- Curtis Cunningham, Deputy Administrator of the Division of Long-Term Care at the Wisconsin Department of Health Services, will visit CCCW's Stevens Point location on April 8. Curtis is interested in gaining a better understanding of Family Care at the IDT and member level.
- CCCW is reviewing options to a threshold change with the Fair Labor Standards Act exemption status criteria and will bring a recommendation to the Board for their consideration at the April 2016 Board meeting.

B. Monitoring Reports

- Monthly Income Statement. Enrollment projects are on target for 2016 and capitation payments are \$45,000 ahead of projection. Overall, CCCW's bottom line swung in a \$800,000 positive shift.
- Annual Internal Member Satisfaction Survey Results and Report. Member Satisfaction surveys were distributed to 4,600 CCCW members and/or their legal guardians between March 1 and December 1, 2015, and included 17 core statements DHS required all MCOs to include. Seven statements were related to the member's care team, 3 to the Member Centered Plan, 3 to supports and services, and 4 to overall satisfaction. CCCW received a 39-40% response rate with a combined 97% of respondents experiencing excellent satisfaction regarding IDT and their services. CCCW's MCO rating scored 8.91% out of 10 being the highest, with 98% of members stating that they would recommend CCCW to a friend.
- Annual Appeal & Grievance Report. CCCW annually provides its Board with a summary of appeals and grievances which occurred the previous year. Only one grievance (eventually dismissed) and 16 appeals were filed in 2015. Three appeals were related to cost share, and the remaining 13 appeals were specific to services/supports and were resolved informally without going to hearing. Overall, CCCW continues to see a low number of appeals and grievances with a high number of them solved informally.
- Annual Provider Network Satisfaction Survey Report. Surveys were sent to providers in December 2015 and were completed by mid-February 2016. Out of the 750 surveys distributed, 259 were received back with a 34% response rate.
 - Responses regarding communication reflected a relatively high level of agreement.

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- Responses regarding timely and accurate service authorizations and reimbursement timeliness reflected a higher level of disagreement vs. some of the other questions. It is believed that the responses to this question were a result of challenges faced in 2015 with both the new I.T. system at CCCW as well as the new computer system at WPS; however, these issues have been worked through and addressed.
- Responses related to quality received high agreement scores.
- Responses regarding cost-effective member outcomes were good with some respondents suggesting opportunities with the residential rate methodology.
- Solid scores were received regarding continuous improvement.

5. Board Discussion/Action

A. Discuss and Distribute Board Self-Evaluation Questionnaire

A self-evaluation survey will be distributed to the Board; results will be discussed at the April 2016 Board meeting.

B. Review and Approve the CCCW Quality Work Plan

Motion from Rozar; seconded by Henrich, to approve the 2016 Quality Work Plan. All voted in favor; Motion carried.

C. Strategic Planning Update

CEO Mark Hilliker stated that all responses from the Board and CCCW regarding the process to update the Mission & Values are being compiled. It was recommended that with the changes anticipated with Family Care 2.0, it may be a good idea to hold on the idea of updating the Strategic Plan at this time. As the DHS concept paper will be made public in a few weeks, the Board was in favor of revisiting this agenda item at the April 2016 Board meeting.

6. Closed Session

Board Member Rozar read the motion to go into Closed pursuant to Section 19.85(1)(e), Wis. Stats. for the purpose of discussion of the investment of public funds or conduct of other specified public business which for competitive reasons requires a Closed Session, including discussion regarding business opportunities for Agency under reform Family Care programs and statutory changes. Motion seconded by Bergman. Roll call vote taken; all voted in favor. Motion carried.

7. Return to Open Session.

8. An announcement was made stating that action taken in Closed Session will not be announced at this time.

CCCW Board Meeting Minutes – March 30, 2016**9. Next Meeting Agenda Items****A. Monitoring Reports**

- Monthly Income Statement
- Quarterly Balance Sheet
- Quarterly Member Report
- Quarterly Business Sustainability Report
- Quarterly Self-Directed Sustainability Report

B. Board Discussion/Action

- Board Listening Session with Stakeholders
- Discussion of Board Self-Evaluation Questionnaire
- Strategic Planning Update

10. The next two Board meetings will occur on Wednesday, April 27 and May 25, 2016 at 1 p.m. at CCCW's Wausau Location – 1200 Lakeview Drive, Suite 100, Wausau, WI 54403. Videoconferencing will take place at CCCW's Hayward location - 15618 Windrose Lane, Suite 108, Hayward, WI 54843.

11. There being no further business, the meeting was adjourned with a Motion from Rozar; seconded by Markert. All voted in favor; Motion carried.

12. Meeting adjourned at 3:25 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, April 11, 2016 at the United Way of Marathon County offices in Wausau. The meeting was called to order at 6:00 pm by President Peter Rotter.

Pam took roll:

Present	Absent	Staff
Rotter		Jeff
Woller		Pam
Rozar		Tony
Kieper		
Gilk		
Rau		
Burgess		
Nikolai		
McDonald		

Minutes: A motion was made by Donna Rozar to approve the March minutes as presented. Second was made by Tom Rau. Motion carried.

Membership: Peter Rotter read the email we received from Don Southworth. Don Southworth has resigned from the Board of Directors. Donna Rozar asked the status of Brian becoming a Board member. Peter Rotter reported Brian is obtaining signatures and then the Target Group Sector Nomination Committee would meet to discuss his appointment to the Board.

Target Group Sector Nomination Committee- may meet prior to the next Board of Directors meeting if the signatures are submitted.

Finance Committee: Pam distributed the reports and discussed items on the February 2016 statements. Denis Burgess moved to accept the finance committee report from the committee. Pam reported the audit was completed successfully and discussed the potential management suggestions. The audit report could be ready to present to the Board as early as the May meeting.

CSBG ROMA Next Generation Summary (Results Oriented Management Accountability) Next Generation Update- Jeff discussed the potential changes going forward. Jeff explained the national theory of change and national goals around community, individuals and families. There will also be a series of core principles and goals. It is designed to account for how well the network operates and what difference it makes. Paul Gilk suggested our Board could adopt a resolution to assist in some issues such as Payday loans. We could also, in turn, ask our County Boards to adopt such resolutions. Paul Gilk also discussed a mentoring or metric way of measurement for performance. Peter Rotter discussed a couple Marathon County options for rehabilitation.

~~Website link~~ <http://www.nascsp.org/ROMA/919/ROMA-Next-Generation.aspx?iHt=17>

CSBG Year-end report- Jeff discussed Attachment II, our 2015 final report. We submit this report at 6 month and 12 month intervals. Jeff explained the future changes in the Skills Enhancement program. The State of Wisconsin has contracted with Wiscap in the past and Wiscap in turn sub contracted with 18 agencies (including us) to operate the program. The State of Wisconsin has decided to keep the

funding and contract with 5 agencies across the State. Wiscap's Board of Directors has submitted a letter asking the State to reconsider their decision.

ETH Grant application- Jeff discussed the application process for Balance of State and Other Metro areas. There is a formula that determines funding. Jeff discussed the difference between Rapid Re-housing and Homeless Prevention and the scoring system for clients as well as other shelter which includes domestic violence agencies. The application is due May 6, 2016. Holly Kieper asked what exactly is considered Transitional housing. Jeff explained the difference between transitional and emergency housing assistance.

COC Coordinated Entry process-Jeff discussed the prioritization of clients to be served under the ETH grant application.

Weatherization Report: Tony discussed the February production report. We have completed 234 units thru March, 2016. Our current average deferral rate is 34.88%. Tony discussed the program year 2015 summary we just received from the State of Wisconsin. Total energy cost savings per home averages \$9,070. Tony discussed Attachment 3, quality assurance review results. The first letter is a quality control report for weatherization and the second letter is a quality control report for the emergency furnace program. Tony explained the WOW committee reviewed quality assurance results and it was reported the average scores were 70 -85% and our agency scores are 97 – 100%.

United Way of Inner Wisconsin RFP-Jeff reported our presentation is scheduled for April 27th.

Marshfield United Way Funding- Jeff reported our application has been approved. We were awarded the amount we requested.

Next Meeting Date: May 9, 2016. Motion was made by Deb McDonald to approve the May 9, 2016 meeting date. Second was made by Paul Gilk. Motion carried.

Adjourn: Peter Rotter declared the meeting adjourned at 7:15.

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT April 19, 2016

Director's Report by Kathy Roetter

This month, there are just a couple of items that I want to inform you of. Preliminary planning for the design of the River Block space concluded this month so that designs could be sent out in order to obtain estimates for construction costs. The latest drafts still need a few tweaks but in general the plan looks good.

Last week, several of the Northern IM Consortium Directors and I participated in a conference call with Kevin Moore, the State Medicaid Director, to discuss funding concerns and the challenges associated with operations based upon specialty or one time funding. We discussed the impact upon the work force and the turnover associated with limited term employees. He was interested in hearing from us and invited us to reach out and discuss our concerns as needed.

Jordon and I had a conference call with a psychiatrist who is looking for an employment opportunity upon completion of his fellowship in June 2017. He is someone we believe warrants a closer look at and he seemed interested in our opportunity.

Stephanie, Chris and I had a second meeting with the Nekoosa School System Administrative Staff to discuss some of their needs and how we might work together in different ways. We have identified the need to focus on elementary age children who are at high risk. We also invited DaNita Carlson from the Health Department to join the group as this links back to some of the Healthy People Wood County work. This will assist us to coordinate and use resources more efficiently.

Division of Community Resources Report by Brandon Vruwink

Transportation: The Wood County Transportation Program was recently featured in the Marshfield News Herald and the Wisconsin Rapids Daily Tribune. In addition to the article the USA TODAY NETWORK-Wisconsin produced a video that shares the perspective of Fran Walter, who is one of our regular riders. Fran was very gracious and complementary of the Wood County Transportation Program. If you are interested in viewing the video you can access it on the county website (www.co.wood.wi.us) under the "What's New" section. I would like to thank the Wood County Transportation Team for all of the great work they do in providing service to our residents.

FSET: April 1st marked the one year anniversary of our regional FSET program. We are very excited about our success and look forward to continuing to build and strengthen our program over the next year. Our first year successes included being the number one ranked agency for enrollment rate. We enrolled 40.35% of all people referred whereas the statewide average was 30.00%. In the first 12 months, we enrolled and served a total of 2,535 customers and recorded nearly 700 verified new employments. We look forward to building on this success!

Child Care Certification: Wood County has the 4th highest number of in home certified providers in the state of Wisconsin trailing only Milwaukee, Dane and Racine Counties. We continue to work to develop and recruit additional providers through outreach efforts. In an effort to reach additional providers Wood County's Child Care Certifier Jill Jerabek staffed a booth at the Children's Festival in Wisconsin Rapids. Having quality Child Care options is incredibly important to Wood County residents. We are hopeful that through our efforts we can continue to grow our network of providers.

Family Services Update by Chris Hanten

April is Child Abuse Prevention Month. *According to the National Center for Injury Prevention and Control, child maltreatment is a public health problem. In the United States in 2012, 1,640 children died from abuse or neglect. In that same year, 686,000 children were found to be victims of maltreatment by Child Protective Services. The total lifetime economic burden resulting from new cases of fatal and non-fatal child maltreatment in the United States is approximately \$124 billion. (www.cdc.gov/violenceprevention)* Child maltreatment is complex with many social, community, physical and emotional factors playing into each occurrence of abuse or neglect. The Wood County Task Force on Child Abuse held their 12th annual community event for child abuse and neglect awareness and prevention on April 9, 2016. Although the weather was cold, the skies were sunny and 327 people came out to support the cause. There were 143 runners and 184 walkers that participated in this year's event. There were 40 same-day registrations, in spite of the snow! There were many different community businesses that supported the event through donations of food, financial support and manpower to run the event. There were two scholarships awarded, one to Kaitlyn Keech and another to Miranda Ortner to further their education after high school.

Over the last two months, Family Services supervisors and staff members participated in multiple focus groups facilitated by Healthy People Wood County coalitions for mental health and AODA issues. They provided information and feedback regarding strategic planning to meet the needs of the community. This continues to be an area of need in our community that impacts employees, children, and families.

The social work staff members continue to work diligently to provide permanence for children that cannot safely return to a parental home. In 2015 there were 26 children involved in completed termination of parental rights (TPR) court actions and 14 children who were permanently placed with a guardian through a court established guardianship. Social workers continue to look for the least restrictive settings for placements for children that cannot remain in their parents' homes. It is preferable if a relative is able to care for the child as research shows better permanency options and long term outcomes for children that maintain a family connection. As a result we have more than doubled our number of licensed relative foster homes from 10 in 2014 to 21 in 2015.

Over the last month, we have said goodbye to two social workers. David Bray retired effective April 1, 2016. Trisha Tetzlaff accepted a position in Marathon County. Her acceptance of a similar position in Marathon County was the result of a significant pay increase offered which caused us to lose a good employee. Her last day of employment was April 13, 2016.

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunsen

CCS/CSP: Four youth enrolled in our Comprehensive Community Services program had a wonderful opportunity to connect with youth from all over the state in the Teen Summit on Healthy Relationship in the Wisconsin Dells on April 4, 5, 6. These four teens, ages 16-17, participated in teen led workshops, open mic, and spaces just for teens to discuss important issues that they wanted to talk about. They also watched teen performances on issues such as domestic violence and sexual assault, drug use and suicide. A highlight of the event was when the four teens each took a turn speaking in front of a group of 300+ to share what they were taking away from the conference. They were forever impacted by this experience and left feeling empowered. Thank

you to three CCS Service Facilitators who participated in this event and took time out of their personal lives in order to provide the youth with this opportunity.

Crisis/Legal Services: Our Crisis program, CCS and CST program have been working closely with Family Services to successfully transition a youth from out of home institutional placement to community placement and eventual placement back in his home. Numerous staff devoted many hours to developing plans, preparing for crisis situations and building supports around the client and family. These plans were tested this month when the youth went into crisis. Having a well thought through plan and effective support people who could intervene quickly was effective and helped to prevent re-hospitalization and keep the youth in the community environment.

Support Services Update by Jan Pelot

Personnel Update: Rachel Adams has filled the Part Time Secretary position that is located out of the Marshfield Cornerstone office. Rachel has several years' experience working in programs that provide services to people with disabilities and long term care needs. She has most recently been working at Aurora Residential Alternatives and is currently enrolled in Rasmussen College to get her Bachelor's degree in Health Care Management.

Carrie Meyer announced her plan to retire effective April 28th. Carrie is a Medical Transcriptionist and coordinates the release of medical records for the 12th Street Outpatient Clinic. She has been a dedicated employee for 37 years and started working as a Clerk/Typist in 1979. The position is Part Time (80%) and we are working with Human Resources on recruitment. The vacancy has been posted and will close on April 25th.

Fiscal Services Update by Jo Timmerman

Norwood: Distribution of Norwood wages in the payroll system was also discussed with Human Resources personnel on 4/8/16. A possible solution for Norwood's allocation is to estimate utilization of those employees' time currently manually allocated at the time of hours entry to the payroll system.

Community: On 3/21/16 I attended a meeting held at Edgewater Haven to discuss implementation of electronic time cards to meet reporting requirements by CMS (Centers for Medicare and Medicaid) effective 07/01/16 for long term care units.

Distribution of wages in the payroll system was discussed with Human Resources personnel on 4/8/16. A possible solution to allocating vacation, holiday, and sick time within the payroll system has been identified by HR. A test case on the Community side was run with the 4/14/16 payroll.

The Payroll Clerk position opening has been filled. The Intake Coordinator position opening has been filled with the new staff member starting 5/2/16. Candidates for the State Reporting Clerk position are being reviewed.

Norwood at Wood County Annex and Health Center Update by Jordon Bruce

Direct mailing flyers have been sent to Psychologists and Nurse Practitioners statewide to better increase our applicant pool. We continue to work with Merritt Hawkins on our Psychiatrist search with little results. We may be looking to use other recruitment firms in the near future. The CNA's

have been changed to Mental Health Technicians and have moved from Grade 2 to Grade 3 in the wage classification. Ideas for helping recruitment efforts and lowering overtime usage will be presented at the April HHS committee meeting.

Norwood Maintenance Department by Lee Ackerman

Final documentation is being gathered for the Plan Approval Application for Phase II Fire Alarm System upgrade. Application will be sent out the first week of April.

Norwood Nursing Department by Liz Masanz

The admissions unit has reached a census briefly of 14 again this last month. We continue to have a high rate of out of county residents.

The TBI unit has four mental health patients as overflow and up until recent two TBI patients who this last month were discharged. We have one referral pending for TBI.

Our census on Crossroads remains full at 16 patients. The long term care units are getting ready for State Survey as we are in our window.

Norwood Dietary Department by Larry Burt

Dietary has completed the transition to our new food service provider, Martin Brothers, with regards to: coffee machine, dish machine chemicals, and food and supplies. We continue to educate staff on survey preparedness in anticipation for our upcoming annual survey.

Congregate meals for March were 5,541. Year to date totals equal 15,542. We had a cancelled date for meals on March 24 due to weather.

Norwood Health Information Management Department by Pam Martinson

Policy reviews were completed of some of the department policies related to HIPAA in preparation for the Risk Analysis Audit which will be done on April 18th.

Continued chart auditing is being completed to ensure all documents are completed and signed by the contracted doctors which includes the notes, discharge summaries and physician orders.

March 2016 Referrals for TBI Unit

Date	From	Patient	Status	Additional Info
3/1/2016	Sacred Heart- Eau Claire	male	Declined	Too high functioning; not subacute
3/14/2016	Aspirus - Wausau	male	Declined	Medicare
3/23/2016	Rehab Hospital of WI	male	Declined	Blue Cross Blue Shield - wanted to pay SNF rate
3/31/2016	Columbia St. Marys	male	Accepted	In process of Pre-Auth & coordinating admission

Health Department Report *April 28, 2016*

ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

- Our River Block plans are shaping up nicely as you saw last month.
- Ty Zastava and I were fortunate to have attended an Accreditation and Quality Improvement Summit in Stevens Point. I was able to meet with Kaye Bender, the President and CEO of the Public Health Accreditation Board. We chatted about re-accreditation and, while the process is not fully determined as of yet, I feel confident that it will not be excessively burdensome for us.
- Aspirus Riverview Hospital and Clinics hosted an active shooter tabletop exercise and Ty Zastava and I both participated.
- We decided not to serve as the fiscal agent for the Region 2 Health Care Coalition. Mike Martin from Finance raised a number of concerns. Since there was another viable option for our regional coalition, we stepped aside.
- I was appointed by the WI Department of Health Services (DHS) to serve on a committee to review and revise DHS Chapter 140, which defines the required services of Level I, II, and III health departments.

PERFORMANCE MANAGEMENT REPORT – TYLER ZASTAVA MPH, CHES

The Quality Council received several new "Solution Revolution" proposals since the form went online. There were some really great suggestions, and the team is busy following up on those. Sue Kunferman and I attended "Results Based Accountability" training in Stevens Point. This training provided more detail on choosing performance measures. A lot was learned and since the training, some measures have been changed to be more fitting for the program and the department.

COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH

Healthy People Wood County

Strategic planning continues for all three of the teams to firm up future goals and objectives.

Chronic Disease Prevention and Management Team

Farm to School is in full swing and the team researched using local shelled eggs in schools with Pittsville schools. In addition, there is some work happening to sustain this program, which has included researching the 10 cent reimbursement program that was used in Michigan Farm to School. A press release has been drafted for Earth Day, additional farmer poster created for Farm Time Out Aquaponics as well as the last Harvest of the Month newsletter of the year, which will focus on Year Round Greens. We have been working closely with teachers, food service, and administration from Port Edwards and Wisconsin Rapids about Earth Day meals and events. One staff member received a scholarship to attend the National Farm to Cafeteria Conference in Madison held in June of this year. Garden season is upon us and we have been in communication with school garden representatives about free seeds.

The bike share program is looking to start their second season. Two members of the committee presented to the LIFE (Learning is Forever) group at UW-Stevens Point. The bikes are currently being stored at the Highway Department and around 20 bikes need some updates and maintenance done to them so that they can be added to the current fleet.

Healthy Growth and Development Team

The team met for the first time since the coalition strategic planning process wrapped up to discuss the new goals that were developed as a part of the strategic planning meeting. The team is working to develop a strong plan that incorporates our existing goals and strategies with new ideas. The Youth Risk Behavior surveys were completed by all but two Wood County middle/high schools. We reviewed some preliminary data and will be reviewing additional data with comparisons to last year's results at our next meeting and then we will develop info graphics for selected key information. The American Dental Association grant is now complete. Packets will continue to be handed out to pregnant women and families with a nine-month-old at the Marshfield Clinic. The oral health screening form is also being used with all nine-month-olds. A student developed a comprehensive needs assessment for Wood County and the PATCH program. We are meeting with PATCH leadership in the next few weeks to discuss plans for moving forward in Wood County.

Mental Health & Alcohol and Other Drug Abuse Team

The documentary, Paper Tigers, has been shown around Wood County over the last few months. The final showing is in Marshfield (April 25). We continue to support the work of Healthy People Nekoosa by attending meetings and helping with trainings, community education and initiatives. Currently they are planning a Hope Run/Walk and a

Block Party for May 21st. Question, Persuade, Refer (QPR) trainings continue to be coordinated and offered throughout Wood County. Our team is holding City Transformation meetings, working to engage the faith community in Healthy People Wood County coalition work. Presentations on Healthy People Wood County initiatives have taken place at the Working Women's luncheon at the Hotel Mead. A presentation on stigma elimination was done with the Wood County Human Services CCS-CSP Regional group and at the Annual Suicide Prevention conference. A small part of the team is working on planning CIP (Crisis Intervention Partners)/CIT (Crisis Intervention Team) training. The team has started planning for the October mental health conference and writing grants as needed to find funding for the conference.

The team is partnering with Human Services with their prevention initiatives focused on AODA along with Marshfield Area Coalition for Youth. In addition, we are a member of the new heroin task force, which was formed in December in Wisconsin Rapids.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

Seasonal Wells – New Procedures

Starting in April 2016, owners/operators of seasonal public water systems have to perform a "Seasonal Start-Up Procedure" to be in compliance with the Federal Safe Drinking Water Act. To be considered seasonal, the system must be a transient non-community public water system (TNC), it must stop serving water to the public during some part of the year, and it depressurizes at least part of the distribution system during part of the year. There are four steps to the start-up procedure. Step 1 is to inspect the well components for any potential problems which may increase the possibility of bacteria entering the drinking water system. Step 2 is to inspect the land around the well for potential sources of bacterial contamination. Step 3 is to identify and correct any potential cross connections. Step 4 is to flush the system. Well owners are encouraged to chlorinate the well before starting up for the season. The new procedure requires well owners to report that they have completed these steps before opening to the public. The health department contacted all of these well owners to make sure they understand the requirements and complete the procedures as required. A failure to follow the start-up procedure will result in enforcement action, which we hope to avoid with instructions that are easy to follow.

Educational Activities

The Environmental Health section provided food service training materials to The Store 81 and to Little Caesars in Wisconsin Rapids. Kate Carlson was a guest speaker for Marshfield and Wisconsin Rapids radio talk shows. She covered ticks, mosquitos, bedbugs, lead paint hazards, hoarding, and licensing and inspection of temporary food events, farmers markets, festivals and fairs. There was good discussion and a great deal of interest on these topics.

Licensed Establishment Changes and New Businesses

Spike's in Pittsville has a new owner who will keep the same establishment name. Big Al's Bar in Wisconsin Rapids has a new owner and it will be called Bottom's Up. Rose of Sharon opened in Milladore and will be selling retail pork and chicken.

Agent Program Evaluation

The WI-DATCP Bureau of Retail Food and Recreational Businesses conducted an evaluation of the Wood County Health Department (WCHD) restaurant and retail food establishment program during the week of March 28th, 2016. This evaluation is required by s. 97.41(2), Stats, s. ATCP 75.12(2), Wis Adm. Code and s DHS 192.12 Wis. Adm. Code. The evaluation revealed that the WCHD food establishment program is in substantial compliance with applicable state statutes, codes and regulations. The Wood County Health Department management and the County Board was recognized and commended for the commitment and support they have given to their food protection program as an agent for DHS and DATCP. The reviewers provided some recommendations for our program that we will incorporate into a 3-year work-plan. One recommendation is for ordinance changes when DHS merges with DATCP. The Wood County Public Health Ordinance will need to adopt the new DATCP and DSPS administrative codes that replaced DHS codes. Work on an ordinance revision and a County Board Resolution to address the Public Health Ordinance updates will begin soon.

HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS

Oral Health Program - Wendy Ruesch, RDH, CDHC

The Healthy Smiles sealant program is finishing for the school year in south Wood County elementary schools. The third fluoride treatment and oral screening is in progress at all Head Start Centers. Healthy Smiles provided

community outreach with educational and activity booths at the Marshfield Children's Festival and Lincoln Children's Festival. We applied for 2016/2017 St. Joseph's Hospital Ministry Foundation grant funding for the sealant program in north Wood County schools.

28 children on the WIC program had fluoride varnish applied in the month of March.

3-O Day Committee – Alecia Pluess

The committee is finalizing the fundraising letter and discussing new topics and possible presenters for the keynote address.

Stepping On – Alecia Pluess

I am instructing a Stepping On falls prevention class that started on April 12th and will run for 7 weeks. The class is being held at the Nekoosa Community Center. We are excited to have a new partnership with a physical therapist from the Aspirus Riverview Nekoosa Clinic, who is assisting as a guest expert during three of the sessions.

Healthy Lifestyles – Alecia Pluess

Final planning is underway for the Marshfield 2016 Bicycle Discount Program. This year's program will have a new tracking option. The Bicycle Discount Program begins June 1st and runs through August 31st. The program offers discounted or free items to individuals that ride their bike to participating businesses and present their helmet.

COMMUNICABLE DISEASE TEAM REPORTS

Tuberculosis Update – Dani Garski

- We have completed the monitoring of 1 case of latent tuberculosis infection.

Communicable Disease Update – Dani Garski

- During the month of March, there were 21 cases of chlamydia, 0 cases of gonorrhea and 1 suspect and 4 confirmed cases of hepatitis C investigated in Wood County.
- Also during the month of March, 2 cases of salmonella and 1 case of campylobacter were investigated. Norovirus is currently the predominant gastropathogen detected in Wisconsin.
- Wood County has had no pediatric deaths due to influenza this season and 13 hospitalized influenza cases in March with all of these being attributed to Influenza A. During the week of March 5th, Influenza activity reached its peak.
- Jean Rosekrans and I presented to the area infection control practitioners at Wausau Aspirus Hospital regarding the health department's role in reportable diseases, including updates on Elizabethkingia and Zika virus.
- Elizabethkingia continues to be investigated by WI Department of Health Services (DHS) and the cause remains unknown. As of March 30th, Wisconsin had 56 confirmed cases of Elizabethkingia, with 1 lone case in Michigan. All of the Wisconsin cases are located in the southeast and southern counties of the state. Governor Walker recently approved 9 new DHS positions for the investigation of Elizabethkingia, Zika and an increase in TB cases.

Emergency Preparedness – Tyler Zastava

The department participated in an Active Shooter exercise on April 12th at Aspirus Riverview Hospital along with community partners. Sue Kunferman and I will be participating in a Family Assistance Center Training at the end of the month.

FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS

Plain Community (Amish) Outreach – Leah Meidl

I attended a meeting about a new buggy driver's manual that has been developed in the southern portion of the state. We are planning a meeting among Wood County stakeholders to discuss widespread distribution of the manual. Additionally, we have started to provide outreach to all Amish families when they have a new baby. When the birth report indicates that they delivered a new baby, a letter will be sent to congratulate them and encourage them to call us with any needs or questions.

Fetal Infant Mortality Review (FIMR) – Leah Meidl

We will be meeting in a few weeks to develop a strategic plan for the team. We completed a SWOT analysis and will use this analysis in the meeting at the end of the month. We are hopeful that after this meeting, we will have

some direction for the team that does not involve the extensive medical records reviews that are currently problematic because of difficulty obtaining medical records.

Caring Hands – Erica Sherman

Caring Hands is sponsoring a training opportunity for child care providers and parents entitled *The Importance of Play in the Early Years*. Debra Moore-Gruenloh, MSE, will present on why play is critical for growth and development and how a play oriented curriculum facilitates cognitive, social, emotional, and physical development. Training will be offered in Wisconsin Rapids at Mid-State Technical College on Tuesday, May 3rd, from 6:30-8:30pm and again in Marshfield on Tuesday, May 17th, from 6:30-8:30 at the Streitel Conference Center (St. Joseph's Hospital). Preregistration is required by contacting Childcaring at 715-423-4114.

Child Passenger Safety – Erica Sherman

Ty Zastava and I provided basic child passenger safety training to Human Services staff on Friday, April 1st. Participants report this training was very valuable.

Early Years Coalition – Erica Sherman

This is a new coalition to Wood County and has been meeting monthly to formulate strategies that work to support the goal of ensuring children are ready to learn at the start of school (kindergarten). This work will be supported by the Healthy People Wood County Healthy Growth & Development team.

Wood County Task Force on Child Abuse Prevention – Erica Sherman

The task force's annual Run the Rapids 5K was held on April 9th.

Prenatal Care Coordination (PNCC) – Erica Sherman

The Northern Region PNCC Group is currently working on a quality improvement project to develop a standard audit tool and process for use by the region. Having an up-to-date audit tool will help assure PNCC providers are providing high quality services, fulfilling Medicaid PNCC requirements and are prepared for potential audits.

Safe Kids – Tyler Zastava

Safe Kids worked with River Cities Community Access to develop a very brief video clip on child passenger safety that can be used on web sites and social media. Once the video is edited, it will be shared widely. The newly revamped child passenger safety diversion materials are complete and will be launched with all Wood County law enforcement departments during May when they do "Click It Or Ticket" campaigns. The goal is that when officers are looking for seat belt use during the campaign, they will have refreshed training on what to look for with car seats, and have more confidence citing those with seats that are grossly incorrect.

Child Death Review Team – Tyler Zastava

The regional Child Death Review team subgroup that put together the child abuse identification training last December at Marshfield Clinic in Marshfield is working together again to bring in a training to build off of last year's topics. The training will be more advanced, and last a whole day, rather than a half day. It will continue to be focused to the same target audience of social workers, law enforcement, public health, child care and health care providers.

Wood County Breastfeeding Coalition – Amber France

The Wood County Health Department sent out packets to businesses that inform employers about breastfeeding friendly practices and laws. These businesses are asked to send back a postcard that states whether or not they have a breastfeeding policy and, if they don't, to contact us so we can help them create a policy.

The coalition, in collaboration with Ministry Saint Joseph's Hospital, will host a Tongue-Tie Workshop for medical providers on April 20th, 2016 at Ministry Saint Joseph's Hospital. Dr. Alison Hazelbaker will be the presenter. The Wood County Breastfeeding Coalition will be hosting its 4th annual 5K/10K walk/run at Wildwood Park on April 23rd, 2016.

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

WIC has been busy with outreach. Billboards, press releases, and church outreach were done in March. We will be collecting data on each outreach method to determine the best route for communication with non-WIC participants.

Caseload for 2016 (Contracted caseload 1327)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active	1309	1268	1309									
Participating	1438	1410	1425									

2

April 2016
Health and Human Services Committee
Edgewater Haven
Amy Slattery

In the month of March we had 15 admissions, 2 of those admissions were to the Behavior Wing. We had 5 readmissions. Current census on the Behavior Wing is 8 residents. Census comparison to last year March:

March 2015 - 67 average census with 10 Rehab

March 2016 - 62 average census with 8 Rehab

Admissions/Discharges Comparison:

March 2015 - Admissions 12/Discharges 9/Readmission 1

March 2016 - Admissions 15/Discharges 14/Readmissions 5

The Supplemental Payment money came in at \$156,100 which is about \$1000 more than what we expected.

MARKETING-March 2016

Edgewater Haven's admissions team continues contact with hospitals, hospice, assisted living, medical supply and home health agencies. On-site visits are done as needed to assess and provide information to potential residents.

Edgewater is sponsoring a bus trip in April with a group of seniors from the Aging and Disability Resource Center by providing snacks for the travelers.

We will sponsor an ad in the Buyer's Guide in support of the Port Edwards Fire Department Street Dance.

The Edgewater Easter Egg Hunt was a success with the Easter Bunny; approximately 40 children and their family members in attendance.

Social Services will attend the Wisconsin Nursing Home Social Workers Conference on April 15th to network and share information with other facilities.

Social Services will attend the All Things Senior Expo at the Hotel Mead and Conference Center on April 17th to share information about Edgewater Haven with the community.

Edgewater continues to sponsor a monthly ad in the Aging and Disability Resource Center newsletter.

We also continue to sponsor the monthly Memory Café and Veteran's Café meetings.

There are plans in place for a Mother's Day Ice Cream Social.

Edgewater Haven Cookbooks remain for sale at \$10.00 each.

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: April 28, 2016

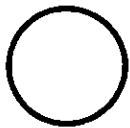
Caseload activity for March: 11 new veterans, the regular detailed caseload activity report is attached.

Activities:

1. Completed as of April 20, 2016, 2016:
 - a. April 4-8 – CVSO Association of Wisconsin spring training conference in Kenosha, WI.
 - b. April 13 – Tour of River Block and the remaining available space.
 - c. April 15 – Presenter to the Wisconsin Association of Senior Centers conference at Hotel Meade.
 - d. April 18 – Wood County HIPAA Security Risk Analysis meeting.
 - e. April 18 – Southern Wood County Homeless Coalition meeting (Amanda Darr attended)
 - f. *February 19*
2. Near Future:
 - a. April 21 – CVSO NE Region meeting at the VA Mega Clinic in Green Bay
 - b. April 27 – Comprehensive Community Services Coordination Committee meeting
 - c. May 5 – HIPAA Security Risk Analysis wrap up meeting.
 - d. May 6 – Representative Krug listening session at McMillian Library.

Office updates:

1. Wood County veteran hiring initiative: No progress in this reporting period. Payroll software and other issues in the Human Resources Department.
2. Hiring update. The Veterans Representative 7 position has been filled and started April 11. She will be introduced at the April 28 Health and Human Services.
3. Update Wisconsin Department of Veterans Affairs (WDVA) grant to counties for improvement of services. The CVSO Association of Wisconsin is compiling a report of what 30 counties applied for and what they received and why items were denied. A copy of that report will be provided to the WCA for their team to work and for development of a future grant proposal. We do know that of the 30 counties, \$217,661.75 in reimbursements was requested, \$99,939.12 was approved, and \$117,722.63 was denied. That equates to 45.9% being approved and 54.1% being denied. Wood County received 77% of what we submitted however we did not submit many of the bigger items in the first reimbursement period.
4. Wisconsin Rapids Office move. With the basic plan being endorsed by the Wood County Board we now know that the Veterans Office will be relocating from its current location. Options are limited but we have a few good sites to develop. We have started working with the committee and Jason Grueneberg to solidify the best location for our clients and staff.

**RESOLUTION#**

Introduced by Health and Human Services Committee and the Executive Committee
 Page 1 of 2

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

KLR

INTENT & SYNOPSIS: To create one fulltime (0.97 FTE) Crisis Interventionist position in order to respond to crisis phone calls and to provide mental health assessments for individuals that law enforcement believes are in need of emergency detention.

FISCAL NOTE: The expense associated with wages and fringes for this position will be covered by off-setting revenues associated with new charges for these services.

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

	<u>Crisis Interventionist</u>
Wages	49,407.80
Fringes	21,084.88
Total	\$70,492.68

WHEREAS, the State of Wisconsin, through State Statutes, Chapter 51, State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act has delegated responsibility for emergency mental health services (crisis services) to individual counties, and

WHEREAS, the 2015 Wisconsin Act 55 modified chapter 51.15 (2) which will require all emergency detentions to have a crisis assessment completed by a physician who has completed a residency in psychiatry, a psychologist or a mental health professional before the county department can authorize an emergency detention beginning on July 1, 2016, and

WHEREAS, the Wisconsin Department of Health Services Chapter 34 which outlines the requirements to operate a certified crisis program has begun requiring all emergency detentions to have documented and state reported crisis follow up services for all emergency detentions, and

WHEREAS, the expected volume of formal assessments that will require additional documentation and follow up services beyond what is currently being done is 350-400 per year, and

WHEREAS, there is currently one Crisis Interventionist answering the Crisis Line at all times which does not provide sufficient time or coverage to complete assessments and follow-up services for all emergency detentions, and

WHEREAS, the period of heaviest calls to the Crisis Line is Monday through Friday between the hours of 8:00 am to 8:00 pm, which will require a second Crisis Interventionist to overlap during a portion of that heavy call time in order to safely and effectively operate the Crisis Line and meet the new requirements of the State, and

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, create the following position:

Position of 1 full time (0.97 FTE) Crisis Interventionist
 Pay Grade: 7
 Hours: 2015 per year
 FSLA status: Exempt
 Department: Human Services

CONSERVATION EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

Date: Wednesday, April 6th, 2016

Time: 9:00 a.m.

Location: Wood County Courthouse, Room 115

Members Present: Hilde Henkel, Gerald Nelson, Bill Leichtnam, Robert Ashbeck, Ken Curry, and Harvey Petersen

Members Excused: none

Staff Present: Land Conservation: Shane Wucherpfennig, Tracy Arnold

UW-Extension: Peter Manley, Amanda Darr, Kyli Brown, Megan Wecker

Planning & Zoning: Jason Grueneberg

Others Present: Lance Pliml – County Board Chair

Bill Clendenning - WCB Dist. 15

Dennis Polach – WCB Dist. 14

Tom Schmitz – UW Extension Regional Director

Melissa Reichert – Wisconsin Rapids Chamber of Commerce

Shannon Rhode- Central Wisconsin Research Station

Committee Chairperson Hilde Henkel called the meeting to order at 9:00 am.

Public Comments

- There was no public comment.

Review Correspondence

- Committee Chairperson Hilde Henkel passed out an information sheet regarding the WCA Committee Meetings.

Consent Agenda

- The Consent Agenda included the following items: 1.) Minutes of the March 2nd, 2016 CEED Meeting, bills from Land Conservation, UW-Extension, and Planning & Zoning, and 3.) Staff Activity Reports.
- Minutes– no additions or corrections needed
- Department Bills – No additions or corrections needed.
- Staff Activity Reports – No questions or comments.

Committee Member Gerald Nelson motioned to approve the minutes of the previous meeting, bills, and staff activity reports. Committee Member Bill Leichtnam seconded the motion and the motion passed unanimously.

Risk and Injury Report

- There was nothing to report on for this month.

UW-Extension

A.) UW-Extension Reorganization – Regional Director Update

- a. Tom Schmitz, the UW-Extension Regional Director, gave an introduction about himself and a background about his position with UW-Extension.
 - i. Tom announced his retirement from UW-Extension as of July, 2016.
 1. The State is looking to refill his position as a two-year interim position.
- b. Tom also addressed the Next Gen model which is the process UW-Extension is taking to address the budget cuts.
 - i. On April 5th, 2016 UW-Extension announced that they will be creating work teams to address the \$3.6 million dollar budget deficit and implement the Next Gen model within the counties throughout the state.

1. There are opportunities to apply for these work teams and Tom mentioned that representatives from the County government should be included.
2. The information for being on a work team and some of the requirements are:
 - 8 hours per week (much of it will be done telephonically or electronically)
 - The groups will be narrowed and focused and will work to determine the best suggestions for moving forward with this new model.
 - Multi-county areas will be working together (our area is Wood, Portage, Marathon, and Clark)
- ii. Wisconsin's UW-Extension has learned some ideas from surrounding states on how they handled budget cuts. A couple Tom addressed are:
 1. Multi-county structure
 2. Expand technology with programming
 3. Communication is key
- c. Resolutions
 - i. Tom addressed the resolutions being distributed from other counties in regards to the UW-Extension reorganization.
 1. The resolutions from other counties are based on a lack of communication or misinterpretation of the information being shared by the Chancellor.
 2. For future Resolutions Committee Chairperson Hilde Henkel would like Peter to email all of the Committee so they can determine whether or not it should be included on the agenda.
 3. Moving forward the county should be aware of the following:
 - Each county will have the opportunity to determine how they allocate funds to support county-funded positions.
 - Staffing changes will start taking effect in early 2017.
 - Educators will be shared across areas within the county area they have been assigned.
 - Utilizing social media and technology will impact how educators meet the needs of their areas.
- d. WACEC Meeting
 - i. Tom announced to the Committee that the WACEC Meeting will be held in Wausau on June 20th – 21st and the Committee is welcome to attend if they would like to.
- B.) Horticulture Position
 - a. Tom and Peter discussed that the Horticulture position has been posted and will close at the end of the month (April 28th).
 - b. May 2nd they plan to begin the screening process, and after that will begin preliminary interviews.
 - c. The plan is to have preliminary interviews and final interviews done in the same day if possible. Somewhere between May 16th and June 15th is when Peter would like to have them completed.
 - d. The interviewing team will consist of Peter Manley, Matt Lippert, Tom Schmitz, a member of the Ag team, as well as Hilde Henkel.
- C.) Secretary Resignation
 - a. Amanda Darr, support staff to CRD, Ag, and Horticulture, is resigning to take another position within the County in the Veterans Services Office

- i. Her last day will be April 8th, 2016.
- ii. The Secretary position will be posted for three weeks and Peter will start conducting interviews at the end of April.

D.) 4-H Video Interviews

- a. Kyli Brown and Megan Wecker from the 4-H office at UW-Extension gave a brief presentation on some interviewing techniques they observed from students who submitted interviews for Camp Counselors via video technology.
- b. The candidates were from Marathon, Juneau, and Wood and were asked to complete a video that answered questions from a list created by the Extension Office.
- c. By submitting videos the candidates were allowed to edit their mistakes before submitting their interview to the Extension Office.
 - i. Pros of this style of interviewing included:
 - 1. Valuable experience working with media will help with future job interviews.
 - 2. Scheduling conflicts – candidates were able to work from home as their schedules allowed. There were no appointments to set up to meet with someone in the Extension Office.
 - 3. Neutral choices-The Extension Office was able to look at each individual submission and determine their choices in a neutral way. They were able to see candidates who may not have had the most outgoing personalities really challenge themselves and create some really good interviews videos.
 - 4. Encourages technology use.
 - 5. Less stressful – candidates are able to rehearse multiple times and create multiple videos and choose from their best take. It isn't stressful like an in-person interview where you aren't able to pause and think the answers out before saying them.
 - ii. Cons of this style of interviewing included:
 - 1. Extra work for parents – some parents may not have Internet access or access to video recording. They also may have to help their child by doing the filming or helping with the editing. It can be an extra time commitment that parents have to try and fit in their busy schedules.
 - 2. Technology barriers- lack of access to Internet or video recording technology.
 - 3. Person-to-person skills- the skills that come with interviewing in person aren't the same when the interviewer is just looking at the video submission and not able to interact with the candidate interviewing.
 - iii. Kyli and Megan played a video of a candidate who had interviewed so the Committee could see what the process was the candidates were taking to create their submissions.
 - 1. Michala King from Wood County was the candidate they chose. She is a junior at Lincoln High School and a member of the Wittenberg Workers 4-H Club. She gave a 3-5 minute presentation that answered 5 questions from the list Kyli and Megan had created.
 - 2. Megan and Kyli talked about how they hope to utilize this type of interviewing for future projects and camps.

Land Conservation

A.) Windshed Report

- a. Shannon Rhode from the Central Wisconsin Research Station gave the Committee a presentation on the Windshed Program.
 - i. Problem control of wind-erosion

- ii. The program is self-sustaining.
- iii. Each year Shannon sets a goal of about 15 miles to plant. To break even he said they need to complete about 14.3 miles. In 2015 they successfully planted 22 miles.
- iv. His crew is around 4 people with the help of a couple interns from UWSP.
- v. His program also works along highways creating living snow fences using shrubs. Between Portage and Wood County his crew has planted 10-14,000 shrubs.
- vi. He left his card with Shane and if anyone would like more information they can contact him with any questions.

B.) Resolution to send Tracy Arnold to Canada for an Envirothon Conference

- a. The Conference covers some important topics like Aquatic Ecology, Forestry, Soils and Land Use, and Wildlife.
- b. Housing is all on a college campus and the funding needed to send Tracy to this conference is all covered. The Committee just needs to approve her traveling outside the country.

Committee Member Gerald Nelson motioned to approve Tracy Arnold traveling to Canada for the Envirothon Conference. Committee Member Ken Curry seconded the motion and the motion passed unanimously.

C.) Wisconsin Land and Water Conservation Association Conference report

- a. Shane, Tracy, and Adam all attended the conference.
- b. Shane gave an update on the speakers and some of the presentations. Ray Archuleta was a speaker and gave a very good presentation. Overall the conference was really informative and beneficial.

D.) Update on Farmland Preservation Program Roundtable

- a. Shane emphasized the need to promote this program and revitalize it because if something isn't done soon it will end.
- b. DATCP came and presented at the Roundtable and discussed what options are available within the county.
- c. Currently the system is just maintaining people who have signed-up previously; it is not able to accept new sign-ups until it is revamped.
- d. Shane talked about going to townships and presenting the information to them to see if it will spark some interest within the county, otherwise the program will end.
- e. The Committee agreed that the information needs to be presented within the county so that more people are aware of the benefits of this program.

E.) Update on Nutrient Management Farmer Certification training

- a. Training took place on March 16th, 22nd, and 29th
- b. There were a total of 10 participants – 8 from Wood County and 2 from Marathon.
- c. The cost per person was \$60.00
- d. Overall Shane reported that the training was successful and went well.
- e. Shane met with Marathon, Clark, Taylor, and Lincoln County counterparts last week and discussed an ongoing grant that has been available for the past 8 years through the DNR.
 - i. The grant will help cover fees for farmer's certifications.
 - ii. Shane is working on the grant currently with Marathon County.
 - 1. The grant = \$15,000.00 and is a two-year term.
 - 2. In 2017 the grant would be used to help with the training program and certifications for farmers.

F.) Intern

- a. Wednesday Jordan will be joining the Land and Water Conservation Department as an intern for 2016. She will begin May 23rd and her internship will last until August 19th.

- b. She is a Soils and GIS Planning Major from UWSP.
- c. In addition she has Ag in the Classroom experience which Shane said will be very beneficial to their Department.

Planning and Zoning Department

A.) Kickapoo – Shoreland/Floodplain Violation

- a. The Kickapoo location is a high profile violation that Jason has been working on resolving.
- b. The location is in the town of Sherry
- c. The previous owners were well aware of the violations and the choices they had to resolve the matter but did not follow correct the violation and ended up selling the property.
- d. The new owners will be informed that the violations need to be addressed and taken care of.
- e. The Committee agreed that this item needs to be an agenda item moving forward so the progress of the violation correction can be discussed.
- f. Some choices Jason described were:
 - i. Flood proof the structure
 - ii. Conduct a flood study
 - iii. Tear off the addition that is in violation

Economic Development

A.) Melissa Reichert, President of the Wisconsin Rapids Chamber of Commerce gave the Committee an update on the developments the Wisconsin Rapids Chamber of Commerce has been working on.

- a. The Chamber had 26 ribbon cuttings last year.
- b. They recently launched their new website.
- c. Their leadership program had 10 graduates.
- d. In 2016 they will continue the same programs as last year but will be adding some additional ones as well.
 - i. Techno Tour – IT employer tours
 - ii. Campus to Career – plan to pair with UWSP students
- e. PACE Program – Committee Chairperson Hilde Henkel passed out a flyer earlier in the meeting regarding the PACE Program.
 - i. Energy, water, technology program
 - ii. County has to initiate membership in the program.
 - iii. Hilde wanted to know if the Chamber found this interesting and if it would be worth looking into and possibly pursuing.
 - iv. Melissa thought this would be an effective program and that it should definitely be explored more. She suggested a presentation from PACE would be beneficial as well.

County Surveyor

-There is nothing to report for this month.

Land Records

-There is nothing to report for this month.

Department Goals

- a. Jason and Shane discussed their individual goals with the Committee for 2016. Peter Manley is on a 133 Contract through the State and did not have to present goals to the Committee.
- b. The Committee reviewed their goals and commended Jason and Shane for their work.

Schedule next regular committee meeting – 9:00 am Wednesday, May 4th, 2016.

Schedule any additional meetings if necessary.

Adjourn

Committee Member Ken Curry motioned to adjourn the CEED Committee Meeting at 12:00 p.m. Committee Member Bill Leichtnam seconded the motion. The motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Kenneth A. Curry".

Recording Secretary – Amanda Darr

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, MAY 4, 2016
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Ken Curry, Robert Ashbeck, Bill Leichtnam, Peter Hendler and Harvey Peterson.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Julie Akey, Jeff Brewbaker and April Opatik.

Land & Water Conservation Staff: Shane Wucherpfennig and Tracy Arnold.

UW Extension Staff: Peter Manley and Chris Viau.

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Dave Homb (Chairman Tn. Sherry), Dan Forbes (Tn. Saratoga), Tom Grygo (Tn. Saratoga) and Scott Larson (Exec. Director MACCI).

1. **Call to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:52 a.m.

2. **Election of Vice-Chair and Secretary**

- a. Vice-Chair. Chairperson Henkel called for nominations for Vice-Chair. Harvey Peterson nominated Robert Ashbeck for Vice-Chair. Henkel called for nominations 3 times.

Motion by Ken Curry to close nominations and cast a unanimous ballot for Robert Ashbeck as Vice-Chair. Second by Bill Leichtnam. Motion carried unanimously.

- b. Secretary. Chairperson Henkel called for nominations for Secretary. Bill Leichtnam nominated Ken Curry for Secretary. Henkel called for nominations 3 times.

Motion by Harvey Peterson to close nominations and cast a unanimous ballot for Ken Curry as Secretary. Second by Peter Hendler. Motion carried unanimously.

3. **Public Comment.**

- a. Dave Homb, Town of Sherry Chairman, requested a status update on the former Kickapoo Valley Cheese Factory. It was explained this matter will be discussed under Item 10,B later in the meeting.

4. **Review Correspondence.**

- a. Tracy Arnold informed the Committee the Legacy Stone for Don Aron will be dedicated at a ceremony at the Wood County Veterans Memorial on May 27th at 11:00 a.m.
- b. Peter Manley notified the Committee the WACEC Conference will be held June 20-21 in Wausau. He asked Committee members to let him know prior to June 19th if they are interested in attending.
- c. Peter Manley informed the Committee this year the Clean Sweep will be held in Marshfield on September 24th. It was noted Marshfield Utilities has donated \$5,000.

5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the April 6, 2016 CEED meeting, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, April Opatik, Justin Conner, Julie Akey, Jeff

Brewbaker, Heather Marquardt, Shane Wucherpennig, Tracy Arnold, Adam Groshek, Lori Ruess, Peter Manley, Matt Lippert, Sarah Siegel, Jodi Friday, Chris Viau and Kyli Brown.

- a. Minutes of April 6, 2016. No additions or corrections needed.
- b. Department Bills. No additions or corrections needed.
- c. Staff Activity Reports. No questions or comments; however, discussion will be held on the status of the Badger Sandstone non-metallic mining reclamation issues later in the meeting under Item #8.

Motion by Robert Ashbeck to approve and accept the April 6, 2016 CEED minutes as presented, bills from Planning & Zoning, Land & Water Conservation and UW Extension as presented and staff activity reports as presented. Second by Ken Curry. Motion carried unanimously.

6. Risk and Injury Report. Nothing new to report this month.

With no opposition, Chairperson Henkel moved up agenda items #9A, #10B and #10F.

Status of Shoreland Zoning and Floodplain Zoning Violations at the site formerly known as the Kickapoo Valley Cheese Factory in the Town of Sherry (#10B). Jeff Brewbaker, Wood Co Code Administrator updated the Committee with a brief history of the existing shoreland zoning and floodplain violations on this site. Structures were built in 1978, 2000 and 2002 without permits. In 2011, the owners of the Kickapoo Valley Cheese Factory proposed an addition on this site. This addition did not meet the standards and staff suggested they pursue a Variance through the Wood Co Board of Adjustment. The Board of Adjustment approved the Variance with conditions set; however, the Department of Justice then filed a suit against Wood County. The owners hired an engineering firm to do a Hydraulic & Hydrology Study to show there would be no impact on the floodplain. WDNR denied this study due to the fact that the base conditions from 1978 were never established. It was noted numerous meetings were held with personnel from Kickapoo Valley Cheese to try to resolve these existing violations. An enforcement order was mailed to Kickapoo Valley Cheese in February 2016 establishing a deadline date of February 28, 2017 to either remove the nonconforming improvements or to obtain a permit or variance for them. Further, they were given a deadline date of June 1, 2017 to bring the property into compliance with the Shoreland Zoning Ordinance as well. This parcel has since been sold and the same enforcement orders were mailed to the new owner in April 2016.

Dave Homb, Town of Sherry Chairman, stated he had met recently with the local manager of the current company. He would like to work with the County to minimize the impact.

Brief discussion followed. It was recommended staff visit the site, meet regularly and keep the committee up-to-date on this matter. Updates will be included in future staff reports.

Motion by Bill Leichnam to recommend P&Z staff, Town of Sherry Chairman Dave Homb and Michelle Staff (WNDR) meet with the new owners to try to resolve these issues. Second by Peter Hendler. Motion carried unanimously.

Consider Resolution to Approve Zoning Ordinance Changes for the Town of Saratoga (10F). The Town of Saratoga has submitted a request to approve a zoning amendment to their Zoning Ordinance. A Town of Saratoga Zoning Map was distributed to Committee members as Dan Forbes and Tom Grygo explained a majority of the proposed changes were a clarification of language of the original ordinance. The Saratoga Town Board met in April 2016 and approved the recommended zoning ordinance amendments. Jason Grueneberg reported staff has reviewed the proposed amendments and it does not conflict with any county planning programs or zoning ordinances.

Motion by Ken Curry to approve the zoning ordinance changes for the Town of Saratoga as presented. Second by Bill Leichtnam. Motion carried unanimously.

Marshfield Chamber of Commerce Update (#9A) Scott Larson, Executive Director of MACCI, distributed the following brochures: 1) 2015 Economic Profile, 2) Focus on Marshfield, 3) 2015 Annual Report (A Celebration of Success) and 4) Industry Cluster Profile as he briefly updated the Committee on business retention, housing developments and downtown enhancement as well as several other programs in the city

7. UW Extension

- a. UW Extension Reorganization Update Peter Manley reported the Executive sponsor team is planning to visit many of the proposed multi-county areas this summer to meet with county stakeholders. May 31st has been confirmed for the sponsors to meet with our multi-county area. The meeting will be held at the Marshfield Ag Research Station.
- b. Horticulture Education Position Update Peter Manley informed the Committee there were 4 applicants for the Horticulture Educator Position. Following the screening process, 3 will be forwarded for the interview stage. Initial interviews will be held in May with final interviews scheduled for mid-June.
- c. Secretary Position Update Peter Manley reported there were 112 applications received for this open position. These applications have been prioritized and interviews for the top 12 should be held in a few weeks.
- d. 4-H Report Chris Viau, Wood Co. UW Extension 4-H Youth Development Educator, presented an overview of Youth Development activities. He reported there are currently 26 4-H clubs, with 733 members and 280 volunteers. Viau briefly explained the new Volunteer Background Check System Pilot program. He further reported the 2017 Plat Books will be available on November 1st, which is the Leader's Association largest fundraiser.

8. Land & Water Conservation Department

Carried from Consent Agenda: Update on non-metallic reclamation issues at one site which has a new landowner. Tracy Arnold provided an update on a non-metallic reclamation issue. The company is willing to proceed with the reclamation; however, the new landowner has repeatedly denied them access to the site to complete the reclamation. Arnold informed the Committee she will be meeting with Wood Co. Corp. Counsel Kastenholz later today to discuss what options are available.

- a. Discuss RC&D Membership Dues At previous CEED meetings, discussion was held on the RC&D membership dues increase vs. the services Wood County has received from RC&D. It was noted Wood County has not yet received the bill for the 2016 membership dues. Brief discussion followed.

Motion by Harvey Peterson to pay the minimum \$300 RC&D membership dues. Second by Robert Ashbeck.

Voting Aye: Hilde Henkel, Robert Ashbeck, Bill Leichtnam, Peter Hendler and Harvey Peterson.

Voting Nay: Ken Curry (feels there are still issues with this organization).

Motion carried 4-1.

- b. May 25th North Central Land & Water Conservation Association Meeting Shane Wucherpennig reported Wood County is hosting this meeting, which will be held at the

enclosed shelter at Nepco Lake County Park on May 25th. Supervisors Leichtnam and Ashbeck expressed interest in attending this meeting.

- c. 2017-2021 Capital Improvement Plan Shane Wucherpfennig explained the 2017-2021 CIP will include the purchase of 2 trucks to replace 2 existing County vehicles. The department is planning on replacing vehicle one in 2017 and the other in 2019.

Motion by Peter Hendler to approve the 2017-2021 Capital Improvement Plan as presented. Second by Harvey Peterson. Motion carried unanimously.

- d. Pay Plan Modification Proposal Shane Wucherpfennig reported he is part of a small group that will be reviewing a pay plan modification proposal. There has been some concern regarding recruiting and retaining employees within the parameters of the current pay plan.

9. Economic Development

- a. Marshfield Chamber of Commerce Update .This item was moved up on the agenda.

10. Planning & Zoning

- a. Update on Community Assistance Visit (CAV) and Unresolved Floodplain Violations Jeff Brewbaker, Wood Co Code Administrator, gave a brief presentation on the 2011 Community Assistance Visit (CAV). In September 2011, DNR and Wood County officials met to discuss floodplain management and the results of the audit that was conducted. This audit identified 29 sites associated with structures as possible violations. Brewbaker reported he is currently doing research on each of the 29 sites, using the best data available. He further reported he will be providing regular updates to the Committee. It was noted there have been numerous cranberry farming violations over the last 6 years. The cranberry growers, FEMA, WDNR and Wood County have worked together to create a model floodplain ordinance specifically to address cranberry farming.
- b. Status of Shoreland Zoning and Floodplain Zoning Violations at Former Kickapoo Valley Cheese Factory. This item was moved up on the agenda.
- c. Consider Approving P&Z Department Obtaining Office Credit Card Jason Grueneberg requested approval to obtain an office credit card. Grueneberg explained many hotels no longer accept checks and frequently there is a surcharge on many registration fees and membership dues if paid by check.

Motion by Ken Curry to approve the Planning & Zoning Department obtaining an office credit card. Second by Bill Leichtnam. Motion carried unanimously.

- d. Consider Approving Carryover of P&Z Director's Remaining Vacation Jason Grueneberg requested to carryover 76.5 hours of unused vacation. His anniversary date is May 12th.

Motion by Bill Leichtnam to approve the carryover of the Planning & Zoning Director's remaining vacation. Second by Peter Hendler. Motion carried unanimously.

- e. Consider Resolution Approving a Zoning Map Amendment for the Town of Grand Rapids The Town of Grand Rapids has submitted a request to rezone a 1.00 acre parcel within the existing 18.76 acre parcel (#0700790) from Agriculture (A1) to Residential (R2). The Grand Rapids Town Board approved the recommended amendment in April 2016 and it is consistent with their comprehensive plan. Jason Grueneberg stated staff has reviewed this request and it does not conflict with any county planning programs or zoning ordinances.

Motion by Bill Leichtnam to approve the zoning map amendment for the Town of Grand Rapids as presented. Second by Peter Hendler. Motion carried unanimously.

- f. Consider Resolution Approving Zoning Ordinance Changes for the Town of Saratoga This item was moved up on the agenda.
- g. Consider Resolution Approving Zoning Ordinance Changes for the Town of Auburndale The Town of Auburndale has submitted a request to approve zoning changes to their Zoning Ordinance. The Auburndale Town Board approved the recommended amendments in April 2016. Jason Grueneberg stated staff has reviewed this request and it does not conflict with any county planning programs or zoning ordinances.

Motion by Robert Ashbeck to approve the zoning ordinance changes for the Town of Auburndale as presented. Second by Bill Leichtnam. Motion carried unanimously.

11. County Surveyor. Nothing new to report.

12. Land Records. Nothing new to report.

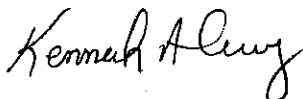
13. Schedule Next Meeting.

- a. The next regular CEED meeting is scheduled for Wednesday, June 1, 2016 at 9:00 a.m.

14. Adjourn.

Motion by Robert Ashbeck to adjourn at 12:45 p.m. Second by Harvey Peterson. Motion carried unanimously.

Respectfully submitted,



Ken Curry, Secretary
Minutes by Julie Akey, Planning & Zoning Office
Review for submittal to County Board by Ken Curry (approved on May 4, 2016)

4

**GOLDEN SANDS RESOURCE CONSERVATION & DEVELOPMENT
COUNCIL, INC.**

**Water Resources Committee Meeting Minutes
March 17th, 2016**

Attendees: Brian Haase, Bill Leichtnam, Al Rosenthal, Ed Hernandez, Amy Thorstenson, Krista Kamke, Chris Hamerla, Bob Ellis, Joe Tomandl, Everett Eckstein, Reesa Evans.

Call to Order: Haase called the meeting to order at 10:05 a.m.

Approval of Minutes: Motion to approve 1/21/16 Water Resource minutes (Leichtnam/Hernandez).
Motion Passed.

Projects: None. Thorstenson that unfunded AIS will be re-used (Gold Sheet).

Staff/Supervisor Updates:

Hernandez- Groundwater resolution was passed at WI Land + Water. SWRM work plans are being requested by DATCP. Waushara has its conservation field days April 5/6th at Lake Lucerne. Waushara is working on a DASH proposal.

Tomandl- Taylor has hired a new Assistant. Staff attended WI L+W conference. Taylor had a successful tree sale.

Leichtnam- Wood has a water protection committee that has met 10 times. Wood also had a tree sale. Wood County has approved a new FTE position for the LWCD.

Thorstenson- Working on grant reports. Met with Weevil Team to determine use of funding. They may be looking at new lake groups. Milfoil crashes have been aided by the natural beetle population.

Evans – Adams received notice of dam inspections. One staff has resigned (Secretary). Updating local lake management plans. Possible report of Japanese Hops in Adams County. Organizing Central WI Water Walk.

Hammerla- Compiling match grant documentation. New fact sheets on the website. Still working with trappers and waterfowl groups. Had 5 questions added to the DNR trapping survey. Looking into working with waterskiing groups. Assisting Krista on her AIS grant. Will attend the lakes convention.

Ellis- Attended Stratton Lake District meeting to discuss lake grant results for Stratton and the Chain. Onterra also spoke to the group about to explain the results. Discrepancies exist in the ranking system.

Haase – Working on SWRM work plan and 5 yr LWRM review. Finished applications for the March 4th EQIP deadline. Also preparing TRM/NOD grants for the April 15 deadline.

Other Business: Hamerla passed around an acrylic example.

Adjourn: (Hernandez/Eckstein) 10:45 AM. Motion Passed.

Golden Sands Resource, Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
March 17, 2015
Golden Sands Office, Stevens Point, WI

Call to Order: Hugh O'Donnell called the meeting to order at 8:50 a.m.

Attendance: Al Barden; Reesa Evans; Cathy Guth; Ed Hernandez; Joel Kuehnhold; Ed Miller; Hugh O'Donnell; Amy Thorstenson. Jacobek, and Stuchlak were absent. Bill Clendenning was also present. Joel Kuehnhold, new assistant director, introduced himself.

Minutes: The January 21 minutes were corrected in the Treasurer's report section. The 'additional reimbursement' described should be \$200,000, not \$200. Motion made by Miller seconded by Evans, to approve minutes of the last meeting as corrected. Motion carried unanimously.

Closed Session: Motion made by Barden seconded by Evans, to go into closed session. Into closed session at 8:52 a.m. Clendenning left the room.

Out of closed session: Motion made by Barden, seconded by Guth, to go out of closed session. Out of closed session at 8:56 a.m. Clendenning returns to the room.

Treasurer's Report: Thorstenson passed out the treasurer's report. There has been no use of the line of credit or savings account. There is a QuickBooks issue that doesn't allow an accurate accounting of the statement balance that appears to center on a discrepancy between how Quickbooks is calculating the adjusted balance and how we are calculating it in the treas report. She is working on this issue and recommends that the report be tabled until the next meeting.

Financial Procedures:

2015 Actuals: Thorstenson reviewed the 2015 actuals. Items in green are unrestricted. Items in red are ones that can't be covered with WDNR grants. GS came out slightly in the black for 2015; 2013 and 2014 had ended in the red. Increased donations, direct service contracts, and county dues all helped make a difference in 2015.

2016 Draft Budget: Thorstenson explained the draft 2016 budget proposal. It will go on to the full council meeting today.

Donation Acceptance Policy: This was moved to be considered at the May 2016 meeting.

Joe Piechowski Memorial Fund: Due to winter, there has been no action in the Green Space.

Development and Fundraising: The first 2015 newsletter is available today. It was prepared by Kuehnhold. Bob Walker wasn't available to do an extended 2015 highlights, so what we will use is the shortened version Kristy SeBlonka had created at the end of the year. The newsletters may substitute as a marketing tool for the highlights. Barden remarked that events should be updated on the website.

Staff & Membership:

Personnel Reviews: These have started, but are not yet completed.

Assistant Director Position: Kuehnhold accepted the assistant director position. He reviewed some of the things he has been working on: sustainable agriculture; grants; soil health outreach set for 5/9 in Stevens Point (working with Grassworks); Solar Farm Tour. He will be working on grazing and forestry projects in addition to the assistant director duties.

Administrative Coordinator: Dillon Epping is helping out as interim administrative coordinator since Sakata's resignation. Sakata has come back to help with train Epping. Some interviews for the admin coordinator position have been held, but the announcement is open until later this month.

Council Purchases:

Adjustments: Thorstenson reported on some of the cuts that have been made to reduce expenses. One of the phone lines was dropped, so there are now only three. She also spoke with the Children's Museum about vacating the back portion of the GS office, which is on a month to month lease, but CWCM said it would rather have the space remain full while they look for a tenant. This will allow about \$300 per month to be used as grant match for that section, which is generally used by AIS staff.

IT Services: Thorstenson outlined some of the problems in dealing with RMM Solutions, which included being billed for \$1400 for services we thought were covered, and most of which turned out to be unnecessary. She has looked at other IT providers and found one that would allow for a cloud network, rented computers and an arrangement that could potentially include computer costs in grant reimbursements, rather than replacing computers every few years and extra maintenance costs out of pocket. This would be less per month that RMM is currently requiring. RMM asked for the opportunity to rework the current numbers; if it doesn't come up with a better, more useful plan, Thorstenson will want to terminate their contract and look at the other option.

Insurance & Benefits:

Worker's Compensation: There was an unexpected charge from Society Insurance Workers recently that Thorstenson is trying to sort out. She expects to report on it at the next meeting.

Other updates: None

Communications/Marketing: Issues were discussed earlier in the meeting.

Adjournment: The meeting was adjourned at 9:41 a.m. upon motion made by Barden, seconded by Hernandez.

Respectfully submitted,

Reesa Evans
Secretary, Golden Sands RC & D

Golden Sands Resource, Conservation & Development Council, Inc.
Regular Business/Executive Committee Meeting Minutes
March 17, 2016
Golden Sands RC & D Office, Stevens Points, WI

Attendees: Al Barden (Member-at-Large); Roger Bacon (Portage); Gary Beastrom (Marathon); Merlin Becker (member-at-large); Steve Bradley (Portage); Bill Clendenning (Wood); Everett Eckstein (Waushara); Bob Ellis (Waupaca); Reesa Evans (Member-at-Large)); Brian Haase (Waupaca); Ed Hernandez (Waushara); Joel Kuehnhold (Golden Sands); Bill Leichtnam (Wood); Greg Lowe (Juneau); Ed Miller (Outagamie); Hugh O'Donnell (member-at-large); James Rivers (member-at-large); Ben Stanley (Taylor); Amy Thorstenson (Golden Sands); Joe Tomandl (Taylor).

CALL TO ORDER: The meeting was called to order by President O'Donnell at 10:57 a.m.

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

APPROVAL OF MINUTES: Corrections made to the minutes: fill in the blank in the Personnel/Finance Committee Report to show \$2657; cross out 'is', currently the third word in the last line of that paragraph; cross out 'he' at the end of the first line of the next paragraph. The note at the bottom of today's agenda about lunch should also be removed. Motion made by Clendenning, seconded by Miller, to accept the minutes of the January 2016 meeting as corrected. Motion carried unanimously.

TREASURER'S REPORT: Thorstenson passed out the treasurer's report for the past two months. There was no use of the line of credit or of the contingency fund. There is some kink in the use of QuickBooks that doesn't properly reflect outstanding checks. Thorstenson is working on this issue. Motion made by Barden, seconded by Beastrom, to table this report until the May 2016 meeting. Motion carried unanimously.

OLD BUSINESS:

Wisconsin RC & D Update: Barden reported there was a meeting on 1/17/16 where 4 councils attended. They discussed way to plug the hole in financing left by not having the Packer Raffle this year and think they will be able to do so. The dues per council for 2016 will remain at \$100 per year, but this may go up in the future. They also discussed whether continuing a state RC & D is appropriate and determined that it still serves several functions at this time. The next meeting is 4/29/16.

3-Year Plan Steering Committee: Thorstenson says it will be reviewed by the new Assistant Director, Joel Kuehnhold. He has not had time to do so yet, so there has been no action since January 2016.

Joe Piechowski Memorial: No action due to winter.

NEW BUSINESS

Guest Presentation: The scheduled Portage County Leadership presentation is postponed.

Update on Groundwater Legislation: Bill Leichtnam reported that SB239, dealing with high-capacity wells being permitted continuously without WDNR review, was passed by the Wisconsin Senate this week, but without some of the language from the similar Assembly bill. This means it will have to go back to the Assembly, which is not currently in session. Unless a special session is called by the

governor, there will be no further action on this bill until after the fall election. He reiterated he would like to see a regional groundwater task force formed.

2016 Budget: Thorstenson passed out a draft 2016 budget. She reported that the 2015 actuals came out slightly in the black, while 2013 and 2014, the years ended in the red. Increased donations, direct service contracts, and county dues all helped 2015 come out in the black, as planned. The proposed 2016 budget had incomes in green that involved unrestricted funds that could be used for general operating expenses and items in red that represent items not covered by WDNR grants. The “green money” (flexible money) includes donations, admin fees on direct contracts, and membership dues; all areas we have worked to increase as part of our stable financial picture. As budgeted, the green money exceeds the red expenses, projecting 2016 should come out in the black also. Motion made by Barden, seconded by Becker, to approve the 2016 budget. Motion carried unanimously.

COMMITTEE REPORTS:

Personnel/Finance Committee Report: Evans reported on the meeting this morning. The Committee reviewed the Treasurer’s Report and voted to table it until the next meeting after Thorstenson figures out the QuickBooks problem about reconciling outstanding checks. The 2015 Actuals showed GS came out in the black for 2015, unlike 2014 and 2013. The proposed 2016 budget was sent on to the full council. The Donation Acceptance Policy was tabled until the next meeting. The first 2016 newsletter is available today. The 2015 Highlights is very brief, so the newsletters may be more useful as marketing tools in the future. The website needs to be updated with upcoming events. Joel Kuehnhold introduced himself. He has accepted the Assistant Director position, but will also do forestry and grazing projects. Thorstenson explained some ongoing problems with RMM Solutions, the current ITT provider. If they don’t get worked out, she will be looking at a different provider and perhaps rental computers.

Forestry/Agriculture/Wildlife Committee Report: Lowe deferred the initial report to Kuehnhold. The Woods & Wildlife project has been kicked off in all counties except Adams. He is working with Grassworks on a Soil Health Workshop to be held on 5/9/16 in Stevens Point. All food for the meal will come from within 50 miles. There are 9 pasture walks to be held, with 6 of them including extra training on a special issue, such as value-added farming, pastured rabbits, etc. All the grazing plans required were completed by the 3/4/16 deadline. At least 10 more farmers want grazing plans, but there is currently money for only 3, unless money can be transferred from another project. He is also working on Farm to School and Demo Forests. There is a Solar Farm & Home Tour scheduled for Earth Day.

Lowe announced bluebird houses are currently available and bat houses may be available for the May meeting. Tree shelter pricing has been difficult because of higher shipping costs. Work on the community gardens in Stevens Point is starting, with the hope of some student volunteers to do clean-up. The New Lisbon EAB inventory . It was announced that Merlin Becker has been part of the Demo Forest Project for 30 years now. There are two new projects.

Water Committee Report: Haase reported on this morning’s meeting. Hernandez said he is working on their SWRMP, more lake management plans, and preparing for Conservation Field Days on 5/5/16. Most of his staff attended the LWCD convention in Elkhart Lake. Tomandl noted their tree sale had gone well this year. Most of the LWCD staff went to the LWCD convention. They just approved a position for Assistant County Conservationist. Leichtnam talked about the work of Wood County’s groundwater protection committee and their tree sale. Wood County also added a new conservation position to the LWCD. Thorstenson announced she has been conducting interviews for Sakata’s position and meeting with the statewide ‘weevil team’ to determine what research will be done this year, the last year funded for the project. The rest of her activities are outlined in the staff report emailed earlier. Evans reported that several of the Adams County dams will be expected this year. A grant to repair Fawn Lake’s dam was applied for. Their Conservation Field Days will also be held on 5/5/16.

The pickup for the tree sale is coming up in late April. She will be doing spring water quality testing soon and is working on lake management plans. Japanese Hops has been reported in Adams County, but is not yet verified. Hamerla passed out his report. There are some new invasive fact sheets on the GS website. He has been working a lot with trappers and waterfowl hunters and has an article coming out soon. He also submitted 5 questions that will be part of a survey to trappers this year. The state and international waterskiing competitions will be held in Wisconsin Rapids this year; this is a market that has not yet been addressed for AIS issues. Kamke has been doing a lot of purple loosestrife work in Marquette & Green Lake counties. Hamerla will be doing a workshop on handpulling EWM and the use of DASH at the lakes convention. Ellis was appointed to a new lake district board for Stratton Lake. Haase met with Onterra and others to talk about grants that weren't received. His county's SWRMP plan is up for a 5-year review in April. His department has also been working on EQIP and TRM grants. Hamerla passed around an acrylic block of zebra mussels. Thorsteson announced that several acrylic blocks of different invasive species are now available for sale. There was a general discussion about the WDNR Surface Water grants and some of the problems that have been encountered. Hernandez is part of the state committee to revamp the grant program, so suggestions or complaints can be sent to him.

Motion made by Evans, seconded by Barden, to approve reports. Motion carried unanimously.

NEW PROJECTS: The Forestry/Wildlife/Agriculture Committee had two new projects: (1) Encouraging Sustainable Agriculture in Wood, Portage, and Marathon Counties. This will involve pasture walks and extra training for the grazing specialist and started in December 2015. The cost is \$2500. (2) Solar Farm & Home Tour to start in March 2016. Cost for our part is \$980.

Motion made by Clendenning, seconded by Beastron, to approve the new projects. Motion carried unanimously.

STAFF/PROJECT UPDATES: Written staff reports were sent out for Council members to review prior to the meeting.

AGENCY/PARTNER REPORTS: None.

OTHER REPORTS: Waushara County sponsored the refreshments today. Wood County volunteered to sponsor them for the next meeting.

Evans passed around a brochure for the Central Wisconsin Water Walk, scheduled for September 17, 2016. Lowe passed around a newspaper article about Barden's 25 years with GS.

NEXT MEETING: The next meeting will be on May 19, 2016, at the Golden Sands office located at 1100 Main Street, Suite 150, Stevens Point.

ADJOURNMENT: The meeting was adjourned at 11:48 p.m. on motion by Eckstein seconded by Becker.

Respectfully submitted,

Reesa Evans
Secretary, Golden Sands RC & D

Central Wisconsin Economic Development Fund

MINUTES OF CWED BOARD OF DIRECTORS' MEETING

Wednesday, March 30, 2016, 2:00 PM

Central Wisconsin Airport, 200 CWA Drive, Conf. Rm. B, Mosinee, WI 54455

Present:

Board Members present: —Adams County – Marty Hillert (phone), City of Marshfield – Jason Angell, City of Merrill – Adam Rekau (phone), City of Mosinee – Jeff Gates, City of Stevens Point – Michael Ostrowski, Wisconsin Rapids – Zach Vruwink (phone), Lincoln County – Ken Maule; Portage County – Paula Cummings, Vilas County- Bob Egan, Village of Plover – Richard Holden, Wood County – Jason Grueneberg (phone).

Not represented: Schofield – vacant; Marathon County – vacant, Athens, Forest County, Town of Rib Mountain, Village of Weston.

Quorum: Yes (11/17)

Others Present:

Board Alternate(s): none

CAP Services: , Laura West, Dawn Thurn, Andrew Soucek

Legal – Laura Callan (phone)

Guests: Ashley Moore – Trimpac LLC; Jeffrey Lappe, President of Stratford State Bank

Proceedings:

- 1) **Call to Order** – Meeting called to order at 2:17 PM. Michael Ostrowski presiding as Zach Vruwink is traveling.
- 5) **C) Loan Proposals:** Michael asked the Board if there were any issues with moving item 5c up to the front of the agenda as we had representatives from Trimpac, LLC in attendance, and he wanted to respect their time; there were no objections.

Trimpac LLC – Loan request for \$525,000, 10 years, 4.50% interest only for the 1st six months, 1.00% closing fee. Loan proceeds will be used for the purchase of Trimpac LLC a custom commercial and residential interior trim and cabinet contractor. The purchase price is \$1,225,000 plus the borrowers will be contributing \$100,000 in cash for working capital. Stratford State Bank will be funding \$425,000 payable over 7 years at 5.50%, WEDC will fund \$100,000 over 7 years at 2.0%, and the sellers, an investment partnership in Green Bay, will carry financing of \$200,000 for 5 years with interest only at 4.0%. CWED will assume a 3rd lien position behind the bank and WEDC. The loan will be further supported by the unlimited personal guarantees of Ashely and Lukas Moore, secured by a junior mortgage on their home, and the unlimited personal guarantee of Jed and Lisa Moore (parents of Lukas), and secured by a junior mortgage on their home. Stratford State Bank is not taking a mortgage on the principals' homes as they are fully leveraged. By CWED taking the mortgages on their homes it keeps them from walking away if the business has a bad year and they lose their 10% equity position. CWED agrees to release the mortgages once the business demonstrates two consecutive years of cash flow sufficient to cover the annual debt service and lease payments 1.30 times. The principals will be providing \$135,000 equity to be used to fund working capital. Trimpac will commit to providing 15 full time positions within 3 years. Sales are \$3.8 million a year. Cash flow coverage is strong and CWED is 65% secured.

The 10 year term is an exception to policy that is warranted as the their building owner sold the building and they need to move by October 1st, and first quarter sales are 60% ahead of last year. They are struggling to keep up with sales growth. The company will likely need the working capital.

Jason Angell discussed the sale of the building saying that the investors did not want it so it was sold to someone else. Originally, Ashley approached the City of Marshfield to secure financing for the purchase of the business, plus the construction of a new building for a total of \$3.5 million. They have until October 1 to get out of their building. If they are not out they have nowhere to go and they are out of business. They could not provide sufficient equity to qualify for that much financing. The builder, Nikolai Construction stepped up and offered to build the building and lease it back to them under the terms of a favorable lease purchase contract as Rob Nikolai and Jed Moore have been selling Kirby building systems to Nikolai for many years and they have a strong working relationship. Trimpac has been in existence since 1986 and was originally a main supplier of trim and cabinets for Wicke Building Systems, Wisconsin Homes, Wausau Homes, and they did the recent remodeling for Sentry Insurance.

Ken Maule pointed out that CWED is taking the largest part of the financing for purchase of the business. Andy explained that the bank is holding back on financing as they intend to finance the building once it is up and the company generates sufficient cash for a down payment.

Jeff Lappe, Stratford State Bank, said they would have gone in for more but they are anticipating financing the purchase of the building in two years. The request was presented to them that WEDC would take \$125,000, CWED would take \$400,000 and the bank would be the lead lender at \$500,000. Their board has approved financing up to \$500,000. He could go back to the board to see if they would be willing to increase it. The board meets every two weeks.

Ken Maule stated that CWED funds are for gap financing and with CWED being the largest lender this is not gap financing. If Trimpac has money they could borrow from WEDC they should use it to reduce the gap and the risk to CWED. Ken would like to see them get some SBA financing but Stratford State Bank is a \$100 million dollar bank, and not an SBA lender. He would like to see them find another lender.

Jason Angell pointed out that WEDC requires their borrowers to provide insurance when Trimpac provides employees with a stipend for insurance. The company would need to change their benefits package to qualify for WEDC financing. Richard pointed out that WEDC also has a minimum wage requirement that is higher than the state minimum wage. This could be why they are trying to shift more of the financing to CWED.

Jeff Gates suggested that if the bank has approved \$500,000 they could increase their financing by \$75,000. CWED could reduce its financing \$75,000 to \$450,000, which is $\frac{1}{3}$ of the \$1,350,000 total project cost. He posited the question, "Would we all, in our community with a project like this, be comfortable being in at a third of the project cost? If we are, let's do the \$450,000."

The conversation went back to if Trimpac received more money from WEDC would they reduce the CWED loan or the bank loan. Jason Angell referred to an earlier comment by Richard Holden that we match the bank up to \$450,000 "that locks it in so that if they got money from WEDC over \$100,000 they couldn't spread it to the bank. They would need to reduce CWED's funding." Jeff Gates proposed that we limit CWED exposure up to a third of the total project cost up to \$450,000. Jason and Ken ran the percentages which didn't match Jeff's \$450,000 cap. Jason said to Jeff, "You're using the total project costs?" Jeff affirmed saying he was using the total project costs. Jason said, "Yes, that's right". Richard injected, "That sounds reasonable to me." Ken asked for clarification on the total project cost and the total financing cost. Ken said he likes "the idea of a third of the deal to a max of \$450,000". Jason Angell asked if it is a third of the \$1.35M or a third of the

\$1.25M. Ken said that the difference is about \$23,000. Jason Angell motioned that we approve a loan to Trimpac for one-third of the total borrowed cost of the project not to exceed \$450,000. Seconded by Jeff Gates. A roll call vote was taken. Nine "Yay", One "Nay". Motion passed.

- 2) **Board Minutes**, Richard Holden – Minutes of the meeting of February 18, 2016 were emailed on March 29th, 2016. There being no additions or corrections, Jeff Gates moved to approve the minutes as written, seconded by Paula Cummings. Minutes were approved.
- 3) **Financial Reports** - Laura West. Financials for February, 2016, were emailed with the board package. There is a negative number in there that is not negative as the checks were posted prior to posting the deposit. Once the deposit was posted the negative balance was eliminated. Michael Ostrowski pointed out that the financials show 2015 instead of 2016 and should be corrected. Richard Holden moved to approve, seconded by Jason Angell. Motion passed.

Action Items:

4) Updates

- A. **DOA Update**, Laura West – The Portage County Finance committee and Economic Development committee met yesterday to consider the three party agreements. They approved the signing of the agreements only after the borrowers (Valley Sales and Intevation Foods) sign. Laura Callan added that Wood County has indicated that they will follow Portage County's lead on this. Laura West offered to share a letter of explanation she prepared to send to the borrowers for Jason to preview. Paula asked to receive a copy as well.
- B. **Executive Committee** - Zach Vruwink not present, No report.
- C. **Finance Committee** - Jason Grueneberg – no report
- D. **Advisory Committee**, Paula Cummings – the committee met for almost 2 hours immediately before the board meeting to discuss 13 agenda items. She thanked the board for allowing the Advisory Committee to run a little bit into the board meeting time.
 - a. **Penalty for Failure to Create Jobs** – This has been presented to the board at an earlier meeting but was sent back as there were too many options presented. At this time the Advisory Committee recommends a penalty of \$3,500 per job plus adjusting the interest rate on the loan to Wall Street Journal Prime Rate plus 3.0%, fixed. Jason Angell motioned to approve. Motion was seconded by Ken Maule. Motion passed.
 - b. **Clarification of the maximum loan amount – 40% for 50% of project financing?** - The CWED Policy and Procedures Manual limit loans to 40% of the project costs. The CDBG Policy limits to 50% of total project costs. The Advisory committee is recommending that we leave the CWED policy at 40% but add wording to acknowledge that this is more "restrictive" than the CDBG policy. Jason Angell moved to add the restrictive wording to the CWED policy manual. The motion was seconded by Richard Holden. The motion passed.
 - c. **Clarification if Legal Fees are included in administrative costs** – The CWED manual says that reasonable expenses count toward the administrative cap. It doesn't mention legal expenses but says reasonable expenses. Borrower paid closing fees are not administrative fees and do not count toward the cap. The Advisory Committee recommends that the board approve adding wording to the CWED manual to include administrative legal fees as part of the administrative fee expense counted as an administrative fee subject to the annual allowed cap at 3.0% of total fund balance; and that borrower reimbursed legal fees do not count toward administrative fees. Ken Maule motioned to add the wording to the CWED policy. The motion was seconded by Jason Angell. The motion was approved.

Conference Call Policy – Paula read the conference call policy (attached) that was included in the Advisory committee packet. The policy would affect both the CWED Policy Manual and CWED

Bylaws. She noted that the word "present" would be amended to "in person and by telephone". This policy would be added to both the CWED Policy manual and the CWED Bylaws. She added that if borrowers or any other non-board member wanted to attend by phone, we would call them on another line. This would permit us to end the call in case matters of confidential information were discussed. Ken Maule motioned to approve the addition of the proposed Conference Call Policy to the CWED Policy and CWED Bylaws. The motion was seconded by Jeff Gates. The motion was approved.

Paula briefly mentioned the remaining items discussed at the Advisory Committee that will appear on a future board agenda.

5) **Portfolio Activity, Andy Soucek**

a. Loan Status Report –

- **C Wolf Holdings** (Ski's Meats, Wausau) previously request interest only payments. CWED Board approved the request so long as Ridgestone Bank did the same. Ridgestone Bank did approve interest only. Andy sent Craig Wolf the payment modification agreement to sign 2 weeks ago and has left phone and email reminders. He has not received the signed agreement back. He will keep trying.
- **Great Lakes Alfalfa and Greal Lakes Alfalfa Transportation** – The Company is past due for March. Andy has talked with them. They have a pending order for silage to Korea that should allow them to catch up. The order is delayed as they are trying to get the letter of credit set up. Once the letter of credit is received they can factor the receivable with an unnamed factoring company. This one should be okay.

b. Pipeline Report – We have Trimpac pending for \$525,000 but this has been modified to \$450,000. We received a request from Vantage Holdings for \$127,000. Down To Earth Greenhouse is scheduled to close April 8th. The loan is for \$93,000.

c. Loan Modifications

- Woodside Sports – Zach approved the release of the land used to build the hotel. Andy said that he feels we may have been played a little as in January we agreed to subordinate our loan on the full 51 acres to the mortgage for the hotel. Once the subordination was signed the lender came back to ask that we release the 8 acres for the hotel. Had he asked for the eight acres originally we would not need to subordinate on the full 51 acres.
- ECC Corrosion – the company has been on interest only for the past 12 months and has requested an extension for an additional 12 months. The company continues to struggle. Things have not improved. Cash flow is tight. Collateral is non-existing. We have \$143,000 remaining on the loan. We don't have much of a choice on this as we can't afford to pay out Nekoosa Port Edwards State Bank, and Bankers Bank loans totaling almost \$4 million so we can recover our \$143,000. Zach approved the extension even though our policy says we can only do it for 12 months. The policy doesn't say if it is 12 months total over the life of the loan, 12 months between approvals, or 12 consecutive months. The policy leaves room for interpretation but we don't have much of a choice in this matter. We have to ride it out. ECC management says that if they don't turn the corner this year there is no point to continuing.

6) **Future Agenda Item** - Michael Ostrowski – The Advisory Committee will be forwarding a number of recommendations after they meet next. There was discussion about setting a monthly meeting date, and cancelling if we didn't need it. Michael suggested sending a memo out to board members to see what would work. Michael suggested sending the board and email to suggest the third Wednesday of the month, 2 pm to see what the feedback is.

7) **Adjourn** – Jeff Gates motioned to adjourn. Motion was seconded. Motion was approved.

Central Housing Region
Community Development Block Grant
Housing Committee Meeting
September 24, 2015
The Washington Center
New London

Call to Order

Ryan Brown called the meeting to order at 10:03 a.m.

Roll Call

Present: Ryan Brown, Dave Thiel, Paula Cummings, Jeanne Dodge, Jason Grueneberg, Julie Oleson, Barb Gabrielson, Rick Gabrielson, and Kent Haggert, City Administrator. Toni Simonson, Deb Behringer, Brenda Jahns-Graham, and Marge Bostelman attended via teleconference.

Absent: Cindy Phillippi, Adams County and Tom Brounacker, Juneau County.

Public Comments

None

Agenda

Jeanne Dodge made a motion to approve the agenda and the May 28, 2015, minutes, second by Dave Thiel, motion carried.

Program Managers Report

The application/loan statistics report was reviewed by the Committee.

Phase I of the 2012-2013 project funds have been obligated as of July. The total grant was \$2.1 million, of that amount \$1.8 million was loaned out for homeowner rehab. Phase II Contract of \$1.6 million was signed by Juneau County in June and by the State in August. About \$1.4 million will be used for homeowner and hopefully rental rehabilitation.

Of the \$1.4 million we have approximately \$890,000 left and 42 applicants which would mean to serve them all the loans would have to average about \$21,000.

The State is taking the stance of doing possible home replacement vs. repair on some of the larger projects.

New Business

In light of the above information we postponed the discussion of marketing.

Unfinished Business

Adjournment

At 10:42 a.m. Jeanne Dodge made a motion to adjourn, second by Jason Grueneberg.

The next CHR Committee Meeting will be held on February 25, 2016, at the Waushara County Courthouse, Room 109.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Julie A. Oleson".

Julie A. Oleson
Executive Director



Activities Report for Shane Wucherpennig April 2016

- April 1 – Attended a Nutrient Management meeting with Wood, Clark, Marathon, Lincoln, Taylor and North Central Technical College present. We jointly hammered out the details of Farmer Nutrient Management Training Grant for 2017. Wood County Conservationist will be the Financial Manager and Marathon County will be the Grant Manager.
- April 6 – Attended CEED Meeting.
 - A.) Windshed Report
 - a. Shannon Rhode from the Central Wisconsin Research Station gave the Committee a presentation on the Windshed Program.
 - B.) Resolution to send Tracy Arnold to Canada for an Envirothon Conference
 - a. The Conference covers some important topics like Aquatic Ecology, Forestry, Soils and Land Use, and Wildlife.
 - b. Housing is all on a college campus and the funding needed to send Tracy to this conference is all covered. The Committee just needs to approve her traveling outside the country.
 - C.) Wisconsin Land and Water Conservation Association Conference report
 - a. Shane, Tracy, and Adam all attended the conference.
 - b. Gave an update on the speakers and some of the presentations. Ray Archuleta was a speaker and gave a very good presentation. Overall the conference was really informative and beneficial.
 - D.) Update on Farmland Preservation Program Roundtable
 - a. I emphasized the need to promote this program and revitalize it because if something isn't done soon it will end.
 - b. DATCP came and presented at the Roundtable and discussed what options are available within the county.
 - c. Currently the system is just maintaining people who have signed-up previously; it is not able to accept new sign-ups until it is revamped.
 - d. I talked about going to townships and presenting the information to them to see if it will spark some interest within the county, otherwise the program will end.
 - A.) Update on Nutrient Management Farmer Certification training
 - a. Training took place on March 16th, 22nd, and 29th
 - b. There were a total of 10 participants – 8 from Wood County and 2 from Marathon.
 - c. The cost per person was \$60.00
 - d. Overall I reported that the training was successful and went well.
 - e. I met with Marathon, Clark, Taylor, and Lincoln County counterparts last week and discussed an ongoing grant that has been available for the past 8 years through the DNR.
 - i. The grant will help cover fees for farmer's certifications.
 - ii. I am working on the grant currently with Marathon County.
 - 1. The grant = \$15,000.00 and is a two-year term.
 - 2. In 2017 the grant would be used to help with the training program and certifications for farmers.
 - B.) Intern
 - a. Wednesday Jordan will be joining the Land and Water Conservation Department as an intern for 2016. She will begin May 23rd and her internship will last until August 19th.
 - b. She is a Soils and GIS Planning Major from UWSP.
 - c. In addition she has Ag in the Classroom experience which Shane said will be very beneficial to their Department.
 - C.) Take action on resolution to create a Conservation Specialist position effective January 1, 2017
 - a. I discussed the position and the requirements that would be necessary. I am looking for a candidate with a

- April 14 – Met with John & Steve Pankratz to discuss dairy expansion to a rotary parlor and 1200 milk cows in Town of Lincoln.
- April 14 – Listened in on the UW-Ext. Manure Irrigation Webinar.
- April 14 – Jackie Schueller farm to look at wells for Decommissioning.
- April 15 – Attended PACRS meeting in Friendship, WI.
- April 18 – John Eron Farm to look at gully and Sheet and Rill erosion on fields. Marked out to buffer areas.
- April 18 – Met with a Hanson town Landowner with Tiling questions.
- April 19 – Covered the office with Tracy & Adam got Trees. Helped unload when they got back.
- April 20 – Department Head mgt. in the a.m. Sorted and bagged trees in the afternoon.
- April 21 - Worked on Jerry Sternweis dairy expansion plan to include Waste Transfer system and Roof Runoff.
- April 21 – Worked on Jerry Sternweis dairy expansion plan all day.
- April 22 – Worked on Jerry Sternweis dairy expansion plan all day.
- April 26 - Met with LWCD Staff & UW Ext. Staff from Portage County to discuss Farmer Led Council Grant we received and how we would move into implementing the practices.
- April 27 – Toured the River block bldg. for potential office space.
- April 27– Met Jerry Sternweis and contractors from Fox Cities Builders to discuss his project and permit the site for construction.
- April 27 – Staff reports and Agenda
- April 27 – Worked on Electronic Time Keeping Questionnaire from Systems.
- April 28 – Jacki Schueller For water Quality testing with WSF closure.
- April 29 Time reporting meeting with – systems dept.
- Randy Pliska Farm with NRCS and LWCD to discuss resource concerns and cost-sharing.

Activities Report for Tracy Arnold 5-2016

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Obtained final reimbursement for 2015
- 2016 budget to DNR approved
- Waiting for items to be entered before we can submit the 1st QTR reimbursement
- Acquiring temporary fence supplies for apiaries to abate bear damage
- Met with several landowners about enrollment into Wildlife Damage Program

Non-metallic mining reclamation program

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- Still working with DNR on two sites to gain compliance for solid waste issues
- Presented at the Wisconsin County Code Administrators conference
- Working on reclamation progress at one site with new landowner

Land Conservation

- Entering stream flow data into the SWIMS database for 16 sites (authorized by state to enter data)
- Conducted stream flow survey's on Five Mile, Two Mile and Bloody Run
- Working with DNR Nurseries to coordinate generic gel sales
- Continue to be Chair of the Youth Education Committee for the WI Land+Water
- Co-Facilitated the Wisconsin Envirothon
- Planning/Coordinating the North Central Reorganizational meeting that Wood County is hosting
- Secretary of the North Central Land and Water Conservation Area Association
- Followed up on Don Aron Legacy Stone, dedication will be May 27, 2016 @ 11
- Submitted a Ag in the Classroom grant in partnership with Portage Co
- Contact dairy and cranberry industry to set up displays at the Dairy Berry Breakfast in June
- Attended the Agribusiness meeting at the Heart of Wisconsin Chamber of Commerce
- Coordinating Rusty Crayfish Trapping Program with Pittsville High School
- Attended Central Sands Volunteer Appreciation Event with our streamflow monitors
- Facilitated 2016 Tree Sale with Lori, help with trees from EG crews, Shane and Adam
- Facilitated the purple loosestrife presentation to 76 4th-5th graders and started the bio-control projects at Grove Elementary and Port Edwards Elementary.
- Dug purple loosestrife roots for both schools, obtained DNR permits and supplies

Activities Report for Lori Ruess April 2016

- Budget review and reconciliation
- Answered phone and front desk questions.
- Attended the FPP meeting with LWCD staff, P & Z staff and DATCP employees on March 30th.
- Attended April 14th staff meeting; typed minutes and emailed to staff
- Compiled information and completed the 2017 Joint DATCP/DNR Nonpoint Source Grant application and submitted to DATCP by the April 15th deadline.
- Assisted in the completion of the 2016 Annual Work Plan and submitted to DATCP by the April 15th deadline.
- Completed the 2015 Wood County Land & Water Conservation Department Annual Report and submitted to DATCP.
- Gathered statistics for the NMFE Grant and forwarded to Kirk Langfoss.
- Tree and shrub distribution preparation.
- Vouchered incoming invoices and requested checks.
- Completed March sales tax report and submitted report to Finance.
- Completed journal entry request for monthly fuel charges from Highway Dept. and forwarded to Finance
- Attended April 21st staff meeting.
- Assisted with sorting, bagging and distribution at the tree & shrub sale on April 20th, 21st, and 22nd.
- Met with Caitlin Carmody at Highway Department to discuss payroll spreadsheets and reports.
- Completed a cost-share contract for Frank & Leslie Sojka.
- Completed a cost-share contract for Jerry & Kay Sternweis.
- Filing and tracking 2016 nutrient management plans as they come in.
- Organized County Board and CEED packet information for County Clerk's office.

Activities Report for Adam Groshek – March 2016

- ~Pankratz family manure storage design and meeting to go over plans for future 10 million gallon manure storage facility and approximately 1200 cow barn in the Town of Lincoln.
- ~Lee DeBoer modified Vegetated Treatment Area (VTA) for leachate design, tank design and logistics, and continuation of monitoring for prevention of manure overflow until permanent facility is constructed.
- ~Finished up Lee DeBoer's NOD grant application.
- ~Assisting Craig Brandl and Kirk Langfoss of Marathon County to finish Craig's nutrient management plan.
- ~Future June 1st, 2016 wetland determination guidance, investigation for future permit rules, and attendance of webinar hosted by WDNR.
- ~Assisting with Wood County's Land & Water 2016 annual work plan for DATCP approval for grant money towards cost-share projects.
- ~Collecting past Farmland Preservation participants into one database for use to determine potential future interest.
- ~Submittal of success story to DATCP of a happy farm family with a past installed manure storage facility.
- ~Site investigation of Jackie Schueller's 3 abandoned dug wells and 1 idle manure storage facility and design/paperwork for properly decommissioning the wells and closing the manure storage facility.
- ~Working with private engineering firm and Wilbar Farms to find past data and properly plan and permit additional manure storage and transfer systems for Wilbar Farms in future.
- ~Assisting Pittsville High School students in the Rusty Wranglers Crawfish program for the collection of the invasive rusty crawfish in an educational effort for the school and beneficial feed for a wildlife rehab. center.
- ~Attendance of webinar put on by the Manure Irrigation workgroup to go over their recently released report and the highly scientific consensus of the appropriate use of manure irrigation in Wisconsin.
- ~Pickup and transport of trees from Paint Creek nursery near Eau Claire and a shipment of trees from Michigan to sell for the annual Wood County Tree Sale.
- ~Counting, sorting, labeling, bagging, and organizing the 300+ trees sale orders consisting of 20,000+ trees of 9 different species and advice on best planting strategies.
- ~Discussion and planning of the potential move of the Wood County LWCD's department to be located in the new Wood County RiverBlock building.
- ~Assisting Weiler Dairy, LLC with the operation of the PLCs for their leachate collection and transfer systems.
- ~Assisting Frank and Leslie Sojka and putting together the plan set to properly decommission their old well on their property in the Town of Hiles.
- ~Assisting and investigating the options for Rock Inn Dairy to expand or add another waste storage facility to their farm.
- ~Attendance of a webinar discussing harmful aquatic biology associated with algal blooms caused by high nutrient loading to waters of the state.

Conservation, Education & Economic Development Committee Report

May 2016

PETER MANLEY

Wood County UW-Extension Community Resource Agent

I made input into the April 2 CEED Committee meeting and processed necessary financial paperwork and coordinated meeting with Regional Director Tom Schmitz. I conducted strategic planning sessions for the Mental Illness Coalition and the AODA Coalition on April 7. This is part of the Health People Wood County planning process and involves the Health Department, area hospitals and many other people involved with our residents. I attended a training on April 8 and learned how to develop a market study using ESRI software. I attended the Blueprints training on March 12 and our group made progress on developing the funding presentation for a "blue trails" project on the Wisconsin River. I attended the Leadership Steering Committee on April 14 and we began planning the 2016-17 program. I hosted a Community Development webinar, April 15, and two residents learned about evolving approaches to economic development. We have two open positions in the Extension Office, the head secretary and the horticulturist. I have processed the paperwork to refill these positions and am also spending quite a bit of time "covering" for these positions. I assisted the Village of Milladore with certification for their Board of Review members. I attended several space planning meetings and County Board, April 19. I facilitated a Department Head meeting, April 20.

I attended two tenure advisory meetings for faculty in Marathon and Portage Counties. I was evaluated by the Regional Director and Academic Department Chair. I used 3 days of vacation.

MATT LIPPERT

Wood County UW-Extension Agriculture Agent

- Attended the Farm Technology Days Annual Meeting in Madison, here Committee Chair Dennis Bangart and myself updated the organization on how plans for our event are progressing. We also learned that ours will be the last Farm Technology Day where the local county Extension Agriculture Agent will be asked to be the Executive Secretary of the event. This is response to Extension's reorganization and reduction in staff at the county level.
- Met with the Farm Tech Days 2018 Executive committee and the grounds committee. Sub committee chairmanships, branding and logo are now largely completed. County funds as approved by county board resolution were transferred into the Farm Technology Days Account. We have also come a long way working with the City of Marshfield and Wood County Planning and Zoning staff on locating the actual site of the Exhibitor area "Tent City" for the event.
- Met with the Marshfield Chamber of Commerce Agri-Business Committee. Plans for outstanding senior recognition and Friend of Agriculture selection were completed. These recognitions will occur the Dairy Fest breakfast in Marshfield in early June.
- Assisted with two cranberry field days held on grower marshes providing an opportunity for extension specialists to provide updates as the growing season begins.

- Published two issues of the Cranberry Crop Management Journal, a publication our county office produces with support with a grant from the Wisconsin Cranberry Marketing Board. We commit to produce ten newsletters providing crop management information during the growing season.
- Attended the Joint Council of Extension Professionals event in Wisconsin Dells. Program area in-service is provided by our respective program area associations.
- Participated in the webinar providing the first official information from the Wisconsin Manure Irrigation Task Force. Information on the research project design and results, modeling risk based on the results and applying several different methods to establish acceptable risk were provided at this initial teleconference. There will be more presentations from this group in the future.
- I was interviewed on both WDLB and WFHR as part of our Extension weekly segment for both of these stations.
- The Central Wisconsin Agriculture Specialization Team quarterly newsletter was produced and distributed to producers in the area.
- Press releases, website announcements and fact sheets were distributed in response to the county being declared an official Emerald Ash Borer quarantine area.
- I met with the Market Animal Sale committee as they begin the educational season for county fair market animal sale youth.
- I fulfilled internal commitments to UW-Extension participating in a search and screen committee and a regional resource management team meeting.

SARAH SEIGEL

Wood County UW-Extension Family Living Educator

- Dropped off the children's book *Curious George Saves His Pennies* along with a parent guide at Nekoosa Head Start. The book was to promote financial literacy along with the importance of reading to children. The book and parent guide was given out at Nekoosa Head Start's Marti Gras Literacy Day on April 1.
- Taught Shop and Chop Course at River Cities High School with Jodi Friday on March 29 and April 1. Jodi and I are currently revising the Shop and Chop course to meet different audience needs.
- Provided Financial Grab & Go resources/education materials at St. Vincent de Paul on April 4. On the first Monday of each month I provide financial resources to residents who are being screened for the Food pantry.
- Taught Busy Family – Healthy Family: Get Kids Exploring the Kitchen at Tiny Tigers in Marshfield on April 8. The class covers nutritious eating, healthy snacks and getting kids involved in the kitchen. Parents and kids both attend the class.
- Attended the Family Living Financial Security State Team meeting on April 7 at the Holiday Inn in Stevens Point. As a team we reviewed our goals and objectives.
- Attended the Family Living Financial Security State Team Showcase on April 8 at the Holiday Inn in Stevens Point. The team's workgroups showcased the different curriculum and resources they are working on.
- Taught Cooking for 1 or 2 to a group of Home and Community Education (HCE) ladies on April 12.
- Attended the Home and Community Education (HCE) board meeting on April 12.

- Jodi Friday and I worked on Shop and Chop curriculum. We are currently revising the course to meet different audience needs. April 15
- Submitted my Quarter 1 reporting for my 2016 United Way of Inner Wisconsin grant on April 15
- Had a meeting with Wendy Staven from the United Way of Inner Wisconsin regarding the financial roundtable event we are co-leading. April 15
- Had a meeting with Kent Anderson from the Boys & Girls Club regarding a partnership regarding Financial Education. April 15
- Held a Becoming Money Smart class at the McMillan Library on April 18.
- Dropped off education materials for the Nekoosa/Ho-Chunk Head Start parent meeting on April 19. The education component for the parenting meeting was *Family Leaders*. The parents also received their monthly Money Smart in Head Start newsletter on Dealing with Debt. April 18
- Attended the Joint Council of Extension Professionals on April 19 and 20 in the Wisconsin Dells. At the conference I attended different sessions facilitated by my colleagues. I also presented a poster session on my work with the UW-Extension Check your Free Credit Report Campaign 3 times a year. My poster session covered all the outreach which has taken place in Wood County around the campaign.
- I also attended our Wisconsin Extension Association of Family & Consumer Sciences (WEAFCS) annual board meeting. I am the board secretary for WEAFCS.
- On April 19 I attended the WEAFCS Awards Banquet where the Check Your Free Credit Report Team was awarded the Rosalie Powell Financial Management Award. I am a member of the state team. Our team is also National Extension Association of Family & Consumer Sciences (NEAFCS) nominees for the Dean Don Felker Financial Management Award and the Communications: Internet Education Technology Award.
- I had a meeting with Carla Lenk from NACCP to discuss a possible partnership regarding the Becoming Money Smart class and the participants of her programs. April 22
- Facilitated a Community Roundtable regarding Financial Stability in south Wood County. The roundtable event is a partnership with United Way of Inner Wisconsin. The roundtable discussion is modeled after the World Café and Parent Café model and promotes community partners to share ideas regarding powerful questions. The powerful questions for the roundtable all focused around Financial Stability. April 25.
- Talked on the radio (WDLB & WFHR) on April 26 and 28. Topic was *WalletWiSe in Wood County*. I discussed all the education opportunities available to community members along with promoting the importance of financial education.
- Had an education booth at McMillan Library to help celebrate Earth Day on April 26. The kids and parents were able to pick up some education materials along with make a dirt cake cup as a snack.
- Had a United Way of Inner Wisconsin presentation on April 27. The presentation is part of my application for 2017 funding from the United Way of Inner Wisconsin for financial education programs.
- Listened to a Focus on Family Living Wisline on April 28. The Wislines are once a month and focus on what is happening at the state and local level for Family Living.
- Finalized the WalletWiSe in Wood County Series and promotional materials are being sent out monthly.
- I attended coalition meetings throughout the month for the Peach Street Farmers' Market.

JODI FRIDAY

Wood County UW-Extension WNEP Nutrition Educator

- Taught 16 classrooms of Kindergarten students at three WRPS elementary schools for a total of 275+ teaching contacts. My lesson this month focused on the fruit and vegetable food groups using the Discover MyPlate curriculum. This curriculum uses fun characters for the food groups, such as Farah Fruit and Reggie Veggie. One teacher shared that her students are identifying the foods on their lunch trays using the character names..."The broccoli is a Reggie Veggie."
- Taught at the Women, Infants and Children (WIC) clinic four times this month to approximately 24 learners. My lesson focuses on the benefits of eating whole grains, how to identify whole grain foods and ways to include more whole grains in family meals.
- Attended four Wood County Staff meetings and one Wood/Portage County WNEP Team meeting.
- Taught at one Mead Elementary parent night. The night's focus was STEM related so I taught a lesson on calculating and measuring the amount of sugar in beverage choices.
- Attended one Mead Elementary Healthy Families Committee meeting.
- Attended a work group meeting working on a Food Simulation activity for the South Wood County Hunger Coalition.
- Attended the monthly Hunger Coalition meeting.
- Meet with Waushara County Nutrition Educator Zina Soltis. I will be serving as Zina's WNEP mentor going forward.

CHRIS VIAU

Wood County UW-Extension 4-H Youth Development Educator

The following is an overview of Youth Development activities:

- 4-H Club and Program Management
 - Leadership Washington Focus Trip Planning and Logistics
 - 4-H Club and Volunteer Management concerns-Ongoing
 - 4-H Camp Planning-ongoing
 - 4-H Creative Arts Day- assist event organizers
- Central WI State Fair
 - Review online entry options
 - Selected Online Fair Management Program- Volunteer and family training plan needed.
- Other
 - Joint Council of Extension Professionals- Professional Development Conference. WI Dells
 - Next Gen Agricultural Work Guidelines for Youth Steering Committee
 - New Project with National Children's Center for Rural and Agricultural Health and Safety
 - WDLB and WFHR Radio
 - Cooperative Extension Volunteer In Preparation (Youth Protection) development team meetings- ongoing
 - New Volunteer Background Check System Pilot County

- Administrative
 - State and Regional Phone Conferences
 - 4-H Youth Development Liaison Responsibilities- 25% FTE

KYLI BROWN

Wood County UW-Extension 4-H Program Advisor

- Helped to facilitate the 2016 Creative Arts Day. Over 400 youth from 4-H in Wood county participated in a day long arts and communications festival.
- Attended the 2016 JCEP conference in WI Dells. Wrote many recommendation letters for our older 4-H members that were applying for scholarships or college entrance. Also working with one younger 4-H youth who are applying to be Arts Camp counselors with WI 4-H this Fall.
- Working with the WI 4-H Cloverbud Work team to finalize a teaching plan for Cloverbud Leaders. I am in my final draft stages for this lesson plan to be published this fall.
- Continue to update and maintain the Wood County 4-H Facebook site. We are up to 609 likes.
- Respond to phone calls and emails regarding 4-H enrollments, questions, feedback and planning meetings for 4-H.
- Continuing to work on 4-H camp summer programing and camp counselor trainings.

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
April Opatik, County Planner
Justin Conner, GIS Specialist
Jeff Brewbaker, Code Administrator
Heather Marquardt, Code Technician
Julie Akey, Admin Services 6

RE: Staff Report for May 4th, 2016

1. Planning (Jason Grueneberg)

- a. River Block and Courthouse – Progress continues on planning for the River Block and Courthouse renovations that will address many of the urgent space needs for the County. Regular updates are presented to the Executive Committee and the full County Board at their regularly scheduled meetings.

2. Economic Development (Jason Grueneberg)

- a. Central Wisconsin Economic Development Fund (CWED) --The CWED Board of Directors met on April 20th to approve a gap financing loan for a business located in the city of Marshfield. Attached are the minutes from the March 30th Board meeting.
- b. Central Housing Region – The Central Housing Region met on February 25th at the Waushara County Courthouse. Sometime between April and July the region will be receiving 2014-2015 funding of \$2,189,997 to fund %0 interest home repair loans. Attached are the minutes from the previous meeting on September 24th, 2015.

3. Planning (April Opatik)

- a. Village of Hewitt Parks and Trails – Final copy of the plan was completed and approval by the other committees will be finalized by May 19th meeting.
- b. Wood County Resource Map – Collecting, gathering and updating the 2016 resource map. Final copies are being reviewed by other staff and departments.
- c. Housing Study – Help and provide assistance on the steering committee for the city's housing study. Survey was completed on the Riverview hospital staff to steer Wisconsin Rapids growth in the next 10 years. It was expected to grow and more central, downtown-focused housing is needed.

- d. Nekoosa Parks and Trails – Meeting with Nekoosa Parks and Trails for creating a Plan is scheduled for May 9th.
- e. Town of Seneca Comp. Plan Update – Scheduled meeting with the committee for some time in May to update their comprehensive plan.
- f. Credit Card Application – Application for 2 department credit cards are in transition. There will be a total of 2 cards available for staff to use.
- g. GIS Story-Board – Alongside the resource map update, I am currently creating a story board that can be accessible by the public to view the recreational opportunities in Wood County.

4. Land Records (Justin Conner)

- a. Web Mapping Application – The newest version of the mapping website went live the evening of April 22nd.
- b. Parcel Fabric – Attended training webinars 3/22 - 3/25 for parcel fabric editing. There will be at least 2 more days planned for April.
- c. Wisconsin Land Information Council meeting – Attended a WLIC meeting to discuss the Data Distribution application and the use of Amazon Web Services.
- d. Farm Technology – Attended a meeting to discuss “Tent City” 4/14.
- e. RPL Interviews – Helped the Treasurer with the RPL interview process.

5. POWTS Activity (Julie Akey)

- a. Monthly Sanitary Permit Activity -- There were 15 sanitary permits issued through April 27th (5 new, 9 replacement and 1 reconnect) with revenues totaling \$3,895. There were 12 sanitary permits issued in April, 2015 (7 new and 5 replacements) with revenues totaling \$3,380.

There were 31 sanitary permits issued through April 27th. For comparison purposes, following are totals through the same period for the previous five years: 2015 – 24, 2014 – 23, 2013 – 32, 2012 – 28 and 2011 – 31.

- b. 2016 Tax Refund Intercept Program (TRIP) -- To date, Wood County has received \$2,405.82 on four outstanding cases. On May 3rd, Wood County will receive an additional \$782.50 on two cases.
- c. Maintenance Notices
 - i. 2015 - Following vacancy checks, these are being referred for failure to service.

- ii. 2016 – On April 26th, 2,711 notices were mailed by ODC to those owners who needed to have their system serviced this year, with a due date of August 12th. 18 notices were mailed to owners who have an Aerobic Treatment Unit (ATU) which requires annual servicing.
- d. Program Fee Notices
 - i. 2015 -- These are being referred for failure to pay the program fee.
 - ii. 2016 – These notices are tentatively scheduled to be mailed early November.
- e. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2011 are available for viewing on the County's website www.co.wood.wi.us/Departments/PZ. Sanitary permits for the years 2012-2013 are being scanned as time permits; however, they are not yet available for viewing on the website.
- f. Enforcement Activities Update.
 - i. Small Claims
 - 1. April 19th – 20 cases were scheduled for failure to pay the program fee. 12 settled prior to court, and 1 contacted the P&Z Office while 3 appeared/agreed to the settlement offer. The remaining 4 did not appear and default judgment was entered on each.
 - 2. May 24th – 20 cases are scheduled – 17 for failure to pay the program fee and 3 for failure to pay the program fee/failure to service.
 - ii. Contempt Hearing
 - 1. April 26th – 4 cases were scheduled. These were from the March 1st Small Claims court date. All were settled prior to court.
 - 2. May 24th – 8 cases are scheduled. These are from the March 22nd Small Claims court date.
- g. Wisconsin Fund Program Update.
 - i. FY17 – No communication received from the State on this batch of applications. Funding for FY17 is included in the State budget; however, it is a much lower amount than that budgeted the previous Fiscal Year.

6. Code Administrator's (Jeff Brewbaker and Heather Marquardt)

a. Private Sewage Program, Permitting, Maintenance and Violations

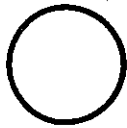
- i. (53) on-site investigations/inspections/compliances
- ii. (5) septic system verification letters & failing system investigations
- iii. (0) failing septic system orders, (0) holding tank maintenance violations & settlements
- iv. (16) soil tests reviewed, (5) hydrograph reports reviewed, (1) interpretive soils report reviewed
- v. (4) holding tank plan reviews, (7) conventional plan reviews, (4) mound plan review
- vi. (16) sanitary permits reviewed
- vii. (11) court cases for malfunctioning septic system and overfull holding tanks (0) referrals servicing, (0) referrals invoices
- viii. (0) sanitary system easements
- ix. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (2) site inspections, meetings or enforcement
- ii. (0) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. Answered questions from citizens regarding building in floodplain and shoreland areas.
- vi. On April 12th, Jeff Brewbaker attended a meeting at Madison DNR regarding our pilot project with cranberry farming and floodplains. At this meeting the discussion of the Floodplain Audit from 2011 was also re-opened.

c. Shoreland Ordinance Investigations and Permitting

- i. (7) general shoreland permits reviewed & issued
- ii. (1) mitigation plans reviewed, (1) exempt structure affidavit
- iii. (1) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (1) navigability determinations



RESOLUTION#

Introduced by
Page 1 of 2

Conservation, Economic & Education Development

AAO

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

INTENT & SYNOPSIS: To approve a zoning amendment to the Town of Saratoga Zoning Ordinance.

FISCAL NOTE: No County expenditure.

WHEREAS, the Town of Saratoga, a town with village powers, has amended their town zoning ordinance in accordance with Chapter 60.62 Wisconsin Statutes, and

WHEREAS, the Saratoga Town Board met on April 20th, 2016 and approved the recommended zoning ordinance amendments, and

WHEREAS, the Town of Saratoga has submitted the zoning ordinance amendment to Wood County, along with a request for the County Board approval, as required by Wisconsin Statute, and

WHEREAS, the Wood County Planning and Zoning staff and the Conservation, Education & Economic Development Committee have reviewed the amendment and find that it does not conflict with any county planning programs or zoning ordinances.

NOW, THEREFORE, LET IT BE RESOLVED, that the Wood County Board of Supervisors does hereby approve the following amendments to the Town of Saratoga zoning ordinance and so notify the Town of the approval via a copy of this resolution. Page 2 of this resolution is a brief summary of the proposed changes, and attached to this resolution is a 14-page

detailed summary of the proposed changes.

Changes listed on attached document in order of which they appear on the original 14-page document.

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

RESOLUTION#

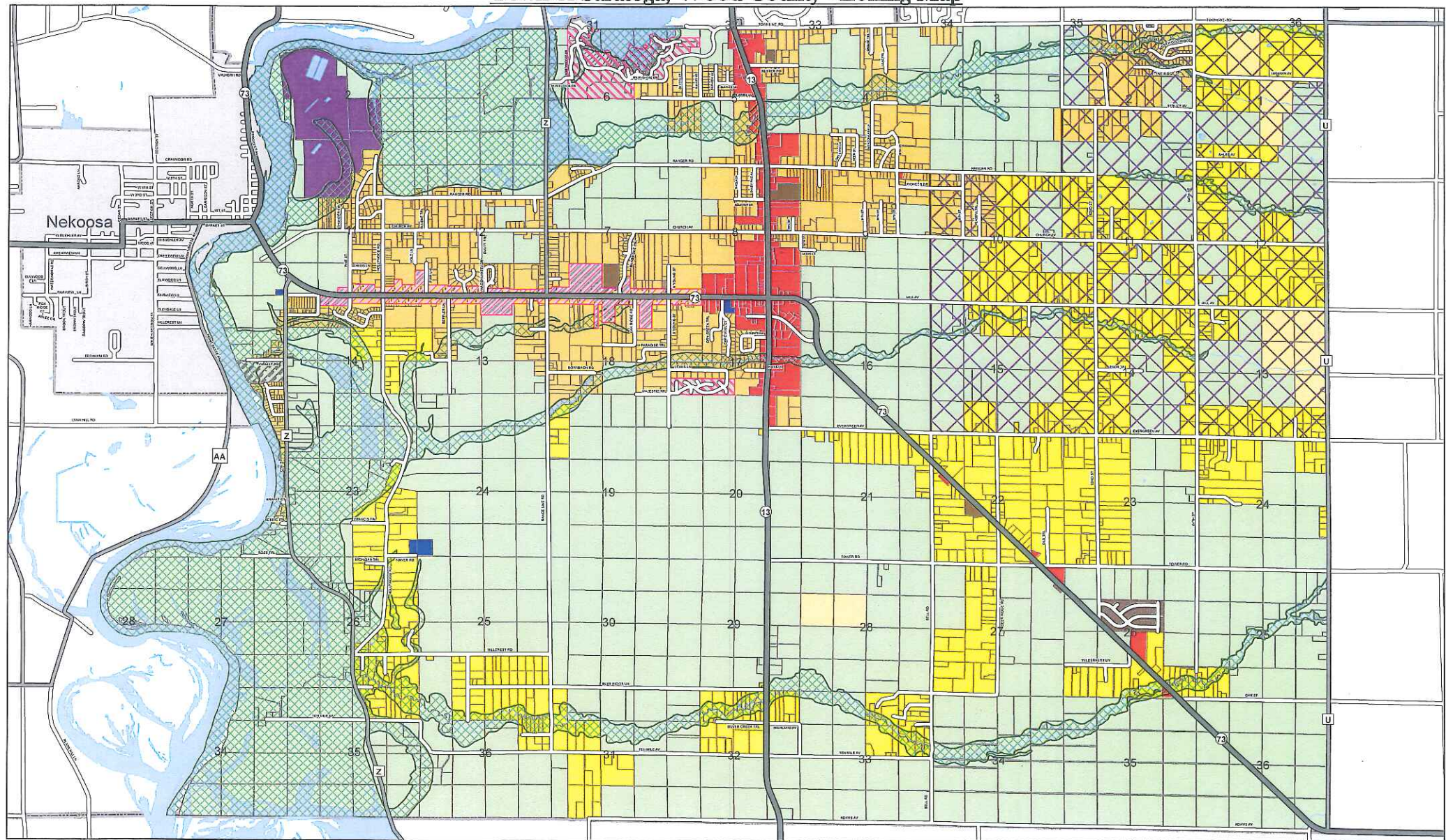
Introduced by

Conservation, Economic & Education Development

Page 2 of 2

- Sec. 2.16.2 Removed: or part thereof; for example, a building's setback is measured from projections, such as roof overhangs, rather than from the building's foundation. (See Town Building Code for additional details on measurement.)
- Sec. 2.85 Removed: factories, sheds, and cabins Added: decks; pools, etc.
- Sec. 3 Removed: General Commercial District (CD)
- Sec. 3.2.1 Added: 3.2.1 Light Commercial District (LC)
- Sec. 3.2.2 Added: 3.2.2 Highway Commercial District (HC)
- Sec. 3.6.5 Added: 3.6.5 Light Commercial District (LC)
- Sec. 5.1.4 1 Removed: 5.1.4.1(a); are no employees; 5.1.4.1(b); 5.1.4.1(c); are. Added: may be only one related person; other than a business sign that; (See Sign Ordinance 06-18-2014); combined; is
- Sec. 5.1.4.3 Removed: mechanical, body or other repair or painting of cars, motorcycles or trucks, whether or not for remuneration, other than those owned by member of the family residing on the property. Added: explosives, fireworks, or repair of motor vehicles.
- Sec. 5.2.1 Added: f. Private Stables
- Sec. 5.2.2 Removed: (m) Accessory buildings exceeding 200 sq. ft. in area, constructed as pole buildings, or having exteriors of corrugated steel or aluminum; and private
- Sec. 5.2.3 Removed: 30%; 5% Added: comply with setback standards (b)(c)(d); 2000 sq. ft. (per town building ordinance)
- Sec. 6.1 Removed: General Commercial District (CD) Added: Light Commercial District (LC): Light Commercial areas are those lands that are delineated as existing commercial and are mixed with existing residential uses. The LC district is associated with minor development nodes along major transportation networks. The primary intent of this area is to allow for smaller commercial developments, or mixed-use developments, in areas that can accommodate the associated traffic demands while not creating land use compatibility issues with surrounding uses. The scale and size of building and associated parking, and outdoor display areas are expected to be compatible with that of existing uses and smaller than building sizes and associated uses within the Highway Commercial areas. The District boundaries for parcels, with 100 feet of frontage on STH 73, shall extend from the respective right-of-way 300 feet in depth or to the rear lot line whichever is less. The LC District Boundary may be extended for those parcels that have a depth greater than 330 feet to a depth of 412 feet or to the rear lot line whichever is less.
- Sec. 7.1.8 Removed: except for kennels and stables
- Sec. 7.1.6 Removed: parks Added: recreation areas
- Sec. 7.2 Added: 7.2.8 Kennels as defined in this ordinance; 7.2.9 Commercial Stables
- Sec. 12.4.6 Added: ,but not limited to; but not limited to

Town of Saratoga, Wood County - Zoning Map



MAP NOTES

Natural Resource Preservation Overlay: consists of FEMA Floodplains, WI DNR wetlands and soil types with slopes over 16%.

Indicates existing Commercial parcels

Zoning Districts

Suburban Residential (RS-1)
Rural Suburban Residential (RR-1)
Manufactured Housing (MH)

Industrial (I)
Highway Commercial (HC)
Light Commercial (LC)

Rural Preservations (RP)
Farmland Preservation (FP)
Municipal (M)

Zoning Overlays

Development Constraints (DC-O)
Historic Preservation (H-O)
Planned Unit Development (PUD)

Conservation Subdivision (CS-O)
Natural Resources Preservation and Floodplain (NRP-O)



TOWN OF SARATOGA ZONING ORDINANCE AMENDMENTS

Section 2.16.2 is amended to read:

Building setback line: The line outside the right-of-way of a street beyond which no building ~~or part thereof~~ shall project and no accessory structure built, except as otherwise provided by this ordinance. Building setback lines are measured using the same standards for measurement as those used and set forth in the Town Building Code, and such standards are incorporated by reference as if set forth fully herein. ~~For example, a building's setback is measured from projections, such as roof overhangs, rather than from the building's foundation.~~
(See Town Building Code for additional details on measurement.)

Section 2.47 is amended to read:

Junkyard: A place where waste, and discarded salvaged materials are bought, sold, exchanged, baled, packed, disassembled, ~~or~~ handled or recycled, including auto wrecking activities, building wrecking activities, used lumber places and places for storage of salvaged equipment, materials, and parts, but not including places where such uses are conducted entirely within a completely enclosed building and not including pawn shops and establishments for the sale, purchase or storage of used furniture and household equipment, used cars in working condition, or salvaged materials incidental and necessary to manufacturing operation.

Section 2.85 is amended to read:

Structure: Anything constructed or erected, the use of which requires a foundation or a location on or in the ground. It includes but is not limited to objects such as buildings, decks ~~factories, sheds, and cabins~~ pools etc.

Section 3 Districts is amended to read:

3.2 Commercial District

~~General Commercial District (CD)~~

Section 3.2.1 is created to read:

3.2.1 Light Commercial District (LC)

Section 3.2.2 is created to read:

3.2.2 Highway Commercial District (HC)

Section 3.6.5 is created to read

3.6.5 Light Commercial District (LC)

Section 5.1.3(g) RS-1 Suburban Residential District Standards is created to read:

(g) Maximum Lot Coverage Accessory Building 5%

Section 5.1.4 1 Permitted Uses is renumbered and amended to read

~~5.1.4.1(a)~~ 5.1.4 (a) (1) There are no employees may be only one unrelated person engaged in the home occupation other than the family members residing on the premises.

Section 5.1.4.1 (b-g) is renumbered as 5.1.4 (a)(1-7)

~~5.1.4.1(b)~~ 5.1.4 (a) (2) There are no visible indications other than a business sign, that a home occupation is being conducted on the premises.

~~5.1.4.1(e)~~ 5.1.4 (a) (3) Any sign advertising the home occupation is no larger than ~~4~~ 6 square feet. (See Sign Ordinance 06-18-2014)

~~5.1.4.1(e)~~ 5.1.4 (a) (5) No more than 25% of the gross area (including all floor levels) of the dwelling and no more than 25% of the combined floor area of all attached and detached garages or accessory buildings ~~are~~ is used for the home occupation.

Section 5.1.4.3 (a) is renumbered and amended to read:

5.1.4. (c) (1) Any activity which includes ~~mechanical, body or other repair or painting of cars, motorcycles or trucks, whether or not for remuneration, other than those owned by members of the family residing on the property~~ explosives, fireworks, or repair of motor vehicles.

Section 5.1.4.2 (a-b) is renumbered as 5.1.4 (b)(1-2)

Section 5.1.4.3(a-c) is renumbered as 5.1.4 (c) (1-3)

Section 5.2.1 is added

f. Private Stables

Section 5.2.2 is amended to read

~~(m) Accessory buildings exceeding 200 sq. ft. in area, constructed as pole buildings, or having exteriors of corrugated steel or aluminum.~~

(o) Commercial and private stables

Section 5.2.3 RR-1 Rural Residential District Standards is amended to read:

(g) Maximum lot coverage

Principal building 30% comply with setback standards (b)(c)(d)

Accessory building 5% 2000 sq. ft. (per town building ordinance)

Section 6.1 General Commercial District (CD) is amended to read:

~~6.1 General Commercial district (CD)~~ Light Commercial District (LC): Light Commercial areas are those lands that are delineated as existing commercial and are mixed with existing residential uses. The LC District is associated with minor development nodes along major transportation networks. The primary intent of this area is to allow for smaller commercial developments, or mixed-use developments, in areas that can accommodate the associated traffic demands while not creating land use compatibility issues with surrounding uses. The scale and size of buildings and associated parking, and outdoor display areas is expected to be compatible with that of existing uses and smaller than building sizes and associated uses within the Highway Commercial areas. The district boundaries for parcels, with 100 feet of frontage on STH 73, shall extend from the respective right-of-way 330 feet in depth or to the rear lot line whichever is less. The LC

District boundary may be extended for those parcels that have a depth greater than 330 feet to a depth of 412 feet or to the rear lot line whichever is less.

Section 6.1.1 Permitted Uses in CD District is rescinded:

Section 6.1.1 Permitted Uses in LC District is created to read:

6.1.1 Permitted Uses in LC District

- a. Small retail stores and shops such as, but not limited to; gift shops, art gallery, variety and household appliance stores.
- b. Small service businesses such as, but not limited to; barbers, beauticians, florists.
- c. Offices for business and professional firms
- d. Other retail stores and shops and small businesses catering to local patronage, compatible with the intent of the Light Commercial District, and not endangering the health, safety, and general welfare to local residents or detrimental to the value of any property.
- e. Some uses are permitted in both the LC and HC Districts; all development in the LC District must comply with the intent stated in 6.1 above.
- f. Other similar and compatible uses which are determined by the Plan Commission to be in accord with the purpose of this ordinance.

Section 6.1.2 Conditional Uses in CD District is rescinded

Section 6.1.2 Conditional Uses in LC District is created to read:

6.1.2 Conditional Uses in LC District. The Plan Commission, as a conditional use, may consider businesses that do not fully comply with the stated intent in 6.1, with final approval by the Town Board

Section 6.2 Highway Commercial District (HC) is created to read:

6.2 Highway Commercial District (HC) Highway Commercial areas are those properties delineated as existing commercial or are likely places of highway commercial expansion (i.e. near existing commercial corridors or near major intersections). The primary intent of these areas is to allow for some larger commercial developments near compatible uses that can accommodate the associated traffic demands. The scale and size of buildings and associated parking and outdoor display areas is expected to be similar to that of existing uses and larger than building sizes in Light Commercial areas. By directing future highway dependent development into the HC, new commercial development along other highway corridors designated LC shall be avoided.

6.2.1 Permitted Uses in the Highway Commercial District (HC)

- a. Large-scale stores such as; retail and wholesale department, variety and specialty merchandise stores, grocery and specialty foods establishments, restaurants and supper clubs
- b. Business and professional offices
- c. Personal service establishments (i.e. barbershops, beauty salons, motels etc.

- d. Convenience stores or service stations
- e. Motor vehicle sales and service, recreation vehicle, small engine, and farm implement sales and service
- f. Greenhouses and nurseries
- g. Recreation facilities
- h. Storage rental units
- i. Commercial and private stables
- j. All uses permitted in the LC District are permitted in the HC District
- k. Other similar and compatible uses which are determined by the Plan Commission to be in accord with the purpose of this ordinance.

6.2.2 Conditional Uses in HC District The following uses shall be conditional uses in the Highway Commercial District. (See Conditional Uses Section 12.4)

- a. Licensed junkyards and/or recycling businesses
- b. Circuses, carnivals, musical or theatrical performances or any other similar public functions which customarily are held in temporary structures or in the open air, and for which admission is required or a collection is taken.
- c. Microwave radio relay structures, television transmission towers and cell phone towers.

Section 6.2 GENERAL INDUSTRY DISTRICT (ID) is renumbered Section 6.3

Section 6.2.1 Permitted Uses in ID District is renumbered Section 6.3.1

Section 6.2.2 Conditional Uses in ID District is renumbered Section 6.3.2

Section 6.3.3 Nonmetallic Mining Conditional Use Permit Requirements is created to read:

6.3.3 Nonmetallic Mining Conditional Use Permit Requirements

- d. **Definitions.** In addition to the definitions in Section 2, which are incorporated by reference, the following definitions apply to this Section.
 - 1) "Blasting" means any method of loosening, moving or shattering masses of matter by use of an explosive.
 - 2) "Fugitive Dust" or "Dust" means any particles lifted into the ambient air caused by man-made activities such as the movement of soil, vehicles, equipment, or blasting. Fugitive Dust also shall include particles lifted into the ambient air caused by wind over excavated areas that has had its natural vegetative ground cover removed by the nonmetallic mining.
 - 3) "Heavy Vehicle" means a vehicle over 48,000 pounds.
 - 4) "Operator" or "Applicant" means any person engaged in, or who has applied for a Conditional Use Permit (CUP) to engage in nonmetallic mining or processing, whether individually, jointly or through subsidiaries, agents, employees, contractors, or subcontractors.
 - 5) "Processing facility" or "processing site" means a location off the mine site on which any facilities, structures, equipment, private roads or haulage ways associated with nonmetallic storage facilities, stockpiles,

washing, drying, processing, separation, blending or screening operations are conducted. NOTE: Such processing facilities and operations conducted on the mining site are considered part of the mine site.

- 6) "Retained expert" means professional consultants including but not limited to engineers, attorneys, planners, environmental specialists, and other consultants with skills relevant to reviewing, processing and acting upon applications for a Nonmetallic Mining CUP or Mining Agreement or to issues associated with the inspection, monitoring and enforcing of approvals arising under this section.

e. Application Requirements

- 1) Preliminary Cost Reimbursement Agreement. At the time a CUP application is filed with the Town, the applicant shall execute, for the benefit of the Town, an agreement agreeing to pay and providing adequate security guaranteeing payment for the cost of the investigation, review and processing of the application, including any Retained Expert and staff administrative costs. The agreement and the security shall be in form and substance acceptable to the Town. The Town shall not begin processing the application until the preliminary cost reimbursement agreement is approved and signed and until the required security is provided to the Town. The Town may accept an initial deposit to begin processing the application and provide the applicant with an estimate of anticipated costs, but it shall not incur processing costs beyond that for which a deposit or other security has been approved.

f. General Information. In addition to the general information required in 12.4.1, the applicant shall provide the following information;

- 1) The name, address, phone number(s), and e-mail address of the landowner(s), and operator, if different from the landowner.
- 2) If the operator does not own the proposed mine site or processing facility a copy of a fully executed lease and/or agreement between the landowner and Operator.
- 3) The name, position title, address and phone number of the individual who is responsible for the daily operation and maintenance of the site, and who will serve as the primary contact person for the Town.
- 4) Proof that all property taxes on the proposed mine site or processing facility are current.

g. Site Information and Maps

- 1) A topographic map and aerial photo of the mine site or processing facility extending one-half ($\frac{1}{2}$) mile beyond the site boundaries at contour intervals no wider than one (1) foot showing the boundaries of the site; total acreage of the site, and the location and name of all roads within one mile of the site.
- 2) A separate drawing showing proposed locations and use of all buildings and all other structures, erosion control measures, monitoring wells, equipment, tanks, stockpiles, settling ponds, wash areas, identified

storage including chemical and fuel storage, and parking areas. If the application is for an existing mine site, show the boundaries of the existing excavation, stockpiles, and wash or settling ponds.

- 3) Identify by parcel number the locations of off site residential, agricultural and municipal wells within one (1) mile of the boundaries of the nonmetallic mining site.
 - 4) The location of existing and proposed wells, on the site including well depth, depth of casing, depth to water, and pumping capacity for each well.
 - 5) The location and name of all surface waters, including lakes, private or public ponds, streams (including intermittent streams and headwaters), drainage ditches, wetlands, drainage patterns and other water features on the site and within one (1) mile of the site.
 - 6) The dimensions of the proposed excavation and the elevation(s) of observed or estimated water table(s), as determined by test borings on the site and within one-half ($\frac{1}{2}$) mile of the site. The applicant shall hire the services of a Wisconsin licensed hydrologist or geologist to acquire this information.
 - 7) A letter from the Wisconsin Department of Natural Resources concerning any threatened or endangered species at the mine site.
- h. Operation Plan: An operation plan, which shall include a written description of the proposed nonmetallic mining operation and methods and procedures to be used in mining the site. The operation plan shall also include the following:
- 1) Dates of commencement and cessation of the nonmetallic mining.
 - 2) Proposed parking areas, signs, and fencing
 - 3) A description of hours of operation, for the nonmetallic mine site, and processing facility, including all times when vehicles will enter or leave the site or facility.
 - 4) An estimate of the number of truck entering and leaving the site within a 24-hour period and the weight limits of each.
 - 5) A description of the mining methods and, if any, processing methods to be used including a sequence of operations.
 - 6) Estimated total volume of all material to be extracted through the life of the site.
 - 7) Location of road access points and copies of approved access permit(s).
 - 8) Identification of all proposed off-site trucking routes, together with the frequency of traffic and the common schedule of travel to be used for transporting extracted nonmetallic minerals or products to or from the site.
 - 9) A water budget, including the amount of daily water use, water sources, and methods for disposing of water including methods used for infiltration and control of runoff.
 - 10) Measures to be taken to screen the nonmetallic mining from public view
- i. Compliance with Standards. The Operator shall provide such additional information, as the Town deems necessary, to determine that the proposed nonmetallic mining, processing, or proposed Planned Mining Operation complies with the minimum standards set forth below.

6.3.4 Minimum Standards of Operation

a. General Standards

- 1) The Operator shall stake or otherwise mark the borders of the entire site and shall secure the site by appropriate measures which may include chain link fencing or other alternative measures consistent with mine safety and security.
- 2) The Operator shall demonstrate that all other applicable Federal, State, County and Town permits and/or approvals for nonmetallic mining have been obtained prior to commencement of the nonmetallic mining.
- 3) The Operator shall provide notice to the Town within 15 days of receiving any notices of violations, citations, or other enforcement actions taken by any governmental body against the operator in relation to nonmetallic mining within the Town.

b. Buffer Areas

- 1) Except as noted below, the Operator shall provide a buffer area of fifty (50) feet from the nonmetallic mine site or processing facility along bordering property lines and Town roadways.
- 2) If a berm is placed within the buffer area and it lies along a public roadway, the bottom edge of the berm shall be a minimum of ten (10) feet from the edge of any road right-of-way and shall be stabilized to minimize erosion entering the ditch.
- 3) The Operator shall provide a buffer of 1320 feet from any navigable waters and any trout streams.
- 4) The Operator shall screen the mining operations from public view to the maximum extent practicable. Screening may be achieved through the use of berms, additional setbacks or other measures deemed adequate by the Town Board.

c. Hours of Operation

- 1) The Operator shall limit normal hours of operations at the nonmetallic mine site or processing facility to fourteen (14) hours a day Monday through Friday, not earlier than 5:00 a.m. and not later than 11:00 p.m., and on Saturday not earlier than 5:00 a.m. and not later than noon, to avoid substantial or undue impacts on neighboring properties and town residents. Operations on-site shall not occur on Sundays or named holidays.
- 2) Operation of Heavy Vehicles leaving the nonmetallic mine site or processing facility shall be limited to fourteen (14) hours a day Monday through Friday not earlier than 6:00 a.m. and not later than 8:00 p.m. and on Saturday not earlier than 6:00 a.m. and not later than noon. There shall be no operation of Heavy Vehicles leaving the nonmetallic mine site or processing facility on Sunday or named holidays.
- 3) The Operator shall schedule Heavy Vehicles to and from the mining site in a manner to avoid interfering with the safety of children going to or returning from school, the safety of slow-moving farm vehicle traffic, or the safety of residents and commuters at times when traffic volume from commuters going to and from work is highest.

d. Control of Light and Noise

- 1) The Operator shall limit night lighting on-site or at a processing facility, to that which is minimally necessary for security and worker safety. Every effort consistent with the legal requirements for safety shall be made to minimize illumination of the night sky and neighboring properties.
- 2) The Operator shall control off-site noise levels to the maximum extent practicable to avoid adverse impacts to neighboring landowners. The noise levels at the boundaries of the mining or processing site shall not exceed 60dB.
- 3) The use and regulation of compression release engine brakes, commonly known as jake-brakes, is prohibited except for emergencies.

e. Control of Air Pollution

- 1) The Operator shall cover all trucks hauling sand with secured tarps, and utilize all relevant dust control measures specified in Wis. Admin. Code § NR 415.075 and any approved Fugitive Dust Control Plan. Additionally, the Operator shall have an established protocol for additional dust control measures when the National Weather Service has issued a high wind warning for the area.
- 2) Air monitors. The Operator shall install air monitors at all nonmetallic mining operations including the mine site and any processing facility in accordance with ambient air monitors required by the DNR.
- 3) In addition to ambient monitoring required by the DNR, the Operator shall be required to monitor the ambient level of Total Suspended Particulates (TSP) as measured by the method described in Appendix B of 40 C.F.R. part 50 (2013) or a method approved in writing by the Town. The Operator may monitor for PM₁₀ as a surrogate for monitoring for TSP if approved in writing by the Town. If PM₁₀ is used as a surrogate, it shall be measured by the method described in Appendix L of 40 C.F.R. part 50 (2013).
- 4) The Operator shall completely enclose any dry processing facilities and shall enclose to the extent practicable any loading or unloading facilities.

f. Control of Waste Materials

- 1) The amount of waste material (non-marketable fines) returned to a mine site as part of the reclamation process shall not exceed the site-specific ratio of waste to target material of the extracted raw material as determined prior to the processing of the raw material. A processing facility shall keep records of the tonnage of raw material drawn from each raw material source. The tonnage of waste byproduct that is returned to each mine reclamation site shall not exceed the tonnage of waste contained in the raw material received at the processing facility from that site.

g. Groundwater Standards

- 1) The nonmetallic mine site or processing facility shall have at least one sentinel well at the boundary of the nonmetallic mine site or processing

facility that is down gradient of the groundwater flow. The Operator shall take quarterly samples of the sentinel well for lead, arsenic, turbidity, total suspended solids, chlorides, nitrates, specific conductivity and any chemical or residual of the chemical used as a flocculent and any other toxic substance that may reasonably be believed to be present in the area or in the type of deposit from which the extraction will be made during the first two (2) years of operation and twice a year in subsequent years.

- 2) The mining company shall sample private wells within one (1) mile of the nonmetallic mine site or processing facility down gradient of the groundwater flow prior to commencement of operation and every two (2) years and private wells on the perimeter of other sides of the mine site every three (3) years. Monitoring shall continue six (6) years after the closure of the mine.
- 3) Mining operations shall not exceed groundwater quality standards in Wis. Admin. Code NR 140.
- 4) Independent laboratory shall analyze all groundwater samples.
- 5) Wash plant settling ponds shall be lined with at least five (5) feet of clay meeting the technical standards contained in Wis. Admin. Code §NR 504.06(2) for clay liners.
- 6) At least sixty (60) days prior to commencement of nonmetallic mining operations, the Operator shall place sufficient test wells to verify the groundwater elevations on the nonmetallic mine site or processing facility. Test wells located in the down-gradient direction of groundwater flow shall be located so they serve as permanent sentinel monitoring wells during the course of operations.
- 7) Mining operations shall not extract materials at a depth below the point that is five (5) feet above the maximum established groundwater table.
- 8) Mining operations shall not cause a significant reduction in the quantity of groundwater available for reasonable use by current users within one (1) miles of the nonmetallic mine site or processing facility. A significant reduction includes a drop in the water table that results in a substantial adverse impact on a private well including but not limited to the inability of a well to provide water on a continuous basis.
- 9) Impacts to Surface Water Base Flow: Mining operations shall not cause a lowering of the groundwater that results in adverse effects on surface waters which serve as a critical source of water for agricultural, recreational or municipal functions such as fire protection within one (1) mile of the nonmetallic mine site or processing facility. Adverse effects include but are not limited to a reduction of water in streams and tributaries below base flows established prior to the beginning of mining operation.
- 10) Impacts to Surface Water Use. The Operator shall undertake all measures necessary for the control of surface water runoff from nonmetallic mining operations in order to prevent pollution and erosion of sediment onto neighboring properties, surface water and groundwater, and shall also comply with the standards for erosion control under Wis. Admin. Code NR 216 and NR 151, as applicable

h. Hazardous Materials

- 1) All hazardous chemicals and their containers, shall be stored, used and disposed of in accordance with applicable state and federal law.
- 2) The Operator shall have a written plan for responding to spills of any hazardous materials on the site or while in transport either to or from the site.
- 3) The Operator shall not dispose of any chemicals or waste materials containing chemicals declared to be hazardous by a government agency, on the site or processing facility.
- 4) The Operator shall not use as landfill material or dispose of onsite, any waste material that contains a toxic amount of a hazardous chemical or a toxic residual.

6.3.5 Financial Assurance: Financial assurance, in a form agreed to by the Town Board, shall be provided to the Town as a condition of permit approval in the amount necessary for the following:

- a. **Road Repair:** An amount necessary for the repair and maintenance of Town Roads used for truck traffic transporting materials to or from the nonmetallic mine site or processing facility.
- b. **Water Supply:** An amount necessary to provide an alternative water supply to potentially affected residences or agricultural operations within one (1) mile of the mine site or such other area impacted by the operations.
- c. **Escrow Account:** The Town of Saratoga shall establish an escrow account for each nonmetallic mining application. This account shall be used to pay the costs of any expert scientific, accounting, legal or other consulting needs by the Town to administer this Section during the duration of any nonmetallic mining, processing and reclamation.

6.3.6 Reporting Obligations

a. On-going Reporting Requirements

- 1) The Operator shall provide notice to the Town of any notices of violations, citations, or other enforcement actions taken by any other governmental authority against the mining operation. The Operator shall provide notice to the Town of such actions within 15 days after receiving such notice from the governmental authority.
- 2) All monitoring data, sampling results and any other test results required by this Section shall be undertaken at the Operator's expense and provided to the Town Clerk. Unless otherwise specified in this Section, all monitoring data sampling results and any other test results shall be provided to the Town Clerk within 30 days of receipt of the results by the Operator.

b. Annual Report

- 1) No later than August 31 of each calendar year, the Operator shall submit an annual report to the Town Board for all active and intermittent mining sites and processing facilities for which the Operator has a permit in the Town of Saratoga. The reporting period shall be from the issue date of the first Operator's permit to August 31, and thereafter from September 1 to August 31.
- 2) The annual report shall include the following information:

- I Identification of the Operator and location of the nonmetallic mine site or processing facility.
- II A map or drawing accurately showing the area of excavation, the unclaimed area and any the reclaimed area including a calculation of the number of acres for each type.
- III A description of activities and operations on the nonmetallic mine site or processing facility for the previous calendar year
- IV A description of activities and operations on the nonmetallic mine site or processing facility anticipated for the following calendar year
- V A written report demonstrating Operator compliance with this Section and any permit terms and conditions. The report shall include all groundwater, surface water and other monitoring results, as well as a copy of all annual reports submitted to other agencies
- VI A summary of all areas of non-compliance, and a plan for bringing non-compliant areas into compliance

6.3.7 Inspection Authority. The Town Board or other authorized representative of the Town, may make inspections to determine the condition of a nonmetallic mine site or processing facility in the Town of Saratoga in order to safeguard the health and safety of the public and determine compliance with the minimum standards under this Section upon showing proper identification, and upon reasonable notice.

6.3.8 Planned Mining Operation Approval

- a. Purpose. The purpose of this sub-section is to provide a voluntary procedure for authorizing nonmetallic mining using legislatively developed regulations and standards that are unique to a particular proposed nonmetallic mining or processing operation
- b. Intent: This sub-section provides an alternative to the otherwise applicable regulations set forth in this Section provided that the Town Board determines that the intent of this Section can be achieved through the use of alternative measures, and that the public health, safety and welfare will not be adversely affected thereby. In exchange for greater flexibility in developing regulations and standards that are unique to a proposed mining operation, a Planned Mining Operation approval may require additional or different standards, requirements, levels of review, monitoring and compliance mechanisms, and measures to mitigate or compensate for impacts, as determined in the sole discretion of the Town Board.
- c. Application for a Planned Mining Operation
 - 1) The application shall include all of the information and other materials required for a CUP
 - 2) The application shall describe all ways in which the proposed Planned Mining Operation will deviate from the otherwise applicable regulations in this Section.
 - 3) The application shall provide a written justification for any proposed deviations from the otherwise applicable regulations in this Section which may include provisions to minimize, mitigate or compensate for potential impacts to public health, safety and welfare including impacts to property value.

Section 7.1.8 is amended to read:

All uses permitted in the Rural Residential District ~~except for kennels and stables.~~

Section 7.1.6 is amended to read:

Public and private ~~parks~~, recreation areas picnic areas and similar uses

Section 7.2 Conditional Uses is amended to read:

7.2.8 Kennels as defined in this ordinance

7.2.9 Commercial Stables

Section 12.4.6 is amended to read:

Permit Issued to Person(s) and/or Runs with the Land; Conditions to be Specified. The conditional use permit issued shall specify the terms of approval in writing including requirements and restrictions imposed (such as, but not limited to hours of operation, parking, signage, noise, fencing), review requirements (such as, but not limited to, annual review to assure compliance), and whether the CUP is personal to the applicant or runs with the land.

Section 13 is renumbered as Section 15 and section 13 LIGHTING REGULATIONS is created to read:

13. LIGHTING REGULATIONS: It is the intent of this section to encourage outdoor lighting practices and systems, which will minimize light pollution, glare, and light trespass while maintaining nighttime safety, utility, security and productivity in the Town of Saratoga. This section shall apply to all zoning districts unless stated otherwise.

- 13.1. All lighting, in the Commercial and Industrial Districts, must be down lit or shielded in a manner that light rays emitted by the fixture, either directly from the lamp or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where the light is emitted. Examples include, but are not limited to, spotlights, floodlights and other sources of illumination used to illuminate buildings, landscaping, street graphics, parking, and loading areas.
- 13.2. All lighting must be directed away from adjacent properties and public rights-of-way to prevent light from trespassing or spilling onto those properties.
- 13.3. There shall be no flashing, revolving or intermittent lighting, which could be considered a nuisance or distraction to vehicular traffic.
- 13.4. Searchlights, lasers source light, or any similar high-intensity light shall not be permitted, except use in emergencies by police and fire personnel or at their direction.
- 13.5. All outdoor flood light projection above-horizontal is prohibited.
- 13.6. Only streetlights approved by the Town, or required by the County or State, ~~is~~ are permitted. For the purpose of this section "streetlights" or "street lighting" means: lighting specifically designed and constructed for the purpose of illuminating a public roadway.)
- 13.7. Lighting the American Flag, outdoor athletic fields, courts, tracks, ranges, and airports are exempt from all lighting requirements of this section.

- 13.8. Temporary lighting, which does not conform to the provisions of this section, may be allowed for a total of no longer than 30 days within a year .

Section 14 OFF-STREET PARKING AND LOADING is created to read:

14. OFF-STREET PARKING AND LOADING

14.1 Purpose: The purpose of this section is to promote public safety and welfare by reducing congestion on public streets and roads, by requiring sufficient off-street parking, loading, and maneuvering space.

14.2 General Provisions

14.2.1 Minimum size regulations: A minimum of 180 square feet is required for each non-accessible parking space. Parking spaces shall be not less than nine feet in width and eighteen feet in length, plus adequate access and maneuvering area. The minimum size requirements of the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design may be used for accessible parking spaces rather than the dimensions previously listed.

14.2.2 Reduction and use of parking and loading space: On-site parking facilities existing on the effective date of this section shall not be reduced to an amount fewer than required herein. If an existing structure or use with fewer than the number of parking and loading spaces required under this section is expanded by less than fifty percent of its gross area, additional parking shall be required only for the addition. If, however, the expansion is greater than fifty percent of the original structure or use, the number of parking spaces required shall comply with this section. ADA requirements for accessible parking may apply when adding parking spaces.

14.2.3 Computing requirements: When computing the number of parking spaces required the following shall apply:

- a. "Floor Space" means the gross floor area of the specific use
- b. For structures containing more than one use, the total number of parking spaces shall be calculated by adding the required number of parking spaces for each use.
- c. When parking spaces are calculated according to the number of employees, the greatest number of employees present at one time shall be used to calculate the number of parking spaces required.

14.2.4 Location of parking facilities: Off-street parking facilities shall be located on the same parcel as the use they are intended to serve. Combined or joint parking facilities may be provided in the Light Commercial (LC), Highway Commercial (HC) and Industrial (I) districts, provided the total number of parking spaces provided equals the number of required spaces for each use. A parking facility shall not be more than 400 feet from the use it is intended to serve.

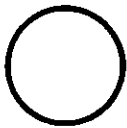
14.3 Required number of on-site parking spaces:

14.3.1 The required number of parking spaces shall be as listed in the following items a-o. Places of public accommodation must also comply with the 2010 ADA Standards for Accessible Design. The Town Zoning Official will determine parking space requirements, for uses not specifically mentioned herein, based on parking regulations for comparable uses.

- a. Single-family dwellings, duplexes, mobile/manufactured homes, and multiple-family dwellings: two spaces per dwelling unit.
 - b. Hotels, motels, lodging houses: one space per guest room plus one space per employee.
 - c. Hospitals, nursing homes, and similar institutions: one space per four beds, plus one space per employee.
 - d. Business or professional offices, medical or dental clinics, veterinary offices, municipal or governmental buildings, and financial institutions: one space per 300 square feet of floor area,
 - e. Churches, theaters, and similar places of assembly: one space per five seats or one space per 100 square feet of public floor area.
 - f. Nursery school or day care center: one space per ten children, plus one space per two employees
 - g. Manufacturing and processing plants, warehouse, wholesale establishments and similar uses: one space per two employees, plus one space for every business vehicle normally kept on the premises
 - h. Restaurants (except drive-ins), nightclubs, tavern: one space per 50 square feet of floor area, plus one space per employee
 - i. Retail stores and service establishments: one space per 200 square feet of floor area except for stores specializing in furniture, appliances, flooring, paint, cabinets, etc.; one space per 400 square feet of floor area
 - j. Bowling alleys: five spaces per lane
 - k. Funeral homes: twenty spaces per chapel, plus one space per vehicle kept on the premises
 - l. Recreation facilities, including golf courses, archery ranges, softball fields and tennis courts: one space per three users (participants and spectators) at maximum capacity, plus one space per two employees
 - m. Automobile service stations: one space per each employee, plus three spaces per service bay
 - n. Drive-in restaurants and fast food establishments: one space per 100 square feet of customer seating area
 - o. Convenience stores with gas sales: one space per 200 square feet of retail area; each parking area adjacent to a pump island or fuel area may count as a parking space.
- 14.3.2 On-site loading requirements: In commercial and industrial districts, adequate loading spaces and areas shall be provided and so located that all vehicles loading, maneuvering or unloading are completely off the public rights-of-way, and have sufficient on-site maneuvering room to avoid vehicles backing, on a roadway, when entering or exiting a property.

Section 13 GENERAL PROVISIONS is renumbered as **Section 15 GENERAL PROVISIONS**

Section 15 GENERAL PROVISIONS remains unchanged from the original



RESOLUTION#

Introduced by
Page 1 of 2

Conservation, Education & Economic Development

AAO

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

INTENT & SYNOPSIS: To approve a zoning amendment to the Town of Grand Rapids Zoning Ordinance.

FISCAL NOTE: No County expenditure.

WHEREAS, the Town of Grand Rapids, a town with village powers, has amended their town zoning ordinance in accordance with Chapter 60.62 Wisconsin Statutes, and

WHEREAS, the Grand Rapids Town Board met on April 12th, 2016 and approved the recommended amendment is consistent with their comprehensive plan, and

WHEREAS, the Town of Grand Rapids has submitted the amendment to Wood County, along with a request for the County Board approval, as required by Wisconsin Statute, and

WHEREAS, the Wood County Planning and Zoning staff and the Conservation, Education & Economic Development Committee have reviewed the amendment and find that it does not conflict with any county planning programs or zoning ordinances.

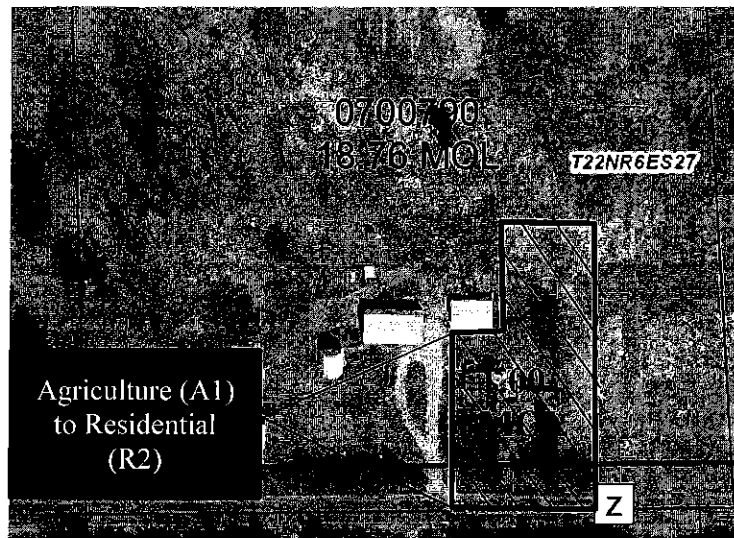
NOW, THEREFORE, LET IT BE RESOLVED, that the Wood County Board of Supervisors does hereby approve the following amendments to the Town of Grand Rapids zoning ordinance and so notify the Town of the approval via a copy of this resolution. Page 2 of this resolution is a brief map and summary of the proposed changes.

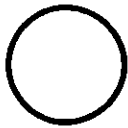
		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam,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

RESOLUTION#

Introduced by Conservation, Economic & Education Development
Page 2 of 2

Zoning amendment to rezone a 1.00 acre parcel
within the existing 18.76 acre parcel 0700790
from Agriculture (A1) to Residential (R2)



**RESOLUTION#**Effective Date May 17th, 2016Introduced by Conservation, Economic & Education Development
Page 1 of 2

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

AAO

INTENT & SYNOPSIS: To approve a zoning amendment to the Town of Auburndale Zoning Ordinance.

FISCAL NOTE: No County expenditure.

WHEREAS, the Town of Auburndale, a town with village powers, has amended their town zoning ordinance in accordance with Chapter 60.62 Wisconsin Statutes, and

WHEREAS, the Auburndale Town Board met on April 25th, 2016 and approved the recommended zoning ordinance amendments, and

WHEREAS, the Town of Auburndale has submitted the zoning ordinance amendment to Wood County, along with a request for the County Board approval, as required by Wisconsin Statute, and

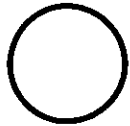
WHEREAS, the Wood County Planning and Zoning staff and the Conservation, Education & Economic Development Committee have reviewed the amendment and find that it does not conflict with any county planning programs or zoning ordinances.

NOW, THEREFORE, LET IT BE RESOLVED, that the Wood County Board of Supervisors does hereby approve the following amendments to the Town of Auburndale zoning ordinance and so notify the Town of the approval via a copy of this resolution. Page 2 of this resolution is a brief summary of the proposed changes, and also attached to this resolution is a 2-

page summary of the old and new readings of the zoning ordinance changes.

Changes of the zoning ordinance are listed on attached document.

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



ITEM#

4-3

DATE

May 17th, 2016**RESOLUTION#**

Effective Date

May 17th, 2016

Introduced by

Conservation, Economic & Education Development

Page 2 of 2

- Sec. 5.05 General Agriculture (A) Removed: (E) Density. Not more than five (5) homes per section side, provided a minimum of 500 feet spacing is maintained, between the nearest point of any primary or accessory structure of adjoining property regarding either side of a road. Any one-mile road within a section will be subject to the same density as section side. Fractional roads will be rounded to the nearest quarter mile, 500 foot spacing remains the same as previously stated. Added: (E) Density. Not more than (5) homes per section side. Any one-mile road within a section will be subject to the same density as section side. Fractional roads will be rounded to the nearest quarter mile.
- Sec. 5.06 Commercial (C) Added: Fertilizer plants, grain storage, feed mills, LP distribution, and agronomy services.

Town of Auburndale
Zoning Ordinance Changes

Page 26 – Item (E) Density

Old Reading:

(E) Density. Not more than five (5) homes per section side, provided a minimum of 500 feet spacing is maintained, between the nearest point of any primary or accessory structure of adjoining property regarding either side of a road. Any one-mile road within a section will be subject to the same density as section side. Fractional roads will be rounded to the nearest quarter mile, 500 foot spacing remains the same as previously stated.

Example:

- (1) Density for $\frac{3}{4}$ mile road-max 7 homes
Four on one side-three on the other side
- (2) Density for $\frac{1}{2}$ mile road – max 5 homes
Three on one side – two on the other side
- (3) Density for $\frac{1}{4}$ mile road – max 3 homes
Two on one side – one on the other side

Note: Considerations for above examples will be on a first come first Served basis.

New Reading:

(E) Density. Not more than (5) homes per section side. Any one-mile road within a section will be subject to the same density as section side. Fractional roads will be rounded to the nearest quarter mile.

Example:

- (1) Density for $\frac{3}{4}$ mile road-max 7 homes
Four on one side-three on the other side
- (2) Density for $\frac{1}{2}$ mile road – max 5 homes
Three on one side – two on the other side
- (3) Density for $\frac{1}{4}$ mile road – max 3 homes
Two on one side – one on the other side

Note: Considerations for above examples will be on a first come first served basis.

Page 28
Old Reading

- (AA) Restaurant, cafeteria, lunch room, refreshment stand, caterer, tavern, lounge.
- (AB) Specialty shop.
- (AC) Sporting and athletic shop.
- (AD) Tobacco and pipe store.
- (AE) Undertaking establishment.

New Reading:

- (AA) Restaurant, cafeteria, lunch room, refreshment stand, caterer, tavern, lounge.
- (AB) Specialty shop.
- (AC) Sporting and athletic shop.
- (AD) Tobacco and pipe store.
- (AE) Undertaking establishment.
- (AF) Fertilizer plants, Grain Storage, Feed mills, LP Distribution, and Agronomy services.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: April 19, 2016
TIME: 8:30 a.m.
PLACE: Room 317A, Wood County Courthouse
TIME ADJOURNED: 8:45 a.m.
MEMBERS PRESENT: Chairman William Clendenning, Gerald Nelson, Ed Wagner, Bill Leichtnam, Joseph Zurfluh
OTHERS PRESENT: Peter Kastenholz, Dennis Polach, Mrs. Wagner

At 8:30 a.m., Chairman Clendenning called the meeting to order.

1. Public comments. None.
2. Supervisor Clendenning supports bringing this matter to the county board but opposes the resolution itself. Supervisor Wagner presented an amendment that provides specificity to which committee chairs are included. The Committee supports Supervisor Wagner making the amendment on the county board floor. Moved by Wagner, seconded by Zurfluh, to approve the resolution changing the committee structure of the Executive Committee. All ayes.
3. Membership on the Water Protection Subcommittee was discussed. Moved by Zurfluh, second by Leichtnam, to appoint Bill Clendenning to replace Gerald Nelson on the Water Protection Subcommittee. All ayes.
4. Moved by Zurfluh, seconded by Wagner, to adjourn. All ayes.
Meeting adjourned at 8:45 a.m.

Minutes taken by Peter Kastenholz and approved by Ed Wagner.



Ed Wagner, Secretary

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: May 6, 2016
 TIME: 9 a.m.
 PLACE: Room 115, Wood County Courthouse
 TIME ADJOURNED: 11:08 a.m.
 MEMBERS PRESENT: Chairman Ed Wagner, Bill Clendenning, Bill Leichtnam, Ken Curry, Dave LaFontaine
 OTHERS PRESENT: Peter Kastenholz, Cindy Joosten, Mrs. Wagner, Dennis Polach, Joe Zurfluh, Brent Vruwink

At 9 a.m., Chairman Wagner called the meeting to order.

1. Chairman Wagner made a call for nominations for vice-chairperson and for secretary.

Leichtnam nominated Clendenning to act as vice-chairperson. **Moved by Wagner to close nominations and to cast a unanimous ballot for vice-chairperson.** The Committee unanimously elected Clendenning vice-chairperson.

Wagner nominated Curry to act as secretary. **Moved by Clendenning to close nominations and to cast a unanimous ballot for secretary.** The Committee unanimously elected Curry secretary.

2. Public comments. None.
3. **Moved by Clendenning, seconded by Leichtnam, to approve the minutes of the April 1 and 19, 2016, Committee meetings. All ayes.**
4. The Committee reviewed department reports and monthly voucher reports:

Moved by Clendenning, seconded by LaFontaine, to approve the reports and payment of vouchers of Branch I, II, and III, Child Support, Clerk of Courts, Register of Deeds, Family Court Commissioner, Corporation Counsel, District Attorney, and Victim/Witness. All ayes.

The chair stated that the Committee will continue to have the departments report to specific Committee members to better enhance the communications between the Committee and departments.

5. Discussion on department head authority under the pay plan. The department heads collectively have suggested granting to them the following authority within the current pay plan:
 - a. Allow departments to hire new employees at up to a step 6 if experience/education warrants that.
 - b. Allow departments to use vacation as a negotiating tool by allowing up to two weeks' vacation for new employees if their experience/education warrants that.
 - c. Allow departments flexibility to move current employees along the steps more quickly if they are stellar or outstanding employees (i.e., skip a step).

Cindy Joosten spoke in favor of the proposal and gave instances in the past where it would have been useful to have it in place. Brent Vruwink also spoke in favor of the proposal. Chairman Wagner discussed the problem in drawing and retaining skilled workers. LaFontaine spoke in favor of giving this authority to department heads.

The Committee supports the first two provisions with the understanding that the department heads can hire new employees up to and at step 6.

With respect to the third proposal, the Committee suggests limiting step increases to existing employees to one skipped step per year and the increase must be incorporated into the budget process in preparing for the subsequent year's budget.

All extraordinary actions under the pay plan must be reported to the oversight committee if pre-authorization is not needed for funding.

6. The Committee reviewed correspondence and legislative issues.
7. Water Protection Subcommittee report. The Committee discussed the need to continue the subcommittee and the membership on it. Moved by Leichtnam, seconded by Clendenning, to continue the current subcommittee with its existing membership until August 1, 2016. 4 ayes, 1 nay. Wagner voted no as he believes the subcommittee should report to the CEED committee.
8. County board rules. Quite a bit of discussion took place on whether two members of a committee should be able to get a topic on the agenda, if the majority should rule and generally what to do, if anything, about setting agendas. The Committee decided to contemplate the issue further and discuss it again next month.
9. There were two new notices of injury/claim filed with the County. The notice of injury/claim of Colleen Angel and Pam Loos/Estate of Eric Casperson were received by the Committee and will be forwarded to the county board.
Moved by La Fontaine, seconded by Curry, to deny the claim by the Estate of Eric Casperson. All ayes.
10. There were no new animal claims against the County.
11. The next committee meeting will be June 3, 2016, at 9:30 a.m.
12. Agenda items for the June 3, 2016, meeting:
 - Authority to include matters on committee agendas.
 - Communication obligations of staff and department heads to supervisors and county board chairman when serious or public issues arise.

13. Moved by Clendenning, seconded by Curry, to adjourn. All ayes. Meeting adjourned at 11:08 a.m.

Minutes taken by Peter Kastenholz and approved by Ken Curry.

Ken Curry
Ken Curry, Secretary (signed electronically)

MINUTES OF THE J&L WOOD COUNTY WATER PROTECTION SUBCOMMITTEE

DATE: Friday, April 8, 2016

TIME: 9:00 AM

PLACE: Courthouse Room 115

MEMBERS PRESENT: Chair Gerald Nelson, Vice Chair Bill Leichtnam, Joseph Zurfluh, Dennis Bangart, Bruce Dimick-Secretary

OTHERS PRESENT: Scott Larson, Jim Good, Darrell Reigel, Bruce Thorson, Jeff Brewloaker, Shane Wucherpennig, Hilde Henkel, William Clendenning, & Lance Pliml

MEETING CALLED TO ORDER: Chairman Nelson called the meeting to order at 9:00 AM.

*1. Public Comment: Bill Clendenning recommended that at the end of the meeting the chairmanship be turned over to Vice Chair Bill Leichtnam due to the retirement of Chairman Jerry Nelson.

*2. Minutes of Meeting of March 11, 2016: Leichtnam reviewed the minutes. Minutes approved as written by Dimick, seconded by Bangart.

*3. Legislative Update: Dimick presented a brief rundown on current water related bills.

- SB 239/AB 874 Gudex Bill. Amended by Krug, passed Assembly where Krug voted against the very bill that he had amended and was the deciding vote out of committee.
- The Senate amended the bill slightly and passed it, but by this time the Assembly was in recess, so unless a special session of the Assembly is called the bill will lie dormant for the next ~ 9 months.

*4. Agenda Items: Shane Wucherpennig gave a synopsis of the recent agricultural workshop and has definitely made the case for no-till and cover crops as viable alternatives to current practice. Shane has a big concern that a number of farms will drop out of the Farmland Preservation Program unless something is done. They only have a 15-year lifespan and are not automatically renewed. Agricultural Enterprise Areas may supplant FPP programs to some extent. Jeff Brewloaker discussed his current work primarily having to do with the siting of septic systems and the protection of wetlands. Wetland protection is in a state of flux depending upon which bill(s) Governor Walker signs into law.

*5. Next Meeting Date: No date was set due to possible changes in committee structure.

*6. Agenda Item Next Meeting: No agenda items were introduced.

*7. Adjournment: The meeting was adjourned at 10:25 AM. Zurfluh made the motion, seconded by Leichtnam.

8. Many members of the committee and the attending public thanked retiring Chairman Jerry Nelson for his 18 years of service on the Wood County Board and his leadership on this committee.

9. The Chairmanship of the committee was not formally transferred to the Vice Chair.

Minutes recorded by Dimick and approved by Dimick, Secretary.

5

MINUTES OF THE J&L WOOD COUNTY WATER PROTECTION SUBCOMMITTEE

DATE: Monday, May 2, 2016

TIME: 9:00 AM

PLACE: Courthouse Room 115

MEMBERS PRESENT: Chair Bill Clendenning, Vice Chair Bill Leichtnam, Joseph Zurfluh, and Bruce Dimick-Secretary

MEMBERS ABSENT: Dennis Bangart

OTHERS PRESENT: Shane Wucherpennig & Lance Pliml

MEETING CALLED TO ORDER: Chairman Clendenning called the meeting to order at 9:00 AM.

*1. Public Comment: Lance Pliml advised that in order to make changes at the state level, the committee must meet with and educate key decision makers in the state legislature about water related issues.

*2. Minutes of Meeting of April 18, 2016: Clendenning reviewed the minutes. Minutes approved as written by Zurfluh, seconded by Leichtnam.

3. Reorganization of Officers; Bill Clendenning, Chair. Bill Leichtnam Vice Chair, Bruce Dimick Secretary.

*4. Legislative Update: Dimick stated that the legislature was not in session and there was little to report. Clendenning stated that a broader perspective needed to be used. The Little Plover River study is one example. Leichtnam mentioned that Dodge County is advocating a statewide task force on water.

6. Specific Wood Co. Water Issues/Problems. Clendenning-Nothing is being done about the impending spray irrigation of manure around the City of Nekoosa and the Town of Port Edwards.

*5. Next Meeting Date: No date was set; Chairman Clendenning will announce the next date.

*6. Agenda Item Next Meeting: Brainstorming and preparation for a full County Board presentation in July. We need to take a proactive approach to protect the ground and surface waters of Wood County.

*7. Adjournment: The meeting was adjourned at 10:06 AM. Dimick made the motion, seconded by Leichtnam.

Minutes recorded by Dimick.

Wood County Criminal Justice Task Force

January 13, 2016 12:00pm

Minutes

Attendees: Cindy Joosten, Craig Lambert, Trisha Anderson, David Dickmann, Lance Pliml, Emily Nolan-Plutchak, Melvin Pedersen, Lori Heideman, Dan Schroeder, Dennis Poloch, Bill Clendenning, Theodore Ashbeck, James Wunrow.

Minutes from October meeting were reviewed and approved.

1. SUB COMMITTEE UPDATES

- A. Restorative Justice: New Victim Impact Panel dates were submitted; 3/15/16, 6/14/16, 9/13/16 and 12/13/16. The March panel is schedule to have 19 people attend, 11 of which were from previous panels. Continue to have good speakers and consistently have positive comments. It was proposed and approved to have Thank You cards for speakers. There was also a proposal to have Certificate of Appreciation completed. Trisha will look into certificate options and Matt will talk to Judge Potter about signing them.
- B. Drug Court: TAD Grants have been submitted and there was a request for \$80,000 fund for North Wood County. Grand will be competitive and therefore Drug Court is looking to increase the number of participants. Nate Reblin and Craig Lambert have been nominated for the State Wide Treatment Court Board.
- C. Trauma Informed Care: Emily shared that the focus is on one area to get a start. Matt added that Trauma Informed Care will be the topic of the Region8 DCC Conference in May of 2016.

2. TEEN LEADERSHIP PROGRAM

Scheduled for February 17th. Agendas have been sent out with plans in place. Only area not covered is "kid friendly" Court hearing. If anyone has suggestions, please keep that in mind. If a there is a Hearing it will be at 11:15. K-9 Units are also scheduled to present.

3. TASK FORCE NAME

One suggestion that was offered was Criminal Justice Coordinating Council. State Court system would be contacted, however grant writers should be aware of this new name.

4. TRANSFERRING INMATES BACK FROM INSTITUTIONS

Upcoming Court Hearing need to be communicated with the Jail. There have been improvements, but advanced notice of no less than 24 hours is being requested.

ROUND TABLE

-Court Safety and Security Conference is March 1-3 in Appleton. There is grant money available.

-State is looking at 4th seat for Judgeship-election would be spring of 2018.

-2016 Collections for Probation will go through Clerk of Courts. Agents will still remain in contact with the victim.

-New ADA's are being interviewed in the DA's office at this time at Sarah Kenes has left.

-Trisha shared Legislative changes that are being proposed regard SB 500 & AB 663 regarding collection of fees. Senator Julie Lassa has co-sponsored bill.

-Lance shared that more space has been acquired additional monies have been handed down. He reiterated that Teen Leadership is a quality program and supported having contact with kids in that atmosphere.

-Captain Ashbeck reported that Policy Changes are being made to make further improvements in the Jail. Overall, very positive jail reports.

UPCOMING MEETINGS FOR 2016

April 13, 2016, July 13, 2016 and October 13, 2016.

Meeting adjourned at 1257pm



Wood County WISCONSIN

CORPORATION COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE May, 2016

5-

1. Social Media Policy. For a number of months a social media policy study group has been meeting to discuss what sort of policy would fit for Wood County that would provide the appropriate limitations and yet not unduly restrict the use that some departments are able to make of this media in serving their clients and prospective clients. My focus is on the legal end of things but that is pretty well covered by the model ordinances we have reviewed. As always, I enjoy trying to contemplate the problems that will be encountered, thinking through the application of the draft policy language and then having the group participants feed off of and build on each other's thought processes in testing draft policy provisions.
2. HIPAA Security. As you may recall, there are two comprehensive areas of HIPAA in which the county has policies, security and privacy. My focus as one of two county-wide HIPAA privacy officers is the privacy end of the law and working with the department HIPAA compliance officers to comply with the law in not improperly releasing records and to respond according to the law when we make a mistake, and we do make them. The Systems Director is the countywide HIPAA Security Officer and as such is having a third party vendor specialist work with the county in assessing the adequacy of our security policies. The privacy issues are interesting and at times very challenging insofar as there will be numerous state and federal laws in addition to HIPAA, all implicated in addressing a single scenario. The security end of things is as dry as overcooked turkey but nonetheless an area that we need to wrap our minds around to make sure our policies are sufficiently comprehensive in case we are audited. I have been and will be working with some department heads, departmental HIPAA compliance officers, Systems, and the vendor in assessing the adequacy of our existing security policy.

It is worth noting that in doing its security review the vendor here is asking numerous questions about the county's privacy procedures and policies. My guess is that the vendor will come back and advise that there are deficiencies with the county's privacy policies and they are willing to sell their privacy policy review services to the county. To the extent the vendor wants to ascertain and identify privacy policy deficiencies I am eager to learn about them and then to update our policies accordingly. I am not likely, however, to be scared into thinking it is worth many thousands of dollars to have an outside consultant conduct such a review.

I mention this to you folks at this juncture to not only forewarn you about an impending sales pitch but also my proclivity of saying no to just about anyone knocking on the door trying to sell a product or service. My rationale here being that we have integrated the HIPAA privacy requirements into our recordkeeping obligations and culture for over 10 years now, all with in-house labor, I think we should continue along that path. I am cognizant that experts on HIPAA know the law better than I do but I am also aware that the county is not in a position to hire experts on every aspect of our operations. Meanwhile, although it is potentially my job on the line, I don't see consultant services here as being justified. If the security compliance audit comes back scaring me on the privacy policies, I'll let you know and if the audit sufficiently scares you with my level of competence on HIPAA privacy, I figure you will let me know.

3. Eric Casperson Jail Suicide. I have been notified that the family of Eric Casperson has retained the services of a law firm from Downers Grove, Illinois, to represent the estate. That law firm has been put in touch with the law firm that represents the county's insurance carrier on this case.
4. Dept. Head Meeting. We had a brief discussion at our recent department head meeting on the chain of command and policies and procedures that are approved by the county board and those that aren't. My sense is that the department heads are looking to take a more active role when establishing or modifying policies that will have countywide application. That role would include sharing with the respective oversight committees their thoughts on proposed policies and procedures so that the county board supervisors are informed about the pros and cons thereof.



Wood County

WISCONSIN

CHILD SUPPORT
AGENCY

5-

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

MAY 2016

- On April 1st Tiffany Ringer and I met with the FSET staff to explain the child support program. This will allow us to better coordinate so we can maximize positive outcomes for the mutual customers we serve.
- Shannon Lobner and I attended the annual Directors' Dialogue in Stevens Point on April 7th and 8th. The state is putting an emphasis on getting the customers we serve connected with employment and training programs. This is something we have been working on as an agency for a couple of years. We have worked on this effort by establishing a Children First Program in conjunction with Human Services as well as working closely with the Wood County FSET Program.
- On April 13th the agency began taking credit/debit card payments. This gives customers more payment options. So far it has been a successful endeavor.
- I met with Christine Hanten and Jennifer Pavloski from Human Services in regards to issues they have with genetic testing.
- The first quarter payment of \$232,249.06 will arrive on April 29th.
- We now have all the payroll reports we need to submit expenses to the state for reimbursement.
- The March performance numbers are in and we are down slightly in court order establishment. The rate is down only .33. The rate is still 94.08% which is very good. We continue to improve in current support collections, arrears collections and paternity establishment.
- The current IV-D case count is 4,023.

RECEIVED

APR 29 2016

COPY

NOTICE OF CLAIM CO. CORP. COUNSEL

5 -

TO: Wood County Clerk *and*
Wood County Courthouse
2nd Floor, Room 203 A-B
400 Market Street
Wisconsin Rapids, WI 54494

TO: Sheriff Thomas Reichert,
Captain Theodore Ashbeck, Jr.,
Lieutenant Michael Malooly,
Lieutenant Susanna Knapp,
Officer Amanda Miller, Officer
Terry Johnson, and Officer
Laura Grode

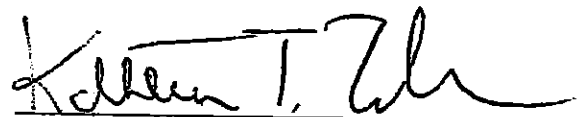
NOTICE IS HEREBY GIVEN, pursuant to Section 893.80, Wisconsin Statutes, to Wood County, Wisconsin, and the above named officer(s), official(s), employee(s), or agent(s) thereof, that the person(s) whose name and address is given below asserts a Claim against Wood County and the named officer(s), official(s), agent(s), or employee(s) for damages, loss, and injury resulting from the following events and circumstances which occurred on March 4, 2016, within one hundred twenty (120) days of this Notice:

Pam Loos's son, Eric Casperson, while a pretrial detainee at the Wood County Jail, committed suicide by hanging himself. Based on his history of mental health issues and drug abuse, Eric was a suicide risk. He gave indications that he was contemplating suicide, and at least one of the above-named employees observed him hanging the sheet by which he would later hang himself. He was not thereafter properly monitored. He hung in his cell for approximately 30 minutes before any intervention. His death was therefore caused by the negligence of the above-named officers, officials, agents, and/or employees.

Claimants assert that the acts or omissions complained of were carried out under the authority of Wood County and were not the intentional or malicious acts of the named individuals or an exercise of legislative, quasi-legislative, judicial, or quasi-judicial authority of the County.

Dated this 27th day of April, 2016.

Signature of Agent:



Name and Address of Claimant:

Pam Loos, Individually and on behalf of the Estate of Eric Casperson, deceased,
represented by:
Kathleen T. Zellner & Associates, P.C.
1901 Butterfield Road, Suite 650
Downers Grove, Illinois 6515
630.955.1212

*KM
4-29-16
1:10 P*

5-

CLAIM

TO: Wood County Clerk *and*
Wood County Courthouse
2nd Floor, Room 203 A-B
400 Market Street
Wisconsin Rapids, WI 54494

TO: Sheriff Thomas Reichert,
Captain Theodore Ashbeck, Jr.,
Lieutenant Michael Malooly,
Lieutenant Susanna Knapp,
Officer Amanda Miller, Officer
Terry Johnson, and Officer
Laura Grode

Pursuant to Section 893.80, Wisconsin Statutes, the claimants, whose name and address is stated below, hereby demand from Wood County monetary and other relief to which they are entitled by law because of acts or omissions of the County and its officers, officials, agents, and employees.

The circumstances giving rise to this claim are described in the NOTICE OF CLAIM served simultaneous with this CLAIM form.

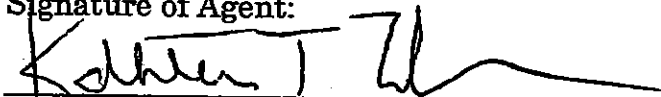
Claimant demands monetary relief in the total sum of \$100,000.00, itemized as follows:

*\$50,000.00 for the estate of Eric Casperson, Deceased, for pain, suffering, and mental anguish

*\$50,000.00 for Pam Loose, mother of Eric Casperson, Deceased, for loss of society and companionship

*The demanded amounts are the maximum allowable under state law for state claims against governmental bodies, and in no way limit claimants' entitlement to monetary damages for the same or similar injuries caused by violations of claimants' rights under federal law.

Signature of Agent:



Kathleen T. Zellner
Kathleen T. Zellner & Associates, P.C.
1901 Butterfield Road, Suite 650
Downers Grove, Illinois 60155
630.955.1212

Date: April 27, 2016

RECEIVED

APR 05 2016

5-

NOTICE OF INJURY AND CLAIM

WOOD CO. CORP. COUNSEL

To: Wood County Clerk
400 Market Street
Wisconsin Rapids, WI 54494

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage against Wood County.

THE INCIDENT

Date: Feb. 1, 2016

Time: a little before 7:30am

Place: Wood County Human Services back parking lot at 2611 12th St. S
Wisconsin Rapids, WI 54494

The circumstances giving rise to my claim are as follows:

Walked onto an icy patch, fell backwards quickly.

The names of county personnel involved are: Witnessed by Susan Schoeler, Sheveland

The names of other witnesses are: _____

THE CLAIM

I request the following monetary or other relief: Payment of brief medical
exam costs.

March 17, 2016
Date

Colleen Angel
Signature
Print Name: Colleen Angel
Address: 3024 Main St.
Stevens Point, WI 54481

Phone: 715 341-5951

(Rev. Feb. 09)

RECEIVED

APR - 5 2016

Copy to: Corp Cnsl, Risk Mgr, Human Services

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

DAY & DATE: Thursday, May 05, 2016

TIME: 8:00 A.M.

PLACE: Wood County Courthouse, 400 Market St, Room 115,
Wisconsin Rapids, WI 54494

ADJOURNMENT: 11:17 A.M.

MEMBERS PRESENT: Chairman Al Breu, Vice-Chairman Bill Winch, Secretary
Marion Hokamp, Member Joe Zurfluh, Member Dave
LaFontaine

OTHERS PRESENT: Park and Forestry Director Chad Schooley, Park and
Forestry Office Supervisor Sandra Green, County Forest
Administrator Fritz Schubert, Park and Forestry
Construction Supervisor Dennis Quinell, Supervisor
Pollach, Supervisor Miner, Highway Commissioner Doug
Passineau, Supervisor Clendenning, Wood County Board
Chairperson Lance Pliml.

1. Call meeting to order.
Meeting was properly called to order by Chair Breu. Introductions of new members Dave LaFontaine and Joe Zurfluh.
2. Election of Vice Chairman and Secretary.
J. Zurfluh nominated Bill Winch for Vice Chairman. No other nominations. Motion by Hokamp and LaFontaine to close nominations and cast a unanimous ballot for B. Winch. All in favor. MC
J. Zurfluh nominated M. Hokamp for Secretary. No other nominations. Motion by Zurfluh and LaFontaine to close nominations and cast the unanimous ballot. All in favor. MC
3. Public comments. No public comments.
4. Approve minutes of the April 07, 2016 Highway, Infrastructure, and Recreation Committee meeting.
Motion to approve the minutes of the April 7, 2016 Highway, Infrastructure, and Recreation Committee meeting by Lafontaine and seconded by Hokamp. MC

HIGHWAY:

5. Review and sign state maintenance agreement for CTH U.
Highway Commissioner Passineau stated he was one of the few to receive this. A program was put together by the DOT and received STP Urban funding to be used at a later date. They also received STP Rural funding on CTH H in Marshfield.

Bill Winch arrived at 8:34 am.

6. Discuss property next door to Highway Shop. The landowner is willing to discuss the sale of this property. It matches up with the land owned by the County Highway Shop. Pictures of the land were passed around to the committee. Fair Market Value was discussed. Commissioner Passineau asked the committee if they would like him to pursue it. This would need to be discussed further and if decided to move forward would need to be presented to the County Board. Highway Commission will put together a Resolution for an option to negotiate to bring forward to the County Board. The Resolution will be a resolution to negotiate.
7. Discuss and possibly act on capital projects funding resolution. A power point presentation was handed out and discussed. The condition of roads was discussed, safety improvements, and what processes to be used for future repairs.

Motion to accept the capital projects funding resolution not to exceed \$5M by Hokamp and seconded by LaFontaine. All in favor. MC

8. Discuss and possibly act on rewiring of overhead crane in the shop. Discussed.
9. Frac Sand update. Nothing to update.

Current projects update. Current projects were discussed. The Highway Commissioner should pursue collection of the contractually obligated funds from Completion Materials.

10. Approve payment of bills.

Motion by LaFontaine and seconded by Zurfluh to approve payment of bills. MC

11. Accounting Supervisor's Report. Discussed.

Motion by Hokamp and seconded by LaFontaine to approve the Accounting Supervisor's Report. MC

12. Correspondence. None.

PARKS:

13. Parks Construction Supervisor report. No questions.

- a. Current projects update. C. Schooley discussed the Puff Creek project. The Dexter equipment storage building. Highway prepped the site to move forward. The construction and bidding process of the Dexter equipment storage building was discussed. Supervisor Winch would like to see Wood County pole barn/construction companies contacted to let them know about the Class II Notice to bid.

- b. Employee matters. None

Motion by Hokamp and seconded by Zurfluh to approve the Parks Construction Supervisor report. MC

14. Office Supervisor report. Discussed

- a. Snowmobile/ATV Reports. Member Zurfluh inquired if we had heard anything regarding the ATV Trails in Wood County. Sandra Green stated she has not received an update from anyone regarding the status of where the Town Chairman's stand on the subject. The committee will wait to hear from these individuals and will be brought up under public comments if they attend a meeting in the future.
- b. Office Update

Motion by LaFontaine and seconded by Winch to approve the Office Supervisor Report. MC

15. Park and Forestry Director report. Discussed.

The Park and Forestry Office will most likely be moving to the River Block building. Plans are being developed and discussions taking place to move forward.

C. Schooley continues to set up meetings with possible donors to discuss the Powers Bluff project.

C. Schooley attended a meeting in Necedah and flooding issues were discussed. He also explained how they operate their dam at Dexterville. The Dexter Dam is operated at a consistent level at all times if possible. If the Dam was not there, they would still get the same volume of water down in Necedah. It is maintained as water in – water out structure. Matt Huber and Joe Behlen, DNR attended the meeting with C. Schooley.

Wood County Wildlife Advisory Committee: Supervisor Polach requested the members receive gas mileage for their meetings. Dennis was clear that no committee member approached him regarding this, but he just felt that each should get paid for their mileage to attend these meetings. He's asking the committee if there is a possibility for them to receive this reimbursement. Chairman Breu asked C. Schooley to check more into this and we'll place this on the agenda for next month.

- a. 2017 – 2021 Capital Improvement Plan. Questions were asked regarding several of the projects and the plan was discussed.

Motion by Zurfluh and seconded by LaFontaine. MC

- b. Review and approve quotes for skid steer. The current skid steer is not set up to operate a forestry mower safely. The new machine will be "forestry ready" with all safety related attachments. The Park and Forestry Department received a \$50,000 grant from the DNR for the purchase of a forestry mulcher attachment and winch. D. Quinzel handed out detailed information about each machine as well as pictures. C. Schooley would like to use funds out of the auction account. The purchase of the JCB is the choice for safety purposes and other items can be added to this machine.
Motion by LaFontaine and seconded by Zurfluh to proceed with the purchase of the JCB skid steer. MC

- c. Special Use Permits.

June 4 set up, June 5, 2016 Event. Kiwanis Club Youth Outdoors Day. Group rents the Red Sands Beach Pavilion. They also use many of the open areas for different stations.

Motion by LaFontaine and seconded by Hokamp to approve Special Use Permits. MC

Motion by LaFontaine and seconded by Zurfluh to approve the Parks and Forestry Director report. MC

FORESTRY:

- 16. Forest Administrator report. Presented and discussed. F. Schubert also mentioned the new Forestry Technician that was hired recently. This position is budgeted to be a ½ FTE position. However, this position is a 6-month position, not a full calendar year. Due to the way the position is laid out, it is a ½ time, LTE, casual position.

- a. Timber Sale Update. Discussed.

Motion by Zurfluh, seconded by LaFontaine to approve the Forest Administrator Report. MC

17. Correspondence. None.

18. Approve payment of bills.

Motion by LaFontaine and seconded by Zurfluh to approve payment of bills. MC

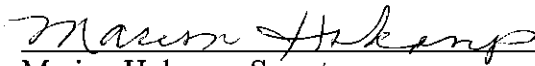
19. Revenue report. S. Green, will put together a report on the number of cancellations this year compared to last year for camping reservations.

Motion by Hokamp and seconded by Zurfluh to approve Revenue report. MC

20. Next meeting date: Special Meeting: Tuesday, May 17th, 2016 at 9:00 am in Room 317A

Next HIRC Meeting: Thursday, June 02, 2016 at the Wood County Highway Shop.

21. Motion to adjourn. **Motion by LaFontaine and seconded by Winch. MC**

 (Secretary Signature)
Marion Hokamp, Secretary

Minutes taken by Sandra M. Green, Wood County Park and Forestry Office Supervisor

PARKS CONSTRUCTION SUPERVISOR REPORT

May 5, 2016

By D. Quinnell

CURRENT PROJECTS

- The Dexter Storage Building project is going out for bids. The site is scraped and fill is being brought in and compacted.
- The Puff Creek culvert is being completed by the Highway department which will include a concrete overlay of the structure.
- We will be installing lights in the R.S.B.P. parking lot.

MAINTENANCE OPERATIONS

- All park areas are ready for summer and are now open.

EMPLOYEE MATTERS

- We have hired a Ranger for Dexter.
- We are currently taking applications for Summer LTE's to work at Dexter.
- We attended an Employee Quarterly meeting and safety training, Thursday April 21, 2016.

OTHER

- We are applying for the grant to update and remodel the White Beach area.

WOOD COUNTY PARK & FORESTRY
OFFICE SUPERVISOR REPORT

May 5, 2016

By: Sandra Green

SNOWMOBILE:

- I attended the Snowmobile Club Meeting on Monday, April 4th, from 7:30 – 8:30 at Sherryland Ballroom. I typed two pages of notes, reminders and information to hand out to each club member and read through the most important information at the meeting. Otherwise, no new or other business. Next meeting, September 5, 2016, same location. I completed the application for maintenance/mileage for 2016-2017 to send in with the Resolution which is due to the state by 4/15/2016.
- Typed up Non-Grooming and Grooming reimbursements for two snowmobile clubs.

ATV:

- There has been discussion regarding creating new ATV trails in Wood County. This will be brought forward at one of the HIRC meetings as to the discussion that took place at the most recent Towns Association Meeting.
- I will be attending the Wood County ATV Meeting the first week in May.

OFFICE:

- Created an advertisement for Facebook regarding the Dexter Camp Ranger position.
- Worked on the Annual Report.
- Sue and Chad worked on updating the Summer-2016 brochure. I will provide each committee member with a copy. Sue did a wonderful job with the updates and pictures.
- Sat in for Caitlin Carmody to take minutes for this month's HIRC meeting at the Highway Department as she spent time working in HR this month.
- Typed the minutes from the HIRC meeting.
- Prepared the packet for County Board.
- Completed the Sales Tax Log for Finance.
- Worked on getting the camps set up with telephones, computers, brochures and publications.

- Updating of the “campsite photos” for South Wood County Park on Facebook.
- Uploaded the ATV Trail information to Facebook.
- Provided periodic updates on our Facebook page.
- Worked with Chad on updating the 2016/2017 CIP (Capital Improvement Plan).
- Succeeded in having our Facebook page “verified” which will allow it to show up in search results faster.
- Updated the voice mail system to include the new information regarding the parks opening on April 29th.

FORESTRY:

- I attended the Timber Sale Bid opening on April 4th at the Wood County Courthouse. I entered in bids as they were being opened and informed those in attendance who the winning bid was. The TimberBase program did not work very well for us during this time. Heather Gehrt attended with me since this was my first time. I will be contacting the database administrator to try to fix the bugs in the system for the future.
- Ordered more Timber Sale Tickets from National Business Graphics.
- Sent memos with returned checks of the unsuccessful bidders from the Bid Openings.
- Typed seven contracts for the new Timber Sales and mailed them out to the bid winners. Entered all the information into Timber Base.

OTHER:

- I attended a Social Media Meeting with the Daily Tribune and Chad Schooley on 4/6.
- Due to Chad not being able to attend, he asked me to sit in on the April Department Head meeting. I took notes and provided him feedback.
- I attended an Employee Quarterly meeting and safety training, Thursday April 21, 2016 and took minutes.

Park and Forestry Director Report

By Chad Schooley, Park and Forestry Director

May 5, 2016

HIRC meeting

- Completed grant for White Sands Beach project and submitted to DNR.
- Continue assisting with the Riverblock Advisory Committee when my schedule allows.
- Met with Incourage, Marshfield Area Community Foundation, Riverview/Aspirus Foundation, and the WR CVB in regards to the fundraising effort for the Powers Bluff Recreation Area development project. Future meetings are being arranged with other individuals and organizations.
- Had a meeting with a Gannett News representative regarding marketing options they provide, primarily using social media.
- Met with interested individuals at the Powers Bluff property to flag out a portion of the single track trail. This trail will be installed using volunteers and Emergency Management crews, primarily. We hope to get a start to this project within the next few weeks.
- Consolidated Musky Club had their musky release in Nepco and the Wisconsin River on April 18th. This was funded by the County Conservation Fund grant, as well as from a matching donation from the club.
- Coordinated and attended the Wisconsin Park and Recreation Association region 1 meeting, which was held in Chippewa Falls on April 20th.
- Held our annual spring employee meeting on April 21st. This also included safety training for all full time maintenance staff.
- Assisted with Camp Ranger interviews on April 22nd.
- Attended a meeting at the Necedah Town Hall on April 25th. This meeting had representatives from several townships south of Dexterville, DNR staff, Juneau County staff, State Representatives, and others that were invited to attend. The meeting was held to discuss flooding issues that have been occurring in Juneau County recently. I was asked explain how the Dexter Dam is operated, and to assist in finding solutions to the flooding problems. The Dexter Park Lead Maintenance Worker also attended this meeting.

April Events - 6 shelter reservations

Special Use Permits June 4 set up, June 5, 2016 Event. Kiwanis Club Youth Outdoors Day. Group rents the Red Sands Beach Pavilion. They also use many of the open areas for different stations.

FOREST ADMINISTRATOR REPORT

May 5, 2016

By: F. Schubert

Timber Sale Activity

TIMBER SALE BALANCES AS OF 4-30-2016

JOB NUMBER	CONTRACTOR	ENDING MONTH BALANCE	CONTRACT AWARD	PAYMENTS RECEIVED	YEAR AWARDED
735	VERSO	(\$8,977.51)	\$ 47,513.00	\$0.00	2015
				\$ -	
2016 Forestry Revenue: \$158,298.71					

Timber Sale Activity (April)

Jobs Started: #743 Delaney Forest Prod.

Jobs Continuing/Reactivated: #735 Verso Corp.

Jobs Gone Inactive: None

Jobs Finished: None

**PARK AND FORESTRY DEPARTMENT
REVENUE SUMMARY 2016**

BUDGETED 2016 REVENUES	46721 SOURCE	2016 FEES	APRIL	YTD	YTD	MONTH	MONTH	ACTUAL
			REVENUE April-16	REVENUE April-15	REVENUE April-16	REVENUE April-15	REVENUE 2015	
\$ 196,000.00	Credit Card PAY PAL	\$10	\$ 71,975.65	\$ 56,751.48	\$ 17,898.38	\$ 11,445.09	\$ 215,386.09	
\$ 5,000.00	Camping Reg. Office	Cash or Check/Pd. At Office	\$ 943.66	\$ 1,540.28	\$ 272.99	\$ 653.08	\$ 3,825.34	
\$ 80,000.00	Self-Registration	\$16	\$ -	\$ -	\$ -	\$ -	\$ 81,124.84	
\$ 25,000.00	Electricity	\$5	\$ -	\$ -	\$ -	\$ -	\$ 23,061.61	
\$ 1,500.00	Water/Sewer	\$7	\$ -	\$ -	\$ -	\$ -	\$ 597.17	
\$ 20,000.00	Wood	\$5	\$ -	\$ -	\$ -	\$ -	\$ 18,827.80	
\$ 8,000.00	Ice	\$2.00/\$5.00	\$ -	\$ -	\$ -	\$ -	\$ 6,313.73	
\$ 600.00	Soda	\$1	\$ -	\$ -	\$ -	\$ -	\$ 472.51	
\$ 600.00	Dump Fee	\$5	\$ -	\$ -	\$ -	\$ -	\$ 1,060.67	
\$ 500.00	Storage Fee	\$10	\$ -	\$ -	\$ -	\$ -	\$ 785.78	
\$ 200.00	Washer/Dryer		\$ -	\$ -	\$ -	\$ -	\$ 600.01	
\$ 42,500.00	Shelter - Enclosed	\$100/\$150/\$175/\$200/\$225	\$ 7,535.55	\$ 16,969.44	\$ 2,336.50	\$ 3,805.69	\$ 46,362.05	
\$ 3,000.00	Shelter - Open	\$75/\$125	\$ 1,071.58	\$ 2,417.06	\$ 687.21	\$ 734.59	\$ 6,018.95	
\$ 17,500.00	PB-Tube/Ski/Board-TKTS	\$6/\$8	\$ 20,366.21	\$ 23,457.82	\$ -	\$ -	\$ 23,647.39	
\$ -	PB-Concessions	15% of total food sold (-taxes)	\$ 241.04	\$ 333.55	\$ -	\$ -	\$ 333.55	
\$ -	PB-RENTALS	\$8/\$10	\$ 712.81	\$ 936.34	\$ -	\$ -	\$ 936.34	
\$ 2,500.00	X-Country Skiing	\$5/daily; \$15/annual; \$30/family	\$ 1,537.05	\$ 1,006.63	\$ -	\$ -	\$ 1,035.07	
\$ 1,100.00	Parks Pulpwood	MARKET PRICE	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 1,000.00	Miscellaneous*		\$ 22.18	\$ 311.18	\$ -	\$ 51.18	\$ 11,868.09	
\$ 20,000.00	Boat Launch	\$20/annual; \$5/daily	\$ 2,559.12	\$ 3,492.89	\$ 2,113.63	\$ 3,383.88	\$ 22,717.43	
\$ 425,000.00			\$ 106,964.85	\$ 107,216.67	\$ 23,308.71	\$ 20,073.51	\$ 464,974.42	

Misc* =

BUDGETED 2016 REVENUES	45123 SOURCE	2016 FEES	YTD	YTD	MONTH	MONTH	ACTUAL
			Revenue April-16	Revenue April-15	Revenue April-16	Revenue April-15	REVENUE 2015
\$ 750.00	Violations	\$25.00	\$ -	\$ -	\$ -	\$ -	\$ 1,075.00
\$ 750.00			\$ -	\$ -	\$ -	\$ -	\$ 1,075.00

BUDGETED 2016 REVENUES	46813 SOURCE	2016 FEES	YTD	YTD	MONTH	MONTH	ACTUAL
			Revenue April-16	Revenue April-15	Revenue April-16	Revenue April-15	REVENUE 2015
\$ 365,000.00	Timber Sales	CONTRACTED	\$ 158,190.72	\$ 380,651.82	\$ -	\$ 46,017.66	\$ 639,800.95
NEW 2016	Wood Cutting Permits	\$10.00 each	108.00		\$ 27.00		
\$ 365,000.00			\$ 158,298.72	\$ 380,651.82	\$ 27.00	\$ 46,017.66	\$ 639,800.95

TRACK LOADER COMPARISON

Specifications	JCB 325T	Case TR340	Bobcat T770
Weight	12,515#	10,000#	10,465#
Horse power	74 hp	84 hp	92 hp
Lift capacity	3250#	3400#	3475#
High flow GPM	33gpm @3335 psi	35gpm @3050psi	36.6gpm @3500psi
Winch # pull	15,000#	11,500#	n/a
Particulate filter	no	no	no
DEF	no	yes	yes
Ride control	yes	yes	yes
Two speed	yes	yes	yes
Heat	yes	yes	yes
Air condition	yes	yes	yes
Radio	yes	yes	yes
Hose guards	yes	yes	n/a
Rear window guard	yes	no	no
Front window HD	yes	yes	yes
Bucket size	84 in.	78 in.	84 in.
Height to hinge pin	10'-3"	10'-6"	11'-0"
Fuel capacity	27 gal.	25 gal.	44 gal.
Reversing fan	yes	no	no
MULCHING HEAD			
Width	60 in.	60 in.	60 in.
Height	57 in	n/a	57 in.
Hammers	45	30	30
Max pressure	4000psi	4000psi	4000psi
Weight	2057#	2425#	2497#
Cooler	yes	no	no
MACHINE w/WINCH	\$88,490	\$68,050	\$77,540
MULCHER	\$27,844	\$26,500	\$18,225
TOTAL	\$116,334	\$94,550	\$95,765`

RECOMMENDATION TO PURCHASE SKID STEER

According to the information page following it is the recommendation of the Construction Supervisor to purchase the JCB 325 T with the winch and the mulcher.

The reason for purchasing the new skid steer is to get a machine with "high-flo" hydraulics for the operation of a forest mulching head.

In accepting quotes the 3 machines that applied to the use of the machine were a Bobcat T770; a Case TR 340 and a JCB 325T.

We recommend the JCB 325T for the following reasons.

1. The machine is designed specifically for forest mulching operations.
2. The safety of the machine do to the side door access, the operator will not be climbing over slippery, dangerous and sometimes hot attachments. Plus the side door allows access when the load may not be able to come all the way down.
3. The extra guards on the JCB are larger and placed better.
4. The mulcher has its own built in oil cooler.
5. The machine is purposely built stronger from the factory to support the winch operation.
6. The T4 engine does not use DEF as the Case does.
7. The engine has a reversing fan to blow debris off of the air intake grill. The others do not.
8. The JCB has an easy fuel fill on the side of the machine; the others are accessed through the back door.
9. The JCB cutter has more teeth for a faster cut.
10. The JCB has much better visibility.

Fairgrounds Commission Minutes
Meeting of Dec. 10, 2015
Executive Conference Room, City Hall

Call to order at 5:30 by Mike Feirer.

Present: Commissioners Bob Aschbeck, Ken Curry, Tom Buttke, Mike Feirer, Chris Jockheck. Excused: Bill Winch. Also in attendance: Mike Martin, Keith Strey, Justin Casperson, Adam Fischer.

Minutes from June 24 meeting approved. 1st - Buttke, 2nd - Ashbeck.

Financial report approved. We have \$78,509.97 in our account. 1st - Curry, 2nd - Buttke.

Discussion on naming Fiscal Agent. Following city and county staff discussion and legal review of by-laws best solution is to have Wood County Finance Director to be our Fiscal Agent. Following discussion of logistics, motion made: Approve that Wood County Finance Department be appointed the Fiscal Agent for the Fairgrounds Commission. 1st - Curry, 2nd - Buttke. Motion carried.

Motion made that Commission Secretary/Treasurer and the Fiscal Agent (either the Director or Deputy Director) be approved for signing checks. 1st - Buttke, 2nd - Curry. Motion Carried.

Both above motions shall take affect January 1, 2016.

There were no bills to be paid.

Fair Association report: Adam Fischer, Fair Manager.

Still closing books for fair.

Official new name: Central Wisconsin State Fair, Inc.

Continuing discussion on improvements. Two suggestions brought to Commission are improvements to sheep/swine building ventilation system, and to the Hog wash station.

Motion made to request more information from city staff on feasibility and logistics of these projects. 1st-Curry, 2nd - Buttke. Motion carried.

Parks and Recreation report: Justin Casperson, Director.

Justin presented end of year report listing projects completed in 2015, future projects to be considered, and a review of events held at the fairgrounds in 2015. Discussion followed with no action taken.

Next meeting – February 4, 2016, 5:30PM

Meeting Adjourned at 7:25.

Respectfully submitted,
Chris Jockheck, Secretary.

**Draft
MINUTES
SCLS BOARD OF TRUSTEES
March 24, 2016 12:15 p.m.
SCLS Headquarters**

Present: P. Behling, J. Carter, F. Cherney, P. Cox, M. Furgal, J. Harrington, J. Healy-Plotkin, M. Hokamp, J. Krems, N. Long, K. Michaelis, M. Nelson, R. Owens, K. Rattunde, A. Weier

Also Present: M. Van Pelt, K. Goeden

Absent: M. McCarville

Excused: J. Ashford, N. Brien, H. Bauman, T. Gramling, D. Heimstead, N. Hughes

Call to Order: P. Cox, President, called the meeting to order at 12:15 p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: Add System Effectiveness Report to discussion.
- c. Requests to address the board: None

Minutes: N. Long moved approval of the February 25, 2016 minutes. P. Behling seconded. Motion carried.

Bills for Payment/Financial Statements: J. Carter reviewed the bills for payment in the amount of \$164,664.17 and moved approval. R. Owen seconded. Motion carried.

Presentation: 2015 Visiting Libraries Report – M. Van Pelt: You may view the document [here](#). A. Weier inquired whether the board would have an opportunity to try the maker space kits. M. Van Pelt will schedule a demonstration at the August board meeting. There will also be a Hands On Mobile Maker Kit Open House for our librarians at the McMillan Memorial Library (Wisconsin Rapids) on Thursday April 14th from 9 am – 3 pm. The board is welcome to attend.

A question was raised whether the libraries that indicated “no” to the SCLS system effectiveness discussed their concerns with staff while conducting the library visits. The questions each library is asked are the same across the board and these issues were not discussed. The trends exposed by the library visits help determine future training. One of the board members inquired whether libraries are becoming dementia friendly. The Middleton, Portage and Sun Prairie libraries are dementia friendly and aging seminars are available. There was also a question about groups that are under-served at libraries as well as societal demands and rural poverty in Wisconsin.

Committee Reports:

- a. **Advocacy:** M. Nelson suggested the board members send a thank you to their legislators for passing the law to return materials to the library. President Obama appointed Carla Hayden to be the Librarian of Congress.

J. Carter noted the Budget/Finance Committee will need to meet May 26 to discuss the Audit at 11:30 a.m. prior to the board meeting. The committee will also meet April 26th at 1 p.m. and the Budget/Finance and Personnel Committees will meet June 22nd at 1 p.m. to discuss the 2016 mid-year budget and 2017 annual budget.

Action Items: None

SCLS Foundation Report: The Deerfield Public Library has joined the SCLS Foundation and Paypal links are available for online donations. The next meeting will be April 28th.

Circulation and ILL Statistics: The February year to date total was incorrect. A revised version has been posted.

System Director's Report: There are 14 people from SCLS serving on the PLSR workgroups (Public Library System Redesign). SCLS staff include: Mark Ibach- CE lead; Corey Baumann – Delivery; Shawn Brommer – Consultant; Dan Jacobson – Technology; Rose Ziech – Electronic Resources; Jean Anderson – CE; and Heidi Oliversen – ILS. Other members on the workgroup include Cindy Fesemyer, Tracy Herold, Greg Mickells, Wendy Rawson, Molly Warren, Krissy Wick and Susan Lee.

Two library commercials have been produced at CW57 – “Maker Space” and “Library, your home away from home”. SCLS will receive copies of the commercials and they will be available for member libraries to post on their websites.

J. Carter recommended the board view the budget webinar available on the SCLS website.

Discussion: System Effectiveness Report: Four SCLS libraries (Marshall, Arpin, Middleton, and Mt. Horeb) indicated on their annual report that SCLS did not provide effective leadership and adequately meet the needs of their library. The board discussed the report and you may view the document here.

Administrative Council (AC) Report: The All Director's met March 17th.

You may view the minutes here: <http://www.scls.info/committees/ac/index.html>

Other Business:

Information Sharing: Beyond the Page Trivia Challenge – P. Behling: Dane County will be hosting a fund raising trivia contest for Beyond the Page at the Madison Public Library downtown on May 7th at 7 p.m. and tables are available for sponsorship at \$250/table. Beyond the Page is a program that brings humanities into libraries. There was interest from the board in sponsoring one table. P. Behling will send an email to the board with more information and will bring the topic back to the April meeting.

The next board meeting will be held on Thursday April 28th.

Meeting adjourned at 1:35 p.m.

Heidi Moe, Recorder

BOT/Minutes/3-24-2016

MINUTES
McMillan Memorial Library
Board of Trustees
April 20, 2016

DRAFT

Subject to
Approval

President Zacher called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

ROLL CALL ATTENDANCE:

Present: Anne Zacher, Andrea Galvan, David Farmbrough, Kevin Finbraaten, Colleen Dickmann, Susan Bovee, William Clendenning, William Jacobs, and Scott Kellogg.

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.

Others in attendance: Jon Clark and Blanche Dove from WoodTrust Asset Management.

Motion to amend agenda to include a report by WoodTrust was made by Dr. Dickmann, second by Mr. Finbraaten. Motion Carried

CORRESPONDENCE: There were no items of correspondence.

MINUTES: A motion to approve the Minutes of the March 16, 2016 Library Board meeting was made by Mr. Clendenning, second by Ms. Bovee. Motion carried.

TREASURER'S REPORT: Mr. Barnett presented the financial reports for April 2016. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Dr. Dickmann. Motion carried.

Mr. Jon Clark of WoodTrust Asset Management presented the annual review of the Endowment Fund investment accounts. The Finance Committee will meet to review and update investment policy.

DIRECTOR'S REPORT:

- We had a large and varied crowd for the PHOX concert. The Student Job Fair, John Jorgenson Bluegrass Band (340), Spotlight Talent Show (130) and Michael Perry (part of the Community Read) were all well attended.
- The Tribune ran an article on the McMillan Library Film Festival, a once a month showing of foreign / arthouse / regional / documentary films as part of our overall film series. *Macbeth* is the April selection and *Old Fashioned* (with the director) is May's. The March concert & MLFF selections were part of the city-wide Artigas. The Library is now co-sponsoring Cowboy Union Jam and the Memory Café. This mainly involved enhanced hospitality and promotion.
- LSTA Grant has been formally approved, with purchasing starting April 1.
- Personnel Recommendation was presented to the Personnel Committee.
- A Lean Six Sigma project is underway in Tech Services. We expect a new phone system will be installed over the next 4-8 weeks. We have filed for e-rate funding,

but this is the last year we will be eligible for it. We hope to qualify next year through SCLS for Internet related costs. Staff Development Day is scheduled for May 10th. Board members (and a guest) are invited to join staff for lunch. A revised website, designed for mobile devices, will be released soon.

- Several Building & Grounds projects are underway. Stairway lighting and lighting and ceilings for the Digital Media Studio, as well as several minor projects. Flooring for the APR will wait for discussion by the Committee. Tuck pointing / expansion joints on the penthouse are completed. The local Master Gardeners are presenting a series of adult and children's programs, as well as assisting in upgrading the Garden.

COMMITTEE REPORTS: Ms. Galvan noted Mr. Barnett's annual review was completed.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

NEW BUSINESS: There were no items of New Business to bring before the Board.

A motion to adjourn was made by Ms. Galvan, second by Mr. Kellogg. Motion carried and the meeting adjourned at 5:15 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on May 18, 2016 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary