

## OPERATIONS COMMITTEE

DATE: Tuesday, July 7, 2020  
TIME: 9:00 a.m.  
LOCATION: Wood County Courthouse  
Room 114  
400 Market St.  
Wisconsin Rapids, WI

1. Call meeting to order
2. Public Comments
3. CONSENT AGENDA
  - (a) Review/approve minutes from previous committee meetings
  - (b) Review monthly letters of comment from department heads.
  - (c) Approval of departments vouchers – County Board, County Clerk, Risk Management, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Resolution – 2<sup>nd</sup> Amendment, ADRC-CW Agreement
6. **Treasurer**
  - (a) Resolution for over-the-counter sale
  - (b) Resolution for sealed bid sale
7. **Finance**
  - (a) Present debt status and initial CIP, based on those projections discuss recommendation to revisit in oversight committees.
  - (b) Budget Discussion
  - (c) Income Statement – June 30, 2020
8. **Wellness**
  - (a) Wellness Coordinator Update
9. **HR**
  - (a) Non-Supervisory Performance Evaluation Form
  - (b) Wood County Coronavirus (COVID-19) Pandemic Plan
10. Consider any agenda items for next meeting
11. Set next regular committee meeting date
12. Adjourn

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### Join by phone

+1-408-418-9388,,1460163112## United States Toll  
Meeting number (access code): 146 016 3112  
Meeting password: OP0707

### Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mad64192cc9789519660b1a253ef9e4b8>  
Meeting number (access code): 146 016 3112  
Meeting password: OP0707

**OPERATIONS COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, June 2, 2020  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Ed Wagner, Donna Rozar, Lance Pliml, Adam Fischer, Mike Feirer

**OTHERS PRESENT** (for part or all of the meeting): Bill Clendenning, Dennis Polach, Lisa Keller, Kim McGrath, Kelli Quinnell, Ed Newton, Heather Gehrt, Jo Timmerman, Patrick Glynn

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

During public comments, Pliml informed the Committee that former County Board Chairman Lavern “Ted” Reigel’s wife passed away.

There was no discussion on any items in the Consent Agenda.

**Motion (Fischer/Feirer) to approve the Consent Agenda. Motion carried unanimously.**

Deputy Finance Director Newton stated that all CIP requests have been approved by oversight committees. Newton stated that the Finance Department is currently compiling everything for CIP requests and is hoping to present the information to the Committee prior to the County Board meeting in June. Newton shared that there will be a possible shortfall on the budget for 2020 and it is something that needs to be considered.

Newton stated that Baird provided him with a copy of tentative financing timetables and that the Finance Department should be able to meet them.

Newton asked the Committee for guidance on where the rebates received from the P-Card program that most County departments now utilize should be deposited. Discussion ensued.

**Motion (Rozar/Fischer) to put all US Bank rebates into the General Fund. Motion carried unanimously.**

Newton answered questions from the Committee related to the May 31, 2020 Income Statement. Discussion ensued about sales tax shortfalls. The Committee discussed that Committee Chairs should be talking to their Department Heads about controlling expenses. A brief discussion about the response to the County deciding not to participate in Act 185 occurred.

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

Fandre asked the Committee how they would like to go forward with deadlines for the Wellness Program as they related to insurance premium incentives due to the impacts of the pandemic. Discussion ensued.

**Motion (Pliml/Feirer) to extend the Wellness Program deadlines for insurance premium incentives one month. Motion carried unanimously.**

Human Resources Director McGrath introduced Patrick Glynn, Senior Consultant from Carlson Dettmann, to provide a mid-project update on the Classification and Compensation Study to the Committee. The Committee asked questions throughout the presentation. Mr. Glynn stated that he will

be attending the July Committee meeting to present further information and he will ask the Committee to make final decisions at that time.

**Motion (Rozar/Feirer) to go into closed session at 10:40 a.m. pursuant to Wis. Stat. 19.85(1)(c) to consider an offer for the position of Finance Director.**

**Roll call vote: Feirer: yes, Pliml: yes, Wagner: yes, Fischer: yes, Rozar, yes. Motion carried.**

**Motion (Pliml/Rozar) to return to open session at 10:55 a.m. Motion carried unanimously.**

Items for next regular agenda: Carlson Dettmann Classification & Compensation Study Presentation

The next regular meeting of the Operations Committee is Tuesday, July 7, 2020 at 9:00 a.m.

The Chair declared the meeting adjourned at 10:56 a.m.

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



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – July 2020

- We closing in on finishing up on the election system upgrade that was our 2020 CIP. Servers have been installed and tested, and all the municipality machines have been upgraded and tested. We have some training that needs to be held yet, but overall, it went smoothly. There were increased costs due to the fact the original servers quoted were not available and another type of server was needed. It should still come in at the budgeted amount.
- Our revenues will be down significantly in passport execution. The passport agency is looking at a staggered opening in their processing facilities throughout the summer, depending on the location. All of the passport applications that were in the system when they closed down in March are all still hanging out there. They are predicting a multiple month backlog.
- In addition to our revenues being down, our expenses in elections are up significantly. This is due to the fact of all of the absentee envelopes we had to purchase because of the significant increase in those requests. In addition, there was a special election held in the 7<sup>th</sup> Congressional District. Because the elections budget is a non-lapsing account, we will be able to cover any overages without going to contingency.
- Because the DMV Service Centers are not open, our customer traffic for those services has increased. It will probably be pretty budget neutral however, since late last year the state starting taking about a third of the profit we make off of those transactions to fund their eMV system. We used to make \$10.70 per transaction. It is down to \$7.35 per transaction. This was done after our budget process and was iterated to my oversight committee at the time. Does it pay to still do these transactions? Yes, but it just isn't as profitable as it used to be.
- The Elections Commission is opening up a subgrant opportunity for counties related to election security. The grant has a very quick turnaround on both the actual application period and the spend down requirements. I worked with the IT Director to come up with some much needed security improvements for elections that will have countywide benefits. This is the grant that I had hoped would pay for the Albert Sensor that we purchased earlier this year. Stay tuned. I will let you know how it turns out.
- I am a member of the Elections Committee of the Wisconsin County Clerks Association (WCCA). We had a meeting in Montello on June 23<sup>rd</sup> that I attended. We were briefed by the Elections Commission on the planning for the upcoming fall elections. In the absence of our summer conference, this was a great way to talk to the Elections Commission team on their thought process and for them to hear from us.



# Wood County

## WISCONSIN

Office of  
Deputy Finance Director

**Edward Newton**  
Deputy Finance Director

July 7, 2020

Subject: Finance Department Letter of Comments

To: Operations Committee

From: Edward Newton, Deputy Finance Director

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### **Departmental Activities**

#### Project completion for the following:

1. Form A filing.
2. Cost Allocation Plan.
3. General Fund – Fund Balance Policy.
4. Strategic Planning for the Finance Department.
5. 2020 Budget.
6. Questica support hand over.
7. Questica Budget Software updated to latest version.

#### Ongoing 2020 projects:

1. Year End Procedures.
2. 2019 Year End Audit.
3. Preparing for CAFR July 2020.
4. Preparing for Single Audit September 2020.
5. Questica Budget Software Reports July 2020.
6. Questica Salary Sync July 2020.
7. CIP information.
8. Fixed Asset Module set up November 2020.
9. Dynamics Workflow December 2020.
10. Questica Budget Software Training July 2020.
11. Internal Audit Policy target date January 2021.
12. Internal Audit implementation March 2021.

#### Meetings, Webinars and Conferences

1. Meeting with Finance department staff as needed.
2. Meeting with Accountants.
3. Discussion with Baird on Debt.
4. Discussion with DNS Worldwide - Cost Allocation Plan.
5. Discussion with Clifton, Larson, Allen consulting.
6. Discussion with WIPFLI on various year end related items.
7. Discussions regarding CIP.
8. Discussion regarding River Block re-opening.
9. Notification sent to Department Heads – Monitor budgets due to possible revenue shortfall.
10. Meeting with Questica on Salary Sync.
11. Meeting with HR Director.
12. Discussions with new Finance Director.
13. Attended Health Insurance Ad Hoc meeting.

#### Budget to Actual Income Statement for the 1 month ending June 30, 2020.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

June 30, 2020

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

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### **Human Resources Activity**

	June 2020	2020 Year-to-Date
Applications Received	1,003	2,129
Positions Filled	17	95
Promotions/Transfers	3	21
New Hire Orientations	8	55
Terminations, Voluntary	8	56
Terminations, Involuntary	3	13
Retirements	3	7
Exit Interviews	6	18

### **Human Resources Narrative**

#### **General Highlights**

1. We have an accepted offer for the County's Finance Director position! I am pleased to announce that Al Thurber will be joining the Wood County Finance team effective August 3<sup>rd</sup>. Al brings over 20 years of finance and accounting experience, most recently having served as the Chief Accounting Officer at Renaissance Learning. Closer to Al's start date, I will be working with the Finance team to create a schedule to ensure a successful onboarding; this will include an opportunity to meet individually with Department Heads.
2. Finalized the Non-Supervisory Performance Evaluation Form after discussion and incorporation of suggestions offered by Department Heads. The new form, which is now in a consistent format with the Supervisory Evaluation Form, will be presented to the Operations Committee at their July meeting.
3. Worked collaboratively with the Health Department and the Safety & Risk Specialist to draft the County's Employee Coronavirus (COVID-19) Pandemic Plan. We solicited and incorporated feedback from Department Heads and the draft policy will be presented to the Operations Committee at their July meeting.
4. We are currently in Phase III of the Classification and Compensation Study with Carlson Dettmann. Patrick Glynn presented a mid-project review to the Operations Committee at their June meeting which included 11 items for the committee to consider. Patrick will return for a special Operations Committee meeting on July 14<sup>th</sup>.

### **Meetings & Trainings**

1. Attended the Operations Committee on June 2<sup>nd</sup> where Patrick Glynn, Carlson Dettmann Consultant, gave a Mid-Project Classification & Compensation Presentation.
2. Attended CEED committee on June 3<sup>rd</sup> to discuss an employee request for a personal leave of absence.
3. Attended County Board on June 16<sup>th</sup>.
4. Attended the Ad Hoc Health Insurance Committee on June 2<sup>nd</sup> and 16<sup>th</sup>.
5. Attended the Ad Hoc Criminal Justice Coordinator Committee on June 17<sup>th</sup> and 24<sup>th</sup>.
6. Attended the weekly COVID-19 calls facilitated by Emergency Management.
7. Held the monthly conference call with The Horton Group on June 23<sup>rd</sup> to discuss various benefit topics.
8. Attended the Health & Human Services Committee on June 25<sup>th</sup> to discuss utilizing health department grant funds for employee recognition.
9. Held individual staff meetings to discuss and provide updates on the department's progress towards our 2020 goals.
10. Staff attended various meetings including:
  - a. HR Summer School Webinar discussing various topics on June 1<sup>st</sup>.
  - b. SPAHRA Board meeting on June 2<sup>nd</sup>.
  - c. Webinar through ThinkHR on the FFCRA on June 4<sup>th</sup>.
  - d. Wellness Committee Meeting via WebEx on June 16<sup>th</sup>.
  - e. Webcast on "A New Understanding of Workplace Diversity and Inclusion" offered by SHRM on June 18<sup>th</sup>.

### **Benefits**

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Responded to Employment Verifications and Deferred Comp Distribution requests.
5. Updated the Health Fund Balance document for May.
6. Communicated with employees, Anthem representatives, and The Horton Group regarding multiple claim concerns.
7. Provided employee data including position titles, WRS Enrollment, and/or term info to WIPFLI for the County audit process.
8. Moved sick time hours over the 100 days maximum to the Catastrophic Sick Account in TimeStar.
9. Tracked hours used under the FFCRA and processed approvals.
10. Tracked vacation accruals lost during bi-weekly accruals for essential departments due to reaching the maximum hours. This is due to the COVID-19 pandemic and many departments having to restrict staff vacation and/or time off.
11. Participated in a discussion with TASC related to incomplete Flexible Spending employee contribution changes and funding errors.
12. Conducted a periodic review of dependents in HRMS who are on the Wood County insurance plans and turning 26 years of age.
13. Began the required data collection for the Post-Employment Valuation including premium rates from 2018-2020, active/retire census data, medical/drug claims, stop-loss reimbursements and accumulated sick days.

### **Recruitment**

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.

2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees and supervisors regarding varying issues.
5. The number of applications received this month was high due to the overwhelming interest in the Contact Tracer position. 689 applications were submitted in just over 10 days.

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

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Child Support	Case Worker	Position posted, applications being received, interviews held, position filled internally 6/29/20.
Replacement	Child Support	Administrative Services 4	Position posted, interviews conducted, final candidate selected, references/background completed, offer accepted. Filled 6/29/2020.
Replacement	Dispatch	Dispatcher	Name retrieved from Eligibility List previously established. References completed, offer extended and accepted. Filled 6/15/2020.
New	District Attorney	Receptionist/Secretary	Position posted, interviews conducted, final candidate selected, references/background completed, offer accepted. Filled 7/6/2020.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 9/6/20.
Replacement	Edgewater	Student Recreational Therapist	Position posted, applications routed, interviews conducted, references being conducted.
Replacement	Finance	Finance Director	Offer extended and accepted. Filled 8/3/2020.
New-Grant funded	Health	Bilingual Contact Tracers (3)	Position posted, applications reviewed, telephone interviews conducted, offers extended and accepted. All positions filled 6/22/2020.
New-Grant funded	Health	Contact Tracers (4)	Position posted, applications reviewed, telephone interviews conducted. Offers to be extended 6/25/2020.
Replacement	Health	WIC Health Educator/ Nutritionist	Position posted, applications reviewed, interviews scheduled for 6/30/2020.
Replacement	Highway	Shop Superintendent	Position posted, applications being reviewed, interviews to be scheduled.
Replacement	Highway	Summer Help (Class B CDL Preferred)	Position posted, applications being reviewed, deadline 6/28/2020.
Replacement	Human Services	Support & Service Coordinator	Position posted, applications being reviewed. Deadline 7/12/2020.
Replacement	Human Services	CCS/CSP Service Facilitator	Position posted, applications received, interviews conducted, offer accepted, filled internally 7/1/2020.
Replacement	Human Services	CCS/CSP Manager	Position posted, interviews conducted.
Replacement	Human Services	CCS/CSP RN	Position posted, interviews conducted, references/ background completed. Filled 7/6/2020.



Replacement	Human Services	Social Worker – Initial Assessment (2)	Position posted, applications being reviewed, interviews being conducted.
Replacement	Human Services	Family Resource Coordinator	Position posted, applications reviewed, interviews conducted, references and background completed, offer accepted, filled 6/22/2020.
Replacement	Human Services	Family Interaction Worker	Position posted, deadline 6/21/2020.
Replacement	Human Services	Family Resource Coordinator	Position posted, deadline 6/28/2020.
Replacement	Human Services	Social Worker – Initial Assessment	Position posted, deadline 7/5/2020.
Replacement	Human Services	Crisis Interventionist	Position posted, deadline 7/5/2020.
Replacement	IT	Network Analyst	Position posted, applications reviewed, interviews conducted, references/background completed, offer accepted. Filled 6/22/2020.
Replacement	Maintenance	Maintenance Specialist	Position posted, deadline 7/7/2020.
New/Replacement	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood.
Replacement	Planning & Zoning	Code Technician	Request for Hire received, job description being reviewed and revised by Department Head.
Replacements	Register of Deeds	Deputies (2)	Positions posted, applications received, interviews conducted, references completed. Both position filled 6/8/2020 and 6/22/2020.
Replacements	Sheriff	Part-time Deputies (Reserves)	Position continually posted, deadline 6/30/2020. Eligibility list being established.
Replacement	Sheriff	Deputy Sheriff-Eligibility List	Position posted, applications reviewed, interviews conducted, background & references in process. Civil Service Commission
Replacement	Sheriff	Corrections Officers – Establish Eligibility List	Position continually posted, deadline 7/26/20. Eligibility list being established.

### **Safety, Risk, and Liability**

1. Continued the process of updating the Safety and Risk Manual and associated appendices/forms (expected completion is August 2020).
2. Issued various certificates of insurance (COI) for requesting departments and external vendors throughout the month.
3. Managed open claims with Aegis throughout the month.
4. Worked with Facilities, IT and Courthouse Security to develop Courthouse Emergency Action Plan.

### **NEW Workers' Compensation Claims (1)**

1. 6/8/20 – Edgewater – Employee broke R big toe when object fell from shelf onto foot.

### **OPEN Workers' Compensation Claims (3)**

1. 1/26/20 – Edgewater – Employee slipped on ice on sidewalk leaving building.
2. 4/12/20 – Edgewater – Employee strained lower back while transferring resident
3. 5/6/20 – Norwood – Employee broke R ring finger keeping wheelchair from rolling out of transport van after resident removed brake (surgery required).

#### CLOSED Workers' Compensation Claims (5)

1. 3/28/19 – Edgewater – Employee slipped and fractured wrist during patient care (surgery required)
2. 2/22/20 – Corrections – Employee dislocated R 2<sup>nd</sup> toe restraining inmate
3. 3/17/20 – Sheriff's – Employee had bloodborne pathogen exposure taking subject into custody
4. 3/28/20 – Corrections – Employee had bloodborne pathogen exposure from restraining inmate
5. 3/29/20 – Corrections – Employee was assaulted in the face/ribs/groin restraining inmate

#### First Aid Injuries (4)

1. 6/16/20 – Sheriff's – Employee was hit in L eye while taking combative individual into custody
2. 6/18/20 – Parks & Forestry – Employee slipped on rock and fell, injuring R knee
3. 6/18/20 – Highway – Employee twisted L knee stepping onto piece of equipment (roller)
4. 6/24/20 – Edgewater – Employee burned R arm removing food from steam table

#### Property/Vehicle Damage Claims (2)

1. 6/10/20 – Highway – Vehicle damage from deer collision incident (est. \$5,141.09)
2. 6/14/20 – Sheriff's – Damage to 2 squads from backing incident in SD parking lot (total est. \$2,770.85)

#### Liability Claims (0)

None

#### NEW EEOC/ERD Claims (1)

1. 6/1/20- We received notice of a claim alleging violation of the Wisconsin Fair Employment Act- our position statement is due to the ERD on July 1, 2020.

#### OPEN EEOC/ERD Claims (1)

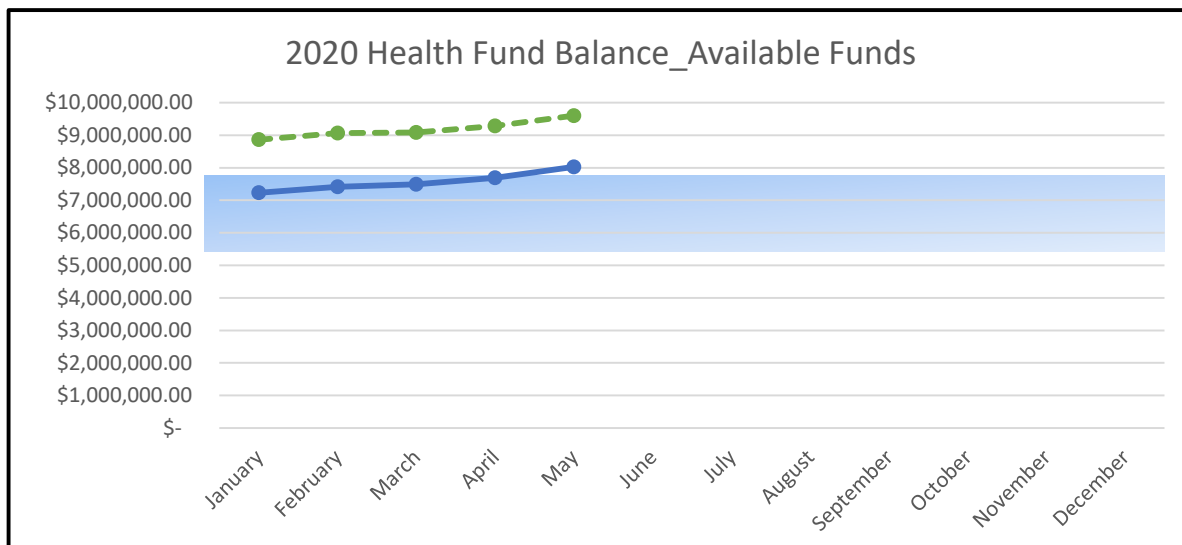
1. 6/21/19 - Related to a 2016 claim alleging violation of the Wisconsin Fair Employment Act- Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has appealed to the Labor and Industry Review Commission (LIRC). On October 4, 2019 Counsel submitted the County's Reply Brief in Opposition to the Petition for Review.

#### Other

1. Continue to process an increased volume of Unemployment Insurance questionnaires due to the COVID-19 pandemic.
2. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
3. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
4. Facilitated New Hire Orientation on June 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>.
5. Conducted exit interviews on June 2<sup>nd</sup>, 23<sup>rd</sup>, and 26<sup>th</sup> including the benefit and payout information.
6. Reconciled and processed the May Unemployment Insurance payment.
7. Responded to multiple records requests.
8. Replied to multiple requests from surrounding counties with varied information.
9. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

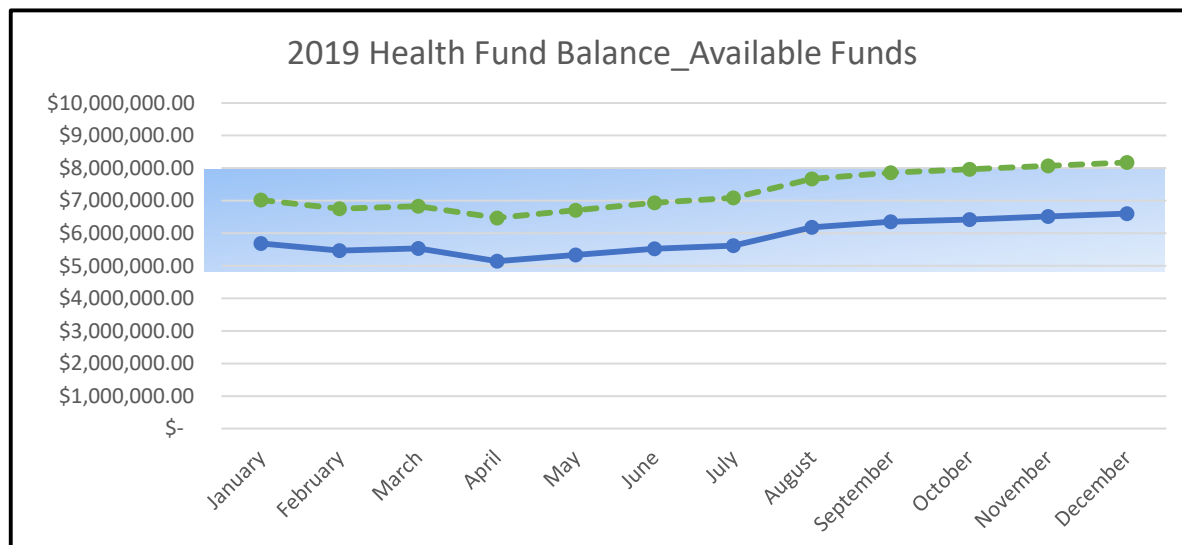
## Health Fund Reserve Fund Balance

Months	2020		2019	
	Total	Available	Total	Available
January	\$ 8,859,244.13	\$ 7,228,926.49	\$ 7,021,371.56	\$ 5,685,137.45
February	\$ 9,064,996.83	\$ 7,409,523.04	\$ 6,755,901.70	\$ 5,469,001.54
March	\$ 9,079,691.15	\$ 7,488,748.95	\$ 6,834,145.97	\$ 5,529,400.66
April	\$ 9,279,880.64	\$ 7,691,704.49	\$ 6,472,162.23	\$ 5,141,045.93
May	\$ 9,599,909.66	\$ 8,026,137.54	\$ 6,701,880.37	\$ 5,329,290.53
June			\$ 6,935,298.36	\$ 5,526,859.63
July			\$ 7,088,744.49	\$ 5,617,057.79
August			\$ 7,670,878.32	\$ 6,182,575.07
September			\$ 7,858,325.78	\$ 6,358,024.31
October			\$ 7,964,236.62	\$ 6,416,974.66
November			\$ 8,073,695.68	\$ 6,514,699.74
December			\$ 8,173,200.57	\$ 6,603,418.96



2020 Total Balance - Dashed Line

2020 Available Funds - Solid Line



2019 Total Balance - Dashed Line

2019 Available Funds - Solid Line

For further information on HR activities, please contact the HR department.

**HEALTH INSURANCE ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, June 2, 2020  
**TIME:** 11:00 a.m.  
**LOCATION:** Courthouse – Room 114

**PRESENT:** Bill Clendenning, Ken Curry, Adam Fischer, Lance Pliml, Donna Rozar

**OTHERS PRESENT** (for all or part of the meeting): Kim McGrath, Kelli Quinnell, Brandon Vruwink, Heather Gehrt, Dennis Polach, Jordon Bruce, Marissa Laher, Jodi Pingel, Randy Dorshorst, Steve Kreuser, Reuben Van Tassel, Lisa Keller

The meeting was called to order by Supervisor Rozar at 11:01 a.m.

Public Comments: None.

There were no changes requested to the minutes from the last meeting and they were approved as presented.

Human Services Director Vruwink presented information to the Committee the impact of budgeting for contracted agency staff rather than budgeting for FTE's. Discussion ensued at length, specifically discussion regarding if the HHS Committee should handle this as the oversight committee or if this should be handled as a policy through the County Board. The consensus of the Committee was that this is a budgetary item that would be appropriately addressed with the oversight committee during budget time.

Human Resources Director McGrath provided the Committee with information regarding the current value of sick time from PEHP-eligible employees. The value is about \$4.1 million and that equates to approximately 150,000 sick hours of employees. McGrath stated that in 2019, but budget was \$500,000 and the amount spent was \$112,000. A brief discussion about the process for the PEHP budget ensued. Pliml asked McGrath to bring information to the next meeting on what the County has paid out for PEHP funds in the last 5-10 years.

The Committee discussed various options for benefits incentives, specifically incentivizing employees to take the High Deductible Health Plan (HDHP) that the County offers. Contributing funds to Health Savings Accounts (HSAs) was discussed as well an incentive for opting out of health insurance. McGrath stated that Patrick Glynn, from Carlson Dettmann, will have market information in regards to health insurance incentives at the July Operations Committee meeting and that Tim Deaton, from The Horton Group, can provide information at the next Committee meeting after County Board as well. Rozar asked McGrath to bring updated information on the number of employees enrolled in each of the health plans to the next meeting.

Agenda items for next meeting: Presentation from Tim Deaton  
Discussion of Incentives & Structure of Benefits

The next meeting is on Tuesday, June 16, 2020 at 11:00 a.m. or immediately after County Board.

Chair Rozar declared the meeting adjourned at 12:06 p.m.

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

**HEALTH INSURANCE ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, June 16, 2020

**TIME:** 10:00 a.m.

**LOCATION:** Courthouse – Room 114

**PRESENT:** Bill Clendenning, Ken Curry, Adam Fischer, Lance Pliml, Donna Rozar

**OTHERS PRESENT** (for all or part of the meeting): Kim McGrath, Kelli Quinnell, Heather Gehrt, Peter Kastenholz, Lisa Keller, Jordon Bruce, Chad Schooley, Jodi Pingel, Amy Kaup, Marissa Laher, Shane Wucherpennig, Ed Newton, Randy Dorshorst, Reuben Van Tassel, Ed Wagner, Tim Deaton (The Horton Group)

The meeting was called to order by Supervisor Rozar at 10:12 a.m.

Public Comments: None.

There were no changes requested to the minutes from the last meeting and they were approved as presented.

Tim Deaton of the Horton Group presented information on health insurance projections and claims through May 2020. Discussion ensued. Rozar indicated that the Health & Human Services Committee will add a discussion with Human Services (HS) Director Vruwink regarding the number of FTE's HS is comfortable removing from the budget on their next agenda to better assist with premium projections.

Mr. Deaton further presented information regarding incentivizing Health Savings Accounts (HSA) for the High Deductible Health Plan (HDHP). Mr. Deaton gave the Committee information on market data for public employers funding HSA's and presented the Committee with various strategies for funding HSA's. Discussion ensued. Rozar requested that HR Director McGrath put together fiscal information on various options for funding HSA's for HDHP participants. McGrath will bring the information back to the next Committee meeting.

Mr. Deaton provided the Committee with information on Opt-Out payments. McGrath stated that 88 employees currently opt-out of the County's health insurance. Discussion ensued. The Committee decided to not pursue Opt-Out payments any further.

Deputy Finance Director Newton provided the Committee with information regarding PEHP costs over the past 10 years and the current liability for the PEHP benefit. Discussion ensued. Pliml stated that he was comfortable with the numbers presented and that this topic should be placed on the back-burner. Corporation Counsel Kastenholz requested that the Committee communicate to employees that they have no current plans to make changes to the PEHP benefit as some employees have expressed concerns. Rozar stated that the Health Insurance Adhoc Committee has no authority to make decisions, only to make recommendations to the Operations Committee, and that there are no current plans to make recommendations regarding the PEHP benefit. Pliml stated that he will send a communication to employees explaining that there are no current plans to alter the PEHP benefit in any way.

Agenda items for next meeting: HSA Funding Cost Projections

The next meeting is on Tuesday, July 7, 2020 at 11:00 a.m., or immediately following the Operations Committee meeting.

Chair Rozar declared the meeting adjourned at 11:23 a.m.

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

## **TREASURER'S REPORT**

July 7, 2020

By: H. Gehrt

1. Attended Operations Committee meeting on June 2.
2. Attended Health Insurance Ad Hoc meeting on June 2.
3. Placed all signs on properties for sale by tax deed and took photos on June 3.
4. Met with Auditors and supplied information on June 4.
5. In lieu of having our annual summer conference, participated in WebEx on June 4.
6. Participated in county blood drive on June 5.
7. Participated in a conference call with the City of Marshfield regarding omitted and corrected taxes and policy/procedures for handling them on June 12.
8. Attended County Board meeting on June 16.
9. Attended Health Insurance Ad Hoc meeting on June 16.
10. Participated in WebEx in lieu of annual summer conference on June 16.
11. Opened sealed bids at 9:00 AM on June 29.
12. Attended Accountant's Meeting on June 29.
13. The Department mailed out over 5,800 postponed notices reminding people of their second half tax payment due by July 31. It also gave notice of the Marshfield tax collection date and times (July 22 9:00 AM-3:00 PM).



# Wood County WISCONSIN

**WELLNESS**

**Adam Fandre**

Wellness Coordinator

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## Letter of Comments – July 7, 2020

- With the deadline extension decided upon at last month's Operation Committee meeting, much of my time has been spent working with employees to complete their biometric screening, health assessment, and health coaching activities. June 30, 2020 marked the deadline for both the biometric screening and health assessment. As of writing this, 493 employees completed their biometric screening and 484 employees completed their health assessment.
- Health Coaching, the third and final activity to enroll in the Wellness Program and qualify for cash and premium incentives is due on July 31, 2020. Currently, 376 employees have completed their appointment with an additional 33 employees having scheduled their appointment in the month of July. As in previous years, one of my goals is to continually improve the health coaching experience for employees to ensure the time I spend with them reviewing their health and setting goals is meaningful. As such, I do send a survey to all employees who complete the health coaching activity in order to receive candid feedback about their experience, what they would like to see improve, what other resources they think would be valuable and so on. At next month's Operation Committee meeting I will share these results with you.
- I have continued to oversee the Quarter 2 Wellness Challenge, *Walk Around Washington*, and provide weekly emails and reminders of deadlines, how to track their steps and enter them in the challenge, and how to complete any other requirements of this challenge to earn their wellness points. As of writing this, the total steps combined from all participants in the first 5 weeks is just over 40 million which, compared to previous years, is significantly more.
- The Wellness Committee and I continue to meet regularly to discuss various aspects of the Wellness Program and ways this can be improved or better meet the needs of employees. More specifically, they are assisting with reminding their departments of the deadlines for the three aforementioned qualifying activities to ensure all who want to complete the various steps to earn the incentives remember to do so. Additionally, much of our focus has centered on providing additional options for employees to earn points since the pandemic has made accumulating points more difficult due to the absence of routine check-ups and appointments earlier in the year.
- I finalized the June Lunch & Learn video, activity, and associated quiz in [www.managewell.com](http://www.managewell.com) which focused on human trafficking and was presented by Rasa Tisland. This was a highly anticipated presentation amongst employees and unfortunately had to be cancelled earlier in the year as a result of the pandemic. I am continuing to work with the Health Department and UW-Extension to plan additional Lunch & Learns to take place in 2020. Rather than being in-person like previous years, the remainder of these will be recorded and made available for viewing afterwards.
- I am continuing to connect with new hires on a weekly basis to provide a brief overview of Wood County's Employee Wellness Program and the three activities that must be completed in order to enroll in this program and qualifying for any cash and premium incentives. The process for this is a bit different than previous years since new hire orientation is being held virtually. However, feedback from new hires over the past couple months have stated this process is very straight forward and easy to understand.

Respectfully submitted,  
Adam Fandre

# COUNTY BOARD CLAIMS

May-20

May-20

Paid June 20

CLAIMANT	MONTH		PER DIEM \$	MILEAGE \$	MEALS/PKC HOTEL \$	TOTAL \$
Robert Ashbeck	May-20		350.00	95.45		<b>\$445.45</b>
Allen Breu	May-20		300.00	0.00		<b>\$300.00</b>
William Clendenning	May-20		765.00	24.15		<b>\$789.15</b>
Ken Curry	May-20		365.00	12.07		<b>\$377.07</b>
Michael Feirer	May-20		365.00	73.60		<b>\$438.60</b>
Adam Fischer	May-20		560.00	201.25		<b>\$761.25</b>
Jake Hahn	May-20		365.00	83.95		<b>\$448.95</b>
Brad Hamilton	May-20		400.00	8.05		<b>\$408.05</b>
John Hokamp	May-20		300.00	8.63		<b>\$308.63</b>
David La Fontaine	May-20		300.00	129.95		<b>\$429.95</b>
Bill Leichtnam	May-20		515.00	55.20		<b>\$570.20</b>
Lance Pliml	May-20		750.00	28.75		<b>\$778.75</b>
Dennis Polach	May-20		250.00	0.00		<b>\$250.00</b>
Donna Rozar	May-20		525.00	124.20		<b>\$649.20</b>
Lee Thao	May-20		300.00	5.17		<b>\$305.17</b>
Laura Valenstein	May-20		250.00	0.00		<b>\$250.00</b>
Ed Wagner	May-20		200.00	37.95		<b>\$237.95</b>
William Winch	May-20		350.00	37.95		<b>\$387.95</b>
Joe Zurfluh	May-20		350.00	18.97		<b>\$368.97</b>
			<b>\$ 7,560.00</b>	<b>\$ 945.29</b>	<b>\$ -</b>	<b>\$ 8,505.29</b>

Chairman

Operations Committee



## Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: JUNE 2020

For the range of vouchers: 06200079 - 06200089

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06200079	UNITED MAILING SERVICE	MAIL FEES MAY 1-31, 2020 UMS	06/11/2020	\$1,085.04	P
06200080	US BANK	VISA Charges - June	06/17/2020	\$1,632.00	
06200081	ELECTION SYSTEMS & SOFTWARE	Layout - Partisan Primary	06/19/2020	\$1,212.64	
06200082	QUALITY PLUS PRINTING INC	Provisional Envelopes	06/12/2020	\$195.00	
06200083	STAPLES ADVANTAGE	Office Supplies	06/12/2020	\$9.99	
06200084	AMAZON CAPITAL SERVICES	Office Supplies	06/20/2020	\$12.99	
06200085	AMAZON CAPITAL SERVICES	Office Supplies	06/20/2020	\$21.99	
06200086	ELECTION SYSTEMS & SOFTWARE	2020 CIP - Software	06/17/2020	\$9,970.00	
06200087	AMAZON CAPITAL SERVICES	Office Supplies	06/22/2020	\$24.49	
06200088	WISCONSIN MEDIA	VARIOUS ADS 5/1-5/31/2020	06/23/2020	\$2,808.69	
06200089	UNITED PARCEL SERVICE	REPLENISH UPS JUNE 24 2020	06/24/2020	\$350.00	
Grand Total:				\$17,322.83	

### Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: JUNE 2020

For the range of vouchers: 14200123 - 14200142

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14200123	BLITT AND GAINES PC	GARNISHMENT PAYMENT	06/04/2020	\$297.98	P
14200124	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/04/2020	\$2,221.35	P
14200125	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/04/2020	\$3,901.29	P
14200126	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/04/2020	\$3,948.86	P
14200127	OFFICE DEPOT	OFFICE SUPPLIES	05/26/2020	\$35.60	P
14200128	OFFICE DEPOT	OFFICE SUPPLIES	05/26/2020	\$21.18	P
14200129	ST MICHAELS HOSPITAL OF STEVENS POINT INC	GARNISHMENT PAYMENT	06/04/2020	\$168.64	P
14200130	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	06/04/2020	\$73.64	P
14200131	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT FOR CIP EXPENSES	06/01/2020	\$15,106.95	P
14200132	CHRISTIANSON DOUGLAS W	6/04/20 DIRECT DEPOSIT RETURN	06/08/2020	\$784.98	P
14200133	LUEPKE MARIA	6/04/20 DIRECT DEPOSIT RETURN	06/08/2020	\$1,185.78	P
14200134	WIPFLI LLP	ASSIST WITH FORM A PREP	05/31/2020	\$1,750.00	P
14200135	BLITT AND GAINES PC	GARNISHMENT PAYMENT	06/18/2020	\$272.98	P
14200136	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/18/2020	\$2,199.52	P
14200137	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/18/2020	\$3,864.34	P
14200138	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/18/2020	\$3,858.85	P
14200139	ST MICHAELS HOSPITAL OF STEVENS POINT INC	GARNISHMENT PAYMENT	06/18/2020	\$185.29	P
14200140	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	06/18/2020	\$73.64	P
14200141	US BANK	TRAINING	06/16/2020	\$219.00	P
14200142	TRUE IT LLC	DYNAMICS SUPPORT	06/22/2020	\$50.00	P
<b>Grand Total:</b>				<b>\$40,219.87</b>	

### Signatures

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

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

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

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## Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: JUNE 2020

For the range of vouchers: 17200039 - 17200058

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17200039	SKY HIGH MARKETING	Employee Recognition Items	05/18/2020	\$1,810.79	P
17200040	NORTHWOODS LASER & EMBROIDERY	Retirement & Service Plaques	05/22/2020	\$185.25	P
17200041	NATIONWIDE TRUST CO FSB	PEHP	06/03/2020	\$768.49	P
17200042	██████████	April Delta Dental Refund	06/03/2020	\$39.56	P
17200043	██████████████████	April Delta Dental Refund	06/03/2020	\$39.56	P
17200044	██████████	April Delta Dental Refund	06/03/2020	\$110.01	P
17200045	██████████████████	April Delta Dental Refund	06/03/2020	\$110.01	P
17200046	██████████	April Delta Dental Refund	06/03/2020	\$110.01	P
17200047	██████████	April Delta Dental Refund	06/03/2020	\$39.56	P
17200048	CARLSON DETTMAN CONSULTING	Compensation Study Prem 4 of 5	05/08/2020	\$16,400.00	P
17200049	BUSINESS MANAGEMENT DAILY	Subscription Renewal	05/25/2020	\$632.00	P
17200050	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	04/21/2020	\$150.00	P
17200051	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	05/19/2020	\$50.00	P
17200052	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment Charges May 2020	05/31/2020	\$10,573.96	P
17200053	NATIONWIDE TRUST CO FSB	PEHP	06/17/2020	\$34,672.98	P
17200054	HORTON GROUP INC THE	Consulting Fees - June 2020	06/11/2020	\$2,083.33	P
17200055	DIETRICH VANDERWAAL SC	Legal Fees	06/05/2020	\$632.50	P
17200056	NORTHWOODS LASER & EMBROIDERY	Retirement & Service Plaques	06/20/2020	\$127.25	P
17200057	US BANK	P Card Charges	06/16/2020	\$400.60	P
17200058	DUNCAN DISABILITY LAW TRUST ACCOUNT	TR Settlement	06/22/2020	\$3,000.00	P
<b>Grand Total:</b>				<b>\$71,935.86</b>	

### Signatures

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

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

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

## Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: JUNE 2020

For the range of vouchers: 23200015 - 23200019

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23200015	JJ KELLER & ASSOCIATES	Subscription Renewal	05/27/2020	\$180.00	P
23200016	WI COUNTY MUTUAL INS CORP	Gen & Auto Liability Premium	04/24/2020	\$163,737.50	P
23200017	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	06/01/2020	\$6,880.00	P
23200018	AMERICAN FENCE COMPANY	Parks - Storm Damage Repairs	05/08/2020	\$515.00	P
<b>Grand Total:</b>				<b>\$171,312.50</b>	

### Signatures

Committee Chair:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: JUNE 2020

For the range of vouchers: 28200146 - 28200171

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28200146	CITY OF MARSHFIELD	MAY SPECIAL CHARGES	06/03/2020	\$953.74	P
28200147	CITY OF NEKOOSA TREASURER	MAY SPECIAL CHARGES	06/03/2020	\$640.94	P
28200148	CITY OF PITTSVILLE TREASURER	MAY SPECIAL CHARGES	06/03/2020	\$953.57	P
28200149	CITY OF WISCONSIN RAPIDS	MAY SPECIAL CHARGES	06/03/2020	\$146.47	P
28200150	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/03/2020	\$26.79	P
28200151	TOWN OF PORT EDWARDS	MAY SPECIAL CHARGES	06/03/2020	\$203.37	P
28200152	TOWN OF SARATOGA	MAY SPECIAL CHARGES	06/03/2020	\$1,478.14	P
28200153	TOWN OF GRAND RAPIDS	MAY SPECIAL CHARGES	06/03/2020	\$622.87	P
28200154	TOWN OF HANSEN	MAY SPECIAL CHARGES	06/03/2020	\$137.28	P
28200155	TOWN OF RICHFIELD	MAY SPECIAL CHARGES	06/03/2020	\$226.26	P
28200156	TOWN OF ROCK TREAS LISA ANDERSON	MAY SPECIAL CHARGES	06/03/2020	\$590.87	P
28200157	VILLAGE OF VESPER	MAY SPECIAL CHARGES	06/03/2020	\$9.61	P
28200158	VILLAGE OF BIRON	TAX DEED UTILITIES	06/03/2020	\$25.29	P
28200159	VILLAGE OF PORT EDWARDS TREAS	MAY SPECIAL CHARGES	06/03/2020	\$119.90	P
28200160	WI DEPT OF ADMINISTRATION	MAY WI LAND INFO	06/03/2020	\$8,512.00	P
28200161	STATE OF WISCONSIN TREASURER	MAY CLERK OF COURTS REVENUE	06/17/2020	\$99,861.15	P
28200162	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/17/2020	\$29.84	P
28200163	TOBIN CORY OR GIDGET	TAX OVERPAYMENT REFUND	06/17/2020	\$10.53	P
28200164	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	06/17/2020	\$31.79	P
28200165	WE ENERGIES	TAX DEED UTILITIES	06/17/2020	\$22.98	P
28200166	WOODTRUST BANK	MAY MONTHLY SERVICE FEES	06/17/2020	\$209.04	P
28200167	BEADLE DEBRA	TAX OVERPAYMENT REFUND	06/24/2020	\$7.32	P
28200168	GCS SOFTWARE INC	MUNICIPAL TREASURER TRAINING	06/24/2020	\$700.00	P
28200169	MARSHFIELD UTILITIES	TAX DEED UTILITIES	06/24/2020	\$33.56	P
28200170	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	06/24/2020	\$23.03	P
28200171	US BANK	OFFICE SUPPLIES	06/24/2020	\$363.98	P

**Grand Total:**

**\$115,940.32**

## Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: JUNE 2020

For the range of vouchers: 34200005 - 34200006

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34200005	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	05/01/2020	\$6,062.50	P
34200006	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	06/01/2020	\$6,125.00	P
Grand Total:				\$12,187.50	

### Signatures

Committee Chair:

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Committee Member:

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## RESOLUTION#

Introduced by Operations Committee  
Page 1 of 1

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

LAD

**INTENT & SYNOPSIS:** To authorize the modification of the intergovernmental agreement establishing the ADRC such that it can contract to provide adult protective services to its member counties.

**FISCAL NOTE:** None; there is to be no cross-funding of the services provided by the ADRC.

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

**WHEREAS,** Wood and Marathon Counties established the Aging and Disability Resource Center of Central Wisconsin (ADRC) in 2006 to assume the services the counties had separately provided to their elderly and disabled populations, and

**WHEREAS,** the ADRC was subsequently expanded to include both Lincoln and Langlade Counties, and

**WHEREAS,** the North Central Health Care (NCHC) is under contract to provide adult protective services to Lincoln, Langlade, and Marathon Counties and has sought to disassociate itself with those services and has contacted the ADRC to ascertain if the ADRC would be interested in providing the APS services for the tri-county group, and

**WHEREAS,** the ADRC Board has asked its member counties to all support modifying the intergovernmental cooperation agreement so as to allow the ADRC to contract for the provision of APS services for any of its member counties requesting it and all of the member counties must acquiesce

to the contract change for it to take effect, and

**WHEREAS,** the Operations Committee has reviewed the request of the ADRC Board and believes that the ADRC could take on APS functions without negatively impacting the services it currently provides to the aging and disabled populations.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to authorize the County Board Chair to sign the attached Second Amended Intergovernmental Cooperation Agreement.

**SECOND AMENDED INTERGOVERNMENTAL COOPERATION AGREEMENT BY  
AND BETWEEN LANGLADE COUNTY, LINCOLN COUNTY, MARATHON  
COUNTY AND WOOD COUNTY**

This Agreement is made and entered into by and between Langlade County, Lincoln County, Marathon County and Wood County, each of which is organized and existing under the laws of the State of Wisconsin, which are signatory to this Agreement (the "Member Counties").

**RECITALS**

WHEREAS, each of the Member Counties is authorized to provide Aging and Disability Resource and Older American Act (OAA) Services for its residents; and

WHEREAS, the Member Counties are authorized by Sec. 66.0301 of the Wisconsin Statutes to enter into contracts for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS, the Member Counties, acting for their benefit and for the health, safety and welfare of their citizens, deem it to be in their mutual interests to join together to form a Board under Sec. 66.0301 of the Wisconsin Statutes to provide Aging and Disability Resource and OAA Services for their residents.

NOW, THEREFORE, for and in consideration for the benefits, covenants, and agreements set forth in this Agreement, the parties agree as follows:

**SECTION ONE**

**DEFINITIONS**

The following definitions shall apply to this Agreement:

"Agreement" means this intergovernmental cooperation contract regarding the establishment of and the creation of an Intergovernmental Board to provide Aging and Disability Resource Services and OAA Programs in their respective communities.

"Board" means the Aging and Disability Resource Center of Central Wisconsin Board created under this Agreement pursuant to Sec. 66.0301 of the Wisconsin Statutes.

"Fiscal Year" means the period of time from the effective date of this agreement to December 31, 2009, and thereafter commencing on January 1 and ending on December 31 of each following year.



"Governing Body" means the county board of each of the Member Counties.

"Aging and Disability Resource Center of Central Wisconsin (ADRC-CW)" means the entity that provides services and programming to adult and disability qualified citizens of the Member Counties as determined by the Board.

"Member County" means any county which is a party to this Agreement or which may hereafter become a party to this Agreement.

"Proportionate Share" means the proportion that each Member County shall pay to cover annual costs.

"Representative" means the individuals designated by each Member County to be its representatives to the Board.

## SECTION TWO

### PURPOSE OF AGREEMENT

The purpose of this Agreement is to establish an organization (ADRC-CW) for the Member Counties to provide aging and disability resource services as well as services traditionally known as Older American Act to qualified citizens of the Member Counties. The Member Counties will create a Board to oversee the provision of such services and to provide governance for the programs provided to the Member Counties.

The purpose of the organization is as follows:

Through a regional collaboration, the Aging and Disability Resource Center of Central Wisconsin (ADRC-CW) will maximize available resources to enhance the quality of life for the elderly and adults with developmental and/or physical disabilities in our designated service area.

## SECTION THREE

### PARTIES TO AGREEMENT

Each Member County represents and warrants that it intends to, and does hereby, contract with all other Member Counties executing this Agreement, and any new members admitted to the Board pursuant of Section Eight hereof.

## SECTION FOUR

### THE 66.0301 BOARD

- 4.01 Creation. Pursuant to Sec. 66.0301 of the Wisconsin Statutes, there is hereby created an intergovernmental cooperation Board composed of the Member Counties and a Board to be known as the ADRC-CW Board.

4.02 Powers and Duties of Board. The Board shall have the powers common to its Member Counties and is authorized, in its own name, to do all acts necessary to exercise such common powers to fulfill the purposes of this Agreement referred to in Section Two. In addition, the Board shall have the following powers:

- A. The Board shall have the power to establish the Board's annual budget as provided in Section 5.02.
- B. The Board shall have the authority to hire, supervise, and support the Executive Director of the ADRC-CW and to take other action deemed necessary for the operation of the ADRC-CW provided for this Agreement. Subject to the above authority of the Board and further subject to future amendments of this Agreement, the Executive Director shall be considered an employee of Marathon County. All other employees of the ADRC-CW, other than the Executive Director, shall be subject to the supervisory authority of the Executive Director and shall also be considered employees of Marathon County.
- C. The Board shall have the authority to enter into leases or contracts necessary for the provision of services provided under this Agreement.
- D. The Board shall provide an annual report to the Member Counties of the programs and services provided by the Board and the financial aspects of the programs and services provided.
- E. The Board shall have the authority to contract with Member Counties for the provision of Adult Protective Services within those Counties.

4.03 Limitation on Powers of Board. The Board shall not have the power to borrow funds.

The Board shall not have the authority to own facilities unless approved by all Member Counties.

4.04 Board Membership. The Governing Body of each Member County shall designate two County Board Supervisors as its Representatives to serve on the Board.

These representatives shall be selected by the governing body of the Member County pursuant to its normal procedures. Member County can appoint an alternate representative. Alternative representative may only vote when that function is requested by absent representative and announced at beginning of meeting.

Seven citizen members shall also serve as members of the Board. Citizen Members will be selected at large from the service areas and shall be individuals who receive services from the ADRC-CW or are affiliated with individuals who receive services from the ADRC-CW. Citizen Members will represent the following populations: Two (2) - Developmentally Disabled, One (1) - Physically Disabled, and Four (4) - Elderly. The Citizen Members shall be recommended to the Member Counties by the remaining members of the ADRC-CW Board and shall be appointed by the Member Counties in accordance with their normal appointment process.

In the event that the Board receives written notice from the appointing Member County of the replacement of the Representative, or the death or resignation of the Representative, the Member County may appoint a Representative to replace the previously appointed Representative. Representatives of any Member County which withdraws from this agreement shall be removed effective the date of the withdrawal. Citizen Members will be replaced based upon their population representation using the appointment process.

Representatives are entitled to reimbursement by his/her Member County as authorized by the Governing Body of his/her Member County. Citizen Members shall be reimbursed by the Board as set forth in its fiscal policy.

- 4.05 Meetings of Board. An initial organizational meeting of the Board shall be called by the representative(s) from the Member County with the largest population. Thereafter, meetings shall be held on the 15<sup>th</sup> of each month unless the Board establishes a different schedule of regular meetings.

Other meetings of the Board may be called by the Chairman or by fifty percent of the Representatives.

- A. Open Meetings. Each meeting of the Board shall be called, noticed, held and conducted in accordance with the Wisconsin Open Meetings Law (Sec.19.81 et. seq. of the Wisconsin Statutes).
- B. Minutes. Minutes of the meetings of the Board shall be kept by the Secretary/Treasurer. The Secretary/Treasurer shall forward copies of the minutes to the Representatives and the Clerks of the Member Counties.
- C. Quorum. A majority of the Representatives is a quorum for the transaction of business. A vote of a majority of a quorum at the meeting is sufficient to take action unless the vote by a greater number is required by law or this Agreement.
- 4.06 Board Officers. Annually at the Annual Meeting in June, the Representatives shall elect a Chairman, Vice Chairman and Secretary/Treasurer from the membership of the Board. The Chairman, Vice Chairman and Secretary/Treasurer shall be the officers of the Board. Said election shall be effective for one year.

4.07 Powers and Duties of Officers.

- A. Chairman. The Chairman shall preside at all meetings of the Board and shall sign all resolutions, contracts and any other documents of any kind requiring a signature on behalf of the Board.
- B. Vice Chairman. The Vice Chairman shall perform all of the duties and have all of the powers of the Chairman in the absence of the Chairman.
- C. Secretary/Treasurer. The Secretary/Treasurer or its designee shall make and keep a permanent record of all Board proceedings, including public hearings; have custody of all records of the Board; furnish Representatives with a copy of the agenda of meetings of the Board prior to such meetings; furnish all notices of meetings and proceedings as may be required by law; countersign all contracts and any other documents requiring signature on behalf of the Board; and attest to and/or certify all actions taken by or on behalf of the Board. The Secretary/Treasurer shall keep all bills filed with the Board and render a report of all Board finances at each meeting of the Board. The Secretary/Treasurer shall perform all of the duties and have all the powers of the Chairman in the absence of the Chairman and Vice Chairman.

SECTION FIVE

BUDGET AND AUDIT

- 5.01 Fiscal Policy. Board will be responsible for developing fiscal policy for the operation of the ADRC-CW subject to review and approval of the Member Counties.
- 5.02 Budget. The Board shall present a proposed annual budget on a schedule and in a form consistent with each of the Member County budget approval process.

That portion of the proposed budget funded by property taxes for each fiscal year shall be submitted for approval of the Member Counties as part of the regular budget approval process for the Member County.

Copies of the entire budget shall be distributed to each Representative and to each Member County. The budget may establish any and all reserve funds for the sound fiscal operation of the Board as approved in the ADRC-CW fiscal policy which is incorporated herein.

- 5.03 Audit. The Board shall cause an annual independent financial audit of the Board accounts and records with respect to all receipts, disbursements, other transactions, and entries into the books of the Board: The annual audited financial statements shall be forwarded to the respective Member Counties on a timely basis and comply with accounting requirements as set forth by General Accepted Accounting Principles (GAAP) and the General Accounting Standards Board (GASB).

5.04 Proration of Expenses.

- A. It is the intent of the parties to this Agreement that the Aging and Disability Resource Center services and the funding for the same is combined into a four county regional program with uniform and consistent services based upon and required by the contract with the State of Wisconsin.
- B. It is the intent of the parties to this Agreement that the annual cost of operating the Older American Act services and other regional services provided by the four counties will be funded jointly by a state grant to the ADRC-CW and by local tax levy. Annually the tax levy required to funding OAA services as proposed by the ADRC-CW Board in its proposed annual budget will be prorated based upon an allocation of 46.1% Marathon County, 23.1% Wood County, 13.4% Langlade County and 17.4% Lincoln County. Annual levy expenditures for OAA services proposed by the ADRC-CW Board will require approval by a majority of the member counties. Failure of a Member County to approve the annual levy will not relieve it from its responsibility to contribute its prorated levy amount for that fiscal year. Counties wishing to discontinue contributing their prorated allocation in the future, must follow withdrawal procedures as stipulated in section IX.

5.05 Ownership of Facilities. Each Member County shall retain ownership of the real property facilities used by the Member County for the provision of ADRC-CW services in their respective county. Personal property may be owned by ADRC-CW jointly with other entities and as further enumerated in the ADRC-CW fiscal policy.

5.06 Use of Funds from Member Counties. All funds allocated by Member Counties for the provision of aging and disability resource services and services under the Older American Act shall be utilized solely for the provision of those services. In no event shall funds allocated by Member Counties for the provision of aging and disability resource services and services under the Older American Act be directed towards the provision of Adult Protective Services by the ADRC-CW. Funds for the provision of Adult Protective Services shall be accounted for and utilized separately by ADRC-CW in the event ADRC-CW is contracted to provide those services for any Member County.

SECTION SIX

BILLING AND PAYMENT PROCEDURES/SUPPORT SERVICES

6.01 Billing Procedures. The Board shall have the authority to establish billing procedures for the costs of the ADRC-CW to be paid by the Member Counties.

- 6.02 Payment by Member Counties. Each Member County agrees to promptly pay all billing statements from the Board. If any Member County disputes the amount of any payment to be made, it shall nevertheless pay the amount claimed when due, stating in writing that it is making such payment under protest and the grounds therefor. By such payment the Member County shall not have agreed to the correctness of the amount and shall nevertheless retain the right to dispute the validity of the claim on any of the grounds set forth in such protest with the same effect as if it had not made payment. Such dispute shall be resolved in the manner, as provided in Section Twelve hereof, if the Board and the Member County cannot dispose of the dispute by agreement.
- 6.03 Failure to Make Payment. If any Member County fails to pay any amount due and owing to the Board, such defaulting Member County shall be indebted to the Board for the payment due, plus interest as enumerated in the ADRC-CW Fiscal Policy.
- 6.04 Fiscal Agent/Employment. For the initial term of this Agreement and subject to the cancellation provisions herein, Marathon County shall serve as the fiscal agent for ADRC-CW providing all audit, generalized accounting, payroll and fringe benefit management. Marathon County shall further provide support services including IT (Data Center), legal services, employee resource services, Worker's Compensation Administration, and liability insurance through Wisconsin Municipal Mutual Insurance Company (WMMIC). Insurance coverage through WMMIC shall not include Errors or Omission coverage for Officers and Board Members. The Board shall purchase separate insurance for this coverage and any other insurance as required.

For the initial term of this Agreement and subject to the cancellation provisions herein, all employees of ADRC-CW shall be considered employees of Marathon County.

Should either the ADRC-CW or Marathon County find it in their respective best interests to terminate this relationship for any or all of the support services, written notice shall be provided to the other party. Written notice shall be a minimum of six (6) months unless a shorter notice is required by actions beyond the control of the cancelling party (i.e., notice by an insurance carrier of cancellation or contract amendments by contractors to Marathon County).

Marathon County shall bill for support services at the usual and customary rate charged to other entities. The rate for all support service charges will be established as part of the annual budget and will not be altered during the fiscal year of the ADRC-CW.

## SECTION SEVEN

### INDEMNIFICATION

Each party shall indemnify the other Member Counties, and their respective agents and employees, from and against any and all claims, damages, losses, and expenses, including reasonable attorney's fees incurred in the necessary prosecution or defense of any action, arising out of performance or nonperformance by that Member County of any of its obligations under this Agreement and which is caused in whole or in part by that Member Counties negligent act or omission, or that of its agents or employees, or anyone employed by it or for whose acts that it may be liable, or for any breach by it of any of the terms of this Agreement.

## SECTION EIGHT

### NEW MEMBERS

Any county which is contiguous with a member county may request to become a member of the ADRC-CW. Admission of new members shall be obtained by approval by all Member Counties.

Each prospective member must agree to the terms of this Agreement and deliver a duly executed copy of the Agreement to the Board.

## SECTION NINE

### WITHDRAWAL OF MEMBERS

Any Member County may withdraw from the ADRC-CW upon providing sixteen (16) months written notice to the Board prior to the effective date of the withdrawal. Any withdrawal shall only be effective on December 31 following the sixteen (16) months' notice requirement.

Notice of withdrawal from the ADRC-CW will not relieve a Member County's obligation to make payments on its proportionate share of expense to the Board until the effective date of the withdrawal provided above. Withdrawal from the ADRC-CW will not relieve a Member County of any liability assigned to the Board or the ADRC-CW which arose during the period of time the Member County was a member of the Board or any liability which arises as a result from an incident that occurred during the same time period.

## SECTION TEN

### TERM OF AGREEMENT

This Agreement shall be effective upon approval of all of the Governing Bodies of the respective Member Counties.

This Agreement shall be for an indefinite term subject to the right of each Member County to withdraw from participation in accordance with the terms of this Agreement and compliance with the requirements for withdrawal from the Board.

## SECTION ELEVEN

### DISSOLUTION OF BOARD

In the event of withdrawal by a Member County, the ADRC-CW and its Board shall continue to exist with remaining Member Counties for the purpose of continuing to provide services for the remaining Member Counties. The fiscal policy of the ADRC-CW shall establish procedures for the equitable distribution of assets of any withdrawing Member County or upon dissolution of the ADRC-CW.

The ADRC-CW shall be dissolved by a vote of two-thirds (2/3) of the Board. Said dissolution shall be effective December 31 following the sixteen (16) months' notice requirement set forth herein.

## SECTION TWELVE

### DISPUTE RESOLUTION

It is understood and agreed that all disputes which may arise under or in connection with this Agreement shall be resolved by the Board unless the Board is directly involved in the dispute in which case the matter shall be resolved by the Appeals Committee.

The Appeals Committee will be comprised of the Chairs of the member Counties' Finance and Human/Employee Resources Committees and one member county representative serving on the Board from each Member County. Each Member County Board Chair will designate the Board Representative to serve on the Appeals Committee.

A Member County may seek review of a determination by the Board by appeal to the Appeals Committee. A Member County may seek review of a determination made by the Appeals Committee by appeal to the Circuit Court.

In order to invoke this dispute resolution procedure, a Member County shall file a written notice with the Board setting forth the details of the dispute. The notice shall state that the Member County is electing to resolve the dispute under the provisions of this Section. Every effort shall be made to resolve disputes under this Section in a timely manner but, in no event, no longer than ninety (90) days from the date of the notice unless waived by the Member County. This ninety day time limitation is an aggregate limitation which applies regardless of whether the dispute resolution process is initiated with the Board.



## SECTION THIRTEEN

### MISCELLANEOUS

- 13.01 Notices. Notices under this Agreement to Member Counties shall be sufficient if delivered to their Representatives and the office of the Clerk of the Member County. Notices to the Board under this Agreement shall be sufficient if delivered to the Chair and the Secretary/Treasurer at his or her regular business office. Notices for meetings of the Board shall be governed by the Open Meeting Law of the State of Wisconsin.
- 13.02 Amendments to Agreement. This Agreement may be amended at any time if the amendment is approved by all Member Counties acting through their governing Bodies.
- 13.03 Effective Date of Amendments. Any amendment of this Agreement shall become effective upon the Board receiving notice of the approval of the amendment by all of the Governing Bodies of the Member Counties.
- 13.04 Severability. Should any portion, term, condition or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of Wisconsin, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.
- 13.05 Agreement Complete. The foregoing constitutes the full and complete Agreement of the parties. There are no oral understandings or agreements not set forth in writing herein.
- 13.06 Prohibition Against Assignment. Neither Member Counties nor the Board may assign any right, claim or interest it may have under this Agreement, and no creditor, assignee or third party beneficiary of any Member County shall have any right, claim or title to any part, share, interest, fund or asset of the Board.
- 13.07 Procedural Rules of Meetings. All meetings of the Board or Sub-committees thereof shall be governed by current Robert's Rules of Order.
- 13.08 Execution. This Agreement shall be executed on behalf of each Member County, upon approval thereof by its Governing Body, by duly authorized officials (including its County Board Chair and County Clerk). This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

Dated and signed this \_\_\_\_ day of \_\_\_\_\_, 2020.

County of Langlade

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County of Lincoln

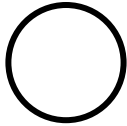
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County of Marathon

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County of Wood

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RESOLUTION#

Introduced by Operations Committee  
Page 1 of 1

ITEM#  
DATE July 21, 2020  
Effective Date July 21, 2020

Committee

CAK

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

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

FISCAL NOTE: Offered Amount \$3,000.00  
R.E. Taxes (6,816.67)  
Tax Deed Expense (220.00)

LOSS (\$4,036.67)

WHEREAS, during the sealed bid process no offer was received on the below mentioned property, and,

WHEREAS, an open bid process was held and this was the best offer received on the below mentioned property, and,

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

Town of Sigel

21-00588 Lot 1 of Wood County Certified Survey Map No. 4427 (recorded in Volume 15 of Survey Maps at Page 227 as Document No. 699851) being part of the North one-half of the Southwest Fractional one-quarter of Section 30, Township 23 North, Range 5 East, Town of Sigel, Wood County, Wisconsin.

OFFERED AMOUNT  
\$3,000.00

APPRAISED AMOUNT  
\$30,000.00

Property is located at 4885 State Hwy 13, Town of Sigel.

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ED WAGNER, CHAIRMAN

MICHAEL FEIRER

ADAM FISCHER

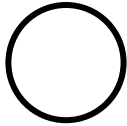
LANCE PLIML

DONNA ROZAR

Adopted by the County Board of Wood County, this day of 20 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Operations Committee  
Page 1 of 1

ITEM#  
DATE July 21, 2020  
Effective Date July 21, 2020

Committee

CAK

**Motion:**  
1<sup>st</sup>  
2<sup>nd</sup>  
No: Yes: Absent:

Adopted:  
Lost:  
Tabled:  
Absent:

☒ Majority ☐ Two-thirds

Reviewed by: , Corp Counsel  
Reviewed by: , Finance Dir.

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

FISCAL NOTE:	Offered Amount	\$3,000.00
	R.E. Taxes	(5,998.30)
	Tax Deed Expense	(309.15)
	Delinquent Utilities	(2,392.22)

LOSS (\$5,699.67)

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

WHEREAS, during the sealed bid process no offer was received on the below mentioned property, and,

WHEREAS, an open bid process was held and this was the best offer received on the below mentioned property, and,

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 Wisconsin Rapids

34-07770 Lot 16, East Side Assessor’s Plat No. 37, City of Wisconsin Rapids, Wood County, Wisconsin.

OFFERED AMOUNT  
\$3,000.00

APPRAISED AMOUNT  
\$10,000.00

Property is located at 521 Oak Street, City of Wisconsin Rapids.

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ED WAGNER, CHAIRMAN

MICHAEL FEIRER

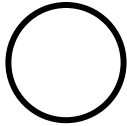
ADAM FISCHER

LANCE PLIML

DONNA ROZAR

Adopted by the County Board of Wood County, this day of 20 .

County Clerk County Board Chairman



RESOLUTION#

Introduced by Operations Committee  
Page 1 of 3

ITEM#  
DATE July 21, 2020  
Effective Date July 21, 2020

Committee

CAK

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

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

FISCAL NOTE:	Offered Amount	\$229,016.50
	R.E. Taxes	(85,919.06)
	Special Charges	(7,402.01)
	Delinquent Utilities	(202.15)
	Publication Fees	(713.40)
	Tax Deed Expense	(2,304.03)

GAIN \$132,475.85

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

WHEREAS, a sealed bid process was held and these were the best offers received on the below mentioned properties, and,

WHEREAS, it is beneficial for Wood County to sell tax deeded 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 offers be accepted

Town of Grand Rapids

07-00722C-That part of the SE 1/4 of the SE 1/4 of Section 24, Township 22 North, Range 6 East, Town of Grand Rapids, Wood County, Wisconsin, described as follows: Beginning at a point 48.6 feet West and 88.5 feet South of the NE corner of the above-described forty for a place of beginning; thence run West parallel to Clara Street in Schultz Subdivision of part of the above-named forty 201.4 feet; thence North parallel to the East line of the forty 56.4 feet; thence East parallel to the North line of the forty 201.4 feet; thence

South parallel to the East line of the forty 58.5 feet to the place of beginning. Also, that part of the SE ¼ of the SE 1/4 of Section 24, Township 22 North, Range 6 East, Town of Grand Rapids, Wood County, Wisconsin, described as follows: Beginning at a point 48.6 feet West and 148.5 feet South of the NE corner of the above-described forty for a place of beginning; run thence West, parallel with Clara Street in Schultz Subdivision of part of the above-described forty, 201.4 feet; thence North, parallel with the East line of the forty, 60 feet; thence East parallel with Clara Street, 201.4 feet; thence South, parallel with the East line of the forty, 60 feet, to the place of beginning.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$10,000.00	\$15,101.00

Property is located at 7940 Grove Ave, Town of Grand Rapids.

Town of Saratoga

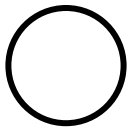
18-00137A That part of the Southeast Quarter of the Southeast Quarter of Section 7, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin, described as follows, to wit: Commencing at a point 12 rods West of the Southeast corner of the said forty and running thence North 40 rods; thence East parallel with the South line of said

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ED WAGNER, CHAIRMAN	
MICHAEL FEIRER	
ADAM FISCHER	
LANCE PLIML	
DONNA ROZAR	

Adopted by the County Board of Wood County, this day of 20 .

County Clerk County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 2 of 3 Committee

forty, a distance of 4 rods; thence South 40 rods; thence West along the South line of said forty acre tract, 4 rods to the place of beginning. Except parts conveyed to the State of Wisconsin for highway.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$2,000.00	\$7,500.00

Property is located at 993 State Hwy 73, Town of Saratoga.

Town of Saratoga

18-00137AB Lot 1 of Wood County Certified Survey Map No. 1223 (recorded in Volume 5 of Survey Maps at Page 23 as Document No. 542472) being part of the Southeast Quarter of the Southeast Quarter of Section 7, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$8,000.00	\$12,555.50

Property is located at 991 State Hwy 73, Town of Saratoga.

Village of Biron

24-00124H Lot 1 of Wood County Certified Survey Map No. 6357 (recorded in Volume 22 of Survey Maps at Page 57 as Document No. 816380) being part of the NW ¼ of the NW ¼ of Section 10, Township 22 North, Range 6 East, Village of Biron, Wood County, Wisconsin.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$125,000.00	\$150,100.00

Property is located at 3241 Plover Rd, Village of Biron.

City of Marshfield

33-01185 Lots 11 and 12 and the Northerly 32 feet of Lot 13 lying Southeasterly of the former Chicago and Northwestern Railroad right-of-way, in Block 102 of the City of Marshfield, Wood County, Wisconsin.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$15,000.00	\$17,150.00

Property is located at 510 S Vine Ave, City of Marshfield.

City of Marshfield

33-01447 Lot 5, Block 128 of the Third Addition to the City of Marshfield, Wood County, Wisconsin.

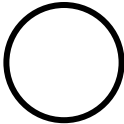
<u>MINIMUM BID</u>	<u>OFFER</u>
\$500.00	\$610.00

Property is located at 404 W 6<sup>th</sup> St, City of Marshfield (building razed).

( )

Adopted by the County Board of Wood County, this day of 19 .

County Clerk County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 3 of 3

Committee

City of Wisconsin Rapids

34-06866 Lot 144 of Morningside Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

MINIMUM BID  
\$15,000.00

OFFER  
\$26,000.00

Property is located at 451 15<sup>th</sup> St S, City of Wisconsin Rapids.

( )

Adopted by the County Board of Wood County, this day of 19 .

County Clerk County Board Chairman

## Wood County, WI

*Capital Plan*

2021 thru 2025

**PROJECTS BY DEPARTMENT**

Department	Project #	Priority	2021	2022	2023	2024	2025	Total
<b>Communications</b>								
Communications Vehicle	10-21-001	3	36,500					36,500
Radio System Master Oscillators	10-21-002	2	32,000					32,000
<b>Communications Total</b>			<b>68,500</b>					<b>68,500</b>
<b>District Attorney</b>								
Furniture for Remodel/Additional Employees	11-21-001	2	20,000					20,000
<b>District Attorney Total</b>			<b>20,000</b>					<b>20,000</b>
<b>Edgewater Haven Nursing Home</b>								
300 S Accessibility Alterations-8 Rooms	12-21-001	3	184,791					184,791
Nurse Call System	12-21-002	2	145,000					145,000
Wanderguard Alarm Additions	12-21-003	2	17,000					17,000
Bariatric EZ Stand	12-21-004	3	8,950					8,950
Seal Parking Lot	12-21-005	3	17,376					17,376
Emergency Generator Quick Connect	12-21-006	2	20,000					20,000
Two Section Refrigerator	12-21-007	2	5,500					5,500
300 N and S Interior Exit Doors	12-21-008	3	20,407					20,407
519 & 400 Nurse Station Flooring	12-21-009	2	9,000					9,000
500 Wing Patio	12-21-010	4	31,000					31,000
400 Wing Shower	12-22-001	2		33,243				33,243
Dining Room Tables	12-22-002	3		12,000				12,000
14 Lift Recliners	12-22-003	4		14,000				14,000
Water Fountains 300/400/500/Admin	12-22-004	4		18,725				18,725
Parking Lot Lights	12-22-005	3		10,481				10,481
400 Wing Boiler Pump/Stack	12-22-006	3		31,160				31,160
400 Wing Closets	12-22-007	3		87,055				87,055
400/500 Public Bathrooms	12-22-008	4		59,863				59,863
400 & 500 Wing Sunroom Furniture	12-22-009	4		10,000				10,000
Bariatric EZ Lift with Scale	12-22-010	3		7,844				7,844
Convection Oven	12-23-001	3			5,000			5,000
500 South Shower Room	12-23-002	3			25,021			25,021
500 North Shower Room	12-23-003	3			25,021			25,021
500 South - First 7 Rooms	12-23-004	3			350,619			350,619
Steam Tables	12-24-001	3				6,500		6,500
14 Lift Recliners	12-24-002	4				14,000		14,000
500 South - Last 8 Rooms	12-24-003	4				440,665		440,665
400 Wing Water Heater	12-24-004	3				16,715		16,715
500 Wing Water Heater	12-24-005	3				23,375		23,375
Convection Oven	12-25-001	3					5,500	5,500
Kitchen Air Handler	12-25-002	3					100,000	100,000
500 Sprinkler System and Riser	12-25-003	3					10,000	10,000
<b>Edgewater Haven Nursing Home Total</b>			<b>459,024</b>	<b>284,371</b>	<b>405,661</b>	<b>501,255</b>	<b>115,500</b>	<b>1,765,811</b>



Department	Project #	Priority	2021	2022	2023	2024	2025	Total
<b>Emergency Management</b>								
Utility Trailer	13-21-001	3	3,800					3,800
Mobile Command Trailer	13-22-001	3		45,000				45,000
Radios	13-22-002	3		10,000				10,000
Vehicle	13-23-001	3			23,000			23,000
Video Conferencing System	13-25-001	3					10,000	10,000
<b>Emergency Management Total</b>			<b>3,800</b>	<b>55,000</b>	<b>23,000</b>		<b>10,000</b>	<b>91,800</b>
<b>Highway</b>								
Bituminous Overlays/Construction	16-21-001	3	2,975,000					2,975,000
Marshfield Salt Sheds	16-21-002	3	700,000					700,000
Paving Roller (Small)	16-21-003	3	80,000					80,000
Two (2) Patrol Trucks	16-21-004	3	500,000					500,000
Small Loader	16-21-005	3	150,000					150,000
Grader	16-21-006	3	200,000					200,000
Rubber Tar Pot	16-21-007	3	75,000					75,000
Bituminous Overlays/Construction	16-22-001	3		2,500,000				2,500,000
Paving Roller (Big)	16-22-002	3		125,000				125,000
Moving Truck	16-22-003	3		130,000				130,000
Chipper	16-22-004	3		70,000				70,000
Two (2) Routers	16-22-005	3		40,000				40,000
Quad Axle Truck	16-22-006	3		150,000				150,000
Fork-Lift	16-22-007	3		50,000				50,000
Bituminous Overlays/Construction	16-23-001	3			2,500,000			2,500,000
Shaping Tractor	16-23-002	3			125,000			125,000
Two (2) Patrol Trucks	16-23-003	3			500,000			500,000
Shop Supervisor Truck	16-23-004	3			35,000			35,000
Quad Axle Truck	16-23-005	3			150,000			150,000
Air Compressor	16-23-006	3			15,000			15,000
Mastic Machine	16-23-007	3			70,000			70,000
Welding & Shop Truck	16-23-008	3			100,000			100,000
Bituminous Overlays/Construction	16-24-001	3				2,500,000		2,500,000
Engineer Truck	16-24-002	3				35,000		35,000
Patrol Superintendent Truck	16-24-003	3				35,000		35,000
Two (2) Rubber Tire Excavators	16-24-004	3				500,000		500,000
Two (2) Mower Tractors	16-24-005	3				250,000		250,000
Bituminous Overlay/Construction	16-25-001	3					2,500,000	2,500,000
Two (2) Patrol Trucks	16-25-002	3					500,000	500,000
Asphalt Plant Loader	16-25-003	3					250,000	250,000
Pressure Washer	16-25-004	3					50,000	50,000
Dozer	16-25-005	3					300,000	300,000
<b>Highway Total</b>			<b>4,680,000</b>	<b>3,065,000</b>	<b>3,495,000</b>	<b>3,320,000</b>	<b>3,600,000</b>	<b>18,160,000</b>
<b>Human Services</b>								
Bus Purchase	40-21-000	4	72,000					72,000
<b>Human Services Total</b>			<b>72,000</b>					<b>72,000</b>
<b>Information Technology</b>								
County Facility UPS/Backup System	27-21-001	2	58,000					58,000
Server/Network Infrastructure	27-21-002	3	180,000					180,000
Sheriff's Department Forensic Server	27-21-003	3	17,500					17,500
County Data Storage	27-21-004	3	106,000					106,000
Server Licensing	27-21-005	3	55,900					55,900

Department	Project #	Priority	2021	2022	2023	2024	2025	Total
Wireless System Refresh	27-21-006	3	75,000					75,000
Video Conference Upgrades	27-21-007	3	18,500					18,500
Human Services EHR Project	27-21-008	4	85,799					85,799
TCM License Purchase	27-21-009	2	50,000					50,000
Core Switch Upgrade	27-22-001	3		95,000				95,000
Gateway Equipment - All County Locations	27-22-002	3		125,000				125,000
Phone System Upgrade (VOIP)	27-22-003	3		75,000				75,000
Web Filter Replacement	27-23-001	3			23,000			23,000
Sheriff Squad PC Replacements	27-23-002	3			116,502			116,502
Business Continuity Equipment Refresh	27-23-003	3			90,000			90,000
Backup Systems	27-23-004	3			212,000			212,000
Microsoft Server Upgrades	27-24-001	3				56,000		56,000
SQL Server Licenses/Upgrades	27-24-002	3				37,000		37,000
Citrix Upgrade	27-24-003	3				160,000		160,000
Office 2016 End of Life	27-25-001	3					220,000	220,000
Countywide Email System	27-25-002	3					145,000	145,000
Video Conferencing	27-25-003	3					136,000	136,000
Network Hardware Refresh	27-25-004	3					142,000	142,000
Firewall Replacement	27-25-005	3					58,000	58,000

#### Information Technology Total

646,699	295,000	441,502	253,000	701,000	2,337,201
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#### Land & Water Conservation

Roller Crimper	18-21-001	4	7,500					7,500
Carlson Surveyor+ with (628) GPS Receiver	18-24-001	3				23,000		23,000

#### Land & Water Conservation Total

7,500	23,000	30,500
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#### Maintenance

Courthouse/Jail M.E.P. Updates	19-21-001	2	75,000					75,000
Courthouse Updates & Repairs	19-21-002	3	75,000					75,000
River Block Upates & Repairs	19-21-003	3	50,000					50,000
Security Updates	19-21-004	3	30,000					30,000
River Block Windows	19-21-005	3	75,000					75,000
South Courthouse Parking Lot	19-21-006	2	150,000					150,000
Courthouse Elevator	19-21-007	2	275,000					275,000
Clerk of Courts Office	19-21-008	4	200,000					200,000
Tractor	19-21-009	3	30,000					30,000
Courthouse M.E.P. Updates	19-22-001	2		50,000				50,000
Courthouse Updates & Repairs	19-22-002	3		50,000				50,000
River Block Updates & Repairs	19-22-003	3		75,000				75,000
Security Updates	19-22-004	3		30,000				30,000
River Block Windows	19-22-005	3		75,000				75,000
Fourth Courtroom	19-22-006	3		350,000				350,000
Courthouse M.E.P. Updates	19-23-001	2			50,000			50,000
Courthouse Updates & Repairs	19-23-002	3			50,000			50,000
River Block Updates & Repairs	19-23-003	3			75,000			75,000
Security Updates	19-23-004	3			30,000			30,000
Branch 1 Office Remodel	19-23-005	3			150,000			150,000
Register in Probate/Juvenile Office	19-23-006	3			35,000			35,000
River Block Elevator Controls	19-23-007	2			200,000			200,000
Courthouse M.E.P. Updates	19-24-001	2				50,000		50,000
Courthouse Updates & Repairs	19-24-002	3				50,000		50,000
River Block Updates & Repairs	19-24-003	3				75,000		75,000
Security Updates	19-24-004	3				30,000		30,000
Courthouse Fire Alarm	19-24-005	3				85,000		85,000
Courthouse Boiler(s) & Heat Exchanger(s)	19-24-006	3				500,000		500,000

Department	Project #	Priority	2021	2022	2023	2024	2025	Total
Courthouse M.E.P. Updates	19-25-001	2					50,000	50,000
Courthouse Updates & Repairs	19-25-002	3					50,000	50,000
River Block Updates & Repairs	19-25-003	3					75,000	75,000
Security Updates	19-25-004	3					30,000	30,000
Courthouse Transfer Switches	19-25-005	3					50,000	50,000
Jail Boiler Replacement	19-25-006	3					75,000	75,000
<b>Maintenance Total</b>			<b>960,000</b>	<b>630,000</b>	<b>590,000</b>	<b>790,000</b>	<b>330,000</b>	<b>3,300,000</b>

### Norwood Health Center

Roof Replacement Phase 5	20-21-001	3	115,000					115,000
HVAC Renovations Phase 5	20-21-002	3	75,000					75,000
Pathways Renovation Phase 3	20-21-003	3	145,000					145,000
Kitchen Compressor #1 Replacement	20-21-004	3	7,500					7,500
Water Heater #3 Replacement	20-21-005	3	6,500					6,500
Boiler Burner #2	20-21-006	3	6,000					6,000
Mini Van Replacement	20-21-007	3	25,000					25,000
Pass Thru Warmer	20-21-008	2	5,500					5,500
Lobby Updates and Flooring	20-21-009	4	50,000					50,000
Building Security	20-22-001	3		45,000				45,000
HVAC Renovations Phase 6	20-22-002	3		75,000				75,000
Pathways Renovation Phase 4	20-22-003	3		150,000				150,000
Kitchen Compressor #2 Replacement	20-22-004	3		7,500				7,500
Power Transfer Switches	20-22-005	3		35,000				35,000
Work Truck	20-22-006	3		30,000				30,000
Mini Van #2	20-22-007	3		25,000				25,000
Pass Thru Freezer	20-22-008	3		5,300				5,300
Lawn Mower	20-22-009	3		20,000				20,000
Window Replacement Phase 1	20-22-010	3		50,000				50,000
HVAC Renovations Phase 7	20-23-001	3			80,000			80,000
Air Handler Rebuild	20-23-002	3			50,000			50,000
Pathways Renovation Phase 5	20-23-003	3			125,000			125,000
Parking Lot Reseal and Stripe	20-23-004	4			12,000			12,000
East Entrance Doors	20-23-005	3			12,500			12,500
Window Replacement Phase 2	20-23-006	3			50,000			50,000
Boiler Burner #3	20-24-001	3				6,000		6,000
Food Truck	20-24-002	3				40,000		40,000
Window Replacement Phase 3	20-24-003	3				50,000		50,000
Front Entryway	20-24-004	5				165,000		165,000
Boiler Replacement	20-25-001	3					55,000	55,000
Water Pipe Replacement	20-25-002	3					100,000	100,000
Chiller Water Pipe	20-25-003	3					20,000	20,000
<b>Norwood Health Center Total</b>			<b>435,500</b>	<b>442,800</b>	<b>329,500</b>	<b>261,000</b>	<b>175,000</b>	<b>1,643,800</b>

### Parks & Forestry

Fleet Vehicle Replacement	21-21-001	2	40,000					40,000
North Park Disc Golf Parking Lot Paving	21-21-002	3	30,000					30,000
Nepco Walking Trail and Rip Rap Repairs	21-21-003	3	25,000					25,000
Dump Truck Replacement	21-21-004	3	45,000					45,000
Road/Trail/Parking Lot Improvements	21-21-005	3	40,000					40,000
Fleet Vehicle Replacement	21-22-001	2		40,000				40,000
Road/Trail/Parking Lot Improvements	21-22-002	3		30,000				30,000
Playground Equipment Replacement	21-22-003	3		50,000				50,000
Tractor Replacement	21-22-004	3		40,000				40,000
Fleet Vehicle Replacement	21-23-001	2			40,000			40,000
Tractor Replacement	21-23-002	3			40,000			40,000

Department	Project #	Priority	2021	2022	2023	2024	2025	Total
Road/Trail/Parking Lot Improvements	21-23-003	3			40,000			40,000
Playground Equipment Replacement	21-23-004	3			50,000			50,000
Fleet Vehicle Replacement	21-24-001	2				40,000		40,000
Utility Tractor Replacement	21-24-002	3				30,000		30,000
Playground Equipment Replacement	21-24-003	3				50,000		50,000
Road/Trail/Parking Lot Improvements	21-24-004	3				40,000		40,000
Fleet Vehicle Replacement	21-25-001	3					40,000	40,000
Playground Equipment Replacement	21-25-002	3					50,000	50,000
D3 Dozer Replacement	21-25-003	3					45,000	45,000
Road/Trail/Parking Lot Improvements	21-25-004	3					40,000	40,000
<b>Parks &amp; Forestry Total</b>			<b>180,000</b>	<b>160,000</b>	<b>170,000</b>	<b>160,000</b>	<b>175,000</b>	<b>845,000</b>
<b>Sheriff and Corrections</b>								
Vehicles	25-21-001	2	252,684	257,738	262,893	268,151	273,514	1,314,980
Jail Body Scanner	25-21-002	3	150,000					150,000
<b>Sheriff and Corrections Total</b>			<b>402,684</b>	<b>257,738</b>	<b>262,893</b>	<b>268,151</b>	<b>273,514</b>	<b>1,464,980</b>
<b>UWSP - Marshfield</b>								
Green House Replacement/Refurbish	UW-21-001	3	4,300					4,300
Hot Water Heater Replacement	UW-21-002	3	8,000					8,000
Exterior Door Security System	UW-22-001	3		18,000				18,000
Roof Replacement	UW-23-001	3			55,000			55,000
Felker and Clark Building Renovations	UW-23-002	3			89,000			89,000
HVAC Upgrades	UW-24-001	3				81,000		81,000
Kitchen Upgrades	UW-24-002	3				64,000		64,000
Flooring Replacements	UW-25-001	3					51,000	51,000
Arboretum Trail & Drainage Maintenance	UW-25-002	3					17,000	17,000
Soccer & Baseball Field Parking Lot & Fence	UW-25-003	3					70,000	70,000
<b>UWSP - Marshfield Total</b>			<b>12,300</b>	<b>18,000</b>	<b>144,000</b>	<b>145,000</b>	<b>138,000</b>	<b>457,300</b>
<b>GRAND TOTAL</b>			<b>7,948,007</b>	<b>5,207,909</b>	<b>5,861,556</b>	<b>5,721,406</b>	<b>5,518,014</b>	<b>30,256,892</b>

**Wood County - Wisconsin**
**General Obligation Debt Summary**

Debt	Coupon Rate	Original Principal	Principal Balance	Remaining Interest	Total Princ. & Interest	Final Payment Date
			1/1/2020	6/1/2020		
Series 2012A Edgewater	2.0%	\$ 2,855,000	\$ 665,000	\$ 13,350	\$ 678,350	
Series 2012A Tower	2.0%	155,000	40,000	800	40,800	
Series 2012A Tower	2.0%	600,000	140,000	2,800	142,800	
		3,610,000	845,000	16,950	861,950	10/1/2021
Series 2014A Highway	2.0% - 4.0%	4,825,000	2,465,000	153,651	2,618,651	10/1/2024
Series 2015A Highway	2.0% - 2.5%	4,785,000	2,960,000	164,138	3,124,138	
Series 2015A UW STEM	2.0% - 2.5%	1,020,000	590,000	32,500	622,500	
Series 2015A Towers	2.0% - 2.5%	880,000	510,000	28,163	538,163	
		6,685,000	4,060,000	224,800	4,284,800	10/1/2024
Series 2016A Highway	1.0% - 2.0%	4,730,000	3,595,000	250,050	3,845,050	
Series 2016A Riverblock	1.0% - 2.0%	5,000,000	3,600,000	245,313	3,845,313	
		9,730,000	7,195,000	495,363	7,690,363	10/1/2026
Series 2017A Highway	2.0% - 3.0%	2,500,000	2,040,000	202,063	2,242,063	
Series 2017A CIP	2.0% - 3.0%	1,190,000	980,000	97,625	1,077,625	
Series 2017A CIPRF1	2.0% - 3.0%	495,000	405,000	40,313	445,313	
Series 2017A CIPRF2	2.0% - 3.0%	490,000	400,000	39,525	439,525	
Series 2017A CIPRF3	2.0% - 3.0%	495,000	405,000	40,313	445,313	
Series 2017A CIPRF4	2.0% - 3.0%	245,000	200,000	19,313	219,313	
		5,415,000	4,430,000	439,150	4,869,150	10/1/2027
Series 2018A Highway	3.0%	2,300,000	2,065,000	290,625	2,355,625	
Series 2018A CIP	3.0%	1,140,000	1,030,000	145,200	1,175,200	
		3,440,000	3,095,000	435,825	3,530,825	10/1/2028
Series 2019A Highway	2.0%	2,320,000	2,320,000	251,700	2,571,700	
Series 2019A CIP	2.0%	2,525,000	2,525,000	273,950	2,798,950	
		4,845,000	4,845,000	525,650	5,370,650	10/1/2029
		<u>\$ 38,550,000</u>	<u>\$ 26,935,000</u>	<u>\$ 2,291,389</u>	<u>\$ 29,226,389</u>	

Interest payments are paid on April 1st and October 1st.

Principal payment are paid on October 1st.

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, June 30, 2020

	Actual	2020 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
41110 General Property Taxes	\$13,797,729.72	\$27,595,459.50	(\$13,797,729.78)	(50.00%)
41150 Forest Cropland/Managed Forest Land	63,471.48	25,000.00	38,471.48	153.89%
41220 General Sales and Retailers' Discount	88.95	220.00	(131.05)	(59.57%)
41221 County Sales Tax	2,509,287.39	6,138,000.00	(3,628,712.61)	(59.12%)
41230 Real Estate Transfer Fees	47,067.72	142,000.00	(94,932.28)	(66.85%)
41800 Interest and Penalties on Taxes	172,908.17	394,000.00	(221,091.83)	(56.11%)
41910 Payments in Lieu of Taxes		18,500.00	(18,500.00)	(100.00%)
Total Taxes	16,590,553.43	34,313,179.50	(17,722,626.07)	(51.65%)
<b>Intergovernmental Revenues</b>				
43240 Federal Aid-Cares Act Funding	465,214.94		465,214.94	0.00%
43410 State Aid-Shared Revenue		3,064,207.00	(3,064,207.00)	(100.00%)
43420 Personal Property Aid	272,398.42	272,398.42		0.00%
43430 State Aid-Other State Shared Revenues		291,141.00	(291,141.00)	(100.00%)
43511 State Aid-Victim Witness		74,000.00	(74,000.00)	(100.00%)
43512 State Aid-Courts	172,044.02	377,280.00	(205,235.98)	(54.40%)
43514 State Aid-Court Support Services		75,775.00	(75,775.00)	(100.00%)
43516 State Aid-Modernization Grants	35,864.00	58,120.00	(22,256.00)	(38.29%)
43521 State Aid - Law Enforcement	136,186.12	146,000.00	(9,813.88)	(6.72%)
43523 State Aid-Other Law Enforcement	17,037.00	18,000.00	(963.00)	(5.35%)
43528 State Aid-Emergency Government		93,250.00	(93,250.00)	(100.00%)
43531 State Aid-Transportation	630,897.20	2,194,425.00	(1,563,527.80)	(71.25%)
43534 State Aid-LRIP		218,258.00	(218,258.00)	(100.00%)
43549 State Aid-Private Sewage		7,000.00	(7,000.00)	(100.00%)
43551 State Aid-Health Grants	17,931.28	83,252.00	(65,320.72)	(78.46%)
43554 State Aid-Health WIC Program	90,268.00	395,065.00	(304,797.00)	(77.15%)
43557 State Aid-Health Consolidated Contract	26,721.00	70,944.62	(44,223.62)	(62.34%)
43560 State Aid-Grants	9,845.00	68,167.00	(58,322.00)	(85.56%)
43561 State Aids	3,994,782.28	13,290,580.00	(9,295,797.72)	(69.94%)
43567 State Aid-Transportation	243,658.97	242,594.00	1,064.97	0.44%
43568 State Aid-Child Support	273,342.43	1,109,455.78	(836,113.35)	(75.36%)
43571 State Aid-UW Extension	1,344.00	11,500.00	(10,156.00)	(88.31%)
43572 State Aid-ATV Maintenance	305,253.75	6,826.00	298,427.75	4,371.93%
43574 State Aid-Snowmobile Trail Maint		254,677.00	(254,677.00)	(100.00%)
43576 State Aid-Parks		76,610.00	(76,610.00)	(100.00%)
43581 State Aid-Forestry	49,133.95	74,898.00	(25,764.05)	(34.40%)
43586 State Aid-Land Conservation	52,667.22	1,036,484.86	(983,817.64)	(94.92%)
43640 State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100.00%)
43690 State Aid-Forestry Roads	3,653.91	3,300.00	353.91	10.72%
Total Intergovernmental	6,798,243.49	23,634,208.68	(16,835,965.19)	(71.24%)
<b>Licenses and Permits</b>				
44100 Business and Occupational Licenses	223,358.51	377,750.00	(154,391.49)	(40.87%)
44101 Utility Permits	16,115.00	1,050.00	15,065.00	1,434.76%
44102 Driveway Permits		860.00	(860.00)	(100.00%)
44200 DNR & ML Fees	24,368.95	54,511.00	(30,142.05)	(55.30%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits		1,025.00	(1,025.00)	(100.00%)
44300 Sanitary Permit Fees	41,875.00	71,300.00	(29,425.00)	(41.27%)
44411 County Planner Plat Review Fees	4,550.00	7,500.00	(2,950.00)	(39.33%)
44412 Wisconsin Fund Application Fees		150.00	(150.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	5,000.00	33,825.00	(28,825.00)	(85.22%)
44415 HT Database Annual Fee	4,860.00	118,750.00	(113,890.00)	(95.91%)
Total Licenses and Permits	320,127.46	667,721.00	(347,593.54)	(52.06%)
<b>Fines, Forfeits and Penalties</b>				
45110 Ordinances Violations	962.37	1,700.00	(737.63)	(43.39%)
45115 County Share of Occupational Driver	40.00	200.00	(160.00)	(80.00%)
45120 County Share of State Fines and Forfeitures	59,125.77	152,000.00	(92,874.23)	(61.10%)
45123 County Parks Violation Fee	100.00	750.00	(650.00)	(86.67%)
45130 County Forfeitures Revenue	36,650.07	94,000.00	(57,349.93)	(61.01%)
45191 Private Sewage Fines	11,105.10	15,000.00	(3,894.90)	(25.97%)
Total Fines, Forfeits and Penalties	107,983.31	263,650.00	(155,666.69)	(59.04%)
<b>Public Charges for Services</b>				

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, June 30, 2020

		2020		
	Actual	Budget	Variance	Variance %
46110	County Clerk-Passport Fees	10,225.00	22,000.00	(11,775.00) (53.52%)
46121	Treasurer Fees-Redemption Notices	5,982.00	4,000.00	1,982.00 49.55%
46122	Property Conversion Charges	2,018.92	1,000.00	1,018.92 101.89%
46130	Register of Deeds-Fees	134,540.93	262,000.00	(127,459.07) (48.65%)
46131	Register of Deeds-Laredo Tapestry	4,724.90	47,000.00	(42,275.10) (89.95%)
46135	Land Record-Fees	37,856.00	92,880.00	(55,024.00) (59.24%)
46140	Court Fees	85,671.65	155,000.00	(69,328.35) (44.73%)
46141	Court Fees and Costs-Marriage Counseling	4,001.00	12,295.00	(8,294.00) (67.46%)
46142	Court/Juvenile	17,146.97	22,000.00	(4,853.03) (22.06%)
46143	Other Professional Reimbursements	11,487.94	17,736.00	(6,248.06) (35.23%)
46144	Circuit Court Branch I	9,968.77	28,600.00	(18,631.23) (65.14%)
46146	Circuit Court Branch III	3,849.00	12,000.00	(8,151.00) (67.93%)
46191	Public Charges-Clerk	2,300.00	6,800.00	(4,500.00) (66.18%)
46192	Public Chgs-Temp Licenses	2,408.00	7,000.00	(4,592.00) (65.60%)
46194	County Clerk Copy Fees	77.65	275.00	(197.35) (71.76%)
46195	Public Chgs-Map & Data Sales	91.25	100.00	(8.75) (8.75%)
46196	Public Chgs-Human Resources	668,399.98	1,557,476.00	(889,076.02) (57.08%)
46210	Sheriff-Public Charges	1,010.74	325.00	685.74 211.00%
46211	Sheriff Revenue-Civil Process Fees	27,089.65	62,000.00	(34,910.35) (56.31%)
46212	Sheriff Cost Reimbursement/Witness Fees	24,758.12	53,000.00	(28,241.88) (53.29%)
46214	Reserve Deputy Revenue	2,272.24	14,000.00	(11,727.76) (83.77%)
46215	Sheriff Escort Service	11,570.03	31,000.00	(19,429.97) (62.68%)
46216	Restitution	255.08	200.00	55.08 27.54%
46217	OWI Restitution	708.84	1,750.00	(1,041.16) (59.49%)
46221	Public Chgs-Coroner Cremation	34,100.00	60,000.00	(25,900.00) (43.17%)
46230	Death Certificates	12,200.00	15,000.00	(2,800.00) (18.67%)
46241	Jail Surcharge	11,024.08	31,000.00	(19,975.92) (64.44%)
46242	Huber/Electronic Monitoring	104,285.78	357,678.00	(253,392.22) (70.84%)
46243	Inmate Booking/Processing Fee	5,265.59	17,000.00	(11,734.41) (69.03%)
46244	Other County Transports	8,546.28	18,000.00	(9,453.72) (52.52%)
46245	Jail Stay Fee	21,068.17	37,000.00	(15,931.83) (43.06%)
46291	Public Chgs-ID Cards		100.00	(100.00) (100.00%)
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00) (100.00%)
46510	Public Chgs-Crisis Stabilization	110,559.82	477,695.00	(367,135.18) (76.86%)
46520	Institutional Care-Private Pay	275,767.98	952,868.00	(677,100.02) (71.06%)
46521	Institutional Care-Other Pay	299.00	4,146.00	(3,847.00) (92.79%)
46525	Public Chgs- Medicare	1,206,133.92	3,210,503.00	(2,004,369.08) (62.43%)
46526	Public Chgs- Medicaid	1,756,129.34	5,717,200.00	(3,961,070.66) (69.28%)
46527	Public Chgs-Veterans EW	37,174.89	37,174.89	0.00% 0.00%
46530	Public Charges	2,338,093.92	6,207,995.00	(3,869,901.08) (62.34%)
46531	Public Chgs- Private Insurance	417,183.73	1,470,262.00	(1,053,078.27) (71.63%)
46532	Public Chgs-County Responsible	48,469.04	154,607.00	(106,137.96) (68.65%)
46533	Public Chgs-NW Mental Health Inpatient	28,015.68	200,182.00	(172,166.32) (86.00%)
46534	Public Chgs-NW Mental Health Inpatient	853,408.11	1,745,238.00	(891,829.89) (51.10%)
46536	Third Party Awards & Settlements	160,500.00	410,828.00	(250,328.00) (60.93%)
46537	Contractual Adjustment	(1,516,616.71)	(4,428,250.00)	2,911,633.29 (65.75%)
46590	Provision for Bad Debts-Edgewater	(22,999.98)	(92,000.00)	69,000.02 (75.00%)
46621	Child Support-Genetic Tests	2,252.29	3,750.00	(1,497.71) (39.94%)
46623	Child Support-Filing Fees	51.00	80.00	(29.00) (36.25%)
46624	Child Support-Service Fees	5,443.99	12,000.00	(6,556.01) (54.63%)
46721	Public Chgs-Parks	236,772.93	550,000.00	(313,227.07) (56.95%)
46772	UW-Extension Project Revenue	16,861.00	3,050.00	13,811.00 452.82%
46813	County Forest Revenue	170,807.74	385,000.00	(214,192.26) (55.63%)
46825	Land Conservation Fees & Sales	38,266.97	70,860.00	(32,593.03) (46.00%)
46826	Private Sewage Charges	5,720.00	15,250.00	(9,530.00) (62.49%)
	<b>Total Public Charges for Services</b>	<b>7,433,199.22</b>	<b>20,044,979.00</b>	<b>(12,611,779.78) (62.92%)</b>
	<b>Intergovernmental Charges for Services</b>			
47210	Intergovernmental Charges	247,158.00	558,200.00	(311,042.00) (55.72%)
47230	State Charges	542,703.13	1,702,757.00	(1,160,053.87) (68.13%)
47231	State Charges-Highway	136,113.88	232,838.00	(96,724.12) (41.54%)
47232	State Charges-Machinery	19,075.49		19,075.49 0.00%
47250	Intergovernmental Transfer Program Rev	317,250.00	627,900.00	(310,650.00) (49.47%)
47300	Local Gov Chgs	136,388.16	594,327.00	(457,938.84) (77.05%)
47320	Local Gov Chgs-Public Safety	15,591.15	30,000.00	(14,408.85) (48.03%)

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, June 30, 2020

		2020			
		Actual	Budget	Variance	Variance %
47330	Local Gov Chgs-Transp	267,310.68	1,329,550.00	(1,062,239.32)	(79.89%)
47332	Local Gov Chgs-Roads		420,187.00	(420,187.00)	(100.00%)
47333	Local Gov Chgs-Bridges	(11,773.74)	78,103.00	(89,876.74)	(115.07%)
47350	Local Gov Chgs-Hlth & Human Svcs	18,355.50	69,000.00	(50,644.50)	(73.40%)
47351	Local Gov Chgs-Other Governments	6,270.00	70,640.00	(64,370.00)	(91.12%)
47391	Local Gov Chgs-BNI (Materials)	869.06	2,500.00	(1,630.94)	(65.24%)
47392	Local Gov Chgs-BNI (Staff)		850.00	(850.00)	(100.00%)
47393	Local Gov Chgs-Work Relief	643.00	10,000.00	(9,357.00)	(93.57%)
47395	Local Gov Chgs-EM Vehicles	761.51	5,000.00	(4,238.49)	(84.77%)
47396	Local Gov Chgs-EM Equipment	50.00	800.00	(750.00)	(93.75%)
	Total Charges to Other Governments	1,696,765.82	5,732,652.00	(4,035,886.18)	(70.40%)
Interdepartmental Charges for Services					
47410	Dept Charges-Hlth Benefits & Other	5,107,938.65	10,282,100.00	(5,174,161.35)	(50.32%)
47411	Dept Charges-Purchasing	16,220.17	40,200.00	(23,979.83)	(59.65%)
47412	Dept Charges-Insurance	252,555.90	500,000.00	(247,444.10)	(49.49%)
47413	Dept Charges-Gen Govt	537,606.40	1,127,105.00	(589,498.60)	(52.30%)
47415	Dept Charges-Systems	155,345.85	322,905.00	(167,559.15)	(51.89%)
47421	Dept Charges-Public Safety	5,584.29	22,100.00	(16,515.71)	(74.73%)
47430	Dept Charges-Bldg Rent	455,905.50	908,643.00	(452,737.50)	(49.83%)
47435	Dept Charges-Sheriff Lockup Rent	7,999.98	16,000.00	(8,000.02)	(50.00%)
47438	Dept Charges-Riverblock Rent	298,235.76	600,708.00	(302,472.24)	(50.35%)
47440	Dept Charges	3,298.00	3,200.00	98.00	3.06%
47460	Dept Charges-Drug Court	34,000.00	73,000.00	(39,000.00)	(53.42%)
47470	Dept Charges-Highway	158,253.79	2,169,804.00	(2,011,550.21)	(92.71%)
	Total Interdepartmental Charges	7,032,944.29	16,065,765.00	(9,032,820.71)	(56.22%)
	Total Intergovernmental Charges for Services	8,729,710.11	21,798,417.00	(13,068,706.89)	(59.95%)
Miscellaneous					
48000	Miscellaneous	2,905.57		2,905.57	0.00%
48100	Interest	52.61	20.00	32.61	163.05%
48110	Interest-Capital Projects	4.61	10.00	(5.39)	(53.90%)
48113	Unrealized Gain/Loss on Investment	91,095.29	25,500.00	65,595.29	257.24%
48114	Interest-Investment	1,152,371.09	145,000.00	1,007,371.09	694.74%
48115	Interest-General Investment	71,122.29	100,000.00	(28,877.71)	(28.88%)
48116	Interest-Section 125 & Health	841.59	475.00	366.59	77.18%
48117	Interest-Clerk of Courts	145.21	250.00	(104.79)	(41.92%)
48200	Rental Income	47,278.60	94,503.00	(47,224.40)	(49.97%)
48300	Gain/Loss-Sale of Property	186,633.60	42,000.00	144,633.60	344.37%
48320	Gain/Loss-Sale of Surplus Property	8,923.38	500.00	8,423.38	1,684.68%
48340	Gain/Loss-Sale of Salvage and Waste	3,427.60	6,700.00	(3,272.40)	(48.84%)
48440	Insurance Recoveries-Other	83,849.81	912,000.00	(828,150.19)	(90.81%)
48500	Donations	118,883.83	132,885.00	(14,001.17)	(10.54%)
48502	Donations-Veterans Loan Repayment	186.50		186.50	0.00%
48503	Donations-Services ATV Club		6,000.00	(6,000.00)	(100.00%)
48540	Donations & Contributions	40,143.67	21,500.00	18,643.67	86.71%
48830	Recovery of PYBD & Contractual Adj	30,154.36	35,000.00	(4,845.64)	(13.84%)
48860	Revenue from Meals	3,129.31	18,000.00	(14,870.69)	(82.61%)
48880	Food Vending Machine Income	936.00	3,500.00	(2,564.00)	(73.26%)
48900	Other Miscellaneous Revenue	2,571.50	68,200.00	(65,628.50)	(96.23%)
48901	Other/Miscellaneous Revenue	2,921.99	2,000.00	921.99	46.10%
48910	Vending/Cafeteria Revenue	1,880.36	8,850.00	(6,969.64)	(78.75%)
48920	Vending Machine Revenue	1,918.34	4,000.00	(2,081.66)	(52.04%)
48940	Canteen Income	235.45	30.00	205.45	684.83%
48970	Rental Income- NHC, Health Annex	11,640.06	24,459.70	(12,819.64)	(52.41%)
48980	Misc/Other Workshop Revenue	2.01	100.00	(97.99)	(97.99%)
48990	Other Operating Income	768.00	1,700.00	(932.00)	(54.82%)
48991	Copier Revenue	884.25	1,800.00	(915.75)	(50.88%)
	Total Miscellaneous	1,864,906.88	1,654,982.70	209,924.18	12.68%
Other Financing Sources					
49110	Proceeds from Long-Term Debt	2,862.00	4,904,600.00	(4,901,738.00)	(99.94%)
49210	Transfer from General Fund		341,000.00	(341,000.00)	(100.00%)
49220	Transfer from Special Revenue	2,006,758.67	6,138,000.00	(4,131,241.33)	(67.31%)
49240	Transfer from Capital Projects	275,542.35		275,542.35	0.00%
49270	Transfer from Internal Service		190,126.00	(190,126.00)	(100.00%)



**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, June 30, 2020

	Actual	2020 Budget	Variance	Variance %
49720 Norwood-Transfer from Building Maintenance	67,870.23		67,870.23	0.00%
Total Other Financing Sources	2,353,033.25	11,573,726.00	(9,220,692.75)	(79.67%)
<b>TOTAL REVENUES</b>	<b>44,197,757.15</b>	<b>113,950,863.88</b>	<b>(69,753,106.73)</b>	<b>(61.21%)</b>

**EXPENDITURES****General Government**

51120 Committees & Commissions	87,344.15	201,711.11	114,366.96	56.70%
51212 Circuit Court Branch I	188,511.97	422,010.23	233,498.26	55.33%
51213 Circuit Court Branch II	54,882.82	125,769.36	70,886.54	56.36%
51214 Circuit Court Branch III	56,147.86	127,042.60	70,894.74	55.80%
51215 Drug Court	104,890.01	222,928.00	118,037.99	52.95%
51217 Clerk of Courts-Divorce Mediation	9,525.00	25,000.00	15,475.00	61.90%
51220 Family Court Commissioner	31,249.96	65,600.00	34,350.04	52.36%
51221 Clerk of Courts	600,935.33	1,513,161.98	912,226.65	60.29%
51231 Coroner	74,460.25	160,208.09	85,747.84	53.52%
51240 Justice Coordinator	4,114.50	44,585.57	40,471.07	90.77%
51310 District Attorney	198,846.34	498,235.63	299,389.29	60.09%
51315 Victim Witness Program	70,944.39	154,636.29	83,691.90	54.12%
51320 Corporation Counsel	133,576.78	316,881.64	183,304.86	57.85%
51330 Child Support	446,753.09	1,053,042.75	606,289.66	57.58%
51333 Child Support - 5 County	72,273.86	177,475.34	105,201.48	59.28%
51420 County Clerk	143,626.23	358,199.57	214,573.34	59.90%
51424 County Clerk-Postage Meter	6,485.26	14,000.00	7,514.74	53.68%
51430 Health Benefit Payments	3,503,860.87	12,563,707.00	9,059,846.13	72.11%
51431 Health-Wellness	110,768.28	189,588.00	78,819.72	41.57%
51433 Human Resources-Labor Relations	1,497.50	30,000.00	28,502.50	95.01%
51435 Human Resources-Personnel	249,561.50	525,606.74	276,045.24	52.52%
51436 Human Resources-Programs		12,000.00	12,000.00	100.00%
51440 County Clerk-Elections	77,397.60	107,591.16	30,193.56	28.06%
51450 Data Processing	983,924.89	1,818,374.16	834,449.27	45.89%
51451 Voice over IP	87,180.29	141,500.00	54,319.71	38.39%
51452 PC Replacement	102,879.62	169,640.00	66,760.38	39.35%
51453 Co Clerk-Inform & Commun	2,637.55	18,500.00	15,862.45	85.74%
51510 Finance	196,573.57	502,458.01	305,884.44	60.88%
51520 Treasurer	198,689.57	460,901.93	262,212.36	56.89%
51550 Purchasing	2,133.31	5,144.00	3,010.69	58.53%
51590 Contingency		435,000.00	435,000.00	100.00%
51591 Efficiency	2,500.00	25,000.00	22,500.00	90.00%
51592 Initiatives		25,000.00	25,000.00	100.00%
51611 Bldg Maint-Courthouse and Jail	469,672.59	1,082,017.33	612,344.74	56.59%
51630 Bldg Maint-Unified Svcs Building	4,372.20	10,188.00	5,815.80	57.08%
51640 Bldg Maint-Joint Use Building	3,146.59	12,188.00	9,041.41	74.18%
51650 Bldg Maint-Sheriff Lockup	1,180.90	5,388.00	4,207.10	78.08%
51670 Bldg Maint-River Block	197,607.96	661,932.66	464,324.70	70.15%
51710 Register of Deeds	246,671.38	479,034.83	232,363.45	48.51%
51711 Register of Deeds-Redaction	8,289.46	15,800.00	7,510.54	47.54%
51931 Property and Liability Insurance	523,031.02	606,505.50	83,474.48	13.76%
51933 Workers Comp Insurance	277,479.11	467,466.49	189,987.38	40.64%
51934 Sick Leave Conversion	55,336.47	500,000.00	444,663.53	88.93%
Total General Government	9,590,960.03	26,351,019.97	16,760,059.94	63.60%

**Public Safety**

52110 Sheriff-Administration	1,199,714.59	2,710,818.04	1,511,103.45	55.74%
52130 Radio Engineer	75,106.35	245,943.76	170,837.41	69.46%
52131 Sheriff-Indian Law Enforce	5,473.57	35,008.00	29,534.43	84.36%
52140 Sheriff-Traffic Police	1,362,480.72	3,384,848.35	2,022,367.63	59.75%
52150 Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52220 Sheriff- Courthouse Security	152,081.03	355,282.20	203,201.17	57.19%
52510 Emer Mgmt-SARA Title III	18,438.53	53,406.66	34,968.13	65.48%
52520 Emergency Management	133,713.30	279,329.16	145,615.86	52.13%
52601 Dispatch	763,791.49	1,818,934.65	1,055,143.16	58.01%
52530 Emer Mgmt-Bldg Numbering	2,971.50	3,000.00	28.50	0.95%
52540 Emer Mgmt-Work Relief	78,104.89	182,418.37	104,313.48	57.18%
52710 Sheriff-Jail	1,286,625.24	2,918,595.09	1,631,969.85	55.92%

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, June 30, 2020

		2020		
		Actual	Budget	Variance
				Variance %
52712	Sheriff-Electronic Monitoring	100,851.58	221,737.00	120,885.42
52713	Sheriff-PT Transp/Safekeeper	588,357.55	1,395,617.49	807,259.94
52721	Sheriff-Jail Surcharge		100,000.00	100,000.00
	Total Public Safety	5,767,710.34	13,705,938.77	7,938,228.43
				57.92%
	<b>Public Works-Highway</b>			
53110	Hwy-Administration	184,322.69	351,879.80	167,557.11
53120	Hwy-Engineer	116,955.98	254,866.05	137,910.07
53191	Hwy-Other Administration	177,075.53	335,532.33	158,456.80
53210	Hwy-Employee Taxes & Benefits	(872,792.67)	1,753,982.36	2,626,775.03
53220	Hwy-Field Tools	9,370.61	(1,839.92)	(11,210.53)
53230	Hwy-Shop Operations	148,109.79	247,343.16	99,233.37
53232	Hwy-Fuel Handling	(7,983.37)	(23,105.00)	(15,121.63)
53240	Hwy-Machinery Operations	(461,358.14)	92,274.18	553,632.32
53260	Hwy-Bituminous Ops	43,892.34	230,793.04	186,900.70
53262	Hwy-Bituminous Ops	21,864.91		(21,864.91)
53266	Hwy-Bituminous Ops	376,817.06	1,856,661.62	1,479,844.56
53270	Hwy-Buildings & Grounds	86,319.27	181,404.12	95,084.85
53290	Hwy-Salt Brine Operations	20,217.65		(20,217.65)
53291	Hwy-Salt Brine Operations	(28,627.33)	150.00	28,777.33
53281	Hwy-Acquistion of Capital Assets	52,028.99		(52,028.99)
53310	Hwy-Maintenance CTHS		21,950.55	21,950.55
53311	Hwy-Maint CTHS Patrol Sectn	957,067.54	1,907,786.45	950,718.91
53312	Hwy-Snow Remov	588,221.86	829,981.54	241,759.68
53313	Hwy-Maintenance Gang	36,491.08	103,111.16	66,620.08
53314	Hwy-Maint Gang-Materials	5,905.03	2,900.00	(3,005.03)
53320	Hwy-Maint STHS	621,277.44	1,442,910.19	821,632.75
53330	Hwy-Local Roads	318,136.03	1,195,139.14	877,003.11
53340	Hwy-County-Aid Road Construction	6,646.55	456,930.91	450,284.36
53341	Hwy-County-Aid Bridge Construction	2,871.32	131,193.61	128,322.29
53490	Hwy-State & Local Other Services	195,670.16	555,188.46	359,518.30
	Total Public Works-Highway	2,598,500.32	11,927,033.75	9,328,533.43
				78.21%
	<b>Health and Human Services</b>			
54121	Health-Public Health	821,323.03	1,815,457.59	994,134.56
54122	Health-WIC Program	176,981.75	395,065.34	218,083.59
54128	Health-Public Health Grants	36,671.43	70,945.11	34,273.68
54129	Humane Officer	19,763.28	37,046.01	17,282.73
54130	Health-Dental Sealants	31,168.78	96,706.13	65,537.35
54132	Adams-Juneau Sanitation	157,453.86	361,362.23	203,908.37
54210	Edgewater-Nursing	1,812,568.75	4,419,757.32	2,607,188.57
54211	Edgewater-Housekeeping	67,050.88	170,353.00	103,302.12
54212	Edgewater-Dietary	313,202.31	729,116.85	415,914.54
54213	Edgewater-Laundry	32,170.85	54,222.00	22,051.15
54214	Edgewater-Maintenance	161,239.75	392,493.45	231,253.70
54217	Edgewater-Activities	81,554.81	182,474.54	100,919.73
54218	Edgewater-Social Services	77,309.72	168,537.90	91,228.18
54219	Edgewater-Administration	325,902.34	747,104.60	421,202.26
54220	Wood Haven TBI		865,793.39	865,793.39
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00
54317	Human Services Crisis Stabilization	153,857.53	368,723.73	214,866.20
54319	Unifed Board-Waiver Funded Clients	23,687.18		(23,687.18)
54324	Norwood-SNF-CMI	529,677.23	1,057,662.21	527,984.98
54325	Norwood SNF TBI	436,292.34	937,316.58	501,024.24
54326	Norwood-Inpatient	1,421,187.21	3,519,245.86	2,098,058.65
54350	Norwood-Dietary	524,829.93	1,159,410.65	634,580.72
54351	Norwood-Plant Ops & Maint	344,990.79	747,059.72	402,068.93
54363	Norwood-Medical Records	104,469.14	226,162.81	121,693.67
54365	Norwood-Administration	585,989.26	1,234,224.03	648,234.77
54401	Human Services-Child Welfare	1,512,354.05	4,349,551.57	2,837,197.52
54405	Human Services-Youth Aids	1,243,297.63	3,359,534.37	2,116,236.74
54410	Human Services-Child Care	53,257.23	169,244.90	115,987.67
54413	Human Services-Transportation	155,277.13	475,599.23	320,322.10

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, June 30, 2020

		2020			
		Actual	Budget	Variance	Variance %
54420	Human Services-ESS	732,621.59	1,529,765.90	797,144.31	52.11%
54425	Human Services-FSET	1,423,224.56	3,365,867.16	1,942,642.60	57.72%
54435	Human Services-LIEAP	40,905.84	108,806.93	67,901.09	62.41%
54440	Human Services-Birth to Three	222,028.62	548,250.16	326,221.54	59.50%
54445	Human Services-Childrens COP	19,743.76	72,995.09	53,251.33	72.95%
54450	Human Services-Childrens Waivers	165,156.72	363,058.61	197,901.89	54.51%
54455	Human Services-CSP	222,316.97	524,732.64	302,415.67	57.63%
54460	Human Services-OPC MH	656,543.61	1,716,242.99	1,059,699.38	61.75%
54465	Human Services-CCS	1,003,735.66	2,539,278.90	1,535,543.24	60.47%
54470	Human Services-Crisis Legal Svc	465,703.22	1,108,473.36	642,770.14	57.99%
54475	Human Services-MH Contr COP	276,861.50	1,344,677.00	1,067,815.50	79.41%
54480	Human Services-OPC AODA	193,512.88	448,401.72	254,888.84	56.84%
54485	Human Services-OPC Day Treatment	35,045.48	77,283.03	42,237.55	54.65%
54495	Human Services-AODA Contract	7,697.30	126,100.00	118,402.70	93.90%
54500	Human Services-Administration	1,599,458.22	3,360,917.96	1,761,459.74	52.41%
54611	Aging-Committee on Aging		198,278.00	198,278.00	100.00%
54710	Veterans-Veterans Relief	1,771.76	7,697.75	5,925.99	76.98%
54720	Veterans-Veterans Service Officer	157,261.80	343,488.63	186,226.83	54.22%
54730	Veterans Relief Donations		300.00	300.00	100.00%
54740	Veterans-Care of Veterans Graves		2,865.00	2,865.00	100.00%
54750	Veterans-WDVA Grant	2,928.05	13,000.00	10,071.95	77.48%
	Total Health and Human Services	18,430,045.73	45,938,151.95	27,508,106.22	59.88%
	Culture, Recreation and Education				
55112	County Aid to Libraries	535,268.32	1,047,953.00	512,684.68	48.92%
55210	County Parks	703,357.26	1,753,237.98	1,049,880.72	59.88%
55441	Maintenance Snowmobile Trails	23,351.92	254,677.00	231,325.08	90.83%
55442	ATV Maintenance	573.82	11,481.00	10,907.18	95.00%
55443	Powers Bluff		100.00	100.00	100.00%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	215,629.11	519,625.08	303,995.97	58.50%
55630	UW-Extension Center-Marshfield	25,453.50	50,907.00	25,453.50	50.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	721.17	17,700.00	16,978.83	95.93%
	Total Culture, Recreation and Education:	1,561,355.10	3,712,681.06	2,151,325.96	57.95%
	Conservation and Development				
56111	State Forestry Roads		7,000.00	7,000.00	100.00%
56121	Land Conservation	96,629.01	277,575.74	180,946.73	65.19%
56122	DATCP Grant	100,413.47	277,701.93	177,288.46	63.84%
56123	Wildlife Damage Abatement	64,014.48	139,382.85	75,368.37	54.07%
56125	Non-Metalic Mining Reclamation	21,567.88	40,563.50	18,995.62	46.83%
56126	MDV	848.38	25,925.91	25,077.53	96.73%
56128	Mill Creek	20,670.58	604,421.06	583,750.48	96.58%
56310	County Planner	182,110.84	397,469.20	215,358.36	54.18%
56320	Land Record	36,908.52	408,482.15	371,573.63	90.96%
56340	Surveyor	11,244.39	44,262.00	33,017.61	74.60%
56730	Transp & ED-Airport Aid		20,000.00	20,000.00	100.00%
56740	Payment in Lieu of Tax	(18,535.66)	77,344.10	95,879.76	123.97%
56750	Transp & Economic Develop	13,254.35	140,825.00	127,570.65	90.59%
56780	CDBG-ED	33,116.12	60,000.00	26,883.88	44.81%
56911	State Wildlife Habitat		2,500.00	2,500.00	100.00%
56913	Park & Forestry Capital Proj	30,738.31	44,330.00	13,591.69	30.66%
56943	Private Sewage System	60,530.34	271,313.94	210,783.60	77.69%
	Total Conservation and Development	653,511.01	2,839,097.38	2,185,586.37	76.98%
	Capital Outlay				
57114	Cap Projects-Finance		10,000.00	10,000.00	100.00%
57119	Cap Projects-Maintenance	219,841.10	375,000.00	155,158.90	41.38%
57120	Cap Projects-Gen Government	87.96	375,000.00	374,912.04	99.98%
57121	Cap Projects-Parks	1,566.00	27,000.00	25,434.00	94.20%
57127	Cap Projects-Computers	335,143.84	898,555.00	563,411.16	62.70%
57210	Cap Projects-Communications		18,000.00	18,000.00	100.00%
57213	Cap Projects-Emergency Management	231.93	125,105.00	124,873.07	99.81%

7/1/2020

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, June 30, 2020

		Actual	2020 Budget	Variance	Variance %
57310	Highway Capital Projects	390,934.09	2,132,862.32	1,741,928.23	81.67%
57412	Cap Projects-Edgewater	275,542.35	320,080.00	44,537.65	13.91%
57420	Cap Projects-Norwood	66,731.60	344,250.00	277,518.40	80.62%
57521	Cap Projects-Parks	22,142.30	477,505.00	455,362.70	95.36%
57622	Cap Projects-Planning and Zoning		40,000.00	40,000.00	100.00%
57640	UW Remodeling/Construction	15,106.95	64,000.00	48,893.05	76.40%
57940	Depreciation & Amortization	209,214.07		(209,214.07)	0.00%
	Total Capital Outlay	1,536,542.19	5,207,357.32	3,670,815.13	70.49%
	<b>Debt Service</b>				
58140	Debt Service Principal-Highway		3,785,000.00	3,785,000.00	100.00%
58240	Debt Service Interest-Highway	299,332.08	600,548.50	301,216.42	50.16%
58295	Paying Agent & Fiscal Charges		42,835.00	42,835.00	100.00%
	Total Debt Service	299,332.08	4,428,383.50	4,129,051.42	93.24%
	<b>Other Financing Uses</b>				
59210	Transfers to General Fund	2,006,758.67	6,669,126.00	4,662,367.33	69.91%
59270	Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
	Total Other Financing Uses	2,006,758.67	6,482,114.00	4,475,355.33	69.04%
	<b>TOTAL EXPENDITURES</b>	<b>42,444,715.47</b>	<b>120,591,777.70</b>	<b>78,147,062.23</b>	<b>64.80%</b>
	<b>NET INCOME (LOSS) *</b>	<b>1,753,041.68</b>	<b>(6,640,913.82)</b>	<b>8,393,955.50</b>	<b>(126.40%)</b>



## Wood County Performance Evaluation for Non-Supervisory Employees

<b>Employee Name</b>	Click here to enter text.	<b>Date of Hire</b>	Click here to enter text.
<b>Department</b>	Click here to enter text.	<b>Date of Evaluation</b>	Click here to enter text.
<b>Job Title</b>	Click here to enter text.	<b>Evaluation Year</b>	Click here to enter text.
<b>Supervisor's Name</b>	Click here to enter text.	<b>Evaluation Type (Check One)</b>	<input type="checkbox"/> Annual <input type="checkbox"/> Probationary <input type="checkbox"/> Other
<b>Supervisor's Job Title</b>	Click here to enter text.		

### Evaluation of Performance Factors

**Instructions:** Consider the employee's performance in each of the following categories as they relate to present position responsibilities and work performed. Click in the box that represents the demonstrated level of performance during the current review period.

#### Rating Definitions

<b>5</b>	Consistently and substantially exceeds expectations. Demonstrates leadership skills in this area.	Typically about <b>10%</b> of the County workforce will receive a rating of 4 or 5.
<b>4</b>	Usually exceeds position requirements.	
<b>3</b>	Meets position requirements and occasionally exceeds them.	The <b>majority</b> of the County workforce will receive a rating of 3.
<b>2</b>	Needs improvement to meet requirements.	Typically about <b>10%</b> of the County workforce will receive a rating of 1 or 2.
<b>1</b>	Performance is unsatisfactory and must improve to remain in position.	

		<b>Rating</b>				
		1	2	3	4	5
<b>ORGANIZATIONAL ABILITY</b> – demonstrates ability to organize tasks and assignments efficiently and effectively		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>JUDGMENT/PROBLEM SOLVING</b> – uses sound judgement in problem solving and/or in completing assignments and provides sensible conclusions or recommendations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>JOB KNOWLEDGE</b> – demonstrates a thorough understanding of their job and integrates this knowledge to efficiently accomplish requirements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>QUALITY OF WORK</b> – completes assignments and tasks in accordance with departmental standards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEPENDABILITY</b> – displays proven ability to meet deadlines and maintain an appropriate balance between quality and quantity of work		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMUNICATION SKILLS</b> – demonstrates effective verbal, non-verbal, and written communication in performance of duties and interpersonal interactions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INITIATIVE</b> – consistently assesses, beyond specific assignments, things that need to be done and takes appropriate steps to do so or presents a plan of action		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CREATIVITY &amp; INNOVATION</b> – demonstrates imagination in completion of assignments and displays openness to change		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CUSTOMER SERVICE</b> – consistently treats all customers with dignity and respect and continually works to understand customers/clients and their needs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SAFETY &amp; COMPLIANCE</b> – understands and complies with various regulatory components of the job and actively maintains a safe working environment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		--	--	--	--	--
--		<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>	<b>50</b>

### ADDITIONAL RATINGS – Lead/Senior-Level Staff Only

**PROJECT MANAGEMENT** – effectively plans projects and follows them through to completion, providing direction and guidance to others as necessary

**DELEGATION** - appropriately disperses work to others as needed and provides clear direction on tasks to be completed

**LEADERSHIP** - provides guidance to relevant department and County topics and is consistently sought after by others for suggestions or opinions on topics

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>	--	--	--	--
--	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
				<b>50</b>

### Supervisor Comments

Any performance factor rated other than 3 requires a comment, however, comments are highly encouraged for all ratings.

Click here to enter text.

### Goals for Next Evaluation Period

At least one goal should be defined in SMART Goal format. Additional goals can be attached on supplemental pages and should also be in SMART Goal format. See SMART Goals Guide for examples and assistance.

SMART Goal - Specific	Measurable	Attainable	Relevant	Time Oriented
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Overall Performance Rating		
Check One		Description
5	<input type="checkbox"/>	<b>The employee's performance <u>consistently and substantially exceeds expectations.</u></b> Employees receiving this rating will excel in all functions of their position. These individuals are viewed as role models by others and routinely volunteer for extra work/responsibilities while maintaining excellent performance in their core job functions.
4	<input type="checkbox"/>	<b>The employee's performance <u>consistently meets and usually exceeds expectations.</u></b> Employees receiving this rating will excel in most functions of their position. These individuals are recognized by peers, managers, and customers/clients as collaborative, skilled, and reliable.
3	<input type="checkbox"/>	<b>The employee's performance <u>meets and occasionally exceeds expectations.</u></b> Employees receiving this rating consistently meet expectations of their position. They make strong contributions to the success of their work unit. These individuals most likely are developing their skills and have one or two areas that have opportunities for improvement and development.
2	<input type="checkbox"/>	<b>The employee's performance <u>needs some improvement to meet expectations.</u></b> Employees receiving this rating are not meeting the expectations of their position, but with some improvement would be able to. They may do well in certain aspects, but their performance is lacking in one or more of the performance factors. <i>The employee's performance might be improved through development, experience, and/or behavior. A Performance Improvement Plan (PIP) is recommended for an employee receiving this rating. <u>This rating will result in the employee not receiving an annual step increase.</u></i>
1	<input type="checkbox"/>	<b>The employee's performance is <u>unsatisfactory and must improve to remain in their position.</u></b> Employees receiving this rating are not meeting the expectations of their position and the continuation of their employment is in question. <i>A Performance Improvement Plan (PIP) is <b>required</b> for an employee receiving this rating. Continuation of employment should be strongly considered. <u>This rating will result in the employee not receiving an annual step increase.</u></i>

Employee Comments

Complete This Section After Conducting the Performance Evaluation Meeting			
This evaluation has been discussed with me and I commit to achieving the performance goals established.			
Employee Signature		Date	
This document represents an objective evaluation of the employee's performance for the period under review.			
Supervisor Signature		Date	
Department Head Signature		Date	



## Employee Coronavirus (COVID-19) Pandemic Plan **DRAFT**

### Overview

The COVID-19 pandemic, also known as the coronavirus pandemic, is the current and ongoing pandemic of the coronavirus disease 2019 (COVID-19), caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The World Health Organization (WHO) declared the outbreak a Public Health Emergency of International Concern in January 2020 and subsequently declared a pandemic in March 2020. The Centers for Disease Control and Prevention (CDC) and the Wisconsin Department of Health Services (DHS) has provided, and continues to provide, advice and recommendations to both prevent and slow the spread of the virus.

According to the CDC, COVID-19 is thought to spread mainly through close contact from person-to-person. Asymptomatic individuals (those who have the virus but are not exhibiting any symptoms) are still able to spread the virus. The virus is thought to spread mainly:

- Between people who are in close contact with one another (within about 6 feet), and
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks, and those droplets then land, or are inhaled, in the mouths or noses of people who are nearby.

COVID-19 infection has been reported to cause a wide variety of flu-like symptoms including fever, cough, shortness of breath, sore throat, headache, fatigue, body/muscle aches, nausea, vomiting, and loss of smell and/or taste.

### Purpose

Wood County will take appropriate measures to limit or slow the spread of the virus in our workplace, as well as in our community, in accordance with the recommendations set forth by the CDC and DHS. Employees play an important role in protecting themselves, their peers, and our community by following the guidelines set forth in this policy.

### Practice Good Hygiene

Employees should take these everyday steps to protect their health and lessen the spread of the virus:

- Wash hands often
  - Employees should frequently wash their hands with soap and water for at least 20 seconds especially after having been in a public place, or after blowing their nose, coughing, or sneezing.
  - If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60% alcohol. The most effective way to use hand sanitizer is to cover all surfaces of both hands and rub them together until they feel dry.
  - Employees should avoid touching their eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes
  - Employees who may be in a private setting and do not have a face covering should always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow.
  - Used tissues should be discarded in the trash immediately.
  - Following the cover of a cough or sneeze or after using a tissue, employees should immediately wash their hands with soap and water for at least 20 seconds. If soap and





## Employee Coronavirus (COVID-19) Pandemic Plan **DRAFT**

water are not readily available, they should clean their hands with a hand sanitizer as described above.

- Clean and disinfect
  - When possible, employees should thoroughly clean AND disinfect all frequently touched surfaces daily. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
  - If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
  - Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.
  - The Wood County Maintenance Department will provide bottles/refills of disinfectant upon request.
- Monitor for symptoms
  - Employees should be alert for symptoms.
  - Attached to this policy, in Appendix A and B, employees can find a Self-Monitoring Information Sheet and Form, related to daily self-monitoring that should be reviewed and performed daily before coming to work.
    - This is especially important when in a setting where it may be difficult to keep a social and physical distance.
  - Follow [CDC guidance](#) if symptoms develop.
- Stay home when feeling sick
  - Other than to seek medical care, employees that are sick or symptomatic should self-isolate at home.
  - Further, they should isolate themselves from other household members as much as possible.
  - If an employee has been notified they are COVID-19 positive, they should notify their immediate supervisor within 24 hours of receiving the test results.

### **Social Distancing**

Social distancing is one of the best practices employees can use to avoid being exposed to the virus, and therefore slow its spread. Social distancing may also be referred to as physical distancing. It refers to the practice of maintaining a physical space between individuals. To practice social distancing:

- Individuals should stay at least 6 feet (about 2 arms' length) away from others,
- Limit the number of interactions; only meet with individuals for essential reasons,
- Limit the number of people gathering in any space; do not gather in groups, and
- Avoid crowded places and mass gatherings.

Enacting social distancing at work means that employees should always stay six (6) feet away from each other, as well as any customers, clients, or members of the public that they interact with. If this is not possible due to the nature of the job, it is recommended that all individuals wear appropriate personal protective equipment (PPE) such as a face mask or face covering. Employees should be advised that wearing a face mask or face covering does not provide a guarantee that they will not or cannot contract the virus, but it is a precautionary measure to protect all individuals. All employees are welcome to wear a face mask or face covering if they choose. See *Personal Protective Equipment* for more information on face masks and face coverings.



## Employee Coronavirus (COVID-19) Pandemic Plan **DRAFT**

### **Serving the Public**

The following protective measures are encouraged when serving customers/clients:

- Post public entrance notices indicating individuals with COVID-19 symptoms shall seek services by phone, or another means, if/when applicable.
- Mark service counter areas to prompt 6-foot distancing between customers/employees.
- Place tissue, hand sanitizer, and face masks at the service counter in the event the customer presents with symptoms.
- Determine the need for plastic barriers/shields at counter service areas. The Maintenance Department will order and assemble plastic barriers/shields as requested. There is a nominal fee per barrier that will be charged to the department. Employees shall seek supervisor approval before ordering/requesting barriers/shields from Maintenance.
- Limit in-person meetings with customers and ensure 6-foot distancing and limit the number of persons in a confined room. In the event a customer cannot be served remotely and 6-foot distancing is not feasible, pre-screen the customer for symptoms of COVID-19. In this instance, the employee should wear a face mask/covering and the customer is encouraged to do the same.
- Welcome all customers to wear face masks/coverings if they choose.

### **Work Travel**

Until further notice, all non-essential work travel is suspended. If an employee has a question about whether their travel is considered essential, they should seek guidance from their supervisor or Department Head.

If work travel is considered essential, it is recommended that one person be in a vehicle at a time. This applies to both using a County vehicle and a personal vehicle. During this time, departments may reimburse employees mileage for those that travel alone. Mileage reimbursement is not provided from the employee's home to the work location or work site. If one-person travel is not feasible, employees should ensure they socially distance themselves in the vehicle and wear a face mask or face covering for the duration of the travels.

### **Personal Travel**

In accordance with the DHS and current CDC guidelines, it is recommended that all individuals stay home as much as possible and avoid traveling outside of one's home community. This is especially important for those that have a higher risk of severe illness, or who may work with high-risk populations, such as the elderly. For these reasons, Wood County employees are requested to limit any non-essential personal travel.

Department Heads, or their designees, have the authority to modify or cancel previously approved, and future time off requests, including vacation, compensatory, or personal time, but not including FMLA leaves, in situations involving essential personnel or essential job functions which must be performed, under the following circumstances:



## Employee Coronavirus (COVID-19) Pandemic Plan **DRAFT**

- An employee reports plans to travel to a destination which will result, or is likely to result, in a restriction from the workplace upon return, and/or
- If the absence will result, or is likely to result, in staff shortages.

If employees feel it is essential to travel outside of the State of Wisconsin, it is the employee's responsibility to notify their supervisor of their travel intentions so that plans can be made for the potential of a 14-day quarantine upon return.

Department Heads, or their designees, will make every effort to work with employees to develop a manner and method that will allow the employee to return to work, however in the event the employee refuses to follow the directives, they may be restricted from the workplace and may be subject to discipline.

### **Restricted From the Workplace**

In order to maintain a safe work environment, a Department Head or their designee, in conjunction with the Human Resources Director, may restrict employees from the workplace under the following circumstances:

- Employees **WILL** be restricted if they:
  - Are being tested for COVID-19,
  - Are diagnosed by a healthcare provider as being COVID-19 positive,
  - Are named by a local Health Department as a "close contact" with someone who has tested positive for COVID-19, or
  - Have traveled by cruise ship within the last 14 calendar days.
- Employees **MAY** be restricted if they:
  - Have traveled or been involved in activities in such a way that they were unable to properly socially distance and perform adequate hand hygiene,
  - Have traveled outside of the country within the last 14 calendar days, or
  - Are currently experiencing symptoms consistent with COVID-19, as defined by the CDC, including fever, cough, shortness of breath, etc. Employees who are currently experiencing symptoms are directed to follow-up with their primary care provider or seek care through a telehealth provider for further instructions. Employees are required to report instructions they receive from their healthcare provider to their supervisor.

If an employee is restricted from the workplace for any of the above reasons, the Department Head or their designee will determine if the employee is able or eligible to work from home. Not all positions or employees are eligible to work from home.

### **Return to Work**

Employees who were restricted from the workplace for a period of time due to travel or being identified as a close contact to a COVID-19 case, may return if:

- A 14-calendar-day self-quarantine lapses,
- A local health official has determined a 14-calendar-day self-quarantine is no longer necessary, or
- A local health official releases the employee from isolation.



## Employee Coronavirus (COVID-19) Pandemic Plan **DRAFT**

Employees that had signs and/or symptoms consistent with COVID-19, were not tested, and were advised to self-isolate are able to return if all three of the following criteria are met:

- At least 10 days have passed since symptoms first appeared,
- The employee has been fever-free for at least 72 hours (without the use of fever reducing medications), and
- All other symptoms have improved (such as cough or shortness of breath).

Employees that have been tested for COVID-19 shall self-isolate at home until test results are received.

Employees who have been tested may return to work when:

- A negative test result has been received and all symptoms have cleared.
  - There are exceptions to this, including employees who were close contacts of a confirmed case and were instructed to do a 14-day quarantine by a local health official. Even if an employee who is quarantined tests negative during the quarantine period, they must complete the quarantine as instructed. Because of the incubation period of the virus, a negative test does not guarantee the employee will not convert to positive during the quarantine period.
- A positive test result has been received and the employee has been released from self-isolation by a local health official.

Employees who have signs and symptoms of illness that their healthcare provider does not believe are consistent with COVID-19 may return to work as indicated by the healthcare provider. No medical documentation is necessary.

An employee who is restricted from the workplace shall provide, at minimum, weekly updates to their supervisor related to their anticipated return to work.

### **Remote Work Options**

Where practical, Department Heads have the ability and authority to allow their staff to work remotely to allow for both social/physical distancing in the office as well as limiting the number of employees gathered at one time. Not all Wood County positions are eligible for telework. Departments are encouraged to work collaboratively with their staff and employees to determine if positions are eligible to work remotely or if other flexible options may be beneficial (blend of working remotely and working onsite, staggering shifts/schedules, etc). Employees who are authorized to work from home must abide by the Telework Policy located in the Employee Policy Handbook.

### **Leave Provisions**

Employees should contact their supervisor immediately if they need to be away from work due to one of the following situations related to COVID-19, as they may qualify for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act (FFCRA):



## Employee Coronavirus (COVID-19) Pandemic Plan **DRAFT**

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

As defined by the Department of Labor, Wood County has excluded healthcare providers and emergency responders from eligibility for the EPSL qualifying reasons #4, #5, and #6. Healthcare providers and emergency responders are also excluded from all provisions of the Emergency Family and Medical Leave Expansion Act.

For more information on the employee paid leave rights under the FFCRA, please contact Human Resources or view the FFCRA Employee Paid Leave Rights overview on the Wood County Intranet (Human Resources → Employee Resources).

### **Workers' Compensation**

Employees may be eligible to receive workers' compensation benefits for medical treatment related to COVID-19 in such circumstances where the employee has a confirmed exposure to a COVID-positive patient during the course of normal employment. Workers' compensation procedures, outlined in the Safety and Risk Manual, must be followed, and all claims will be evaluated on a case-by-case basis.

### **Personal Protective Equipment (PPE)**

Personal protective equipment, or PPE, is any approved device provided by the employer to reduce or eliminate hazard exposure, such as infectious materials like COVID-19. Per the Occupational Safety and Health Administration (OSHA), respiratory protection is to be provided to any employee that is required to perform any activity that will expose them to an airborne pathogen. This may include, but is not limited to, the Sheriff and Health Departments.

All required N95 masks will be issued, fit tested, and maintained according to the most current guidance from the CDC and OSHA. N95 masks may be decontaminated and reused; N95 masks should be discarded if soiled, damaged, or difficult to breathe through.

Cloth or surgical/procedure masks do not provide the same level of protection as N95 masks, and should be worn in circumstances where N95 masks are not required, but the job operation does not lend itself to social distancing. Cloth or procedure masks may not be used as a substitute when filtering respirators, such as N95s, are required. The CDC recommends wearing cloth face masks/coverings as a measure to contain the wearer's respiratory droplets and help protect their co-workers and members of the public. They may prevent workers, including those who don't know they have the virus, from spreading it to others but may not protect the wearers from exposure to the virus that causes COVID-19. Cloth masks/coverings should be



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routinely washed depending on the frequency of use; it is recommended to wash cloth face masks/coverings daily. Disposable surgical masks should be disposed of after use.

All face masks/coverings should be carefully removed after use, ensuring not to touch one's eyes, nose, or mouth during removal. Proper hand hygiene should be performed immediately after removing and properly storing or disposing of the mask/covering. N95 masks should be stored in a breathable paper bag at the end of the workday. A minimum of five (5) days must elapse before the mask can be used/worn again. Cloth face masks/coverings should be folded so the contaminated outside is folded inward against itself; place in a clean bag until used again or laundered. Machine or hand-washing should suffice to properly wash a cloth face mask/covering with regular laundry detergent. It is recommended to use hot water and a hot dryer setting.

If an employee is unable to wear the recommended PPE due to medical or other conditions, they are encouraged to discuss reasonable alternatives with their supervisor or Department Head.

The Emergency Management Department has various types of PPE available for employees to use in the course of their employment. Types of PPE available include reusable cotton face coverings, non-surgical and disposable face masks, gloves, etc. Requests for PPE should be made directly to the Emergency Management Department.

### **Disclaimers**

Departments of Wood County are actively monitoring the COVID-19 pandemic with respect to its impact on our employees, clients, and community. Wood County reserves the right to adopt new policies and procedures affecting conditions of employment and benefits, or to modify, alter, change, or cancel existing policies and procedures at any time due to changing circumstances. Federal, state, and local authorities may issue executive orders, guidance, and/or pass legislation that supersedes this plan, or a portion thereof. If and when that occurs, this policy will be updated to reflect the changes.

This policy does not apply to the Wood County Circuit Courts, as they are governed by the WI Supreme Court. Employees of Edgewater Haven and Wood County Annex & Health Center (Norwood) are governed by the US Centers for Medicare & Medicaid Services (CMS) and should follow the policies set forth by those facilities, however the "Personal Travel" and Restricted from the Workplace" sections of this policy apply to all staff.

### **Revision**

This policy may be revised in accordance with recommendations by the CDC, DHS, or the Wood County Health Department (WCHD). This policy will only remain in effect for the duration of the Public Health Emergency and pandemic, as outlined by the WHO.



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### Appendix A- Self Monitoring Information Sheet



### Self-Monitoring Information Sheet

To ensure all of our safety during the COVID-19 outbreak, all employees are asked to self-monitor for symptoms of COVID-19. Please complete the following **BEFORE COMING TO WORK**.

#### What is self-monitoring?

Self-monitoring means that you monitor or watch yourself for the following symptoms of COVID-19 and if you develop symptoms, report them to your supervisor:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Fever                  | <input type="checkbox"/> Muscle aches     | <input type="checkbox"/> Loss of smell |
| <input type="checkbox"/> New or worsening cough | <input type="checkbox"/> Sore Throat      | <input type="checkbox"/> Runny nose    |
| <input type="checkbox"/> Shortness of breath    | <input type="checkbox"/> Nausea/ Vomiting | <input type="checkbox"/> Chills        |
|   | <input type="checkbox"/> Diarrhea         | <input type="checkbox"/> Fatigue       |

#### Why should I self-monitor?

The purpose of self-monitoring is to identify illness early and self-isolate at home to reduce the potential of transmission to others you work with. It is a good idea to be aware of any of the symptoms of COVID-19 listed above that you might have. If you develop symptoms you can protect others by staying home. If you are unwell, let your health care provider know so you can receive the right care and advice.

#### What should I do if I develop symptoms of COVID-19 or my symptoms worsen?

##### **IF YOU ARE SICK, PLEASE STAY HOME.**

If you have a fever (temperature of  $\geq 100.4^{\circ}\text{F}$ ) **OR** symptoms of COVID-19 (symptoms listed above), you **MUST STAY HOME** and immediately notify your supervisor. If your symptoms worsen enough that you feel that you need to see a healthcare provider but it is not an emergency, contact your healthcare provider before you seek medical care. When arriving at the healthcare facility, wear a mask and let the staff know that you are ill and have symptoms of COVID-19.

If your symptoms are severe (i.e. shortness of breath) call 9-1-1.







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## Appendix B- COVID-19 Daily Self-Monitoring Form



Here is a sheet to help you keep track of your daily symptoms while self-monitoring

### COVID-19 Daily Self-Monitoring Form

Date each day, check your temperature and then check any of the symptoms

Name: \_\_\_\_\_

Date															
No Symptoms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Symptoms	Let your supervisor know if you develop symptoms														
Fever ≥ 100.4°F															
Chills															
Difficulty Breathing	Call 9-1-1														
New or worsening cough															
Runny Nose															
Nausea/Vomiting or Diarrhea															
Sore throat															
Fatigue															
Muscle aches															
Headache															
Loss of smell															
Generally feeling unwell															
Other, specify															

Help protect yourself and your coworkers



Stay home if you are sick



Maintain 6 feet physical distance



Wash your hands



Clean/Disinfect work space



Cover mouth and nose