

**AGENDA FOR SEPTEMBER 18, 2018 – 9:30 A.M.  
WOOD COUNTY BOARD OF SUPERVISORS  
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Vice Chair Rozar

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: Supervisor Holbrook

APPOINTMENTS/Re-APPOINTMENTS: None

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS: None

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

**SPECIAL ORDER OF BUSINESS**

Clean Sweep Presentation

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

SET DATE FOR NEXT COUNTY BOARD MEETING – October 16, 2018

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

August 21, 2018 - 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on August 21, 2018.

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

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Fischer, Hahn, Hamilton, Hokamp, Holbrook, LaFontaine, Leichtnam, Machon, Pliml, Polach, Rozar, Winch, Zaleski, and Zurfluh.

County Clerk Miner gave the invocation and led the Pledge of Allegiance.

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

Public Comment: Michelle Boernke, Campus Administrator for UW-Stevens Point/Marshfield and Dean Gretel Stock-Kupperman introduced themselves and stated they look forward to communicating with board to ensure the needs of all of Wood County are being met by the university.

Referrals were noted.

Committee minutes presented: Executive, Wellness Board

**RESOLUTION 18-8-1**

Introduced by: Executive Committee

INTENT & SYNOPSIS: To amend the 2018 budget of a department with employees that qualified for a merit pay bonus in 2017. The funds were originally appropriated in the Human Resources Department.

FISCAL NOTE: No additional cost to Wood County. The appropriation to be transferred was appropriated in Human Resources Programs and was anticipated to be transferred to the department approved for merit pay bonus. The adjustment to the budget is as follows:

|                 |                          |               |
|-----------------|--------------------------|---------------|
| Transfer In     |                          |               |
| <u>Function</u> | <u>Function Name</u>     | <u>Amount</u> |
| 54121           | Health – Public Health   | \$3,427       |
| Transfer Out    |                          |               |
| <u>Function</u> | <u>Function Name</u>     | <u>Amount</u> |
| 51436           | Human Resources–Programs | \$3,427       |

Motion by Hamilton/Breu to adopt Resolution 18-8-1. Clarification sought on number of employees receiving merit pay. Motion to adopt Resolution 18-8-2 carried unanimously.

**RESOLUTION 18-8-2**

Introduced by: Health & Human Services and Executive

INTENT & SYNOPSIS: To amend the 2018 budget for Norwood Maintenance function (54351) for the purpose of funding the operational purchases necessary to update the Pathways therapy unit to bring it up to code to house residents.

FISCAL NOTE: To transfer up to, not to exceed, \$25,000 from available balance in contingency (51590) to the Norwood Maintenance function (54351). At the time of this request, the funds available in contingency are \$326,683. The adjustment to the budget is as follows:

| <u>Account</u> | <u>Account Name</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|---------------------|--------------|---------------|
| 54351          | Norwood Maintenance |              | \$25,000      |
| 51590          | Contingency         | \$25,000     |               |

Motion by Fischer/Clendenning to adopt Resolution 18-8-2. Motion carried unanimously.

### **RESOLUTION 18-8-3**

Introduced by: Executive

INTENT & SYNOPSIS: Tax deed eligible property – authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

|              |                   |                     |
|--------------|-------------------|---------------------|
| FISCAL NOTE: | TAXES 2012 – 2017 | \$122,177.97        |
|              | SPEC. CHARGES     | 58,695.13           |
|              | DEL UTILITIES     | 10,902.68           |
|              | SPEC. ASSESSMENTS | 2,075.71            |
|              | PUBLICATION FEES  | 1,601.96            |
|              | TAX DEEDING EXP.  | 3,075.00            |
|              | <u>TOTAL</u>      | <u>\$198,528.45</u> |

Motion by Hamilton/Clendenning to adopt Resolution 18-8-3. Motion carried unanimously.

Committee minutes presented: Health & Human Services, Human Services Dept. Public Budget Hearing, North Central Community Action Program

### **RESOLUTION 18-8-4**

Introduced by: Health & Human Services Committee

INTENT & SYNOPSIS: To authorize the Health and Human Services Committee or its designee(s) to negotiate a lease extension for the Human Services Department's continued use of the Marshfield City Hall.

FISCAL NOTE: None; any lease extension will be brought back to the county board for approval.

Motion by Hamilton/Zaleski to adopt Resolution 18-8-4. Motion carried unanimously.

Committee minutes presented: Public Safety, North Central ITBEC, Golden Sands Resource Conservation & Development Council

### **RESOLUTION 18-8-5**

Introduced by: Conservation, Education, and Economic Development (CEED)

**INTENT & SYNOPSIS:** Amend the Wisconsin Rapids Sewer Service Area/Water Quality Management Plan - 2030

**FISCAL NOTE:** None

Motion by Hamilton/Breu to adopt Resolution 18-8-5. Motion carried unanimously.

**RESOLUTION 18-8-6**

Introduced by: CEED

**INTENT & SYNOPSIS:** To authorize the submittal of a state grant application and the subsequent appropriation of County funds and outside donations for a Household Hazardous Waste Clean Sweep program for Wood County, in 2019.

**FISCAL NOTE:** County Funds - \$10,000  
Anticipated State Grants - \$9,000

Motion by Fischer/Hamilton to adopt Resolution 18-8-6. Motion carried unanimously.

Committee minutes presented: Judicial & Legislative

**RESOLUTION 18-8-7**

Introduced by: Judicial & Legislative

**INTENT & SYNOPSIS:** To support an increase in Child Support Funding from the State of Wisconsin to County Child Support Agencies

**FISCAL NOTE:** No cost to the County.

Motion by Clendenning/Fischer to adopt Resolution 18-8-7. Motion carried unanimously.

Committee minutes presented: Highway Infrastructure & Recreation

**RESOLUTION 18-8-8**

Introduced by: Highway Infrastructure & Recreation Committee (HIRC)

**INTENT & SYNOPSIS:** To encourage the State of Wisconsin to find a sustainable solution to fund Wisconsin's transportation system.

**FISCAL NOTE:** None.

Motion by Feirer/Hamilton to adopt Resolution 18-8-8. Discussion ensued. Motion carried unanimously.

**RESOLUTION 18-8-9**

Introduced by: HIRC



INTENT & SYNOPSIS: To authorize the County Clerk to execute a quit claim deed transferring county highway property (Pittsville Shop Property) to Tom Gardner.

FISCAL NOTE: The County will receive \$90,000 for sale of the property.

Motion by Breu/Hokamp to adopt Resolution 18-8-9. Motion carried unanimously.

Committee minutes presented: Aging and Disability Resource Center of Central Wisconsin, Central Wisconsin State Fair Board of Directors, Fairgrounds Commission, McMillan Memorial Library Board of Trustees, South Central Library System Board of Trustees, Wood County Library Board 5-year Plan Committee, Wood County Library Board.

Comments from the floor included thanks and appreciation to department heads and employees, as well as highlights of the upcoming Central Wisconsin State Fair.

Motion by Fischer/Leichtnam to adjourn. Motion carried unanimously by voice vote at 9:57 a.m. Next scheduled county board meeting is September 18, 2018.

Respectfully Submitted  
Trent Miner  
County Clerk

## **REFERRALS FOR SEPTEMBER 18, 2018 – COUNTY BOARD**

- Resolution from Pepin County, supporting House of Representatives bill 5429 SIREN Act of 2018 which is intended to provide grant funding to rural EWMS for recruitment and training of EMS personnel, the purchase of EMS equipment, and to acquire personal protective equipment as required by OSHA. Referred to Judicial & Legislative Committee, Public Safety Committee, and Dispatch Manager Heideman.
- Resolution from Racine County supporting increased rate of reimbursement for assigned counsel attorneys to market rate. Referred to Judicial & Legislative Committee.

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## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, August 21, 2018  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County Courthouse, Conference Room 114  
**PRESENT:** Doug Machon, Donna Rozar, Bill Winch, Ken Curry, Bill Clendenning, Adam Fischer, Dennis Polach

**OTHERS PRESENT** (for part or all of the meeting): Kim McGrath, Kelli Quinnell, Nicole Gessert, Marla Cummings, Lacey Bell, Heather Gehrt, Reuben Van Tassel, Peter Kastenholz, Bill Leichtnam, Amy Kaup, Chris Markworth, Wendy Markworth, Dan Brandl, Shane Wucherpfennig, Marion Hokamp

**EXCUSED:** None.

The meeting was called to order by Chair Machon.

**Public Comment** – None

Treasurer Gehrt stated there have been no additional offers to purchase the Airport Avenue property. She has shown the property four more times.

Finance Director Cummings discussed 2019 budget meeting dates. It was the consensus of the Committee that they will get through as many budgets as they can after the next regularly scheduled meeting on September 4, 2018. The Committee will finish the rest of the budgets after the County Board meeting on September 18, 2018.

The Committee asked IT Director Kaup, Finance Director Cummings, and HR Director McGrath for a recap of their narratives provided to the Committee for this meeting. Discussion ensued regarding the current issues facing the Finance Department with payroll and the proposed Dynamics system. IT Director Kaup stated that IT saw immediate improvement when payroll was transitioned to the Finance Department. Kaup stated that data entry errors are not a reason to change systems. HR Director McGrath stated HR believes it would be beneficial if Finance took over the data entry for payroll in the current system. Supervisor Rozar asked Finance Director Cummings if Finance would be willing to take over entering the data. Cummings stated “yes”, that she would like control over the payroll system. Cummings stated HR errors with payroll have been occurring since January 2016. She furthermore stated that what she is asking for is control of the data. Supervisor Fischer asked if the County would get back the \$13,000 that has already been paid for Dynamics. Cummings replied probably not and that approximately \$6,000 of that money was for enhanced software for Dynamics.

**Motion (Clendenning/Rozar) to go forward with Dynamics for payroll as planned.**

Discussion of the motion ensued. Cummings stated that Dynamics payroll is part of the current package. The \$48,000 listed in the contract is to get Dynamics payroll up and running. Kaup stated if the Committee moves forward with Dynamics, IT recommends terminating the contract with Wipfli and stated that termination is possible. Supervisor Rozar asked Kaup if there is a software issue. Kaup stated that, so far, people are successfully getting paid unless a human error occurs and that all issues have been addressed. Kaup suggested it may be beneficial to systematically track errors. At this time, it has been data entry errors. Cummings stated her access to HRMS was terminated by HR when the payroll

transition discussions began; however, what she remembers of the system is that it is not user friendly because data is stored in multiple locations. Cummings stated the download for the budget was incorrect because the data is stored in multiple locations. Supervisor Curry stated he would not support going to Dynamics and called for a vote on the motion.

**Motion failed. Voting no: Winch, Curry, Rozar, Machon**

**Motion (Rozar/Curry) that:**

- a) Finance be given level of access necessary to work within the current HRMS software.**
- b) HR should be given read-only access, and**
- c) HR, IT, and Finance need to work together to determine whether this is a data entry or software issue and report back to the Committee in three months.**

Discussion ensued.

Supervisor Clendenning stated he would be voting no on this motion. Supervisor Rozar stated she does not believe the involved departments have looked at the current system thoroughly enough. Supervisor Fischer clarified the County would be out the money already paid and stated he would be voting no against this motion because his confidence in HR to verify the data that is entered is low.

Supervisor Clendenning was excused at 8:54 a.m.

Supervisor Fischer asked if this topic could be on the agenda each month for the next three months. He stated he could support the motion if there was a transparent report given to the Committee each month. McGrath expressed concern regarding HR having read-only access in HRMS as it relates to benefits.

**Motion (Curry/Fischer) to amend the motion to add that the Executive Committee should have monthly reports from the HR, IT, and Finance Directors on the agenda regarding this issue. Motion to amend carried unanimously. Motion to approve the amended motion carried unanimously.**

Agenda items for next meeting: Reports from HR, IT, and Finance Directors regarding payroll and the current software  
Discuss selling price of Airport Avenue property  
90-day "For Sale by Owner" expiration on the Airport Avenue property

**Chair Machon declared the meeting adjourned at 9:01 a.m.**

Submitted and signed electronically,

*Donna Rozar*

Donna Rozar  
Secretary

Minutes taken and prepared by Kelli Quinnell. All minutes reviewed by the Executive Committee secretary.

## EXECUTIVE COMMITTEE

**DATE:** Tuesday, September 4, 2018  
**TIME:** 8:00 a.m.  
**LOCATION:** Wood County Courthouse, Room 114  
Wisconsin Rapids, WI 54495

**PRESENT:** Doug Machon, Donna Rozar, Bill Winch, Ken Curry, Bill Clendenning  
Adam Fischer, Dennis Polach

**OTHERS PRESENT (for all or part of the meeting):** Nicole Gessert, Kim McGrath, Kelli Quinnell, Reuben Van Tassel, Brandon Vruwink, Marla Cummings, Sue Kunferman, Josh Miller, Cindy Robinson, Amy Kaup, Mary Schlagenhaft, Jo Timmerman, Krista Coon, Brent Vruwink, Heather Gehrt, Jordon Bruce, Lacey Bell, Scott Larson, Mike Feirer, Kathy Alft, Shane Wucherpfennig, Jason Grueneberg, Rock Larson, Terry Stelzer, Randal Dorshorst, Thomas Reichert, Jason Hausler, John Peckham, Roland Hawk, Tiffany Ringer, Craig Lambert, Trent Miner, Julie Terrill, Peter Kastenholz

The meeting was called to order by Chair Machon.

**Public Comment:** None

### **Consent Agenda**

Supervisor Fisher requested the Finance and HR monthly letter of comments be pulled from the Consent Agenda for discussion.

**Motion (Rozar/Fischer) to approve the Consent Agenda excluding the items requested pulled for discussion. Motion carried unanimously.**

Supervisor Fischer asked for clarification regarding Finance Director Cummings' Letter of Comments about the recent payroll issues. Finance Director Cummings indicated that Finance, HR, and IT are scheduled to meet September 7<sup>th</sup> to discuss payroll issues.

Supervisor Fischer requested clarification regarding HR Director McGrath's Letter of Comments about meeting with the Chair, Corporation Counsel, and the IT Director on the creation of a Remote Work (Telework) policy and whom Telework would affect. McGrath replied that this was an initial meeting and any further information on a Remote work policy would be brought before the Executive Committee.

Supervisor Fischer asked for clarification regarding HR Director McGrath's Letter of Comments about meeting with the County Board Chair and the Maintenance Manger to discuss Renewable and Sustainable Energy as well as a review of the Maintenance Manager's job description with applicable energy initiatives. Chair Machon indicated he had initiated a preliminary discussion with the Maintenance Manger to investigate different Renewable Energy options and that it is just the initial stage to investigate options. Discussion ensued about the need for the Executive Committee's involvement and under which department/oversight committee these discussions should fall.

**Motion (Rozar/Curry) to approve the consent agenda items removed for discussion. Motion carried unanimously.**

Supervisor Rozar presented a Resolution to go before the County Board for Health and Human Services to extend the lease with the City of Marshfield for Human Services office space in the previous Marshfield City Hall. Rent remains at the current level for one year. Discussion ensued about the possibility of utilizing space at Norwood. This possibility has been discussed previously and the conclusion has been that there is not enough square footage that could be used for office space.

**Motion (Clendenning/Fischer) to approve the resolution to authorize the lease extension with the City of Marshfield for office space in the Marshfield City Hall and forward that resolution to the full County Board. Motion carried unanimously.**

Machon discussed a notification received regarding the HoChunk Nation proposal to add to trust lands. No action needs to be taken. This proposal affects land that is in the township of Port Edwards. The land has been used as a health clinic. This HoChunk Nation land is being removed from County tax rolls and placed in federal land.

Finance Director Cummings stated that due to budget meetings, department heads for Finance, HR and IT would not be meeting until September 7<sup>th</sup> to discuss payroll issues. Discussion ensued about the appropriate permissions for each department in the payroll software. HR Director McGrath indicated that with the change in permissions not all of her staff are able to make the necessary benefit changes. IT Director Kaup is looking for clarification as to who to take direction from regarding permissions.

**Motion (Curry/Rozar) to allow HR staff benefit, performance evaluations input, and appropriate access to the payroll software so their job can be done. Motion carried unanimously.**

Agenda item #8--Motion to approve transfer of proceeds from sale of Land & Water Conservation vehicle moved until later on in the meeting due to specific time requirements.

#### **Treasurer**

Treasurer Gehrt expressed appreciation for the Maintenance Department and their help when she recently encountered trespassers at the Airport Avenue property. All 3 trespassers were charged. Maintenance Manager VanTassel has two showings on September 5<sup>th</sup>. The 90-day term of posting the property as "For Sale by Owner" as approved by the Committee had ended.

**Motion (Curry/Rozar) to list the Airport Avenue property with a Realtor following the appropriate process and after Chair Machon discusses that process with Corporation Counsel, to list the property for sale as appropriate. Motion carried unanimously.**

#### **Finance**

Finance Director Cummings presented a resolution to amend the 2018 budget of Sheriff Electronic Monitoring for additional expenditures that were not anticipated during the original budget process.

**Motion (Rozar/Fisher) to approve the resolution to amend the 2018 budget of Sheriff Electronic Monitoring. Motion carried. Voting no: Poloch, Clendenning (would like the resolution to go to Public Safety Committee first)**

Cummings presented a resolution to amend the 2018 budget of Wildlife Damage Abatement for unanticipated state aid monies and to appropriate those monies to Wildlife Damage expenditures. Cummings noted the funds were for a fence for a farmer and the County will be reimbursed by the DNR but not until after the New Year.

**Motion (Clendenning/Curry) to approve the resolution to amend the 2018 budget of Wildlife Damage Abatement. Motion carried unanimously.**

Cummings discussed the 2018 Budget and actual reports for 8 months ending August 31, 2018 that are included in the packet for review.

### **Human Resources**

HR Director McGrath presented a resolution for the revised Wage Plan Policy. McGrath explained there are three key changes. The first is the removal of the JDQ process dates. She explained that due to the timing of the budget, this change makes sense. The second is the removal of Merit Pay. The third was to amend the retention guidelines.

**Motion (Machon/Curry) to approve the resolution on the Wage Plan Policy.**

Discussion of the motion ensued. Supervisor Rozar stated that this policy gives no flexibility to retain employees, especially in competitive positions. Supervisor Fischer stated that he would be voting "no" on this motion because of the removal of Merit Pay and because it would not allow Department Heads and Oversight Committees to negotiate. Supervisor Rozar stated that she would be voting "no" because she does not like the lack of flexibility.

**Motion failed. Voting no: Fischer, Rozar, Winch, Polach, Curry, Clendenning**

Supervisor Clendenning asked McGrath why she brought this resolution before the Committee. She replied because the Committee voted in August to eliminate Merit Pay and it was determined that the elimination needs to be done by resolution. It was discussed that there are two issues here. One is the elimination of merit pay, the other is the change in the way wages are determined.

**Motion (Curry/Rozar) to direct the HR Director to create a resolution modifying the current wage plan to remove Merit Pay. Motion carried. Voting no: Fischer, Clendenning (stated he doesn't think Merit Pay should be eliminated because Department Heads desire for it to be continued)**

McGrath shared with the Committee that she is planning a Department Head Retreat for October 24. It will be a full day event focused on Real Colors training in the morning with team building and communication exercises in the afternoon. McGrath shared that the cost would be \$9 per person for the materials needed and lunch. McGrath expressed appreciation that Parks Director Schooley is allowing the retreat to be held at the Nepco Shelter at no cost.

**Motion (Rozar/Curry) to support the Department Head Retreat. Motion carried unanimously.**

Machon reported he discussed with UW Extension the possibility of developing a County strategic plan and is bringing this possibility to the Committee to see if they agree and discuss if they would like to research it further. Discussion ensued and it was determined to have UW Extension come to Committee to discuss and present further.

Break at 9:21 a.m. Meeting reconvened at 9:36 a.m.

Shane Wucherpfennig from Land & Water Conservation presented information to receive approval to transfer funds from the sale of a 14-year-old county owned vehicle in accordance with Wood County Board of Supervisors Rule 43.

Wucherpfennig discussed this transfer with his oversight Committee and they recommend the proceeds from this sale go into the No-Till Drill account.

**Motion (Clendenning/Curry) to allow the funds from the sale of the vehicle to go into the No-Till Drill account. Motion carried unanimously.**

### **Budget Meetings**

Marla Cummings gave a general overview of the 2019 budget. Cummings mentioned the current system is manual and labor intensive causing the need to make numerous corrections. Finance will review different options for budgeting software.

Human Services—Edgewater Haven--Brandon Vruwink and Cindy Robinson presented the Edgewater Haven budget. Questions and general discussion followed.

**Motion (Fischer/Clendenning) to approve the Human Services--Edgewater Haven budget as submitted. Motion carried unanimously.**

Human Services--Brandon Vruwink presented Community – This budget. Questions and general discussion followed.

**Motion (Rozar/Clendenning) to approve the Human Services – Community budget as submitted. Motion carried unanimously.**

Brandon Vruwink and Jordan Bruce presented human Services--Norwood – The Norwood budget. Questions and general discussion followed.

**Motion (Clendenning/Fischer) to approve the Human Services--Norwood budget as submitted. Motion carried unanimously.**

Sue Kunferman presented Health Department – The Health Department budget. Questions and general discussion followed.

**Motion (Rozar/Fischer) to approve the Health Department budget as submitted. Motion carried unanimously.**

Break at 10:47 a.m. Meeting reconvened at 10:52 a.m.

Veterans – Rock Larson presented the Veteran Services budget.

**Motion (Rozar/Fischer) to approve the Veteran Services budget as submitted. Motion carried unanimously.**

Jason Hausler presented UW Extension – The UW Extension budget. Questions and general discussion followed.

**Motion (Clendenning/Rozar) to approve the UW Extension budget as submitted. Motion carried unanimously.**

Sheriff- Sheriff Reichert and Randal Dorhorst presented the Sheriff budget that still has to go before the Public Safety Committee so a vote will not occur from this Committee on the Sheriff budget until the September 18<sup>th</sup> meeting of this Committee.

Planning & Zoning – Jason Grueneberg presented the Planning & Zoning budget. Questions and general discussion followed.



**Motion (Clendenning/Rozar) to approve the Planning & Zoning budget as submitted. Motion carried unanimously.**

Economic Development – Jason Grueneberg presented the Economic Development budget. Questions and general discussion followed.

**Motion by Fischer to approve Economic Development budget. Motion died due to lack of a second.**

**Motion (Curry/Rozar) to send submitted Economic Development budget back to CEED Committee. Motion carried. Voting no was Fischer (he stated he is not sure what the goal is in having the budget go back to CEED)**

Break at 11:35 a.m. Meeting reconvened at 11:40 a.m.

Land & Water Conservation – Shane Wucherpfennig presented the Land & Water Conservation budget. Questions and general discussion followed.

**Motion (Curry/Clendenning) to approve the Land & Water Conservation budget as submitted. Motion carried unanimously.**

Parks – Chad Schooley presented the Parks Department budget. Questions and general discussion followed.

**Motion (Fischer/Rozar) to approve the Parks budget as submitted. Motion carried unanimously.**

Highway – Roland Hawk and John Peckham presented the Highway Department budget. Questions and general discussion followed.

**Motion (Rozar/Fischer) to approve the Highway budget as submitted. Motion carried unanimously.**

Information Technology – Amy Kaup presented the Information Technology budget. Questions and general discussion followed.

**Motion (Rozar/Clendenning) to approve the Information Technology budget as submitted. Motion carried unanimously.**

Trent Miner presented County Clerk – The County Clerk budget. Questions and general discussion followed.

**Motion (Clendenning/Curry) to approve the County Clerk budget as submitted. Motion carried unanimously.**

Treasurer – Heather Gehrt presented the Treasurer budget. Questions and general discussion followed.

**Motion (Rozar/Clendenning) to approve the Treasurer budget as submitted. Motion carried unanimously.**

Human Resources – Kim McGrath presented the Human Resources budget. Questions and general discussion followed.

**Motion (Clendenning/Curry) to approve the Human Resources budget as submitted. Motion carried unanimously.**

Risk Management – Terry Stelzer presented the Risk Management budget.

**Motion (Rozar/Fischer) to approve the Risk Management budget as submitted. Motion carried unanimously.**

Reuben Van Tassel presented maintenance and Purchasing – The Maintenance and Purchasing budget. Questions and general discussion followed.

**Motion (Clendenning/Winch) to approve the Maintenance and Purchasing budget as submitted. Motion carried unanimously.**

Peter Kastenholz presented Corporation Counsel – The Corporation Counsel budget. Questions and general discussion followed.

**Motion (Clendenning/Winch) to approve the Corporation Counsel budget as submitted. Motion carried unanimously.**

Clerk of Courts including Family Court Commissioner – The Clerk of Courts budget was reviewed. Questions and general discussion followed.

**Motion (Clendenning/Rozar) to approve the Clerk of Courts budget as submitted. Motion carried unanimously.**

Julie Terrill presented the Courts (Branch 2) budget. Questions and general discussion followed.

**Motion (Rozar/Clendenning) to approve the Courts (Branch 2) budget as submitted. Motion carried unanimously.**

Courts (Branches 1 & 3) and Drug Court – The Courts and Drug Court budgets were reviewed. Questions and general discussion followed.

**Motion (Clendenning/Rozar) to approve the Courts and Drug Court budgets as submitted. Motion carried unanimously.**

Register of Deeds – Tiffany Ringer presented the Register of Deeds budget. Questions and general discussion followed.

**Motion (Clendenning/Fischer) to approve the Register of Deeds budget as submitted. Motion carried unanimously.**

Child Support – Brent Vruwink presented the Child Support budget. Questions and general discussion followed.

**Motion (Clendenning/Fischer) to approve the Child Support budget as submitted. Motion carried unanimously.**

Break at 12:44 p.m. Meeting reconvened at 12:50 p.m.

District Attorney & Victim Witness – Craig Lambert presented the District Attorney & Victim Witness budgets. Questions and general discussion followed.

**Motion (Clendenning/Fischer) to approve the District Attorney & Victim Witness budgets as submitted. Motion carried unanimously.**

Agenda items for next meeting: Administrative Coordinator position evaluation

The special meeting to finish budgets will be held immediately following the County Board meeting on Tuesday, September 18<sup>th</sup>.

Next month's regular Executive Committee meeting is scheduled for Tuesday, October 2 at 8:00 a.m. and will be held at Edgewater Haven in the conference room. A tour of the newly remodeled halls/rooms will be held on that date as well.

**Motion (Machon/Clendenning) to adjourn the Executive Committee meeting at 1:34 p.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

# Executive Committee Meeting

September 4, 2018

| NAME (PLEASE PRINT)   | REPRESENTING                    |
|-----------------------|---------------------------------|
| Brandon Vruwink       | WCHSP                           |
| Marka Cummings        | Finance                         |
| REUBEN VANTASSE       | MAINT.                          |
| Bill Clendenning      | WCB #16                         |
| Joe Kunferman         | WCHD                            |
| Tosh Miller           | City of Mark Field              |
| Cindy Robinson        | Edgewater Haven                 |
| Ann KAP               | IT                              |
| Mary Schlegelmeyer    | HSD                             |
| JO Timmerman          | HSD                             |
| Krista Coon           | Heart of WI Chamber of Commerce |
| Brent Vruwink         | CSA                             |
| Heather S. Gehl       | Insurance                       |
| Jordon Bruce          | Norwood                         |
| Lacybell              | Finance                         |
| Scott Larson          | mfld Area Chamber of Commerce   |
| MIKE FEINER           | WCB #3                          |
| Kathy Aft             | Health Dept                     |
| Shane Weichert-Fennig | WCD                             |
| Jason Greenberg       | P+Z                             |
| Rock Larson           | Veterans                        |
| Terry Steyer          | Safety & Risk                   |
| RANDAL DORSHORST      | SHERIFF                         |
| THOMAS REICHERT       | SHERIFF                         |
| Jason Hausler         | UW-Extension                    |
| JOHN PECKHAM          | Highway                         |
| Roland Hawk           | Highway                         |
| Jeffrey Ringer        | Register of Deeds               |
| Brent Vruwink         | CSA Director                    |

# Executive Committee Meeting

September <sup>4</sup>~~13~~, 2018

[illegible]



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – September 2018

- The August Partisan Primary has come and gone with no major issues. The turnout for this Partisan Primary was the highest we have seen in a long time. County wide turnout was 35.78%, when the statewide turnout topped 22%. The closest turnout for a Partisan Primary we had seen was 28.08% back in 2010 when the race for Governor was open due to Gov. Doyle not seeking re-election. The top turnout municipalities were:
  - Town of Cranmoor – 57.61%
  - Town of Wood – 48.79%
  - City of Pittsville – 46.41%
- Our focus is now the General Election. A number of municipalities are having local referendums concerning a variety of local issues. We have been assisting and guiding municipal clerks on the different notices they are required to post and publish as it relates to local referendum.
- I have decided to deliver ballots and supplies to a couple of different drop points in the county. It will make it more convenient for those municipal clerks not in close proximity to the Courthouse to get those items in a more timely and convenient fashion. They will still need to come to my office to pick up those items that require a chain of custody log, but this arrangement will eliminate an extra trip to the Courthouse by those municipal clerks who do not work/live near Wisconsin Rapids. The outstanding clerks from the Cities of Marshfield and Pittsville have agreed to have their offices be drop points for us.
- Later in your meeting I will be presenting and discussing the County Clerk budget, which also includes the Committees and Commissions budget.
- For those attending the WCA Conference in LaCrosse later this month, I will have the packet of information, which includes confirmation of registration and hotel along with other information, available at the county board meeting.



# Wood County

## WISCONSIN

Office of  
Finance Director

**Marla A. Cummings**  
Finance Director

September 4, 2018

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

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### Departmental Activities

#### Payroll

Per Executive Committee request all data input has been moved to Finance with the entry being done by the Payroll Administrator. All permissions and access for TimeStar and HRMS have been changed to Finance having full access and HR read only in the areas that matter.

The IT, HR and Finance directors will meet the week after payroll to discuss any problems with payroll. Our hope is that we can resolve the issue and report to the Executive Committee as a group. The Directors did not have time to meet as a group before the Executive Committee meets again. The errors payroll received on the last payroll on August 30<sup>th</sup> for these errors approximate time lost about 3 hours are as follows:

- An error received running open payroll (HRMS Software Issue)
- Rehired employee timecard error (TimeStar Software Issue)
- Wrong account numbers being imported to HRMS from TimeStar (TimeStar Software Issue)
- Error message received in employee's distribution (HRMS Software Issue)

#### Meetings

- Attended numerous meetings for different municipalities for a TID Review Board meetings.
- Meet with department heads to help them with their budgets.
- Attended numerous Oversight Committee meetings on budgets.
- Meet with the County Board Chairman and the HR Director on the current state of the Health Care fund.
- Meet with the County Board Chairman and the HR Director on Dynamics Payroll.

#### Budget

We received budgets back from departments on August 13<sup>th</sup>. Finance has been working on double checking budgets for mechanical errors and items that seem extreme. As well as putting together the budgets for an overall picture of the County as a whole.

The Deputy Finance Director and I attended three different budgeting software webinars. Our current system for budgeting is extremely out of date. We spend most of our time fixing mechanical errors. We should be spending our time analyzing data, projecting and helping departments develop sound fiscal sound budgets.

#### Budget to Actual Income Statement

Budget and actual reports for 8 months ending August 31, 2018. Departments should not be over 67% of their budget for expenses and have received at least 67% of their revenues.

8/29/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Friday, August 31, 2018

|   | Actual          | 2018<br>Budget  | Variance         | Variance % |
|---|-----------------|-----------------|------------------|------------|
| <b>REVENUES</b>                                   |                 |                 |                  |            |
| <b>Taxes</b>                                      |                 |                 |                  |            |
| 41110 General Property Taxes                      | \$17,097,030.64 | \$25,645,906.00 | (\$8,548,875.36) | (33.33%)   |
| 41150 Forest Cropland/Managed Forest Land         | 49,858.92       | 20,000.00       | 29,858.92        | 149.29%    |
| 41220 General Sales and Retailers' Discount       | 117.09          | 180.00          | (62.91)          | (34.95%)   |
| 41221 County Sales Tax                            | 2,785,879.79    | 6,046,482.00    | (3,260,602.21)   | (53.93%)   |
| 41230 Real Estate Transfer Fees                   | 97,470.20       | 85,000.00       | 12,470.20        | 14.67%     |
| 41800 Interest and Penalties on Taxes             | 414,521.19      | 405,000.00      | 9,521.19         | 2.35%      |
| 41910 Payments in Lieu of Taxes                   | 17,924.20       | 18,500.00       | (575.80)         | (3.11%)    |
| Total Taxes                                       | 20,462,802.03   | 32,221,068.00   | (11,758,265.97)  | (36.49%)   |
| <b>Intergovernmental Revenues</b>                 |                 |                 |                  |            |
| 43211 Federal Grants-Emergency Government         |                 | 800.00          | (800.00)         | (100.00%)  |
| 43210 Federal Grants-General Government           |                 | 1,200.00        | (1,200.00)       | (100.00%)  |
| 43410 State Aid-Shared Revenue                    | 459,285.04      | 3,059,556.00    | (2,600,270.96)   | (84.99%)   |
| 43430 State Aid-Other State Shared Revenues       | 215,355.87      | 291,141.00      | (75,785.13)      | (26.03%)   |
| 43511 State Aid-Victim Witness                    | 40,591.72       | 81,150.00       | (40,558.28)      | (49.98%)   |
| 43512 State Aid-Courts                            | 222,029.51      | 378,464.00      | (156,434.49)     | (41.33%)   |
| 43514 State Aid-Court Support Services            |                 | 57,000.00       | (57,000.00)      | (100.00%)  |
| 43516 State Aid-Modernization Grants              | 58,120.00       | 58,120.00       | 0.00             | 0.00%      |
| 43521 State Aid - Law Enforcement                 | 31,180.01       | 136,500.00      | (105,319.99)     | (77.16%)   |
| 43523 State Aid-Other Law Enforcement             | 18,736.00       | 18,000.00       | 736.00           | 4.09%      |
| 43528 State Aid-Emergency Government              | 30,358.46       | 93,250.00       | (62,891.54)      | (67.44%)   |
| 43531 State Aid-Transportation                    | 1,572,443.94    | 1,823,120.00    | (250,676.06)     | (13.75%)   |
| 43549 State Aid-Private Sewage                    |                 | 20,000.00       | (20,000.00)      | (100.00%)  |
| 43551 State Aid-Health Grants                     | 55,145.24       | 65,078.00       | (9,932.76)       | (15.26%)   |
| 43554 State Aid-Health WIC Program                | 137,666.00      | 354,641.00      | (216,975.00)     | (61.18%)   |
| 43557 State Aid-Health Consolidated Contract      | 38,563.00       | 64,895.00       | (26,332.00)      | (40.58%)   |
| 43560 State Aid-Grants                            | 44,164.00       | 66,317.00       | (22,153.00)      | (33.40%)   |
| 43561 State Aids                                  | 6,289,170.34    | 11,292,655.00   | (5,003,484.66)   | (44.31%)   |
| 43567 State Aid-Transportation                    | 205,315.15      | 203,436.00      | 1,879.15         | 0.92%      |
| 43568 State Aid-Child Support                     | 483,330.02      | 928,443.00      | (445,112.98)     | (47.94%)   |
| 43571 State Aid-UW Extension                      |                 | 11,500.00       | (11,500.00)      | (100.00%)  |
| 43572 State Aid-ATV Maintenance                   |                 | 6,715.00        | (6,715.00)       | (100.00%)  |
| 43574 State Aid-Snowmobile Trail Maint            |                 | 67,925.00       | (67,925.00)      | (100.00%)  |
| 43576 State Aid-Parks                             |                 | 62,500.00       | (62,500.00)      | (100.00%)  |
| 43581 State Aid-Forestry                          | 46,750.25       | 47,489.00       | (738.75)         | (1.56%)    |
| 43586 State Aid-Land Conservation                 | 40,240.15       | 296,358.00      | (256,117.85)     | (86.42%)   |
| 43640 State Aid-Co Share Managed Forest Lands     |                 | 20,000.00       | (20,000.00)      | (100.00%)  |
| 43690 State Aid-Forestry Roads                    | 3,248.56        | 3,280.00        | (31.44)          | (0.96%)    |
| Total Intergovernmental                           | 9,991,693.26    | 19,509,533.00   | (9,517,839.74)   | (48.79%)   |
| <b>Licenses and Permits</b>                       |                 |                 |                  |            |
| 44100 Business and Occupational Licenses          | 406,076.81      | 342,924.00      | 63,152.81        | 18.42%     |
| 44101 Utility Permits                             | 775.00          | 1,050.00        | (275.00)         | (26.19%)   |
| 44102 Driveway Permits                            | 540.00          | 860.00          | (320.00)         | (37.21%)   |
| 44200 DNR & ML Fees                               | 32,455.01       | 22,500.00       | 9,955.01         | 44.24%     |
| 44201 Dog License Fund                            |                 | 1,000.00        | (1,000.00)       | (100.00%)  |
| 44260 Moving Permits                              | 625.00          | 1,025.00        | (400.00)         | (39.02%)   |
| 44300 Sanitary Permit Fees                        | 25,925.00       | 45,000.00       | (19,075.00)      | (42.39%)   |
| 44411 County Planner Plat Review Fees             | 1,265.00        | 2,500.00        | (1,235.00)       | (49.40%)   |
| 44412 Wisconsin Fund Application Fees             |                 | 750.00          | (750.00)         | (100.00%)  |
| 44413 Shoreland zoning Fees & Permits             | 2,297.50        | 4,250.00        | (1,952.50)       | (45.94%)   |
| 44415 HT Database Annual Fee                      | 7,960.00        | 56,000.00       | (48,040.00)      | (85.79%)   |
| Total Licenses and Permits                        | 477,919.32      | 477,859.00      | 60.32            | 0.01%      |
| <b>Fines, Forfeits and Penalties</b>              |                 |                 |                  |            |
| 45110 Ordinances Violations                       | 3,656.49        | 1,700.00        | 1,956.49         | 115.09%    |
| 45115 County Share of Occupational Driver         | 240.00          | 200.00          | 40.00            | 20.00%     |
| 45120 County Share of State Fines and Forfeitures | 91,768.06       | 160,000.00      | (68,231.94)      | (42.64%)   |
| 45123 County Parks Violation Fee                  | 727.94          | 750.00          | (22.06)          | (2.94%)    |
| 45130 County Forfeitures Revenue                  | 56,757.21       | 110,000.00      | (53,242.79)      | (48.40%)   |
| 45191 Private Sewage Fines                        | 13,112.50       | 20,000.00       | (6,887.50)       | (34.44%)   |
| Total Fines, Forfeits and Penalties               | 166,262.20      | 292,650.00      | (126,387.80)     | (43.19%)   |
| <b>Public Charges for Services</b>                |                 |                 |                  |            |
| 46110 County Clerk-Passport Fees                  | 15,730.00       | 20,000.00       | (4,270.00)       | (21.35%)   |



8/29/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Friday, August 31, 2018

|   |  | 2018                 |                       |                 |
|---|--|----------------------|-----------------------|-----------------|
|   |  | Budget               | Variance              | Variance %      |
|   | Actual                                   |                      |                       |                 |
| 46121   | Treasurer Fees-Redemption Notices        | 4,726.84             | 1,726.84              | 57.56%          |
| 46122   | Property Conversion Charges              | 3,002.43             | 2,902.43              | 2,902.43%       |
| 46130   | Register of Deeds-Fees                   | 204,994.07           | (104,005.93)          | (33.66%)        |
| 46135   | Land Record-Fees                         | 57,240.00            | (35,640.00)           | (38.37%)        |
| 46140   | Court Fees                               | 105,692.69           | (68,807.31)           | (39.43%)        |
| 46141   | Court Fees and Costs-Marriage Counseling | 4,300.00             | (8,000.00)            | (65.04%)        |
| 46142   | Court/Juvenile                           | 17,621.20            | (2,378.80)            | (11.89%)        |
| 46143   | Other Professional Reimbursements        | 9,686.76             | (5,433.24)            | (35.93%)        |
| 46144   | Circuit Court Branch I                   | 18,059.81            | (10,540.19)           | (36.85%)        |
| 46146   | Circuit Court Branch III                 | 11,091.00            | 5,274.00              | 90.67%          |
| 46191   | Public Chgs-Clerk                        | 4,800.00             | (3,200.00)            | (40.00%)        |
| 46192   | Public Chgs-Temp Licenses                | 5,472.30             | (1,527.70)            | (21.82%)        |
| 46194   | County Clerk Copy Fees                   | 125.50               | (299.50)              | (70.47%)        |
| 46195   | Public Chgs-Map & Data Sales             |                      | (100.00)              | (100.00%)       |
| 46196   | Public Chgs-Human Resources              | 886,583.70           | (555,133.30)          | (38.51%)        |
| 46210   | Sheriff-Public Charges                   | 75.00                | (325.00)              | (81.25%)        |
| 46211   | Sheriff Revenue-Civil Process Fees       | 40,779.00            | (19,221.00)           | (32.04%)        |
| 46212   | Sheriff Cost Reimbursement/Witness Fees  | 40,693.68            | (11,306.32)           | (21.74%)        |
| 46214   | Reserve Deputy Revenue                   | 10,559.28            | (1,440.72)            | (12.01%)        |
| 46215   | Sheriff Escort Service                   | 21,992.11            | (7,007.89)            | (24.17%)        |
| 46216   | Restitution                              |                      | (300.00)              | (100.00%)       |
| 46217   | OWI Restitution                          | 1,460.32             | (139.68)              | (8.73%)         |
| 46221   | Public Chgs-Coroner Cremation            | 28,810.00            | (31,190.00)           | (51.98%)        |
| 46230   | Death Certificates                       | 10,100.00            | (4,900.00)            | (32.67%)        |
| 46241   | Jail Surcharge                           | 19,651.03            | (18,348.97)           | (48.29%)        |
| 46242   | Huber/Electronic Monitoring              | 164,659.75           | (87,384.25)           | (34.67%)        |
| 46243   | Inmate Booking/Processing Fee            | 11,467.88            | (9,532.12)            | (45.39%)        |
| 46244   | Other County Transports                  | 11,720.43            | (11,279.57)           | (49.04%)        |
| 46245   | Jail Stay Fee                            | 24,642.72            | (25,727.28)           | (51.08%)        |
| 46291   | Public Chgs-ID Cards                     | 20.00                | 20.00                 | 0.00%           |
| 46330   | Public Chgs-Ho Chunk/AODA                |                      | (27,500.00)           | (100.00%)       |
| 46510   | Public Chgs-Crisis Stabilization         | 294,083.11           | (383,141.89)          | (56.58%)        |
| 46520   | Institutional Care-Private Pay           | 825,298.16           | (224,176.84)          | (21.36%)        |
| 46521   | Institutional Care-Other Pay             | 2,286.00             | (4,514.00)            | (66.38%)        |
| 46525   | Public Chgs- Medicare                    | 1,251,144.25         | (2,292,426.75)        | (64.69%)        |
| 46526   | Public Chgs- Medicaid                    | 2,879,234.22         | (3,004,223.78)        | (51.06%)        |
| 46527   | Public Chgs-Veterans EW                  | 51,110.60            | 51,110.60             | 0.00%           |
| 46530   | Public Charges                           | 3,240,361.40         | (1,633,362.60)        | (33.51%)        |
| 46531   | Public Chgs- Private Insurance           | 535,352.26           | (1,401,159.74)        | (72.35%)        |
| 46532   | Public Chgs-County Responsible           | 96,995.64            | (120,479.36)          | (55.40%)        |
| 46533   | Public Chgs-NW Mental Health Inpatient   | 258,266.61           | (61,197.39)           | (19.16%)        |
| 46534   | Public Chgs-NW Mental Health Inpatient   | 1,261,625.24         | (49,496.76)           | (3.78%)         |
| 46535   | Public Chgs-Mental Health Halfway Houses | 7,866.00             | 7,866.00              | 0.00%           |
| 46536   | Third Party Awards & Settlements         | 144,000.00           | (88,688.00)           | (38.11%)        |
| 46537   | Contractual Adjustment                   | (2,319,019.04)       | 2,324,882.96          | (50.06%)        |
| 46590   | Provision for Bad Debts-Edgewater        | (7,000.00)           | 5,000.00              | (41.67%)        |
| 46621   | Child Support-Genetic Tests              | 2,734.66             | (1,765.34)            | (39.23%)        |
| 46623   | Child Support-Filing Fees                | 40.00                | (160.00)              | (80.00%)        |
| 46624   | Child Support-Service Fees               | 8,148.12             | (3,851.88)            | (32.10%)        |
| 46625   | Child Support-Extradition Charges        |                      | (500.00)              | (100.00%)       |
| 46721   | Public Chgs-Parks                        | 415,284.91           | (59,715.09)           | (12.57%)        |
| 46772   | UW-Extension Project Revenue             | 5,574.72             | 1,524.72              | 37.65%          |
| 46813   | County Forest Revenue                    | 206,027.85           | (178,972.15)          | (46.49%)        |
| 46825   | Land Conservation Fees & Sales           | 73,580.78            | 10,055.78             | 15.83%          |
| 46826   | Private Sewage Charges                   | 930.00               | (2,070.00)            | (69.00%)        |
|   | <b>Total Public Charges for Services</b> | <b>10,969,682.99</b> | <b>(8,154,477.01)</b> | <b>(42.64%)</b> |
| <b>Intergovernmental Charges for Services</b> |  |                      |                       |                 |
| 47210   | Intergovernmental Charges                | 328,956.83           | (251,743.17)          | (43.35%)        |
| 47230   | State Charges                            | 783,106.88           | (620,503.12)          | (44.21%)        |
| 47231   | State Charges-Highway                    | 167,330.08           | (82,699.92)           | (33.08%)        |
| 47232   | State Charges-Machinery                  | 1,537,678.52         | (639,640.48)          | (29.38%)        |
| 47250   | Intergovernmental Transfer Program Rev   | 553,573.60           | 41,958.60             | 8.20%           |
| 47300   | Local Gov Chgs                           | 171,893.36           | (389,766.64)          | (69.40%)        |
| 47310   | Local Gov Debt Service Charges           |                      | (22,000.00)           | (100.00%)       |

8/29/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Friday, August 31, 2018

|   | Actual        | 2018<br>Budget | Variance       | Variance % |
|---|---------------|----------------|----------------|------------|
| 47320 Local Gov Chgs-Public Safety            | 21,621.03     | 29,000.00      | (7,378.97)     | (25.44%)   |
| 47330 Local Gov Chgs-Transp                   | 473,108.10    | 1,207,485.00   | (734,376.90)   | (60.82%)   |
| 47332 Local Gov Chgs-Roads                    | 80,726.28     | 403,360.00     | (322,633.72)   | (79.99%)   |
| 47333 Local Gov Chgs-Bridges                  |               | 27,440.00      | (27,440.00)    | (100.00%)  |
| 47350 Local Gov Chgs-Hlth & Human Svcs        | 56,426.00     | 69,050.00      | (12,624.00)    | (18.28%)   |
| 47351 Local Gov Chgs-Other Governments        | 3,080.00      | 2,000.00       | 1,080.00       | 54.00%     |
| 47391 Local Gov Chgs-BNI (Materials)          | 721.33        | 3,200.00       | (2,478.67)     | (77.46%)   |
| 47392 Local Gov Chgs-BNI (Staff)              | 241.50        | 800.00         | (558.50)       | (69.81%)   |
| 47393 Local Gov Chgs-Work Relief              | 2,249.90      | 5,000.00       | (2,750.10)     | (55.00%)   |
| 47395 Local Gov Chgs-EM Vehicles              | 2,851.54      | 5,000.00       | (2,148.46)     | (42.97%)   |
| 47396 Local Gov Chgs-EM Equipment             | 1,745.00      | 800.00         | 945.00         | 118.13%    |
| Total Charges to Other Governments            | 4,185,309.95  | 7,260,069.00   | (3,074,759.05) | (42.35%)   |
| <b>Interdepartmental Charges for Services</b> |               |                |                |            |
| 47410 Dept Charges-Hlth Benefits & Other      | 6,969,788.24  | 10,126,260.00  | (3,156,471.76) | (31.17%)   |
| 47411 Dept Charges-Purchasing                 | 20,986.29     | 73,303.00      | (52,316.71)    | (71.37%)   |
| 47412 Dept Charges-Insurance                  | 474,893.58    | 475,000.00     | (106.42)       | (0.02%)    |
| 47413 Dept Charges-Gen Govt                   | 762,364.70    | 1,003,569.00   | (241,204.30)   | (24.03%)   |
| 47415 Dept Charges-Systems                    | 240,867.54    | 295,155.00     | (54,287.46)    | (18.39%)   |
| 47421 Dept Charges-Public Safety              | 18,321.25     | 21,000.00      | (2,678.75)     | (12.76%)   |
| 47430 Dept Charges-Bldg Rent                  | 610,214.87    | 919,124.00     | (308,909.13)   | (33.61%)   |
| 47432 Dept Charges-Rent Unified               |               | 704.00         | (704.00)       | (100.00%)  |
| 47435 Dept Charges-Sheriff Lockup Rent        | 10,928.00     | 16,000.00      | (5,072.00)     | (31.70%)   |
| 47438 Dept Charges-Riverblock Rent            | 387,744.00    | 575,520.00     | (187,776.00)   | (32.63%)   |
| 47440 Dept Charges                            | 3,298.00      | 3,400.00       | (102.00)       | (3.00%)    |
| 47460 Dept Charges-Drug Court                 | 36,500.00     | 73,000.00      | (36,500.00)    | (50.00%)   |
| 47470 Dept Charges-Highway                    | 1,376,781.41  | 1,938,500.00   | (561,718.59)   | (28.98%)   |
| Total Interdepartmental Charges               | 10,912,687.88 | 15,520,535.00  | (4,607,847.12) | (29.69%)   |
| Total Intergovernmental Charges for Services  | 15,097,997.83 | 22,780,604.00  | (7,682,606.17) | (33.72%)   |
| <b>Miscellaneous</b>                          |               |                |                |            |
| 48000 Miscellaneous                           | 517,329.26    |                | 517,329.26     | 0.00%      |
| 48100 Interest                                | 13.11         | 80.00          | (66.89)        | (83.61%)   |
| 48110 Interest-Capital Projects               | 2.46          | 10.00          | (7.54)         | (75.40%)   |
| 48113 Unrealized Gain/Loss on Investment      | (15,178.13)   | 48,430.00      | (63,608.13)    | (131.34%)  |
| 48114 Interest-Investment                     | 95,136.72     | 115,959.00     | (20,822.28)    | (17.96%)   |
| 48115 Interest-General Investment             | 105,342.78    | 25,000.00      | 80,342.78      | 321.37%    |
| 48116 Interest-Section 125 & Health           | 410.15        | 219.00         | 191.15         | 87.28%     |
| 48117 Interest-Clerk of Courts                | 229.29        | 300.00         | (70.71)        | (23.57%)   |
| 48200 Rental Income                           | 76,860.35     | 134,931.00     | (58,070.65)    | (43.04%)   |
| 48201 Rental Income- CSP/CCS                  |               | 50,400.00      | (50,400.00)    | (100.00%)  |
| 48300 Gain/Loss-Sale of Property              | 177,009.79    | 53,000.00      | 124,009.79     | 233.98%    |
| 48320 Gain/Loss-Sale of Surplus Property      | 2,651.00      | 500.00         | 2,151.00       | 430.20%    |
| 48340 Gain/Loss-Sale of Salvage and Waste     | 4,255.85      | 6,700.00       | (2,444.15)     | (36.48%)   |
| 48440 Insurance Recoveries-Other              | 1,082,941.97  | 487,000.00     | 595,941.97     | 122.37%    |
| 48500 Donations                               | 398,862.98    | 1,629,800.00   | (1,230,937.02) | (75.53%)   |
| 48501 Donations-Designated Projects           | 220.00        |                | 220.00         | 0.00%      |
| 48502 Donations-Veterans Loan Repayment       | 351.11        |                | 351.11         | 0.00%      |
| 48503 Donations-Services ATV Club             |               | 6,000.00       | (6,000.00)     | (100.00%)  |
| 48540 Donations & Contributions               | 7,553.52      | 20,000.00      | (12,446.48)    | (62.23%)   |
| 48830 Recovery of PYBD & Contractual Adj      | 48,056.63     | 46,500.00      | 1,556.63       | 3.35%      |
| 48860 Revenue from Meals                      | 12,339.58     | 20,000.00      | (7,660.42)     | (38.30%)   |
| 48880 Food Vending Machine Income             | 2,626.00      | 4,500.00       | (1,874.00)     | (41.64%)   |
| 48900 Other Miscellaneous Revenue             | 32,365.58     | 39,125.00      | (6,759.42)     | (17.28%)   |
| 48901 Other/Miscellaneous Revenue             | 1,440.20      | 1,500.00       | (59.80)        | (3.99%)    |
| 48910 Vending/Cafeteria Revenue               | 6,292.56      | 11,000.00      | (4,707.44)     | (42.79%)   |
| 48920 Vending Machine Revenue                 | 2,722.72      | 4,600.00       | (1,877.28)     | (40.81%)   |
| 48940 Canteen Income                          |               | 500.00         | (500.00)       | (100.00%)  |
| 48970 Rental Income- NHC, Health Annex        | 11,672.00     | 17,508.00      | (5,836.00)     | (33.33%)   |
| 48980 Misc/Other Workshop Revenue             | 8.34          | 100.00         | (91.66)        | (91.66%)   |
| 48990 Other Operating Income                  | 1,420.47      | 2,500.00       | (1,079.53)     | (43.18%)   |
| 48991 Copier Revenue                          | 1,034.85      | 2,000.00       | (965.15)       | (48.26%)   |
| Total Miscellaneous                           | 2,573,971.14  | 2,728,162.00   | (154,190.86)   | (5.65%)    |
| <b>Other Financing Sources</b>                |               |                |                |            |
| 49210 Transfer from General Fund              |               | 260,000.00     | (260,000.00)   | (100.00%)  |

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Friday, August 31, 2018

|                                      | Actual               | 2018<br>Budget        | Variance               | Variance %      |
|--------------------------------------|----------------------|-----------------------|------------------------|-----------------|
| 49220 Transfer from Special Revenue  | 2,785,879.79         | 6,086,765.00          | (3,300,885.21)         | (54.23%)        |
| 49270 Transfer from Internal Service |                      | 283,903.00            | (283,903.00)           | (100.00%)       |
| Total Other Financing Sources        | 2,785,879.79         | 6,630,668.00          | (3,844,788.21)         | (57.98%)        |
| <b>TOTAL REVENUES</b>                | <b>62,526,208.56</b> | <b>103,764,704.00</b> | <b>(41,238,495.44)</b> | <b>(39.74%)</b> |

**EXPENDITURES****General Government**

|   |               |               |              |         |
|---|---------------|---------------|--------------|---------|
| 51120 Committees & Commissions          | 116,121.76    | 202,513.00    | 86,391.24    | 42.66%  |
| 51212 Circuit Court Branch I            | 234,154.44    | 395,614.00    | 161,459.56   | 40.81%  |
| 51213 Circuit Court Branch II           | 71,946.89     | 119,902.00    | 47,955.11    | 40.00%  |
| 51214 Circuit Court Branch III          | 77,892.64     | 124,761.00    | 46,868.36    | 37.57%  |
| 51215 Drug Court                        | 132,503.79    | 215,817.00    | 83,313.21    | 38.60%  |
| 51217 Clerk of Courts-Divorce Mediation | 8,550.00      | 17,000.00     | 8,450.00     | 49.71%  |
| 51220 Family Court Commissioner         | 59,948.32     | 105,233.00    | 45,284.68    | 43.03%  |
| 51221 Clerk of Courts                   | 774,485.90    | 1,353,334.00  | 578,848.10   | 42.77%  |
| 51231 Coroner                           | 80,727.07     | 139,842.00    | 59,114.93    | 42.27%  |
| 51310 District Attorney                 | 177,975.68    | 304,049.00    | 126,073.32   | 41.46%  |
| 51315 Victim Witness Program            | 99,949.98     | 156,044.00    | 56,094.02    | 35.95%  |
| 51316 Task Force                        | 240.00        | 900.00        | 660.00       | 73.33%  |
| 51320 Corporation Counsel               | 157,089.35    | 256,297.00    | 99,207.65    | 38.71%  |
| 51330 Child Support                     | 614,908.25    | 1,022,205.00  | 407,296.75   | 39.84%  |
| 51420 County Clerk                      | 194,071.66    | 323,430.00    | 129,358.34   | 40.00%  |
| 51424 County Clerk-Postage Meter        | 7,488.11      | 14,300.00     | 6,811.89     | 47.64%  |
| 51430 Health Benefit Payments           | 7,785,423.67  | 11,678,993.00 | 3,893,569.33 | 33.34%  |
| 51431 Health-Wellness                   | 211,765.87    | 283,903.00    | 72,137.13    | 25.41%  |
| 51433 Human Resources-Labor Relations   | 678.50        | 28,200.00     | 27,521.50    | 97.59%  |
| 51435 Human Resources-Personnel         | 294,852.54    | 437,707.00    | 142,854.46   | 32.64%  |
| 51436 Human Resources-Programs          | 198.72        | 3,670.00      | 3,471.28     | 94.59%  |
| 51440 County Clerk-Elections            | 54,319.26     | 94,621.00     | 40,301.74    | 42.59%  |
| 51450 Data Processing                   | 1,139,281.78  | 1,804,291.00  | 665,009.22   | 36.86%  |
| 51451 Voice over IP                     | 82,689.82     | 128,000.00    | 45,310.18    | 35.40%  |
| 51452 PC Replacement                    | 173,631.41    | 200,600.00    | 26,968.59    | 13.44%  |
| 51453 Co Clerk-Inform & Commun          | 8,923.29      | 18,500.00     | 9,576.71     | 51.77%  |
| 51510 Finance                           | 237,862.67    | 365,313.00    | 127,450.33   | 34.89%  |
| 51520 Treasurer                         | 262,791.82    | 429,490.00    | 166,698.18   | 38.81%  |
| 51550 Purchasing                        | 32,420.43     | 51,970.00     | 19,549.57    | 37.62%  |
| 51590 Contingency                       | 7.27          | 301,683.00    | 301,675.73   | 100.00% |
| 51611 Bldg Maint-Courthouse and Jail    | 777,200.62    | 1,152,179.00  | 374,978.38   | 32.55%  |
| 51630 Bldg Maint-Unified Svcs Building  | 7,199.82      | 10,889.00     | 3,689.18     | 33.88%  |
| 51640 Bldg Maint-Joint Use Building     | 4,747.08      | 11,851.00     | 7,103.92     | 59.94%  |
| 51650 Bldg Maint-Sheriff Lockup         | 1,863.72      | 4,547.00      | 2,683.28     | 59.01%  |
| 51660 Bldg Maint-CBRF's                 | 2,891.09      | 7,471.00      | 4,579.91     | 61.30%  |
| 51670 Bldg Maint-River Block            | 267,340.90    | 681,520.00    | 414,179.10   | 60.77%  |
| 51710 Register of Deeds                 | 263,923.81    | 423,055.00    | 159,131.19   | 37.61%  |
| 51711 Register of Deeds-Redaction       | 15,283.79     | 32,387.00     | 17,103.21    | 52.81%  |
| 51931 Property and Liability Insurance  | 481,617.15    | 612,071.00    | 130,453.85   | 21.31%  |
| 51933 Workers Comp Insurance            | 171,016.74    | 491,569.00    | 320,552.26   | 65.21%  |
| 51934 Sick Leave Conversion             | 229,479.67    | 500,000.00    | 270,520.33   | 54.10%  |
| Total General Government                | 15,315,465.28 | 24,505,721.00 | 9,190,255.72 | 37.50%  |

**Public Safety**

|                                     |              |              |              |         |
|-------------------------------------|--------------|--------------|--------------|---------|
| 52110 Sheriff-Administration        | 1,654,960.15 | 2,641,365.00 | 986,404.85   | 37.34%  |
| 52130 Radio Engineer                | 110,645.12   | 232,110.00   | 121,464.88   | 52.33%  |
| 52131 Sheriff-Indian Law Enforce    | 12,827.37    | 33,933.00    | 21,105.63    | 62.20%  |
| 52140 Sheriff-Traffic Police        | 1,829,529.30 | 3,065,437.00 | 1,235,907.70 | 40.32%  |
| 52150 Sheriff-Civil Svc Comm        |              | 1,000.00     | 1,000.00     | 100.00% |
| 52510 Emer Mgmt-SARA Title III      | 22,245.04    | 52,085.00    | 29,839.96    | 57.29%  |
| 52520 Emergency Management          | 171,103.04   | 323,272.00   | 152,168.96   | 47.07%  |
| 52601 Dispatch                      | 1,056,684.85 | 1,784,049.00 | 727,364.15   | 40.77%  |
| 52530 Emer Mgmt-Bldg Numbering      | 1,592.62     | 3,000.00     | 1,407.38     | 46.91%  |
| 52540 Emer Mgmt-Work Relief         | 106,172.35   | 140,926.00   | 34,753.65    | 24.66%  |
| 52710 Sheriff-Jail                  | 1,412,376.22 | 2,505,702.00 | 1,093,325.78 | 43.63%  |
| 52712 Sheriff-Electronic Monitoring | 124,054.21   | 123,188.00   | (866.21)     | (0.70%) |
| 52713 Sheriff-PT Transp/Safekeeper  | 612,842.70   | 1,066,197.00 | 453,354.30   | 42.52%  |

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Friday, August 31, 2018

|                                  |                                     | 2018         | Variance     | Variance % |
|----------------------------------|-------------------------------------|--------------|--------------|------------|
|                                  | Actual                              | Budget       |              |            |
| 52721                            | Sheriff-Jail Surcharge              | 107,961.41   | 79,608.59    | 42.44%     |
|                                  | Total Public Safety                 | 7,222,994.38 | 4,936,839.62 | 40.60%     |
| <b>Public Works-Highway</b>      |                                     |              |              |            |
| 53110                            | Hwy-Administration                  | 214,449.93   | 74,310.07    | 25.73%     |
| 53120                            | Hwy-Engineer                        | 136,373.84   | 108,630.16   | 44.34%     |
| 53191                            | Hwy-Other Administration            | 260,032.93   | 75,079.07    | 22.40%     |
| 53210                            | Hwy-Employee Taxes & Benefits       | (814,435.64) | 814,435.64   | 0.00%      |
| 53220                            | Hwy-Field Tools                     | (13,150.72)  | 26,386.72    | 199.36%    |
| 53230                            | Hwy-Shop Operations                 | 164,488.71   | 115,755.29   | 41.31%     |
| 53232                            | Hwy-Fuel Handling                   | 5,852.20     | 6,247.80     | 51.63%     |
| 53240                            | Hwy-Machinery Operations            | 656,232.22   | 1,057,383.78 | 61.70%     |
| 53260                            | Hwy-Bituminous Ops                  | 175,485.83   | 48,721.17    | 21.73%     |
| 53262                            | Hwy-Bituminous Ops                  | 852.08       | 111,069.92   | 99.24%     |
| 53266                            | Hwy-Bituminous Ops                  | 1,162,442.43 | 183,147.57   | 13.61%     |
| 53270                            | Hwy-Buildings & Grounds             | 109,397.76   | 54,736.24    | 33.35%     |
| 53281                            | Hwy-Acquisition of Capital Assets   | 215,802.75   | (215,802.75) | 0.00%      |
| 53310                            | Hwy-Maintenance CTHS                |              | 3,300.00     | 100.00%    |
| 53311                            | Hwy-Maint CTHS Patrol Sectn         | 1,321,169.21 | 333,954.79   | 20.18%     |
| 53312                            | Hwy-Snow Remov                      | 738,156.75   | 201,784.25   | 21.47%     |
| 53313                            | Hwy-Maintenance Gang                | 114,021.97   | (11,917.97)  | (11.67%)   |
| 53314                            | Hwy-Maint Gang-Materials            | 1,235.00     | (335.00)     | (37.22%)   |
| 53316                            | Hwy-Maint Salt Brine Operations     | 26,846.95    | (26,846.95)  | 0.00%      |
| 53320                            | Hwy-Maint STHS                      | 831,566.77   | 532,542.23   | 39.04%     |
| 53323                            | Hwy-Maint STHS PBM                  |              | 52,600.00    | 100.00%    |
| 53330                            | Hwy-Local Roads                     | 705,108.28   | 482,528.72   | 40.63%     |
| 53340                            | Hwy-County-Aid Road Construction    | 179,587.31   | 265,246.69   | 59.63%     |
| 53341                            | Hwy-County-Aid Bridge Construction  | 5,457.74     | 194,811.26   | 97.27%     |
| 53490                            | Hwy-State & Local Other Services    | 174,120.99   | 378,780.01   | 68.51%     |
|                                  | Total Public Works-Highway          | 6,371,095.29 | 4,866,548.71 | 43.31%     |
| <b>Health and Human Services</b> |                                     |              |              |            |
| 54121                            | Health-Public Health                | 1,108,703.81 | 671,321.19   | 37.71%     |
| 54122                            | Health-WIC Program                  | 228,376.95   | 126,264.05   | 35.60%     |
| 54128                            | Health-Public Health Grants         | 55,362.94    | 9,532.06     | 14.69%     |
| 54129                            | Humane Officer                      | 24,174.85    | 11,344.15    | 31.94%     |
| 54130                            | Health-Dental Sealants              | 74,787.50    | 53,991.50    | 41.93%     |
| 54132                            | Adams-Juneau Sanitation             | 162,761.69   | 103,752.31   | 38.93%     |
| 54210                            | Edgewater-Nursing                   | 2,463,694.53 | 1,670,399.47 | 40.41%     |
| 54211                            | Edgewater-Housekeeping              | 94,576.81    | 36,971.19    | 28.10%     |
| 54212                            | Edgewater-Dietary                   | 416,230.43   | 307,192.57   | 42.46%     |
| 54213                            | Edgewater-Laundry                   | 44,431.34    | 105,629.66   | 70.39%     |
| 54214                            | Edgewater-Maintenance               | 215,605.64   | 166,598.36   | 43.59%     |
| 54217                            | Edgewater-Activities                | 102,365.72   | 67,574.28    | 39.76%     |
| 54218                            | Edgewater-Social Services           | 91,482.77    | 64,800.23    | 41.46%     |
| 54219                            | Edgewater-Administration            | 408,632.41   | 213,148.59   | 34.28%     |
| 54315                            | Mental Health/AODA Ho Chunk         |              | 27,500.00    | 100.00%    |
| 54316                            | Mental Institutions State Charge    |              | 360.00       | 100.00%    |
| 54317                            | Human Services Crisis Stabilization | 307,102.17   | 159,013.83   | 34.11%     |
| 54324                            | Norwood-SNF-CMI                     | 654,218.59   | 392,956.41   | 37.53%     |
| 54325                            | Norwood SNF TBI                     | 564,729.31   | 345,330.69   | 37.95%     |
| 54326                            | Norwood-Inpatient                   | 2,035,495.61 | 1,531,513.39 | 42.94%     |
| 54350                            | Norwood-Dietary                     | 666,557.27   | 343,473.73   | 34.01%     |
| 54351                            | Norwood-Plant Ops & Maint           | 519,495.84   | 320,869.16   | 38.18%     |
| 54363                            | Norwood-Medical Records             | 102,915.64   | 65,988.36    | 39.07%     |
| 54365                            | Norwood-Administration              | 813,325.80   | 431,229.20   | 34.65%     |
| 54401                            | Human Services-Child Welfare        | 2,064,335.89 | 1,542,941.11 | 42.77%     |
| 54405                            | Human Services-Youth Aids           | 1,996,498.41 | 1,313,629.59 | 39.69%     |
| 54410                            | Human Services-Child Care           | 79,895.33    | 60,152.67    | 42.95%     |
| 54413                            | Human Services-Transportation       | 205,288.22   | 164,267.78   | 44.45%     |
| 54420                            | Human Services-ESS                  | 864,794.26   | 519,107.74   | 37.51%     |
| 54425                            | Human Services-FSET                 | 1,664,206.87 | 1,125,679.13 | 40.35%     |
| 54435                            | Human Services-LIEAP                | 75,204.86    | 50,423.14    | 40.14%     |

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Friday, August 31, 2018

|  |                                   | 2018          |               | Variance      | Variance % |
|--|-----------------------------------|---------------|---------------|---------------|------------|
|  |                                   | Actual        | Budget        |               |            |
| 54440                                    | Human Services-Birth to Three     | 277,685.05    | 486,247.00    | 208,561.95    | 42.89%     |
| 54445                                    | Human Services-Childrens COP      | 158,632.65    | 291,898.00    | 133,265.35    | 45.65%     |
| 54450                                    | Human Services-Childrens Waivers  | 140,608.96    | 249,481.00    | 108,872.04    | 43.64%     |
| 54455                                    | Human Services-CSP                | 324,995.24    | 569,147.00    | 244,151.76    | 42.90%     |
| 54460                                    | Human Services-OPC MH             | 891,865.24    | 1,394,982.00  | 503,116.76    | 36.07%     |
| 54465                                    | Human Services-CCS                | 1,115,965.18  | 1,760,681.00  | 644,715.82    | 36.62%     |
| 54470                                    | Human Services-Crisis Legal Svc   | 436,708.67    | 724,832.00    | 288,123.33    | 39.75%     |
| 54475                                    | Human Services-MH Contr COP       | 555,562.27    | 1,538,677.00  | 983,114.73    | 63.89%     |
| 54480                                    | Human Services-OPC AODA           | 299,681.56    | 484,555.00    | 184,873.44    | 38.15%     |
| 54485                                    | Human Services-OPC Day Treatment  | 50,756.75     | 80,368.00     | 29,611.25     | 36.84%     |
| 54495                                    | Human Services-AODA Contract      | 27,287.38     | 136,100.00    | 108,812.62    | 79.95%     |
| 54500                                    | Human Services-Administration     | 2,003,222.58  | 3,236,780.00  | 1,233,557.42  | 38.11%     |
| 54611                                    | Aging-Committee on Aging          |               | 198,278.00    | 198,278.00    | 100.00%    |
| 54710                                    | Veterans-Veterans Relief          | 1,276.87      | 5,411.00      | 4,134.13      | 76.40%     |
| 54720                                    | Veterans-Veterans Service Officer | 200,321.77    | 330,151.00    | 129,829.23    | 39.32%     |
| 54730                                    | Veterans-Relief Donations         |               | 300.00        | 300.00        | 100.00%    |
| 54740                                    | Veterans-Care of Veterans Graves  | 256.00        | 2,865.00      | 2,609.00      | 91.06%     |
| 54750                                    | Veterans-WDVA Grant               | 5,383.04      | 11,500.00     | 6,116.96      | 53.19%     |
| Total Health and Human Services          |                                   | 24,595,460.67 | 41,610,460.00 | 17,014,999.33 | 40.89%     |
| <b>Culture, Recreation and Education</b> |                                   |               |               |               |            |
| 55112                                    | County Aid to Libraries           | 891,144.00    | 891,144.00    |               | 0.00%      |
| 55210                                    | County Parks                      | 1,022,232.97  | 1,625,697.00  | 603,464.03    | 37.12%     |
| 55441                                    | Maintenance Snowmobile Trails     | 73,918.65     | 67,925.00     | (5,993.65)    | (8.82%)    |
| 55442                                    | ATV Maintenance                   | 8,845.57      | 12,715.00     | 3,869.43      | 30.43%     |
| 55460                                    | Marshfield Fairgrounds            | 25,000.00     | 25,000.00     |               | 0.00%      |
| 55620                                    | UW-Extension                      | 271,611.83    | 516,662.00    | 245,050.17    | 47.43%     |
| 55630                                    | UW-Extension Center-Marshfield    | 48,082.00     | 48,082.00     |               | 0.00%      |
| 55650                                    | UW-Extension Junior Fair          | 32,000.00     | 32,000.00     |               | 0.00%      |
| 55660                                    | UW-Extension Projects             | 2,725.80      | 27,700.00     | 24,974.20     | 90.16%     |
| 55661                                    | UW-Ext Farm Technology Days       | 43,000.00     | 43,000.00     |               | 0.00%      |
| Total Culture, Recreation and Education: |                                   | 2,418,560.82  | 3,289,925.00  | 871,364.18    | 26.49%     |
| <b>Conservation and Development</b>      |                                   |               |               |               |            |
| 56111                                    | State Forestry Roads              |               | 3,300.00      | 3,300.00      | 100.00%    |
| 56121                                    | Land Conservation                 | 139,310.42    | 241,959.00    | 102,648.58    | 42.42%     |
| 56122                                    | DATCP Grant                       | 128,089.96    | 250,593.00    | 122,503.04    | 48.89%     |
| 56123                                    | Wildlife Damage Abatement         | 26,454.91     | 59,785.00     | 33,330.09     | 55.75%     |
| 56125                                    | Non-Metalic Mining Reclamation    | 25,374.37     | 40,054.00     | 14,679.63     | 36.65%     |
| 56127                                    | Don Aron Memorial Fund            | 20,013.88     | 22,000.00     | 1,986.12      | 9.03%      |
| 56310                                    | County Planner                    | 233,197.26    | 369,261.00    | 136,063.74    | 36.85%     |
| 56320                                    | Land Record                       | 74,246.25     | 255,729.00    | 181,482.75    | 70.97%     |
| 56340                                    | Surveyor                          | 12,172.04     | 44,750.00     | 32,577.96     | 72.80%     |
| 56730                                    | Transp & ED-Airport Aid           | 17,500.00     | 17,500.00     |               | 0.00%      |
| 56740                                    | Payment in Lieu of Tax            |               | 77,345.00     | 77,345.00     | 100.00%    |
| 56750                                    | Transp & Economic Develop         | 133,035.62    | 141,075.00    | 8,039.38      | 5.70%      |
| 56780                                    | CDBG-ED                           | 520.73        | 30,000.00     | 29,479.27     | 98.26%     |
| 56911                                    | State Wildlife Habitat            | 1,935.00      | 2,500.00      | 565.00        | 22.60%     |
| 56913                                    | Park & Forestry Capital Proj      | 28,843.21     | 165,063.00    | 136,219.79    | 82.53%     |
| 56943                                    | Private Sewage System             | 102,334.70    | 196,939.00    | 94,604.30     | 48.04%     |
| Total Conservation and Development       |                                   | 943,028.35    | 1,917,853.00  | 974,824.65    | 50.83%     |
| <b>Capital Outlay</b>                    |                                   |               |               |               |            |
| 57120                                    | Cap Projects-Gen Government       | 7,715.71      |               | (7,715.71)    | 0.00%      |
| 57121                                    | Cap Projects-Parks                | 102,614.15    | 140,000.00    | 37,385.85     | 26.70%     |
| 57127                                    | Cap Projects-Computers            | 70,566.90     | 93,000.00     | 22,433.10     | 24.12%     |
| 57208                                    | Cap Projects-Dispatch             |               | 40,000.00     | 40,000.00     | 100.00%    |
| 57213                                    | Cap Projects-Emergency Management |               | 225,000.00    | 225,000.00    | 100.00%    |
| 57216                                    | Cap Projects-Computer Software    |               | 29,000.00     | 29,000.00     | 100.00%    |
| 57310                                    | Highway Capital Projects          | 2,434,114.31  | 2,499,999.00  | 65,884.69     | 2.64%      |
| 57410                                    | Cap Projects-Human Services       | 84,500.00     |               | (84,500.00)   | 0.00%      |
| 57412                                    | Cap Projects-Edgewater            | 195,614.04    | 337,367.00    | 141,752.96    | 42.02%     |
| 57420                                    | Cap Projects-Norwood              | 165,316.24    | 196,500.00    | 31,183.76     | 15.87%     |
| 57640                                    | UW Remodeling/Construction        | 78,363.13     | 111,000.00    | 32,636.87     | 29.40%     |

8/29/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Friday, August 31, 2018

|   | Actual                      | 2018<br>Budget               | Variance                    | Variance %             |
|---|-----------------------------|------------------------------|-----------------------------|------------------------|
| 57930 Depreciation & Amortization                 | (1,737.00)                  |                              | 1,737.00                    | 0.00%                  |
| 57940 Depreciation & Amortization                 | 140,454.65                  |                              | (140,454.65)                | 0.00%                  |
| Total Capital Outlay                              | <u>3,277,522.13</u>         | <u>3,671,866.00</u>          | <u>394,343.87</u>           | <u>10.74%</u>          |
| <b>Debt Service</b>                               |                             |                              |                             |                        |
| 58110 Debt Service Principal-Gen Gov              |                             | 465,000.00                   | 465,000.00                  | 100.00%                |
| 58140 Debt Service Principal-Highway              | 8,400.00                    | 4,156,800.00                 | 4,148,400.00                | 99.80%                 |
| 58210 Debt Service Interest-General Gov           | 65,320.27                   | 99,567.00                    | 34,246.73                   | 34.40%                 |
| 58230 Debt Service Interest-2017 Capital Projects | 34,417.80                   | 75,477.00                    | 41,059.20                   | 54.40%                 |
| 58240 Debt Service Interest-Highway               | 178,930.98                  | 365,973.00                   | 187,042.02                  | 51.11%                 |
| Total Debt Service                                | <u>287,069.05</u>           | <u>5,162,817.00</u>          | <u>4,875,747.95</u>         | <u>94.44%</u>          |
| <b>Other Financing Uses</b>                       |                             |                              |                             |                        |
| 59210 Transfers to General Fund                   | 2,785,879.79                | 6,592,243.00                 | 3,806,363.21                | 57.74%                 |
| 59220 Transfer to Special Revenue                 |                             | 12,162.00                    | 12,162.00                   | 100.00%                |
| 59270 Transfer to Internal Service                |                             | (138,847.00)                 | (138,847.00)                | 100.00%                |
| Total Other Financing Uses                        | <u>2,785,879.79</u>         | <u>6,465,558.00</u>          | <u>3,679,678.21</u>         | <u>56.91%</u>          |
| <b>TOTAL EXPENDITURES</b>                         | <b><u>63,217,075.76</u></b> | <b><u>110,021,678.00</u></b> | <b><u>46,804,602.24</u></b> | <b><u>42.54%</u></b>   |
| <b>NET INCOME (LOSS) *</b>                        | <b><u>(690,867.20)</u></b>  | <b><u>(6,256,974.00)</u></b> | <b><u>5,566,106.80</u></b>  | <b><u>(88.96%)</u></b> |



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

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### Interdepartmental Memo

August 31, 2018

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – August 2018

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#### **General Highlights- Kim McGrath:**

- Attended August Executive Meeting where the committee discussed the health fund, 2019 health insurance premiums, and the payroll transition. Attended a follow-up Executive Meeting on August 21<sup>st</sup> regarding payroll and data entry.
- With respect to a former employee appealing a termination at the 5<sup>th</sup> step in the County's Complaint Resolution Process, the parties began the initial stages of planning for the upcoming hearing. At this stage a date for the hearing has not yet been agreed upon, but will likely be in October.
- Attended the August Judicial & Legislative Committee. Topics discussed include benchmarking other WI counties Corporation Counsel Offices size and scope and drafting a job description for the County's Administrative Coordinator.
- On August 3<sup>rd</sup> and 28<sup>th</sup>, attended the conference calls with The Horton Group to discuss our 2019 insurance budget and began planning for 2019 open enrollment. Election form changes were discussed, as well as the 2019 benefit guide updates and benefit vendor billing cycles.
- Attended the quarterly Wellness Board meeting. Met with the Wellness Board Chairperson and the Wellness Coach to finalize the 2019 wellness budget.
- Along with the HR team, met with the Benefits & HRIS Administrator prior to her medical leave to discuss the transition of tasks and duties.
- Attended the Stevens Point Area Human Resources Association monthly meeting on the topic of "Legal Update" in Stevens Point on August 8<sup>th</sup>.
- Met with the Wood County Chair, Corporation Counsel, and IT Director on the creation of a Remote Work (Telework) Policy.
- Met with the Finance Director and Deputy Finance Director to discuss the 2019 HR budget and payroll transition. Finalized the HR budget and provided a printed copy to Finance.
- Submitted several completed JDQ forms to the consulting firm Carlson Dettmann for review and recommendation.
- Met with several members of University Extension to discuss a teambuilding activity (Real Colors) for an upcoming Department Head Retreat.
- Received a complaint from a former Wood County employee regarding work environment. Investigated the complaint and followed-up with the Department Head.
- Met with the County Board Chair, UW-Extension Community Development Coordinator, and Maintenance Manager to discuss the County's Renewable and Sustainable Energy Initiatives. Met separately with the Maintenance Manager to review and update his job description with applicable energy initiatives.
- Prepared the updated Wage Plan draft and resolution for the Executive Committee.

- Attended the Judicial & Legislative Committee Meeting on August 28<sup>th</sup>. Members of the WCA were in attendance to discuss and review the 2018 WCA Conference Resolutions.
- Received and responded to several open records requests.
- Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

#### **Benefits & HRIS Administrator – Jodi Pingel (working limited hours due to LOA)**

- Processed Family Medical Leave requests
- Processed employee updates including employee transfers, deductions, address changes, etc.
- New Hire Entries and Benefit Elections/Qualifying Events – Add in HRMS and vendor websites
- Terminations – Term in HRMS/TimeStar, cancel insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc.
- Exit Interviews – review payout and benefit/COBRA information with terminated employees
- Completed the following tasks in TimeStar:
  - Set Up new hires
  - Term payouts entered
  - LOA/FMLA hours confirmed
  - Vacation donation hours adjusted
  - Move Sick hours to CSLA
  - Verify supervisors
- Conducted New Hire Orientations- August 6<sup>th</sup> and 13<sup>th</sup>
- August 2018 COBRA Remittance
- August 2018 TASC Admin Fees
- August 2018 WPS Billing Statements/Bill Summary
- PEHP Accounts set-up and voucher completed
- Beneficiary Designation Forms
  - Requested completed forms from employees and processed updates
- Processed vouchers for vendor invoices
- Met with employees re: questions on benefits, FMLA, qualifying events, etc.
- Sent Payroll Update Reports/Pay Adjustment sheets to Finance for payroll processing
- Completed employment verification
- Began the process to prepare for 2019 benefits open enrollment

#### **Human Resource Generalist- Angel Butler-Meddaugh**

- Attended the North Central Wisconsin Labor Law Clinic in Rothschild on July 31, 2018. Agenda & Clinic Topics included: Wisconsin's Wage and Hour Laws, Enhancing Diversity in the Workplace, Strategies to Avoid a Hostile Work Environment and State and Local Workforce Services Targeted to Employers.
- Offer made to internal candidate regarding Deputy County Clerk, start date of August 13, 2018.
- References and background completed regarding a Social Work position. Offer extended and accepted, start date August 13, 2018.
- Ran six caregiver background checks with Department of Justice. Results forwarded to supervisors for review.
- References and background completed on two Appointment Secretary/Receptionist positions available in Human Services. Offers extended and accepted, start dates vary.
- Replied to two requests from other counties requesting varied information on selected topics.
- Conducted four exit interviews with outgoing employees. Memo sent to Department Head and HR Director for review. Prepared payout information and discussed with outgoing employee.



- References and background completed on two casual Crisis Interventionist applicants. Offers extended and accepted, both with a start date of August 29, 2018.
- Offer to internal candidate regarding part-time Crisis Interventionist. Accepted with a start date of August 26, 2018.
- Set up accounts with all Benefit vendors.
- Coordinated interviews for the WIC Director/Project Nutritionist position within the Health Department for August 14, 2018. Internal offer made and accepted with a start date of August 27, 2018. Recruitment file closed and all applicants notified that position was filled.
- Received all results from our random DOT testing for this quarter and forwarded to the Medical Review Office.
- Added multiple new hires into HRMS system.
- Reported wages and hours to the Wisconsin Retirement System for employees who have left Wood County employment.
- Coordinated pre-employment administrative testing through a staffing agency for applicants who interviewed for the Legal Administrative Assistant position in the Corporation Counsel's Office. Interviews were coordinated for August 27, 2018. Final candidate has been identified and references will be conducted.
- Coordinated and scheduled interviews regarding a Social Worker – Ongoing position for August 24, 2018. A final candidate was selected, references and background being conducted.
- Prepared multiple vacation payout sheets and provided to payroll.
- References and background are being conducted for a full-time Crisis Interventionist position.
- Assisted Norwood in obtaining a list of active/inactive license holders for Registered Nurses and Licensed Practical Nurses from the Department of Safety & Professional Services.
- Gathered information from surrounding counties and comparable counties regarding the size of their Corporation Counsel Departments. Provided all information to the HR Director
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

| <u>Refilled Position</u> | <u>Department</u> | <u>Position</u>                                 | <u>Status</u>                    |
|--------------------------|-------------------|---|----------------------------------|
| New Position             | Corp Counsel      | Legal Secretary                                 | References                       |
| Replacement              | Edgewater         | CNA, RN, LPN and Dietary Assistant – (Multiple) | Ongoing recruitment by Edgewater |
| Replacement              | Health            | WIC Director/Project Nutritionist               | Filled                           |
| Replacement              | Health            | WIC Health Educator (Intake)                    | Deadline 9/4/18                  |
| Replacement              | Health            | WIC Health Educator/Nutritionist                | Deadline 9/4/18                  |
| Replacement              | Human Services    | Social Worker – Fam Services Ongoing (1)        | References/Background            |
| Replacement              | Human Services    | Social Worker – Initial Response                | Deadline 9/9/18                  |
| Replacement              | Human Services    | Casual Crisis Interventionists                  | 2 filled                         |
| Replacement              | Human Services    | Community Behavioral Health Nurse Manager       | Deadline 9/2/18                  |
| Replacement              | Human Services    | Deputy Director                                 | Deadline 9/30/18                 |
| Replacement              | Human Services    | Crisis Interventionists (2–FT & PT)             | Interviewing                     |
| Replacement              | Human Services    | Psychiatrist                                    | Deadline 10/29/18                |
| Replacement              | Human Services    | Appt Secretary/Receptionist (2)                 | Filled                           |
| Replacement              | Human Services    | Residential Aide – Full-Time                    | Deadline 9/9/18                  |
| Replacement              | Human Services    | Economic Support Specialist                     | Interviewing                     |
| Replacement              | Human Services    | Residential Aides (Casual)                      | Deadline 9/30/18                 |

| Replacement  | IT/Systems | PC Technician  | Deadline 9/9/18                |
|--------------|------------|--|--------------------------------|
| New Position | Norwood    | COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple | Ongoing recruitment by Norwood |

### **Human Resources Assistant – Kelli Quinnell**

- Met with the Payroll Administrator on August 23<sup>rd</sup> to train her on entering new hires and rehires into HRMS. We briefly reviewed how to do job and pay rate changes in HRMS as well. We met again on August 29<sup>th</sup> to go over the termination process in HRMS. We are maintaining a high level of open communication with each other and continue to have conversations on a frequent basis as questions arise.
- Reviewed all submitted JDQ's to ensure that they were filled out completely. Worked directly with employees and supervisors on filling in missing information in a couple of cases. Sent all JDQ's to Carlson Dettman for review.
- Conducted new hire orientations on August 20<sup>th</sup> and 27<sup>th</sup> for 5 new hires. Met with two casual employees to complete their new hire paperwork on August 29<sup>th</sup>.
- Worked on multiple Open Records Requests in conjunction with the HR Director.
- Met with Corporation Counsel in regards to an Open Records Request.
- Attended the monthly conference call with representatives from the Horton Group and WPS/Aspirus Arise to discuss Open Enrollment and other benefit-related topics.
- Assisted multiple employees with questions related to benefits. In some cases, worked with the benefit vendor and/or the Horton Group to resolve the question.
- Met one-on-one with a new hire to discuss insurance benefits.
- Entered multiple HR vouchers for payment.
- Attended the August Executive Committee Meeting to take minutes. Prepared the minutes for approval.
- Attended the special Executive Committee Meeting on August 21<sup>st</sup> to take minutes. Prepared the minutes for approval.
- Completed multiple Verification of Employment requests.

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



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

August 2018

- ◆ The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. Those that click on an email that is part of a simulated Phishing test will continue to be enrolled in additional training.
- ◆ Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Procedure review, documentation and reinstallation of the medication backup software, Emar for administering medication during a power or network outage, is complete.
- ◆ The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application. The database engine and database server location was inadvertently moved by the vendor. IT staff continues to discuss with the RtVision vendor our security concerns and our course of resolution. IT staff met with Highway staff to determine Winter Storm reporting data requirements.
- ◆ The TimeStar, electronic time card and time tracking, system configuration is complete. IT works to adjust settings as changes occur. Training for separation and sharing of duty between HR and Finance is progressing rapidly and smoothly. Training and support of Finance staff now includes more extensive TimeStar functionality as duties continue to move from HR to Finance. Creation of enhanced training documentation is ongoing. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities. One Norwood time punching hardware clock was quickly ordered, configured and replaced as the clock was struck by lightning on Friday August 24, 2018.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Zoning permit data entry into the SCO Unix system has been replaced. Zoning permit tracking in the web based system is being enhanced.
- ◆ System discovery, research and documentation is being conducted regarding multiple departmental use of Quicken software. IT is assisting with determining proper solutions, security, auditability, and an affordable software licensing model.
- ◆ Data migration and archive of the Human Services SCO/Tipfe data with secure storage access was shared, setup and tested. Archive SCO/Tipfe data was provided to Emergency Management for the BNI system for reference during the new system creation & replacement.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- ◆ Provided support leading up to and during the August 14th primary election for the County Clerk's office. This includes a new security hardened workstation and upgraded Election Results Management (ERM) software, as well as the existing election results web application. The hardware and software functioned without any major issues on election night.
- ◆ Development work continues on the Park Reservations system. The project includes a major update related to payment processing and internal improvements.
- ◆ Proceeded with cleanup efforts after a security breach found in July caused malware to be installed on a server providing websites for the Health Department. The Multi-State Information Sharing and Analysis Center (MS-ISAC) has analyzed the server involved and we have begun acting on their recommendations.
- ◆ In continuing to rollout IT's security initiative, all Wood County servers have been identified and scheduled for regular patching. Unpatched servers are one of the easiest and most common routes that hackers use to compromise a system. The first Monday of the month include all servers dealing with email communications, the second Monday is law enforcement updates, TCM and Human Services related servers are patched on the third Monday, and web-site and backup related servers will be patched on the fourth Monday of the month. Wood County IT currently supports approximately 180 servers.
- ◆ Staff have worked on configuring the initial replacement Squad Mobile Units. We have run into some issues with 2FA (2 factor authentication software) and are working with the software vendor as well as an independent contractor to resolve these issues. It appears that a server upgrade may be needed.
- ◆ Met with a state technician regarding the implementation of a DAR (Digital Audio Recording) system in Branch 3.
- ◆ Wood County is a pilot County for the State Horizon Call Center Anywhere (CCA) project. IT is working with Human Services staff for this project. This trial will help determine if the Horizon CCA application is ready to rollout Statewide. This will allow county IT to keep software such as Java patched without concern for breaking State applications.
- ◆ Discussed the remodel plans for the EOC (old Dispatch) with Emergency Management and Maintenance.
- ◆ Responded to an alarm event in the River Block communications closet. Site monitor was reporting "Over Temperature Detected". Verified AC was not running. Worked with maintenance to restore service.
- ◆ Met with Health Department to review power demands of vaccine freezer upgrade. Advised that current equipment should be able to support new device. Load review to be completed after new equipment is fully operational.
- ◆ 591 helpdesk requests were created in July, with staff completing 606 tickets and leaving 248 open requests. These numbers represent service requests from departments throughout the County.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- ◆ Improved UPS device security. Implemented enhanced authentication methods (LDAP) on one device to verify configuration. Expected roll out to other UPS and network management devices in the next few months.
- ◆ Conducted research into a new Electronic Health Record (EHR) system. Attended general webinar by Streamline Healthcare. Also researching other companies/products. This would replace the Human Services TCM software.
- ◆ On 8/9 connection to the Cornerstone building was lost around 1:30 PM. We found out that the City of Marshfield was having some of their fiber lines redirected to their new location. Marshfield Utility mistakenly told the fiber contractors that all fiber on one side of the building was for the City, when in fact 2 of the fiber lines were for Wood County. We were able to speak with the contractor and they were able to get a crew onsite right away the next morning to reconnect our connection.
- ◆ On 8/24 the Norwood facility experienced a network failure due to a lightning strike around 8:10 PM. IT was able to identify the critical equipment and get the network back up and running in approximately 4 hours. Some additional changes were necessary to get phones functional again. Additional equipment replacements were necessary and IT has been working through replacing bad equipment as quickly as possible. Due to the site running on a temporary switch that restores connectivity, a future scheduled downtime will be required in order to move to the replacement switch.
- ◆ Continue to work with City of Marshfield to establish a new VPN Connection. This connection is in the final stages of testing/deployment.
- ◆ Collaborated between IT, HR, and Finance to find solutions for the continued migration of Payroll to Finance. A Payroll mailbox was created for emailed forms and direct communication regarding payroll. All forms for the hiring and termination processes were updated to work with the new structure, uploaded to the Intranet and communicated to departments. A distribution list was created between the 3 departments to better communicate any issue and setup was done in IT's ticketing system to expedite any payroll issue. Permission changes were made to both HRMS and TimeStar Systems.
- ◆ Upgrading of phones at the Wood County Annex continues. Bridgeway along with the business office phones have been upgraded. Currently working with the Norwood admin assistant to determine physical locations of phones in order to optimize panic buttons.
- ◆ Installed new receipt printers and dual monitors for the Register of Deeds office.
- ◆ Finished TCM user cleanup. Deactivated accounts for terminated users.
- ◆ Deployed TCM version 2018.02.01.09 & .10 to Test system.



# Wood County

## WISCONSIN

### MAINTENANCE DEPARTMENT

*Reuben Van Tassel*

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### Monthly Letter of Comments August 2018

- Working with Emergency Management on E.O.C. remodel that County Board approved.
- Met with Judicial & Legislative Committee regarding Courthouse Security.
- Met with Health Department regarding additional back-up power for vaccine storage.
- Worked with Finance to finalize 2019 Maintenance Budget.
- Attended a Renewable Energy meeting to begin considering options for Wood County.
- Met with County Board Chair regarding Renewable and Sustainable Energy.
- Met with individual from Focus on Energy for a lighting survey.
- Working to develop a project worksheet/checklist that can be used for all County remodeling and construction projects. My goal is to promote consistent compliance with applicable regulations across County Departments that operate their own facilities.
- Continuing to work on preparation for the Courthouse door access system upgrade. There is a lot to consider and we are working hard to ensure the transition to the new system goes as smoothly as possible. This system will allow us to meet increased demand for security in the coming years.
- Attended: Executive Committee, County Board, Judicial & Legislative Committee, and Security Committee meetings.



# Wood County WISCONSIN

## SAFETY & RISK MANAGEMENT

### Safety & Risk Management Letter of Comments – August 2018

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

- Lowering work comp rates for clerical and administrative employees for 2019 budgets.
- Insurance renewals for 2019 start in September.

#### **Lost Time/ Restricted Duty/Medical Injuries: 1**

- 08/08/2018 – Highway – Employee sustained an eye injury while jackhammering concrete. Cement chip struck right eye. Medical only.

#### **First Aid Injuries: 6**

- 07/31/2018 – Highway - Employee sustained a left shoulder strain while raking asphalt.
- 07/31/2018 – Highway – Employee sustained a contusion to the right knee when it struck a trailer light.
- 08/09/2018 – Norwood HC – Employee sustained contusions and cuts from a slip and fall on a stairway.
- 08/16/2018 - Highway – Employee sustained a poison ivy exposure while mowing ditches.
- 08/21/2018 – Human Services – Employee sustained contusions and swelling to left foot/ knee from a slip and fall in residents muddy driveway.
- 08/22/2018 – Edgewater – Employee sustained a burn to the right arm when a food mixer shorted out.

#### **Property/Vehicle Damage Claims: 1**

- 08/08/2018 – Parks – Damage to flatbed truck from striking a rock while backing up. Estimated loss of \$2,698.32

#### **Liability – Wood County - Notice of Injury and Claim: 2**

- 08/04/2018 – Parks – Resident claim for tire damage from bolts on side of dock. Claim may be denied due to no negligence by the county. Asking \$206.94
- 08/27/2018 – Claim by employee for benefits. Internal Claim.

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

- Currently 4 active suicide claims.
- Currently 2 active EEOC claims.

#### **2018 Goals: Continue Pro Active Injury and Loss Control Initiatives.**

Continue to encourage departments and employees to call the Alaris Care line when injured at work and require medical treatment. This will help control work comp claims costs in the future.

Continue to lower work comp department charges for future budgets if work comp reserve fund remains high. The proactive approach to safety is working well for the county.

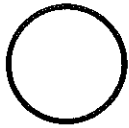
## **TREASURER'S REPORT**

09-04-2018

By: H. Gehrt

- Attended the Executive Committee Meeting on August 7.
- Completed and submitted budgets to Finance Department on August 13.
- Attended United Way Campaign kickoff Meeting on August 15
- Attended the Executive Committee on August 21.
- Attended County Board on August 21.
- I was busy preparing the August Settlement pay out for the Municipalities, State, School Districts, and Technical College for a total of over \$19 million by the August 20 deadline.
- I went to show the Airport Avenue property at 1:00 PM on August 27 and was surprised by a squatter in the house. After a confrontation, the person took off, the police were able to arrest the suspect and I am having him charged with trespassing. There appeared to be more people living there, however, there was no one else on the property at the time. Maintenance then came and we went through the whole house making sure everything was secured and looking for any damages. From what we observed, there was no damage, except the people had begun to decorate the house with knickknacks and things. They were also using the fridge, stove, shower, and washer and dryer. I then went over and spoke with the neighbor and asked her if she saw anything to phone me, or if after hours the police department.  
At Midnight, I was awoken by a phone call from the police department informing me that there were 2 more people in the property, but all the doors were locked. I had the key and an officer came and got it from me to gain entry into the property so they wouldn't have to break down the door. These 2 additional people were arrested and charged with trespassing also, along with some drug charges.  
The next morning on my way to work, I noticed maintenance was there to begin cleaning up the hoarding items that were there, cleaning out the fridge, and doing some light maintenance, but because there was no communication yet as to what happened the night before, they found a window screen popped out which was the potential entry point for the previous night and called the police department. There was another sweep done of the house, but no one was found to have gotten in.  
Therefore, with all the activity that has happened, I do not feel comfortable showing this house again. The 90 day period is up as per the motion, and I recommend listing with a real estate agent.





## RESOLUTION#

Introduced by  
Page 1 of 1

Executive Committee &amp; Public Safety Committee

RSD

|                 |            |                          |
|-----------------|------------|--------------------------|
| <b>Motion:</b>  | Adopted:   | <input type="checkbox"/> |
| 1 <sup>st</sup> | Lost:      | <input type="checkbox"/> |
| 2 <sup>nd</sup> | Tabled:    | <input type="checkbox"/> |
| No: _____       | Yes: _____ | Absent: _____            |

Number of votes required:

☐ Majority ☒ Two-thirds
Reviewed by: PAK, Corp CounselReviewed by: MAE, Finance Dir.

**INTENT & SYNOPSIS:** To amend the 2018 budget of Sheriff Electronic Monitoring (52712) for additional expenditures that were not anticipated during the original budget process:

**FISCAL NOTE:** No additional cost to Wood County. The source of the funding is the Transfer to General Fund balance (59210), which is non-lapsing account. The adjustment to the budget is as follows:

| Account | Account Name                  | Debit    | Credit   |
|---------|-------------------------------|----------|----------|
| 52712   | Sheriff Electronic Monitoring |          | \$60,000 |
| 59210   | Transfer to General Fund      | \$60,000 |          |

**WHEREAS,** the aforementioned expenditures of approximately \$60,000 were not anticipated during the 2018 budget process; and

**WHEREAS,** an increase in the Wood County Jail population caused an increase in the utilization of electronic monitoring of prisoners; and

**WHEREAS,** the increased utilization of electronic monitoring of prisoners was a more cost effective method of combating Wood County Jail overcrowding than housing prisoners in other facilities; and

**WHEREAS,** the Transfer to General Fund account has sufficient funds; and

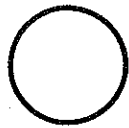
**WHEREAS,** it is now necessary to amend the 2018 budget transferring funds from the Transfer to General Fund account to debt account 52712; and

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

**THEREFORE BE IT RESOLVED** to amend the Wood County budget for 2018 by appropriating \$60,000 of unused funds in Transfer to General Fund balance (59210) to Sheriff Electronic Monitoring (52712); and

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

*[Signature]*



## RESOLUTION#

## Conservation, Education and Economic Development and Executive Committees

Introduced by  
Page 1 of 1

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

LAR

**INTENT & SYNOPSIS:** To seek County Board approval to amend the 2018 Wood County Wildlife Damage Abatement and Claims Program (WDACP) budget for unanticipated state aid monies and to appropriate those monies to Wildlife Damage expenditures.

**FISCAL NOTE:** No cost to Wood County. The source of the funding is unanticipated revenues from the Wisconsin Department of Natural Resources to be received in 2019. For 2018 the funding will be from contingency and recouped in 2019. The adjustment to the budget is as follows:

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

| Account | Account Name              | Debit     | Credit    |
|---------|---------------------------|-----------|-----------|
| 56123   | Wildlife Damage Abatement |           | \$ 21,000 |
| 51590   | Contingency               | \$ 21,000 |           |

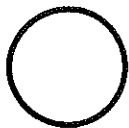
**WHEREAS**, the Wisconsin Department of Natural Resources has amended the Wildlife Damage Abatement Grant to Wood County from \$ 59,785 to \$ 80,785 and

**WHEREAS**, the \$ 21,000 increase will be for the Highlander Cranberry woven wire fence project.

**WHEREAS**, the payment made for the installation of the fence project will have no impact on the county tax levy, and

**THEREFORE BE IT RESOLVED**, that the Wood County Land & Water Conservation account – 56123 be amended to accept \$ 21,000 of state aid monies and funded with a transfer from contingency to be recouped in 2019 in account 43586-481, and

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



## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 1

DMS

|  |                                     |                          |
|--|-------------------------------------|--------------------------|
| <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: _____                                    | <b>Absent:</b>                      | <input type="checkbox"/> |
| Yes: _____                                   |                                     |                          |
| <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: <u>MAC</u>                      | , Finance Dir.                      |                          |

**INTENT & SYNOPSIS:** To authorize the negotiations for and entry into a lease extension with the City of Marshfield for Human Services office space in the Marshfield City Hall.

**FISCAL NOTE:** use of budgeted funds only

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

**WHEREAS,** the County currently has a lease with the City of Marshfield for office space primarily on the fourth floor of the City hall building (with 100 ft. on the third floor for location of computer equipment), which lease expires on August 31, 2018, and

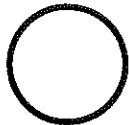
**WHEREAS,** the Health and Human Services Committee has looked into various options to relocate the staff at the City Hall building but has not been able to come up with a viable solution at this point in time and the Committee is aware that a previous plan by the City to sell the building has fallen through and the immediate need for the County to vacate its current rental space is no longer present, and

**WHEREAS,** a representative of the City has contacted the County to inquire if the County was interested in extending the lease for one year under the same terms, and

**WHEREAS,** the Human Services Director was authorized in 2017 to negotiate and enter into the existing lease and it would be appropriate for the Human Services Director to be authorized to negotiate and enter into an

extension of the current lease, so long as the rental payments are within the budget.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to authorize the Human Services Director to negotiate an extension of the current lease between the County and the City of Marshfield for office space in the City Hall building within the limits of the funds budgeted therefor.



## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 1

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

CAK

**INTENT & SYNOPSIS:** To accept the transfer of tax deeded property to the Village of Arpin

**FISCAL NOTE:** \$7,530.09

**WHEREAS,** Wood County owns tax deeded property in the Village of Arpin that is the current location of the Village's Post Office which has a lease agreement until June 30, 2020, and,

**WHEREAS,** the Village of Arpin has agreed to take this property with the building for \$7,530.09 so as not to disrupt postal services, and,

**WHEREAS,** Wis. Stats. S.75.69(2) allows the County to transfer tax deeded property to other municipalities without obtaining an appraisal,

**NOW THEREFORE BE IT RESOLVED** that Wood County transfer the below described property to the Village of Arpin.

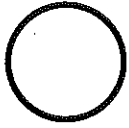
**Village of Arpin 01-00081 & 01-00100**

**Property is located at 8095 Church Rd, Village of Arpin.**

32-00081 That part of the NE 1/4 of the NW 1/4 of Section 28, Township 24 North, Range 4 East, Village of Arpin, Wood County, Wisconsin, described as follows: Commencing at a point 121 feet South and 25 one-quarter feet

West of the NE corner of the NE 1/4 of the NW 1/4 of Section 28, Township 24 North, Range 4 East, said point being the NE corner of that parcel of land described in deed recorded in Volume 127 of Deeds at Page 457, and on the West side of the street running North and South on the East side of said above-mentioned forty-acre tract, run from said starting point North on the West side of said highway to the angle in said highway, thence in a Northwesterly direction along the highway to the South line of the highway running East and West along the North line of said forty, thence West 42', thence South 88' more or less, to the North line of that piece or parcel of land as described in deed recorded in Volume 127 of Deeds at Page 457, Wood County Records, thence East 88' more or less to the highway, and to the point of beginning. That part of the NE 1/4 of the NW 1/4 of Section 28, Township 24 North, Range 4 East, of the Fourth Principal Meridian, Village of Arpin, Wood County, Wisconsin, lying Southerly of the South line of First Street (now known as County Trunk Highway N) and Northeasterly of a line parallel with and distant 50' Southwesterly, measured at right angles, from the center line of the main track of the Princeton and Northwestern Railway Company (now the Chicago and Northwestern Railway Company), as said main track center line was originally located and established across said Section 28, excepting all streets and highways of record.

32-00100 A parcel of land situated in the NE 1/4 of the NW 1/4 of Section 28, Township 24 North, Range 4 East, Village of Arpin, Wood County, Wisconsin, further described as follows: Commencing at a point 121' South of the NE corner of said forty, thence run 113' West, thence 24' South, thence 113' East, thence 24' North to the starting point, excepting all streets and highways of record.



## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 1

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

CAK

**INTENT & SYNOPSIS:** Authorize the sale of tax deed property back to former owner.

**FISCAL NOTE:** Paid Amount \$12,008.64

**WHEREAS,** by Resolution No. 18-8-3, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 34-04505, more particularly described as:

Lot 7, Block 1 of Teske's Addition to the City of Wisconsin Rapids, Wood County, Wisconsin.

**WHEREAS,** Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

**WHEREAS,** it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 5, 2018 will compensate the County in full for the amounts due and owing,

**THEREFORE BE IT RESOLVED,** that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** August 15, 2018

**PLACE:** Edgewater Haven – Conference Room 100, Admin Building; Port Edwards

**PRESENT:** Donna Rozar, Adam Fischer, Mark Holbrook, Marion Hokamp, Jessica Vicente

**EXCUSED:** Al Breu, Lori Slattery-Smith, RN

**ABSENT:** Tom Buttke, Eric Quivers, MD

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Travis Goetz, Jordon Bruce, Cindy Robinson, Jo Timmerman, Elisabeth Ferdon, Stephanie Gudmunsen, Steve Budnik, Lacey Piekarski (Human Services), Marla Cummings (Finance), Doug Machon (County Board Chair), Bill Clendenning (County Board Supervisor)

**1) Call to Order**

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

**2) Quorum**

Rozar declared a quorum present.

**3) Public Comment**

None

**4) Budget presentation by Human Services (action required)**

**Norwood**

Brandon Vruwink, Jordan Bruce, and Jo Timmerman presented the 2019 Norwood budget, responding to questions and concerns of Committee members. Motion (Fischer/Holbrook) to approve the Norwood Health Center budget as presented and forward to Executive Committee. All ayes. Motion carried.

**Community**

Brandon Vruwink, Beth Ferdon, Stephanie Gudmunsen, and Jo Timmerman presented the 2019 Community Budget of the Human Services budget, responding to questions and concerns of Committee members. Motion (Holbrook/Fischer) to approve the Community Budget of the Human Services budget as presented and forward it to the Executive Committee. All ayes. Motion carried.

**Edgewater Haven**

Brandon Vruwink, Cindy Robinson, and Jo Timmerman presented the 2019 Edgewater Haven budget, responding to questions and concerns of Committee members. Motion (Hokamp/Vicente) to approve the Edgewater Haven budget as presented and forward to Executive Committee. All ayes. Motion carried.

**5) Date/Time of Next Health & Human Services Committee Meeting**

- August 23, 2018, 5:00 pm, Edgewater Haven, Conference Room 100, Admin Building - Port Edwards

**6) Adjourn**

The Chair declared the meeting adjourned at 7 p.m.

Minutes taken by Donna Rozar, Chair.

Minutes subject to Committee approval

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Donna Rozar, Chair  
Health and Human Services Committee

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** August 23, 2018

**PLACE:** Edgewater Haven Conf Room 110/Admin Building - Port Edwards

**PRESENT:** Donna Rozar, Adam Fischer, Marion Hokamp, Jessica Vicente, Tom Buttke, Mark Holbrook, Al Breu

**EXCUSED:** Eric Quivers, M.D., Lori Slattery-Smith, R.N.

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Cindy Robinson, Jo Timmerman, Lacey Piekarski (Human Services); Sue Kunferman, Kathy Alft (Health Department); Rock Larson (Veteran Services); Bill Clendenning, Bill Leichtnam (County Board Supervisor); Marla Cummings (Finance); plus two individuals from the public

**1) Call to Order**

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

**2) Quorum**

Rozar declared a quorum.

**3) Public Comments**

The Chair read a letter of resignation from the Human Services Deputy Director.

**4) Budget presentation by Veterans Service (action required)**

This item was moved to the beginning of the agenda without objection by the Committee. Rock Larson presented the 2019 Veteran Services budget and responded to questions and concerns from Committee members. Motion (Buttke/Hokamp) to approve the Veteran Services budget as presented and forward to Executive Committee. All ayes. Motion carried.

**5) Health Department Groundwater Update**

Sue Kunferman shared from the packet a summary of the authority the Health Department currently has to protect ground and surface water and described steps to take for testing wells for nitrates. During the meeting, Sue provided an update with the groundwater situation in northern Juneau and southern Wood Counties.

**6) Consent Agenda**

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

**7) Discussion and consideration of items removed from consent agenda**

- n/a

**8) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center**

Department staff answered specific questions regarding information in the financial statements.

**9) Health Department request to setup nitrate lab with equipment purchased from grant funds**

Sue Kunferman explained the request for a nitrate lab setup and process to use grant funding for equipment and initial supplies. A cost comparison of current lab outsource vs in-house lab fees was provided. Motion (Buttke/Fischer) to approve the setup of a nitrate lab using grant funds for equipment and initial supplies. All ayes. Motion carried.

**10) Human Services out-of-state travel request to attend the National Association of Workforce Development Professionals Conference in Chicago IL, December 12-14, 2018 with all expenses paid through program budgeted non-tax levy dollars.**

Lacey Piekarski shared conference details and learning objectives. Motion (Holbrook/Fischer) to authorize attendance to the National Association of Workforce Development Professionals Conference in Chicago IL with all expenses paid with program budgeted non-tax levy dollars. All ayes. Motion carried.

**11) Budget presentation by Health Department (action required)**

Sue Kunferman and Kathy Alft presented the 2019 Health Department budget and responded to questions and concerns from Committee members. Motion (Fischer/Holbrook) to approve the Health Department budget as presented and forward to Executive Committee. All ayes.

**12) Legislative Issue Updates**

Department heads provided updates regarding issues pertaining to their departments.

**13) Items for Future Agenda**

The Chair noted items for future agendas.

**14) Next Meeting(s)**

- September 27, 2018, **NOTE the Committee will meet at 4:00 pm in the City Hall lobby** for tour of the 2<sup>nd</sup> floor prior to 5:00 pm meeting at the Wood County Annex & Health Center Classroom – Marshfield

**15) Adjourn**

Rozar declared the meeting adjourned at 6:02 p.m.

Minutes taken by Kathy Alft and reviewed by Adam Fischer, secretary.

Minutes subject to Committee approval

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Adam Fischer, secretary  
Health and Human Services Committee



## **Health Department Report August 23, 2018**

*If you have any questions about this report, please contact Sue Kunferman at 715-421-8928 (W) or 715-213-8493 (Cell) or skunferman@co.wood.wi.us*

2

### **ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN**

- By the time of our meeting, we will have uploaded all of the required documentation for our national reaccreditation requirements. I want to thank Kathy Alft for her extensive work on this. She certainly carried a heavy load in assuring our documentation was formatted, complete, scanned, saved, and uploaded correctly.
- Nancy Eggleston and I have been continuing to work with partners on the groundwater contamination issues in northern Juneau and southern Wood Counties. I have included this as an agenda item this month to provide you with a more thorough update and answer questions you may have.
- As Co-Chair of the WI Public Health Association and WI Association of Local Health Departments and Boards Joint Public Affairs Committee, I have been facilitating our discussions as we set our legislative priorities for the next session. Our focus will be in areas of the Social Determinants of Health and include (these are still draft):
  - Justice Reform:
    - Increase Treatment and Diversion funding
    - Eliminate crimeless revocations
    - Increase funding allocated to counties for juvenile justice services to fund all costs associated with bringing 17-year-old first time, non-violent juvenile offenders back to juvenile justice system (we are joining WCA with this priority).
  - Education (specifically early childhood education):
    - Increased funding for the School Breakfast
    - Expand Young Star – quality initiative for childcare providers; bipartisan support.
  - Income Stability and Employment:
    - Child Care Tax Credits
    - Supporting and expanding Paid Family Leave
    - Increase earned income tax credit – would be more helpful for people to get these credits monthly vs. annually; same annual amount, but they'd receive it monthly.
    - Increase workforce training/transitional jobs
  - Safe and Stable Housing:
    - Low income housing tax credits or "housing first" - Low income housing tax credits are more for developers; also expand rental assistance vouchers.
    - Lead-based paint payments for lead certification and such are placed back into the general fund; keep lead-related income to pay for remediation. Would be a statutory revision.

### **COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH**

#### **Mental Health Matters**

The School Presentation Planning Workgroup met in early July to further discuss the logistical needs of doing a large-scale presentation. During the workgroup meeting, it was discussed that the idea of doing a larger presentation might be difficult due to constrained timelines from coalition member capacity and school schedules. A suggested different approach was to do smaller presentations, possibly during a school's in service, to provide the information we want to share as well as menu options that the coalition provides.

Mental Health Matters had its quarterly meeting in July as well. The meeting was used to provide updates on workgroups and build coalition member knowledge on different aspects of mental health. The Central Wisconsin Tobacco Free Coalition presented during this meeting on the linkages between cigarette smoking and individuals living with mental illness. The coalition members were introduced to different topics and discussion questions were asked to help members link what was presented to how it applies to their work.

David had the opportunity, along with the other coalition coordinators, to present on the coalitions and a project that each have been working on. The presentation was the Trauma Informed Care Toolkit. David extended the offer that if anyone was interested in learning more about it or if they wanted to possibly adopt it within their own organization, that they should contact him for additional details.

Lastly, the Mental Health Matters action plan is being revamped to better state how the activities of the coalition will affect Wood County's Policies, Systems, and Environment. This continual process is slated to be finished by the end of August or early September. The goal of updating the action plan is to help provide a better understanding among coalition members of the activities that we are working on that will help achieve our overarching goals.

## ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

### Armenia/Port Edwards Groundwater Survey

There was a great deal of discussion between the Wisconsin Department of Natural Resources, Department of Agriculture Trade and Consumer Protection, the Environmental Protection Agency, and the Corporation Counsels of both Juneau and Wood County regarding the presence of high levels of nitrate in private wells in the Juneau County Town of Armenia and the Wood County Town of Port Edwards. The Armenia Growers Coalition agreed to provide alternative water to those homes in the most recent groundwater survey with nitrate levels over 10 mg/L, or install a point-of-use treatment system to reduce levels to below the health limit for nitrate. Additional impacted homes in this area are likely to be provided with these alternatives as well, depending upon the severity of the contamination. Details of this plan have yet to be worked out with the Armenia Growers Coalition.

### New Business

A-Z Massage was licensed as a tattoo establishment in Marshfield. Logan did a consultation with a new restaurant opening in October in Wisconsin Rapids on Hwy 54.

### Farm Technology Days

Environmental Health staff inspected the food tents at Farm Technology Days throughout the course of the event. Staff members conducted a pre-licensing inspection of the main food tent the day before the event started. This allowed us to make changes to any practices that could result in food borne illness as a result of improper food handling, food storage, or temperature control. Some procedures were changed slightly to improve efficiency and food safety. Overall the volunteer personnel working the food tents did a good job at the event.

### License Renewals

Four establishments were referred to the Wood County Corporation Counsel for legal action due to a failure to renew their operator's license by June 30, 2018. These establishments are currently operating without a license and are subject to legal action.

### Temporary Food Events

Inspections were conducted on food tents at Hub City Days in Marshfield, and at the Water Ski Show in Wisconsin Rapids. Food Safety training was provided for workers at the Wisconsin Rapids Community Picnic.

### Complaints

Twenty-four complaints were received and investigated in Wood County in July.

- A complaint came in regarding cockroaches and fleas. The landlord hired a pest control company. Case closed.
- Cleaning issues at a Marshfield restaurant. An inspection was conducted and none of the allegations were noted during the inspection. Complaint dropped.
- A caller reported dogs present in a retail store. Greg contacted the owner and let them know dogs were not allowed in his store. Complaint dropped.
- A report was made of a strong ammonia odor coming from a neighboring apartment with multiple cats. This is a repeat complaint--the situation was corrected but is happening again. The investigation is ongoing.
- Over 50 cats are living outside a home in rural Marshfield area. The humane officer does not handle outdoor cats and there is no health hazard to individuals so the complaint is dropped.
- A complaint was made of bed bugs in a rental unit. An onsite investigation found bed bugs only in the bedroom. The landlord was contacted and pest control will be ordered by the tenant.
- No hot water was reported in a rental unit. The landlord has tried to fix the problem several times, and finally replaced a part that he feels will correct the problem. Case closed.
- Strong odor was reported coming from Central Sands Dairy. The dairy will be contacted to determine the point person at the dairy to call when these complaints come in. The odors lasted a day and were gone. This case was closed.
- A sewer backed up and there were odors in the rental home. Greg went on site. The landlord provided fans and a dehumidifier. The tenant and landlord agreed on this course of action. Case closed.
- Potential bed bugs were reported in a rental unit in Wisconsin Rapids. The tenant moved out; the landlord went in to clean and begin pest control treatments and found that the tenant moved back in without paying rent. She is being evicted. Complaint dropped.
- A complaint was received about cockroaches in neighboring units at a mobile home park. Cockroaches were found in one unit and an order was issued to the landlord to hire a pest control company.
- Feces and strange odors were reported by law enforcement at a manufactured home in Wisconsin Rapids. A clean up order was written to the landlord.
- An employee made a complaint about the lack of expiration dates on food. An onsite inspection was done and the owner said they found out the condiments were old and stopped placing them out for customers. Complaint dropped.
- A second complaint was made about a leaking roof and mold in the home. The tenant was referred to the property owner's company who is charged with making repairs in the units. Case closed.

- A caller reported filth in an apartment in Marshfield though she had not seen it herself. The guardian was contacted. A home visit will be made to determine if this is a health hazard or a hoarding situation.
- A complaint was made about false advertising and fire code violations at a long term rental. Attempts to contact the complainant were unsuccessful. This is not licensed by our department and the complaint was dropped.
- A complaint was made of electricity not working, windows leaking, mold, and a hole in the basement of a rental unit. An order was written to the landlord. Repair work is in progress.
- People were still living in a home where the water and electricity had been turned off. They illegally reconnected the electricity themselves. The landlord wants them out as they are not currently renting the unit. An order was written to the landlord stating that the home is unfit for human habitation. The landlord is cooperating to the best of her ability.
- A rusty screw was found in a bag of trail mix. Complaint was referred to the FDA complaint line.
- A report came in of mold and mildew at a home and a leaking roof at a rental unit in Wisconsin Rapids. The property owner has a maintenance department that takes care of repairs. Tenant was told to contact them and let us know if the situation continued.
- We received a report of an accumulation of garbage outside a home in Wisconsin Rapids. This is causing an odor issue for the neighbors. An order was written to the landlord to clean up the accumulation of garbage.
- Cockroaches were reported in a rental unit in Wisconsin Rapids. The property owner wanted to hire a pest control company but the tenant refused to clean up the apartment. We contacted the tenant and explained that they must comply in order to get rid of the roaches. The pest control company was hired to take care of the issue. Complaint closed.
- A caller heard that 9 kids had a bacterial infection from a splash pad. We received no information from the medical community that this was the case. Complaint dropped.
- A report of mold, mice, and structural issues were reported by a caller and the fire inspector in Marshfield. The landlord was given an order to correct the situation.

## **HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS**

### **Oral Health Program - Wendy Ruesch, RDH, CDHC**

Healthy Smiles was awarded \$30,000.00 from Wisconsin Seal-A-Smile for the 2018/2019 school year. We are currently in process of filling the casual Oral Health Program Supervisor position left vacant by Rhonda Bravick, who resigned in July to resume her teaching position at North Central Technical Institute.

## **COMMUNICABLE DISEASE TEAM REPORTS**

### **Communicable Disease Update – Jean Rosekrans & Alecia Pluess**

- During the month of July, Wood County had 22 cases of chlamydia reported. Two suspect cases of Hepatitis C were also investigated.
- Tick activity and testing has continued to rise. Wood County had 13 confirmed cases, 2 probable cases, and 17 suspect cases of Lyme disease during July. There were also 4 cases of anaplasmosis during July, 1 case of suspect Jamestown Canyon, and 1 case of probable Rocky Mountain Spotted Fever investigated.
- Enteric diseases also continue to increase. In July, 5 cases of cryptosporidiosis, 5 cases of campylobacter, 5 cases of giardia, 3 cases of salmonella, and 2 cases of E. coli were reported.
- Wood County experienced an increase in pertussis activity at the end of June, which continued through mid-July. There were 15 confirmed cases of pertussis during July, with no new confirmed cases after July 21<sup>st</sup>. Common links between cases include workplace, summer school, and extended family members. Health alerts were sent to areas of employment, summer school classes, and extracurricular activities/leagues as appropriate. Melony Johnson conducted an on-camera interview with WSAW TV Channel 7 on July 16<sup>th</sup>, and on July 17<sup>th</sup> she gave phone interviews to USA Today newspaper and WDUX radio, and faxed a health alert to 8 different local media sources.
- An assisted living facility reported a respiratory outbreak among staff and residents. The State approved testing, and results were positive for rhinovirus/enterovirus. "*Reporting, Prevention and Control of Acute Respiratory Illness Outbreak Guidelines*" was reviewed with the facility and a line list started.
- Alecia attended training on 7/31/18 in Stevens Point regarding the new updates to the Wisconsin Electronic Disease Surveillance System that will take place in October.
- Revisions to Chapter 145 of Department of Health Services Administrative Code went into effect on July 1<sup>st</sup>. The most significant revisions to Chapter DHS 145 are in its list of Communicable Diseases and Other Notifiable Conditions in Appendix A (i.e. conditions that are reported to local health departments). Several new reportable conditions were added to the list. An alert was sent to Wood County Infection Prevention and Laboratory groups regarding the new changes.

### **Lead Update – Jean Rosekrans & Alecia Pluess**

Alecia accompanied Environmental Health staff on a home inspection for a child with an elevated blood lead level.

## **WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT August 15, 2018**

### **Director's Report by Brandon Vruwink**

The past month has been spent working on the 2019 budget. This is a very long process for the Human Services Department because of the size and scope of our budget. While Edgewater Haven was part of the Human Services Department last year, we still worked more individually through the budget during the 2018 process. This year we were able to work much more collaboratively and the process went very well. Our Fiscal Team did a great job of pulling all the documents together and making this budget process very efficient. While the budget process is not yet complete, I am very proud of our team's effort in developing the Human Services budget.

The Human Services Department held its annual budget hearing on August 7<sup>th</sup>. Several members of the community attended the hearing and shared their experiences and offered suggestions on what they would like to see the department work on in the future. I was very grateful for the kind words that several of the attendees shared in regard to service. Further, they expressed appreciation for the improvement in drop-in center. I would also like to thank Health and Human Services Committee Chair Donna Rozar for the leading the meeting as well as Supervisors Fischer and Holbrook for attending and actively participating.

Deputy Director Travis Gaetz has been introducing himself to staff throughout the department over the past two months. Travis is very interested in our efforts to improve the workplace culture and has become engaged in our Organizational Effectiveness project. He has also been working to identify additional funding opportunities. Travis wrote and submitted a grant to obtain additional funding to assist with foster home licensing. If approved, this grant will provide additional funding for foster care licensing.

### **Behavioral Health/Long Term Support Services Update by Stephanie Gudmunson**

Samantha Roberson has resigned her position as Behavioral Health Nurse Manager.

There is no waiting list at this time for AODA services through the Outpatient Clinic. There are 75 people on the waiting list for mental health services.

There have been no new Emergency Protective Placements this month.

#### **2018 Emergency Protective Placements (EPP):**

| Date of EPP | Accepting Facility              |
|-------------|---------------------------------|
| 1/4/18      | Marshfield Medical Center       |
| 3/29/18     | Clark County Health Care Center |
| 5/1/18      | Edgewater Haven                 |
| 5/1/18      | Edgewater Haven                 |
| 6/14/18     | Edenbrook                       |
| 6/14/18     | Edenbrook                       |
| 7/10/18     | Edgewater Haven                 |

July 1<sup>st</sup> was the start date for a significant change in the way we bill Medicaid for residential services through the Community Recovery Services (CRS) program and through the Comprehensive

Community Service (CCS) program. The new billing guidelines require that CRS residential services be billed in 15-minute unit increments instead of being billed by the day. This requires all of our residential providers to change the way they document their daily services including breaking down services by the amount of time spent providing each service throughout the day and for everything they do during the day. Our case managers have been working closely with the residential providers to help them make this change so that we can continue to recoup payment for these services through CRS. In addition, we began to use CCS to cover residential services for three consumers in specific group homes that have developed programs that meet CCS criteria. This also started July 1<sup>st</sup>. These changes require more work for the providers and for the case managers who have to approve each note. If the notes submitted are not sufficient to meet Medicaid standards, they work with the providers to improve and make changes to what they are doing. Thus far two homes have expressed concern about their ability to meet the new requirements and indicated they may not continue to work with clients in the CRS program as a result. We will continue to provide support to all of the residential providers to work through this change and not disrupt services for any of our clients.

### **Community Resources Update by Steve Budnik**

Transportation: On July 27<sup>th</sup> the Human Services Deputy Director, Travis Gaetz as well as the Community Resources Receptionist, Michelle Nash, and myself rode on one of the Human Services buses. This experience was humbling, to say the least. It was extremely rewarding to talk with the passengers and hear from them firsthand how beneficial and the transportation program is for seniors in our area.

Energy Assistance: The Energy Assistance unit is preparing for the upcoming 2018-2019 heating season which begins October 1, 2018.

### **Employment & Training Update by Lacey Piekarski**

FoodShare Employment & Training: The FSET Program has had an exciting month of July, enrolling a total 178 new customers throughout our nine-county region. This is the second highest enrollment number in 2018 during a normally low enrollment period. Summer is typically a slower month for enrollment due to summer months and seasonal employment trends. Wood County had an individual enrollment rate of 45% with a goal of 40% or higher.

Comparison rates of our referred customers compared to actually enrolled are listed below from 2016 - 2018, showing an increasing trend in July enrollment rates:

| July - Year | Referred   | Enrolled   | Enrollment Rate |
|-------------|------------|------------|-----------------|
| <b>2018</b> | <b>389</b> | <b>178</b> | <b>45.76%</b>   |
| 2017        | 329        | 136        | 41.43%          |
| 2016        | 385        | 132        | 34.29%          |

Independent Living (IL) Program: In June, the state of Wisconsin recognized 50 current and former foster youth for their achievements in the classroom for their completion of high school or post-secondary education. Per the Department of Children and Families, these graduates represent the 114 Wisconsin foster youth who are known to have graduated in the 2017/2018 school year. In the US, only 54% of foster youth will graduate high school and only 2% will continue their education in post-secondary education. The North Central Independent Living Region had two youth from our

program attend the graduation ceremony at the Governor's Executive Residence in Madison. The IL Program will continue to provide case management to both graduates through age 21, or up to age 23 if they continue in higher education. For more about this event, see <https://dcf.wisconsin.gov/2018-foster-youth-grad>

#### **Family Services Update by Beth Ferdon**

During July, our level of referrals in Family Services has decreased in both the areas of child abuse/neglect referrals and in juvenile delinquency referrals. This is a normal pattern for the late summer months and we expect that referrals will pick up in numbers once school begins in September. Many of the cases referred continue to have some involvement with illegal or drug use or abuse of prescription drugs, and we expect that this trend will continue for the foreseeable future.

We are beginning to implement the transition to developing an Intensive Services unit in place of the former Resource unit. This transition involves reallocating existing resources in a way that we believe will be more efficient and will result in better services to clients and families. The new unit will include some of the previous functions of the former Resource unit such as Foster Care, and will also provide services geared to provide more support to families that are at risk for out of home placement of their children or are in an active phase of reunification. It is hoped that these services can have a positive effect on the rate of out of home placement and the length of the placements which do occur. At present this is a pilot program, and a limited number of cases will be served initially.

Family Services staff are continuing to work together to meet the needs of the children, youth and families referred to us. We welcome the new workers to our Division and look forward to filling the open positions as well as bringing the newer workers up to speed during the upcoming months.

#### **Norwood Health Center Update by Jordon Bruce**

The Admissions unit has passed revisits from the state and federal surveyors. The Crossroads and Pathways units had their annual surveys completed in August. Both surveys went very well. Crossroads was deficiency free and Pathways only received two minor cites.

Pathways Update: The month of July we averaged three overflow mental health patients and 3.32 TBI patients. We had four TBI referrals in June, two admissions, and zero discharges. One referral from July is pending admission. We added four additional beds in July to accept more overflow patients from the community. We currently have five overflow patients and four TBI patients.

Our Crossroads census 15.48 for the month. We had two admissions and one hospitalization. We have zero open beds currently.

We continue to work on the planning for the transition of the TBI unit down to Edgewater and adding an unlocked unit that serves similar patients to our current Crossroads unit. This transition is tentatively planned for January 1, 2019.

#### **Norwood Nursing Department by Liz Masanz**

The Admissions unit saw a busy month with an average census of 10.13. Our Psychologist resigned but we have a contracted Psychologist providing coverage until we can secure a permanent

provider. We had four mental health overflow patients and four TBI patients in July on Pathways. We have increased our bed capacity to 12 by receiving some beds transferred from Edgewater to accommodate the communities' need for increased LTC beds.

The Crossroads unit remains full. We have transferred one resident from Clark County and two additional residents were admitted from the hospital unit. The staff did an excellent job on our annual survey. The new Madison survey team had glowing comments about facility staff and was impressed with the care we provide to the mentally ill.

#### **Norwood Maintenance Department by Lee Ackerman**

The Maintenance Department has completed the installation of the door alarms project on the Admissions Unit which brings the facility back into compliance with CMS. We plan to shift the focus back to building repair and upkeep tasks in August.

A facility assessment was performed to sample various areas of the structure to determine if asbestos is present. Following discussions with Reuben Van Tassel and an Environmental Testing Inspector, we made the decision to establish a baseline file on building materials used in this facility. This information will help us comply with DNR, OSHA, and DILR criteria for safe handling during routine maintenance and remodeling.

I have been working on updating the Fire and Disaster Plan to include many of the new requirements. Wood County Emergency Management needs an updated copy for their files soon. However, this will be an ongoing project.

#### **Norwood Dietary Department by Larry Burt**

Congregate meals for the month of July totaled 10,380 and y-t-d meals are 72,692. Revenues for July totaled \$47,020 and y-t-d is \$328,965.

#### **Norwood Health Information Department by Jerin Turner**

The department implemented new shells for all the providers to follow to help maximize reimbursement. We are also working on revamping the HIPAA policy for Norwood. The department has been conferring with Fond du Lac County on how they complete their doctor charges for the inpatient unit.

#### **July 2018 Referrals for TBI Unit**

| Date      | From                               | Patient | Status       | Additional Info (Insurance/appropriate)                               |
|-----------|------------------------------------|---------|--------------|---|
| 7/17/2018 | Select Specialty Hospital Madison  | 59 male | declined     | not a therapy candidate, not true TBI, UMR commercial Insurance       |
| 7/23/2018 | Sacred Heart- Eau Claire           | 72 male | declined     | Medicare & Atena co insurance. Not Medicaid                           |
| 7/20/2018 | UW Rehabilitation hospital Madison | 59 male | resolved     | Insurance approved, was coordinating admission then wife took pt home |
| 7/31/2018 | Gundersen La Crosse                | 32 male | pending info | Commercial Insurance  |

### Edgewater Haven Update by Cindy Robinson

In the month of July we had 10 admissions and 1 readmission.  
Current census on the Behavior Wing is 7 residents.

Census comparison to last year:

July 2017 - 51.97 average census with 8.41 rehab

July 2018 - 61.48 average census with 6.61 rehab

Admissions/Discharges Comparison:

July 2017 - Admissions 17 Discharges 13 Readmissions 4

July 2018 - Admissions 10 Discharges 7 Readmissions 1

July reached an average census of 61.48, surpassing our budgeted goal of 60. We have all of our long term, skilled nursing beds are full. The staff has done the most important thing they could do to make this happen, provide the best *quality of care* in the entire county. Marketing has increased over this last year, but if the exceptional quality of care giving is not in place, all of the marketing in the world will not result in a positive outcome.

Lisa Peeters, Director of Nursing, and Tara Feltz, In-Service Coordinator, attended the *Challenging Behavioral Specialist Train-the-Trainer Workshop* through UW Oshkosh. At the completion of this one day workshop and passing the test, they are now approved instructors for this training. This will be of great benefit in training our staff in preparation of the TBI unit opening. Thank you to Chairman Mahon for providing the valuable information that prompted the Administration at Edgewater Haven to enroll in this valuable workshop!

The outdoor sign is expected to be completed before the end of August. Ron and Jason in the Maintenance Department will be painting the existing poles and improving the landscaping surrounding the sign. Peter Kastenholtz represented Edgewater Haven in small claims court to recover cost from Monster Tree Service. The final outcome is not known at this time; however, there is a possibility of recovering \$3790 plus court cost.

The updating of 300 North has not progressed as quickly as was originally predicted. A delay in flooring slowed progress down, however, flooring has now been delivered, which will allow the project to move forward. There have not been any complaints about the delay from staff or residents.



## CVSO Report to the Wood County Health and Human Services Committee

**Meeting Date:** August 23, 2018

Caseload activity for July - 10 new veterans served. During the month of June we completed/submitted 280 federal forms to include:

- 36 intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 0 Notice of Disagreement (appeal)
- 23 new claims for disability compensation
- 5 new claim for pension
- 3 new claim for surviving spouse benefits (DIC or surviving spouse pension)
- 11 new applications for VA Healthcare
- 30 appointment of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 8 burial and marker applications

### Activities:

1. Completed as of August 10th:
  - a. July 19 – Interviews for vacant Assistant CVSO position.
  - b. August 8 – Central Wisconsin Veterans Benefit Fair Hosted by our office, the Tomah VA Medical Center and the Wisconsin Rapids Heroes Café.
  - c. August 14 Crisis Intervention Team Meeting.
2. Near Future:
  - a. ~~August 21-26 Central Wisconsin State Fair~~. Canceled due to staffing issues.
  - b. Sep 24-28 National Association of County Veterans Service Officer Association contract accreditation training in Peoria Illinois.
  - c. Sep 24-28 CVSO Association of Wisconsin fall training conference in Lake Tomahawk, WI.
3. Long Range:
  - a. November 3 – CVSO will again be a member of Senator Tammy Baldwin's Service Academy Selection Committee.

### Office updates:

1. Wood County veteran hiring initiative: Veterans preference and Disabled Veterans preference given to applicant for Assistant CVSO. No progress in this reporting period for county wide positions.
2. Wisconsin Rapids EXPO was held on August 8. We had 129 veterans attend and gather information on services available from local, state and federal agencies. The highlight was a homeless veteran from a neighboring county who was immediately served by the Tomah VA Medical Center homeless program manager.
3. Office staffing – the new Assistant Veteran Service Officer was selected with a start date of August 13. Jason Sterling a service connected disabled army veteran was selected. He served as a Senior NCO in the Personnel field and his last assignment was with one of the Army's wounded warrior battalions working with injured soldiers, their medical review boards and the VA.
4. Case Study – Amyotrophic lateral Sclerosis (ALS) is a presumptive illness for anyone who was on active military service for more than 90 continuous days. We received an email from a 52 year old veteran who was recently diagnosed with ALS. He is single and has no real family in the area and was

concerned about how he was going to live as the disease progresses. He was visited in his home on July 23, informed that the illness was presumed to be caused by military service and submitted a claim for service connection. With ALS being as it is the VA has special processing rules and fast tracks these claims. On July 31 (eight days) the veteran was rated 100% service connected disabled and awarded \$2,973.86 per month initial compensation. This amount will increase as the disease progresses. In addition the veteran is now entitled to VA nursing home care at no cost when that time arrives (either at a VA Hospital, a state Veterans home or a VA contracted facility (Edgewater)) and will not go on Community Care or Medicaid. He is entitled to adaptive automobile equipment and a specially adaptive housing grant to make an auto and his house more usable as his illness progresses. If the veteran had dependents they would be entitled to health insurance and education benefits.

Note: in order for the VA to contract with Edgewater normally their long term care beds at Tomah VAMC must be filled or the veteran is at the hospice stage.

## Minutes of the Wood County Public Safety Committee

**DATE:** August 13, 2018

**PRESENT:** Dennis Polach, Joe Zurfluh, Bill Winch, Mike Feirer

**EXCUSED:**

**NOT**

**PRESENT:** Jason Zaleski

**OTHERS** Bill Clendenning, Sarah Christensen, Thomas Reichert, Lori Heideman, Kelli

**PRESENT:** Trzinski, Randy Dorshorst, Dan Brandl, Marla Cummings, Lacey Bell, Doug Machon, Steve Kreuser, Nanci Kinney

**LOCATION:** Wood County Courthouse

### 1. Call to Order:

Bill Winch called the meeting to order at 1:00 p.m.

### 2. Review minutes of July 9, 2018:

**Motion by Feirer, second by Polach to approve the minutes of the July 9, 2018 meeting as presented. Motion carried unanimously.**

### 3. Public Comments:

No public comments

### 4. CIS:

Joe Zurfluh spoke about how the new CIS must be up and running by January 1, 2020, but the faster we get to it the better. Dan presented options on cost with and without training. Kelli stated that she believes they need the training for this program.

**Motion by Zurfluh, 2<sup>nd</sup> by Feirer to table this discussion until the September meeting. Motion carried unanimously.**

### 5. Jake Braking:

Chairman Winch stated that some citizens are concerned about the loud braking by their property and that they would like a no engine braking sign north of their property. This committee stated that this should be taken to the HIRC committee.

### 6. Emergency Management Department:

#### a. Communications July 2018 Claims:

The Committee reviewed the Communications July 2018 claims.

**b. Communications Report:**

The Committee reviewed the Communications report. Steve talked about ongoing issues with air conditioning units and states that they will be going through all the tower sites to check the operability of the units.

**c. Emergency Management July 2018 Claims:**

The Committee reviewed the Emergency Management July 2018 claims.

**d. Emergency Management Activity Report:**

The Committee reviewed the Emergency Management activity report.

**e. Budget**

Steve discussed the 2019 budget proposal. Talked about the fee increases that the department made and about the reductions and cuts that were made. Chairman Winch asks about the tower rent and if it can be increased. Steve explained that this is contracted and that it does increase by a percentage every year.

**7. Dispatch Department:**

**a. Dispatch July 2018 Claims:**

The Committee reviewed the Dispatch July 2018 claims.

**b. Dispatch Report:**

The Committee reviewed the Dispatch report.

**c. Staff Update**

Lori reports that they are training a new dispatcher. Should be ready to be on their own by the middle of November. She does anticipate a retirement in May. Lori talked about the CART team exercise in September in Adams.

**d. Budget**

Lori states that she is .01% over last years' budget total and those increases are from wages and insurance increases.

**8. Set date, time and location of next meeting:**

**September 10, 2018**

**1:00 PM**

**Wood County Annex and Health Center**

**9. Humane Officer:**

**a. Humane Officer Report:**

The Committee reviewed the Humane Officer report.

**b. July 2018 Claims:**

The Committee reviewed the Humane Officer July 2018 claims.

**c. 2019 Budget:**

The Committee reviewed the 2019 Humane Officer Budget.

**10. Coroner:**

**a. Coroner Report:**

The Committee reviewed the Coroner report.

**b. July 2018 Claims:**

The Committee reviewed the Coroner July 2018 claims.

**c. 2019 Budget:**

The Committee reviewed the 2019 Coroner Budget.

**11. Sheriff's Department:**

**a. Correspondence:**

No correspondences this month.

**b. July 2018 Claims:**

The Committee reviewed the Sheriff's Department July 2018 claims.

**c. Resolution-Amend 2018 Electronic Monitoring Budget:**

**Motion by Zurfluh, second by Feirer to approve the amendment to the 2018 Electronic Monitoring Budget. Motion carried unanimously.**

**d. Resolution-County Tribal Law Enforcement (CTLE) Agreement:**

**Motion by Polach, second by Zurfluh to approve County Tribal Law Enforcement (CTLE) Agreement for 2019. Motion carried unanimously.**

**e. 2019 Budget:**

The Committee reviewed the 2019 Sheriff's Department Budget.

Sheriff Reichert talked about the overcrowding in the jail. He pointed out that he has brought the overcrowding issue up to the Committee several times in the past. Sheriff Reichert told the committee they needed to decide how they wanted to address the problem as it needed to be addressed promptly to keep the Jail in compliance with state regulations. He said some commitment needed to be made in regard to the long term situation of the jail as well. He said the commitment needed to come from the legislative branch of county government.

County Board Chairman Machon suggested seeking additional out-of-county inmate housing to keep the Jail in compliance with the state regulations.

**f. Updates:**

**Crimestoppers:** See Report.

**Safe Ride Initiative:** None.

**Criminal Justice Task Force:** None.

**K9:** None.

**Courthouse Security:** Bill Clendenning discussed meeting held on August 13, 2018

**e. Jail Items:**

See Reports

**12. July 2018 Claims: Dispatch, Communications, Emergency Management, and Sheriff:**

**Motion by Zurfluh, second by Polach to approve the July 2018 claims of all Public Safety Committee Departments. Motion carried unanimously.**

**13. Agenda Items:**

Bed Space in Waupaca County Jail, 2019 Budgets, and CIS

**14. Adjourn:**

**Motion by Feirer, second by Zurfluh to adjourn at 2:47 p.m. Motion carried unanimously.**

Minutes taken by Wood County Sheriff's Department.

***Electronically Signed by Bill Winch***

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Bill Winch-Committee Chair

Public Safety Committee

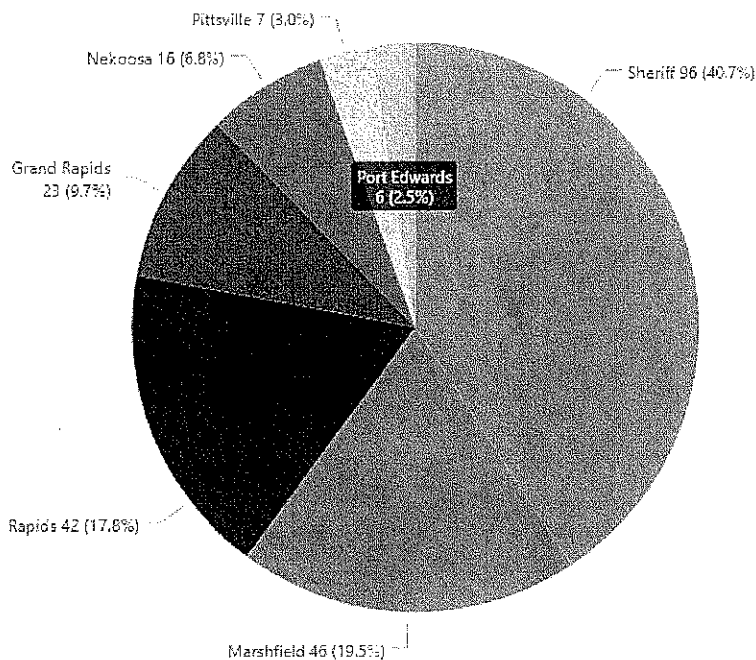
## CIS Conversion Options

### Training Options

|                                      | Option 1<br>On-Site | Option 2<br>At CIS | Option 3<br>None |
|--------------------------------------|---------------------|--------------------|------------------|
| System Preparation                   | \$ 10,500.00        | \$ 10,500.00       | \$ 10,500.00     |
| Training                             | \$ 14,470.00        | \$ 9,600.00        |                  |
| Production System Records Conversion | \$ 3,600.00         | \$ 3,600.00        | \$ 3,600.00      |
|                                      | \$ 28,570.00        | \$ 23,700.00       | \$ 14,100.00     |
| Project Management                   | \$ 2,857.00         | \$ 2,370.00        | \$ 1,410.00      |
| Total                                | \$ 31,427.00        | \$ 26,070.00       | \$ 15,510.00     |

## Users by Agency (municipality)

Percentage of Users by Agency



## Cost Breakdown if split by municipality

### Option 1: Conversion with On-site training (\$31,427 Total)

Sheriff's Department: \$12,790.78

Marshfield: \$6,128.26

Wi Rapids: \$5,594.00

Grand Rapids: \$3,048.41

Nekoosa: \$2,137.03

Pittsville: \$942.81

Port Edwards: \$785.67

### Option 2: Conversion with No Training (\$15,510 Total)

Sheriff's Department: \$6,312.57

Marshfield: \$3,024.45

Wi Rapids: \$2,760.78

Grand Rapids: \$1,504.47

Nekoosa: \$1,054.68

Pittsville: \$465.30

Port Edwards: \$387.75



**EMPLOYEE NAME:** Nanci Olson

## Monthly Time Report

**DEPARTMENT: Wood County Humane Officer**

**Olson**

6/17/2018 THROUGH 6/30/2018

**APPROVED BY: Public Safety Committee**

| Date     | Incident # | Per Diem   | Mileage | Start Time | End Time | Total Hours | Description          |
|----------|------------|------------|---------|------------|----------|-------------|----------------------|
| 06/17/18 | WR12550    | \$50.00    | 45      | 9:30a      | 2:30p    | 5.00        | improper confinement |
| 06/18/18 | WR12550    | \$50.00    | 26      | 8a         | 10a      | 2.00        | improper confinement |
| 06/19/18 | WR12550    | \$50.00    | 0       | 2p         | 4p       | 2.00        | improper confinement |
| 06/22/18 | WR12550    | \$50.00    | 12      | 8a         | 11a      | 3.00        | improper confinement |
| 06/17/18 | WR12317    | \$50.00    | 12      | 4p         | 6p       | 2.00        | Dog Bite             |
| 06/18/18 | WC9118     | \$50.00    | 22      | 12p        | 2p       | 2.00        | Cat Bite             |
| 06/19/18 | WC9731     | \$50.00    | 20      | 7p         | 9p       | 2.00        | Cat Bite             |
| 06/19/18 | WC9727     | \$50.00    | 46      | 4p         | 7p       | 3.00        | improper confinement |
| 06/20/18 | WC9727     | \$50.00    | 46      | 5p         | 8p       | 3.00        | improper confinement |
| 06/20/18 | WR12775    | \$50.00    | 18      | 11:30a     | 1:30a    | 2.00        | Cat Bite             |
| 06/21/18 | WC9057     | \$50.00    | 54      | 9a         | 12p      | 3.00        | Dog Bite             |
| 06/24/18 | WC9057     | \$50.00    | 54      | 9a         | 12p      | 3.00        | Dog Bite             |
| 06/22/18 | WC9937     | \$50.00    | 36      | 1p         | 3p       | 2.00        | improper confinement |
| 06/23/18 | WC9937     | \$50.00    | 36      | 8a         | 10a      | 2.00        | improper confinement |
| 06/24/18 | WC10083    | \$50.00    | 34      | 5p         | 7p       | 2.00        | Dog Bite             |
| 06/27/18 | WC10083    | \$50.00    | 34      | 8a         | 10a      | 2.00        | Dog Bite             |
| 06/25/18 | WC10106    | \$50.00    | 0       | 11a        | 4p       | 5.00        | Dog Bite             |
| 06/26/18 | WC10106    | \$50.00    | 18      | 8a         | 10a      | 2.00        | Dog Bite             |
| 06/29/18 | WC10106    | \$50.00    | 0       | 3p         | 4p       | 1.00        | Dog Bite             |
| 06/26/18 | WR13210    | \$50.00    | 18      | 11a        | 1p       | 2.00        | Dog Bite             |
| 06/28/18 | WR13325    | \$50.00    | 20      | 10a        | 1p       | 3.00        | Dog Bite             |
| 06/29/18 | WR13325    | \$50.00    | 0       | 11a        | 10a      | 2.00        | Dog Bite             |
| 06/28/18 | WC10355    | \$50.00    | 34      | 5p         | 7p       | 2.00        | Dog Bite             |
| 06/29/18 | WC10355    | \$50.00    | 34      | 8a         | 10a      | 2.00        | Dog Bite             |
| 06/17/18 |            |            |         | 9a         | 12p      | 3.00        | report writing       |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
| TOTAL    |            | \$1,200.00 | 619     |            |          | 62.00       | \$337.36             |

(Mileage Check)

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

Mileage: 101-3901-54129-000-331

Humane Officer Olson Report  
June 17<sup>th</sup> – June 30<sup>th</sup> 2018

6-17,18,19,22; WR12550 Three pigs fell into an in-ground swimming pool @ 4400 block of Mohawk Street in the City of WR. Home owners were able to pull out the pigs after a couple hours. I contacted the South Wood County Humane Society for assistance in catching the pigs. I stopped at all neighboring farms and could not locate an owner. The two smaller (feeder) pigs were caught by a neighbor and transported and held at a farm. The larger hog was not captured. I made contact with Corporation Council regarding the procedures in such cases are correctly followed by myself on behalf of the County of Wood regarding caretaker contract, holding period and release. 45, 26,0,12

6-17; WR12317 Follow-up on proper confinement of a dog that recently bit a person on a bike 12

6-18; WC9118 Follow-up regarding a child bit by a stray kitten that is now being held for quarantine at the Humane Society 22

6-19; WC9731 Cat bite to two people @ 1700 block of County Road G Nekoosa 20

6-19, 20; WC9727 Improper confinement of seven dogs @ 8400 block of County Road F Arpin 46, 46

6-20; WR12775 Cat bite-owner was bit by her 20 year old cat when she picked it up @ 2200 block of Carey Street, WR. 18

6-21, 24; WC9057 Dog bite-delivery driver was bit at 3800 block of County Road X Pittsville follow-up on confinement and vet visits. 54, 54

6-22, 23; WC9937 Improper confinement of several farm ducks that were getting run over Vesper area owner wanted to continue to 'Free Range' her ducks, and was advised they need to be contained. Follow-up-owner is using a pen area for the ducks. 36, 36

6-24, 27; WC10083 Dog bite-Blue Healer @ 4200 block of Apple Road Vesper bit victim who was giving a bid for contract work-Second bite for this dog 34, 34

6-25, 26, 29; WC10106 Dog bite-A dog bite to a child who lives in Fond du Lac County was reported by Ripon PD regarding a dog bite that took place in Wood County @ 4000 block of Ringer Lane WR with the dog & owner living in Vernon County. My report and completed quarantine order was passed on to Vernon Co. 0,18,0

6-26; WR13210 Dog bite-owner was bit by his own dog @ 1500 block of 28<sup>th</sup> Street North WR when he startled the dog in its sleep. 18

6-28, 29; WR13325 Dog bite-two year old child was bit in the face @ 2400 block of Lincoln Street WR dog lives @ 3100 block of Reddin Road-Second bite on file for this dog. 20, 0

6-28, 29; WC10355 Dog bite-Marathon County reported a bite that happened in Wood County at 6400 block of Michigan Street Vesper. 34, 34

EMPLOYEE NAME: Nanci Olson

## Monthly Time Report

**DEPARTMENT:** Wood County Humane Officer

**Olson**

7/1/2018 THROUGH 7/14/2018

**APPROVED BY: Public Safety Committee**

| Date     | Incident # | Per Diem   | Mileage | Start Time | End Time | Total Hours | Description          |
|----------|------------|------------|---------|------------|----------|-------------|----------------------|
| 07/01/18 | NKPD1980   | \$50.00    | 12      | 1p         | 3p       | 2.00        | Cat Bite             |
| 07/02/18 | NKPD1980   | \$50.00    | 12      | 8a         | 10a      | 2.00        | Cat Bite             |
| 07/01/18 | WC9937     | \$50.00    | 36      | 9a         | 11a      | 2.00        | Improper Confinement |
| 07/06/18 | WC9937     | \$50.00    | 36      | 8a         | 10a      | 2.00        | Improper Confinement |
| 07/02/18 | WC10562    | \$50.00    | 30      | 4p         | 7p       | 2.00        | Dog Bite             |
| 07/03/18 | WC10562    | \$50.00    | 30      | 1p         | 3p       | 2.00        | Dog Bite             |
| 07/03/18 | WC10355    | \$50.00    | 34      | 8a         | 11a      | 3.00        | Dog Bite             |
| 07/03/18 | WR13729    | \$50.00    | 16      | 6p         | 9p       | 3.00        | Dog Bite             |
| 07/05/18 | WR13729    | \$50.00    | 16      | 1p         | 3p       | 2.00        | Dog Bite             |
| 07/04/18 | WC9727     | \$50.00    | 46      | 8a         | 11a      | 3.00        | Improper Confinement |
| 07/06/18 | WC9727     | \$50.00    | 46      | 3p         | 6p       | 3.00        | Improper Confinement |
| 07/05/18 | WR13325    | \$50.00    | 20      | 8a         | 11a      | 3.00        | Dog Bite             |
| 07/07/18 | NK2043     | \$50.00    | 16      | 8a         | 10a      | 2.00        | Dog Bite             |
| 07/08/18 | WR14051    | \$50.00    | 12      | 5p         | 7p       | 2.00        | Cat Bite             |
| 07/13/18 | WR14051    | \$50.00    | 12      | 9a         | 11a      | 2.00        | Cat Bite             |
| 07/08/18 | WC10997    | \$50.00    | 22      | 10a        | 1p       | 3.00        | Dog Bite             |
| 07/09/18 | NK2064     | \$50.00    | 14      | 1p         | 3p       | 2.00        | Welfare Check        |
| 07/11/18 | WC11218    | \$50.00    | 28      | 10a        | 1p       | 3.00        | Dog Bite             |
| 07/12/18 | WC11218    | \$50.00    | 28      | 9a         | 11a      | 2.00        | Dog Bite             |
| 07/11/18 | WR14347    | \$50.00    | 22      | 1p         | 3p       | 2.00        | Cat Bite             |
| 07/12/18 | WR14347    | \$50.00    | 22      | 8a         | 10a      | 2.00        | Cat Bite             |
| 07/13/18 | WR14524    | \$50.00    | 14      | 6p         | 8p       | 2.00        | Cat Bite             |
| 07/14/18 | WR14524    | \$50.00    | 14      | 8a         | 10a      | 2.00        | Cat Bite             |
|          |            |            |         |            |          |             |                      |
| 07/01/18 |            |            |         | 3p         | 7p       | 4.00        | reports              |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             | plus phone hours     |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
|          |            |            |         |            |          |             |                      |
| TOTAL    |            | \$1,150.00 | 538     |            |          | 57.00       | \$293.21             |

(Mileage Check)

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

Mileage: 101-3901-54129-000-331

Humane Officer Olson  
July 1<sup>st</sup> – July 14<sup>th</sup> 2017

7-1, 2; NKPD1980 Cat bite @ 600 block of Wilhorn Nekoosa-bite happened on June 30<sup>th</sup>, reported today. Owner of the cat gave the cat away before she moved to a homeless shelter in Madison. Victim does not have contact info of the owner. Victim was advised to seek his doctor's advice regarding starting Rabies Prevention shots. 12, 12

7-1, 6; WC9937 Improper confinement of several farm ducks 36, 36

7-2, 3; WC10562 Dog bite @ 4500 block of County Road Q WR-Grandma's dog bit the grandson, second bite for this dog, so it is now under restrictions. 30, 30

7-3; WC10355 Dog bite-follow-up with Marathon County reported a bite that happened in Wood County at 6400 block of Michigan Street Vesper. 34

7-3, 5; WR13729 Dog bite @ 900 block of Prospect Street WR-family jogging on the sidewalk when a dog came out of a yard and bit their child. 16, 16

7-4, 6; WC9727 Improper confinement of seven dogs, repeat offenders @ 8400 block of County Road F, Arpin 46, 46

7-5; WR13325 Dog bite follow-up @ 3100 block of Reddin Road-second bite on file for this dog. 20

7-7; NK2043 Dog bite @ 100 block of Hillcrest Nekoosa-family dog bit a child when the child petted the sleeping dog 16

7-8, 13; WR14051 Cat bite @ 1400 block of Irving Street WR-owner recently adopted this cat from the Portage County Humane Society where he is currently being held. 12, 12

7-8; WC10997 Dog bite @ 500 block of State Highway 73 WR 22

7-9; NK2064 Welfare check on a dog declared dangerous in Portage County that moved to 160 block of Wood Avenue Nekoosa. The dog will soon be moving to Milwaukee. 14

7-11, 12; WC11218 Dog bite @ 300 block of County Road G Nekoosa-child bit by family dog when he went to pet him. 28, 28

7-11, 12; WR14347 Cat bite @ 2900 block of Reddin Road WR-owner is victim. 22, 22

7-13, 14; WR14524 Cat bite @ 1200 block of Parkwood WR-vet tech bit by a client's cat. 14, 14

## TIME CARD

COUNTY OF WOOD

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

7/15/2018

THROUGH

7/28/2018

APPROVED BY: Public Safety Committee

| Date     | Incident # | Per Diem   | Mileage | Start Time | End Time | Total Hours | Description                 |
|----------|------------|------------|---------|------------|----------|-------------|-----------------------------|
| 07/15/18 | WR14524    | \$50.00    | 14      | 10a        | 11a      | 1.00        | Cat Bite                    |
| 07/16/18 | WR1991     | \$50.00    | 0       | 2p         | 4p       | 1.00        | Typed report/Attorney       |
| 07/17/18 | WR14611    | \$50.00    | 18      | 8a         | 10a      | 2.00        | Attacking dogs              |
| 07/18/18 | WR14611    | \$50.00    | 18      | 9a         | 11a      | 2.00        | Attacking dogs              |
| 07/20/18 | WC11646    | \$50.00    | 72      | 9a         | 12p      | 3.00        | Improper confinement        |
| 07/21/18 | WC11646    | \$50.00    | 72      | 8a         | 11a      | 3.00        | Improper confinement        |
| 07/22/18 | WC11718    | \$50.00    | 8       | 9a         | 10a      | 1.00        | Mistreatment                |
| 07/24/18 | WC11718    | \$50.00    | 8       | 4p         | 5p       | 1.00        | Mistreatment                |
| 07/25/18 | WC11718    | \$50.00    | 8       | 3p         | 5p       | 2.00        | Mistreatment                |
| 07/23/18 | WR15184    | \$50.00    | 12      | 9a         | 10a      | 1.00        | Mistreatment                |
| 07/25/18 | WR15184    | \$50.00    | 12      | 4p         | 5p       | 1.00        | Mistreatment                |
| 07/26/18 | WR15184    | \$50.00    | 12      | 3p         | 4p       | 1.00        | Mistreatment                |
| 07/24/18 | GR2733     | \$50.00    | 14      | 12p        | 1p       | 1.00        | Welfare Check               |
| 07/24/18 | WC11818    | \$50.00    | 60      | 9a         | 12p      | 3.00        | Mistreatment                |
| 07/26/18 | WC11818    | \$50.00    | 60      | 8a         | 11a      | 3.00        | Mistreatment                |
| 07/26/18 | WR15617    | \$50.00    | 18      | 6p         | 8p       | 2.00        | Attacking dogs              |
| 07/27/18 | WR15617    | \$50.00    | 18      | 8a         | 9a       | 1.00        | Attacking dogs              |
| 07/27/18 | WC11965    | \$50.00    | 72      | 11a        | 2p       | 3.00        | Dog Bite                    |
| 07/28/18 | WC11965    | \$50.00    | 72      | 11a        | 2p       | 3.00        | Dog Bite                    |
| 07/27/18 | WR15610    | \$50.00    | 18      | 3p         | 5p       | 2.00        | Dog Bite                    |
| 07/27/18 | WR14713    | \$50.00    | 14      | 6p         | 8p       | 2.00        | Dog Bite                    |
| 07/28/18 | WR14713    | \$50.00    | 14      | 8a         | 10a      | 2.00        | Dog Bite                    |
| 07/15/18 |            | \$0.00     |         | 4p         | 7p       | 3.00        | Report Writing              |
|          |            |            |         |            |          |             | + phone minutes             |
|          |            |            |         |            |          |             |                             |
|          |            |            |         |            |          |             |                             |
|          |            |            |         |            |          |             |                             |
| TOTAL    |            | \$1,100.00 | 614     |            |          | 44.00       | \$334.63<br>(Mileage Check) |

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

Mileage: 101-3901-54129-000-331

Humane Officer Olson  
July 15<sup>th</sup> – July 28<sup>th</sup> 2018

\* 7-15 Report writing/per diems

7-15; WR14524 Cat bite @ 1200 block of Parkwood WR 14

7-16; WR1991 Report for attorney

7-17, 18; WR14611 Dog attacking another dog @ 1000 block of 1<sup>st</sup> Street North WR 18, 18

7-20,21; WC11646 Improper confinement of dogs, one of which was aggressive towards neighbor's child @ 8300 block of State Highway 80 South in the Town of Richfield. 72, 72

7-22, 24, 25; WC11718 & WC11975 Animals left alone for nearly a week @ 899 block of State Highway 73 in the Town of Saratoga. 8, 8, 8

7-23, 25, 26; WR15184 Mistreatment of cats and rats @ Black Oak Circle WR 12, 12, 12

7-24; GR2733 & WR15221 Welfare check on malnourished dog, turned out to be just inside of the Portage County line, so case was turned over to them. 14

7-24, 26; WC11818 Mistreatment of a dog with a large red infected growth @ 8900 block of State Highway 186 Aprin-Order of Abatement issued. 60, 60

7-26, 27 WR15617 Dog attacking another dog @ 130 block of 17<sup>th</sup> Street North WR 18, 18

7-27,28; WC11965 Dog bite @ 9900 block of Day Road Town of Marshfield happened when the temporary dog sitter let the dog loose and it ran out on to the road and bit the victim who was out walking. 72, 72

7-27; WR15610 Dog bite reported @ 700 block of Grove Avenue WR. 18

7-27, 28; WR14713 Dog bite reported @ 500 block of 13<sup>th</sup> Street North WR 14, 14

| WOOD COUNTY<br>BUDGET SUMMARY<br>2019    |                                 |               |                              |               |
|--|---------------------------------|---------------|------------------------------|---------------|
| Category                                 | Humane Officer<br>3901<br>54129 | 2019<br>Total | Incr(Decr)<br>2018<br>Budget | 2018<br>Total |
| Personal Services                        | 27,394                          | 27,394        | -0.13%                       | 27,429        |
| Contractual Services                     | 1,100                           | 1,100         | 0.00%                        | 1,100         |
| Supplies and Expense                     | 6,908                           | 6,908         | 0.00%                        | 6,908         |
| Fixed Charges                            | 83                              | 83            | 1.22%                        | 82            |
| Debt Service                             | -                               | -             | N/A                          | -             |
| Grants, Contributions & Other            | -                               | -             | N/A                          | -             |
| <b>Total Operating Expenditures</b>      | <b>35,485</b>                   | <b>35,485</b> | <b>(0.00)</b>                | <b>35,519</b> |
| Capital Outlay                           | -                               | -             | N/A                          | -             |
| Other Financing Uses                     | -                               | -             | N/A                          | -             |
| <b>Total Expenditures</b>                | <b>35,485</b>                   | <b>35,485</b> | <b>(0.00)</b>                | <b>35,519</b> |
| Intergovernmental                        | -                               | -             | N/A                          | -             |
| Licenses and Permits                     | 10,000                          | 10,000        | 0.00%                        | 10,000        |
| Fines, Forfeits and Penalties            | -                               | -             | N/A                          | -             |
| Public Charges for Services              | -                               | -             | N/A                          | -             |
| Intergovernmental Charges                | -                               | -             | N/A                          | -             |
| Miscellaneous                            | -                               | -             | N/A                          | -             |
| Other Financing Sources                  | -                               | -             | N/A                          | -             |
| <b>Total Revenues</b>                    | <b>10,000</b>                   | <b>10,000</b> | <b>-</b>                     | <b>10,000</b> |
| Beginning Carryover                      | -                               | -             | N/A                          | -             |
| Ending Carryover                         | -                               | -             | N/A                          | -             |
| <b>Tax Levy</b>                          | <b>25,485</b>                   | <b>25,485</b> | <b>(0.00)</b>                | <b>25,519</b> |
|  |                                 |               |                              | -             |
| <b>Total Number of Positions (FTE's)</b> | <b>0.23</b>                     | <b>0.23</b>   | <b>0.23</b>                  | <b>-</b>      |



# Wood County

## WISCONSIN

OFFICE OF CORONER

DARA HAMM

DATE: 8/1/18  
TO: Wood County Public Safety Committee  
FROM: Dara Hamm, Wood County Coroner  
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner and her Deputies for July 2018:

|   |     |
|---|-----|
| Calls for Service/Death Investigations .....                            | 103 |
| Investigations Involving Sudden or<br>Suspicious Deaths and Falls ..... | 32  |
| Death Certificates Signed .....   | 21  |
| Cremation Permits Signed .....  | 71  |
| Traffic Fatalities Investigated .....                                   | 2   |
| Suicides Investigated .....   | 1   |
| Drownings .....   | 0   |
| Fire Fatalities .....   | 0   |
| Homicides .....   | 0   |
| Autopsies Performed .....   | 0   |
| Suspected Overdoses .....   | 0   |
| Disinterments .....   | 0   |

Remarks:

In the upcoming month I will be attending a Medical Legal Death Investigation Training in St. Louis. I look forward to learning new techniques and updated standards for death investigations. The importance of being well trained and meeting current standards is important for maintaining the integrity of the department and the needs of Wood County.

Respectfully submitted,

*Dara Hamm*

Dara Hamm  
Wood County Coroner



| WOOD COUNTY BUDGET<br>SUMMARY SHEET<br>2019                                 |                                      |   |                                    |   |                           |                        |                        |                        |
|---|--------------------------------------|---|------------------------------------|---|---------------------------|------------------------|------------------------|------------------------|
| 2<br>DEPT NUMBER 3601<br>DEPT CORONER<br>A/C NAME Coroner<br>FUNCTION 51231 |                                      |   |                                    |   |                           |                        |                        |                        |
| Category  | 2019<br>Requested<br>Budget          | % Incr(Decr)<br>2018<br>Budget          | 2018<br>Revised<br>Budget          | Actual<br>Through<br>6/30/2018          | 2018<br>Estimated         | 2017<br>Actual         | 2016<br>Actual         | 2015<br>Actual         |
| Personal Services   | \$ 112,145                           | 22.01%                                  | \$ 91,916                          | \$ 44,061                               | \$ 93,730                 | \$ 92,898              | \$ 77,089              | \$ 79,702              |
| Contractual Services  | 32,940                               | -12.25%                                 | 37,540                             | 10,094                                  | 36,940                    | 23,569                 | 47,254                 | 14,197                 |
| Supplies and Expense  | 12,970                               | 42.61%                                  | 9,095                              | 5,674                                   | 12,970                    | 9,720                  | 8,468                  | 6,767                  |
| Fixed Charges   | 2,527                                | 95.74%                                  | 1,291                              | 520                                     | 811                       | 1,231                  | 1,231                  | 1,117                  |
| Debt Service  | -                                    | N/A                                     | -                                  | -                                       | -                         | -                      | -                      | -                      |
| Grants, Contributions & Other   | -                                    | N/A                                     | -                                  | -                                       | -                         | -                      | -                      | -                      |
| <b>Total Operating Expenditures</b>   | <b>160,582</b>                       | <b>14.83%</b>                           | <b>139,842</b>                     | <b>60,349</b>                           | <b>144,451</b>            | <b>127,418</b>         | <b>134,043</b>         | <b>101,783</b>         |
| Capital Outlay  | -                                    | N/A                                     | -                                  | -                                       | -                         | -                      | -                      | -                      |
| Other Financing Uses  | -                                    | N/A                                     | -                                  | -                                       | -                         | -                      | -                      | -                      |
| <b>Total Expenditures</b>   | <b>\$ 160,582</b>                    | <b>14.83%</b>                           | <b>\$ 139,842</b>                  | <b>\$ 60,349</b>                        | <b>\$ 144,451</b>         | <b>\$ 127,418</b>      | <b>\$ 134,043</b>      | <b>\$ 101,783</b>      |
| Taxes   | -                                    | N/A                                     | -                                  | -                                       | -                         | -                      | -                      | -                      |
| Intergovernmental   | -                                    | N/A                                     | -                                  | -                                       | -                         | -                      | -                      | -                      |
| Licenses and Permits  | -                                    | N/A                                     | -                                  | -                                       | -                         | -                      | -                      | -                      |
| Public Charges for Services   | 75,000                               | 0.00%                                   | 75,000                             | 28,485                                  | 75,000                    | 62,200                 | 52,875                 | 67,470                 |
| Intergovernmental Charges   | -                                    | N/A                                     | -                                  | -                                       | -                         | -                      | -                      | -                      |
| Miscellaneous   | -                                    | N/A                                     | -                                  | -                                       | -                         | -                      | -                      | -                      |
| Other Financing Sources   | -                                    | N/A                                     | -                                  | -                                       | -                         | -                      | -                      | -                      |
| <b>Total Revenues</b>   | <b>\$ 75,000</b>                     | <b>0.00%</b>                            | <b>\$ 75,000</b>                   | <b>\$ 28,485</b>                        | <b>\$ 75,000</b>          | <b>\$ 62,200</b>       | <b>\$ 52,875</b>       | <b>\$ 67,470</b>       |
| Beginning Carryover   |                                      | N/A                                     |                                    |   |                           |                        |                        |                        |
| Ending Carryover  |                                      | N/A                                     |                                    |   |                           |                        |                        |                        |
| <b>Tax Levy</b>   | <b>\$ 85,582</b>                     | <b>31.99%</b>                           | <b>\$ 64,842</b>                   | <b>\$ 31,864</b>                        | <b>\$ 69,451</b>          | <b>\$ 65,218</b>       | <b>\$ 81,168</b>       | <b>34,313</b>          |
| <b>2</b>  | <b>2019<br/>Requested<br/>Budget</b> | <b>% Incr(Decr)<br/>2018<br/>Budget</b> | <b>2018<br/>Revised<br/>Budget</b> | <b>Actual<br/>Through<br/>6/30/2018</b> | <b>2018<br/>Estimated</b> | <b>2017<br/>Actual</b> | <b>2016<br/>Actual</b> | <b>2015<br/>Actual</b> |
| <b>Number of Positions (FTE's)</b>  |                                      |   |                                    |   |                           |                        |                        |                        |
| Regular   | -                                    |   | 0.66                               |   |                           | 0.66                   | 0.66                   | 0.66                   |
| Part-Time/Temporary   | -                                    |   |                                    |   |                           |                        |                        |                        |
| Request for Program Improvement   | -                                    |   |                                    |   |                           |                        |                        |                        |
| Vacant  | -                                    |   |                                    |   |                           |                        |                        |                        |
| <b>Total Number of Positions (FTE's)</b>                                    | <b>-</b>                             | <b>-</b>                                | <b>0.66</b>                        | <b>-</b>                                | <b>-</b>                  | <b>0.66</b>            | <b>0.66</b>            | <b>0.66</b>            |

County of Wood

| Account Number         | Account Name                                | 2019<br>Requested | 2018<br>Budget | Difference |         | Explanation Any Line Items that has a variance of 10% or<br>all highlighted items |
|------------------------|---|-------------------|----------------|------------|---------|---|
|                        |   |                   |                | Amount     | %       |   |
| Coroner:               |   |                   |                |            |         |   |
| 101-3601-46221-000-000 | Cremation Revenue                           | (60,000)          | (60,000)       | -          | 0.00%   |   |
| 101-3601-46230-000-000 | Public Charges-Coroner-Death Certificates   | (15,000)          | (15,000)       | -          | 0.00%   |   |
| 101-3601-51231-000-101 | Wages-Permanent-Coroner                     | -                 | -              | -          | 0.00%   |   |
| 101-3601-51231-000-102 | Perm Wages Part-Time - Coroner              | 101,700           | 83,355         | 18,345     | 22.01%  | County Board raised coroner salary and per diem                                   |
| 101-3601-51231-000-120 | FICA-Coroner                                | 7,780             | 6,377          | 1,403      | 22.00%  | County Board raised coroner salary and per diem                                   |
| 101-3601-51231-000-160 | Coroner Workers Compensation                | 2,665             | 2,184          | 481        | 22.02%  | County Board raised coroner salary and per diem                                   |
| 101-3601-51231-000-219 | Coroner Other Professional Services         | 30,000            | 34,000         | (4,000)    | -11.76% |   |
| 101-3601-51231-000-220 | Coroner Prof Svcs-Indigent Body Fees        | 1,500             | 2,100          | (600)      | -28.57% |   |
| 101-3601-51231-000-221 | Coroner Telephone                           | 1,080             | 1,080          | -          | 0.00%   |   |
| 101-3601-51231-000-230 | PC Replacement Coroner                      | 360               | 360            | -          | 0.00%   |   |
| 101-3601-51231-000-311 | Coroner Office Supplies                     | 150               | 150            | -          | 0.00%   |   |
| 101-3601-51231-000-312 | Coroner Copy Expense                        | 40                | 40             | -          | 0.00%   |   |
| 101-3601-51231-000-313 | Coroner Postage                             | 50                | 50             | -          | 0.00%   |   |
| 101-3601-51231-000-328 | Coroner Dues                                | 120               | 120            | -          | 0.00%   |   |
| 101-3601-51231-000-331 | Coroner Mileage                             | 10,000            | 6,125          | 3,875      | 63.27%  | Driving to Marshfield more than in the past for deaths                            |
| 101-3601-51231-000-341 | Coroner Operating Supplies & Expense        | 410               | 410            | -          | 0.00%   |   |
| 101-3601-51231-000-511 | Coroner Insurance-Liability                 | 291               | 291            | -          | 0.00%   |   |
| 101-3601-51231-000-531 | Coroner Interdepartment Rent                | 1,716             | -              | 1,716      | 0.00%   | Office Space Rent   |
| 101-3601-51231-000-533 | Coroner Equipment Rental                    | 520               | 1,000          | (480)      | -48.00% | Pagers  |
| 101-3601-51231-001-331 | Coroner-Meetings & Travel (exclude mileage) | 2,200             | 2,200          | -          | 0.00%   |   |
| 0 Total Coroner        |   | 85,582            | 64,842         | 20,740     | 31.88%  |   |



# Wood County

WISCONSIN

SHERIFF'S  
DEPARTMENT

*Thomas Reichert*  
SHERIFF

---

August 3<sup>rd</sup>, 2018

Sheriff Reichert:

During the month of July the Crime Stoppers program received 47 tips that were forwarded to the appropriate agencies for follow-up. We did not have a monthly meeting.

Our next meeting is scheduled for 8/21/18.

Scott Drew

# WOOD COUNTY JAIL

January - June 2018

## DAILY POPULATION / INMATES SHIPPED OUT / EMP

| Day                       | January |    |     | February |    |     | March  |    |     | April  |    |     | May    |    |     | June   |    |     |
|---------------------------|---------|----|-----|----------|----|-----|--------|----|-----|--------|----|-----|--------|----|-----|--------|----|-----|
|                           | Total   | SK | EMP | Total    | SK | EMP | Total  | SK | EMP | Total  | SK | EMP | Total  | SK | EMP | Total  | SK | EMP |
| 1                         | 202     | 80 | 46  | 222      | 74 | 48  | 218    | 73 | 52  | 227    | 75 | 55  | 221    | 76 | 50  | 214    | 75 | 42  |
| 2                         | 207     | 80 | 46  | 213      | 76 | 49  | 214    | 75 | 51  | 228    | 75 | 54  | 231    | 75 | 50  | 216    | 72 | 43  |
| 3                         | 208     | 79 | 46  | 208      | 76 | 47  | 211    | 75 | 48  | 223    | 74 | 53  | 233    | 74 | 49  | 216    | 70 | 43  |
| 4                         | 207     | 78 | 47  | 208      | 76 | 46  | 216    | 76 | 48  | 224    | 72 | 53  | 234    | 73 | 49  | 216    | 70 | 43  |
| 5                         | 210     | 78 | 48  | 210      | 76 | 46  | 217    | 76 | 48  | 220    | 70 | 53  | 224    | 81 | 49  | 212    | 69 | 43  |
| 6                         | 204     | 78 | 49  | 210      | 76 | 46  | 215    | 75 | 49  | 219    | 74 | 53  | 230    | 81 | 49  | 219    | 69 | 45  |
| 7                         | 211     | 83 | 49  | 212      | 76 | 45  | 214    | 74 | 50  | 220    | 73 | 53  | 230    | 81 | 48  | 219    | 79 | 45  |
| 8                         | 215     | 78 | 49  | 207      | 74 | 45  | 215    | 74 | 53  | 218    | 73 | 52  | 228    | 79 | 45  | 219    | 77 | 47  |
| 9                         | 207     | 77 | 48  | 209      | 75 | 45  | 218    | 77 | 55  | 219    | 73 | 52  | 222    | 77 | 45  | 217    | 78 | 45  |
| 10                        | 217     | 75 | 49  | 207      | 74 | 44  | 218    | 82 | 52  | 215    | 73 | 53  | 223    | 76 | 45  | 221    | 77 | 45  |
| 11                        | 219     | 76 | 49  | 210      | 74 | 44  | 221    | 82 | 52  | 224    | 70 | 53  | 220    | 74 | 45  | 223    | 77 | 45  |
| 12                        | 219     | 75 | 49  | 208      | 74 | 43  | 223    | 82 | 52  | 221    | 74 | 52  | 215    | 75 | 42  | 216    | 75 | 47  |
| 13                        | 218     | 70 | 50  | 204      | 73 | 43  | 222    | 80 | 52  | 224    | 78 | 53  | 220    | 75 | 42  | 216    | 74 | 46  |
| 14                        | 217     | 69 | 50  | 211      | 72 | 45  | 226    | 78 | 53  | 220    | 76 | 53  | 223    | 75 | 42  | 216    | 74 | 45  |
| 15                        | 222     | 69 | 50  | 205      | 74 | 47  | 227    | 76 | 54  | 219    | 76 | 53  | 223    | 71 | 42  | 216    | 72 | 46  |
| 16                        | 221     | 68 | 50  | 210      | 74 | 46  | 224    | 73 | 57  | 225    | 76 | 53  | 221    | 68 | 41  | 208    | 70 | 43  |
| 17                        | 218     | 73 | 50  | 209      | 76 | 46  | 222    | 73 | 57  | 223    | 75 | 52  | 224    | 73 | 41  | 207    | 70 | 39  |
| 18                        | 218     | 76 | 48  | 211      | 76 | 46  | 223    | 73 | 57  | 216    | 75 | 52  | 223    | 78 | 42  | 214    | 70 | 39  |
| 19                        | 207     | 75 | 47  | 211      | 76 | 46  | 227    | 73 | 57  | 216    | 72 | 50  | 218    | 76 | 41  | 221    | 69 | 39  |
| 20                        | 207     | 73 | 46  | 215      | 74 | 49  | 225    | 72 | 57  | 216    | 77 | 52  | 216    | 76 | 38  | 223    | 69 | 41  |
| 21                        | 206     | 73 | 45  | 222      | 77 | 51  | 228    | 73 | 60  | 218    | 80 | 54  | 219    | 76 | 38  | 228    | 66 | 43  |
| 22                        | 209     | 73 | 45  | 218      | 78 | 50  | 231    | 72 | 59  | 225    | 80 | 54  | 220    | 72 | 38  | 225    | 72 | 44  |
| 23                        | 209     | 73 | 45  | 225      | 77 | 50  | 230    | 69 | 60  | 223    | 80 | 53  | 211    | 72 | 38  | 224    | 82 | 44  |
| 24                        | 209     | 73 | 45  | 223      | 76 | 51  | 228    | 72 | 58  | 223    | 78 | 53  | 210    | 72 | 41  | 228    | 82 | 42  |
| 25                        | 208     | 78 | 45  | 222      | 76 | 50  | 230    | 72 | 57  | 225    | 77 | 52  | 217    | 77 | 43  | 231    | 82 | 42  |
| 26                        | 214     | 77 | 45  | 228      | 76 | 50  | 231    | 72 | 55  | 222    | 76 | 51  | 216    | 80 | 43  | 219    | 80 | 40  |
| 27                        | 215     | 76 | 47  | 222      | 72 | 51  | 232    | 69 | 54  | 217    | 76 | 50  | 219    | 80 | 42  | 221    | 80 | 42  |
| 28                        | 212     | 76 | 46  | 218      | 70 | 51  | 223    | 69 | 54  | 216    | 75 | 49  | 225    | 80 | 41  | 221    | 77 | 44  |
| 29                        | 213     | 76 | 45  |          |    |     | 229    | 71 | 56  | 215    | 75 | 49  | 223    | 80 | 41  | 218    | 81 | 45  |
| 30                        | 213     | 72 | 46  |          |    |     | 222    | 75 | 55  | 216    | 75 | 49  | 219    | 79 | 41  | 222    | 77 | 45  |
| 31                        | 215     | 71 | 48  |          |    |     | 222    | 75 | 55  |        |    |     | 218    | 77 | 42  |        |    |     |
| WCJail                    | 212.16  |    |     | 213.50   |    |     | 222.65 |    |     | 220.57 |    |     | 221.81 |    |     | 218.87 |    |     |
| Shipped                   | 75.10   |    |     | 74.93    |    |     | 74.45  |    |     | 75.10  |    |     | 76.10  |    |     | 74.50  |    |     |
| EMP                       | 47.35   |    |     | 47.14    |    |     | 54.10  |    |     | 52.27  |    |     | 43.32  |    |     | 43.40  |    |     |
| Avg Length of Stay (Days) | 28.59   |    |     | 27.90    |    |     | 29.50  |    |     | 25.90  |    |     | 27.00  |    |     | 29.00  |    |     |

# WOOD COUNTY JAIL

July - December 2018

## DAILY POPULATION / INMATES SHIPPED OUT / EMP

| Day                       | July   |    |     | August |    |     | September |    |     | October |    |     | November |    |     | December |    |     |
|---------------------------|--------|----|-----|--------|----|-----|-----------|----|-----|---------|----|-----|----------|----|-----|----------|----|-----|
|                           | Total  | SK | EMP | Total  | SK | EMP | Total     | SK | EMP | Total   | SK | EMP | Total    | SK | EMP | Total    | SK | EMP |
| 1                         | 223    | 77 | 44  | 246    | 71 | 49  | 0         | 0  | 0   | 0       | 0  | 0   | 0        | 0  | 0   | 0        | 0  | 0   |
| 2                         | 221    | 77 | 43  | 252    | 70 | 52  |           |    |     |         |    |     |          |    |     |          |    |     |
| 3                         | 216    | 74 | 43  | 247    | 75 | 53  |           |    |     |         |    |     |          |    |     |          |    |     |
| 4                         | 219    | 79 | 43  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 5                         | 221    | 79 | 42  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 6                         | 218    | 78 | 41  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 7                         | 219    | 79 | 41  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 8                         | 224    | 79 | 41  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 9                         | 225    | 78 | 41  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 10                        | 219    | 78 | 43  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 11                        | 223    | 75 | 46  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 12                        | 222    | 73 | 49  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 13                        | 217    | 69 | 48  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 14                        | 222    | 72 | 49  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 15                        | 224    | 72 | 50  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 16                        | 227    | 72 | 52  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 17                        | 230    | 71 | 52  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 18                        | 232    | 75 | 51  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 19                        | 229    | 78 | 50  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 20                        | 228    | 78 | 49  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 21                        | 223    | 78 | 47  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 22                        | 227    | 78 | 47  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 23                        | 231    | 78 | 47  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 24                        | 233    | 77 | 47  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 25                        | 239    | 76 | 49  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 26                        | 238    | 74 | 50  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 27                        | 242    | 73 | 50  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 28                        | 241    | 73 | 50  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 29                        | 246    | 73 | 49  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 30                        | 245    | 72 | 49  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 31                        | 244    | 71 | 49  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| WCJail                    | 228.00 |    |     | 248.33 |    |     | 0.00      |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |
| Shipped                   | 75.35  |    |     | 72.00  |    |     | 0.00      |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |
| EMP                       | 46.84  |    |     | 51.33  |    |     | 0.00      |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |
| Avg Length of Stay (Days) | 29.00  |    |     | 0.00   |    |     | 0.00      |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |

### 2018 Yearly Averages

|                                 |       |
|---------------------------------|-------|
| Total                           | 223.2 |
| Safekeeper                      | 74.69 |
| EMP                             | 48.2  |
| LENGTH of STAY                  | 28.1  |
| Color indicates low population  |       |
| Color indicates high population |       |

## Overtime Breakdown 2018 (hrs.)

| Month            | Funeral Leave | Fill In OT | FMLA | Sick Leave | Training | TOTAL |
|------------------|---------------|------------|------|------------|----------|-------|
| <i>January</i>   | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>February</i>  | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>March</i>     | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>April</i>     | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>May</i>       | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>June</i>      | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>July</i>      | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>August</i>    | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>September</i> | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>October</i>   | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>November</i>  | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>December</i>  | 0             | 0          | 0    | 0          | 0        | 0     |
| <b>TOTALS</b>    | 0             | 0          | 0    | 0          | 0        | 0     |

## Overtime Breakdown 2017 (hrs.)

| Month            | Funeral Leave | Fill In OT | FMLA | Sick Leave | Training | TOTAL |
|------------------|---------------|------------|------|------------|----------|-------|
| <i>January</i>   | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>February</i>  | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>March</i>     | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>April</i>     | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>May</i>       | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>June</i>      | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>July</i>      | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>August</i>    | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>September</i> | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>October</i>   | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>November</i>  | 0             | 0          | 0    | 0          | 0        | 0     |
| <i>December</i>  | 0             | 0          | 0    | 0          | 0        | 0     |
| <b>TOTALS</b>    | 0             | 0          | 0    | 0          | 0        | 0     |

# Electronic Monitoring 2018

## Monthly Savings vs. Out of County Housing

| Month        | Monthly Savings | YTD 2018<br>Total Amount | 2017<br>Total Amount |
|--------------|-----------------|--------------------------|----------------------|
| January      | \$76,372.23     | \$76,372.23              | \$26,290.75          |
| February     | \$68,675.43     | \$145,047.66             | \$52,368.18          |
| March        | \$87,259.51     | \$232,307.17             | \$90,433.32          |
| April        | \$81,588.24     | \$313,895.41             | \$129,455.82         |
| May          | \$69,872.12     | \$383,767.53             | \$175,424.33         |
| June         | \$67,743.06     | \$451,510.59             | \$220,534.34         |
| July         | \$75,549.00     | \$527,059.59             | \$264,244.74         |
| August       | \$0.00          | \$527,059.59             | \$317,794.01         |
| September    | \$0.00          | \$527,059.59             | \$370,396.34         |
| October      | \$0.00          | \$527,059.59             | \$428,461.82         |
| November     | \$0.00          | \$527,059.59             | \$502,292.39         |
| December     | \$0.00          | \$527,059.59             | \$572,293.55         |
| <b>TOTAL</b> | \$527,059.59    | <b>\$527,059.59</b>      | <b>\$572,293.55</b>  |

EMP Average for month x number of days in month = bed days  
 Bed Days x \$52.03 = Monthly Savings

# SAFEKEEPER HOUSING

2018

| MONTH         | Facilitiy     | Facility      | Facility      | WAUPACA             | MONTH<br>TOTAL      | 2018<br>YTD TOTAL | 2017<br>YTD TOTAL   |
|---------------|---------------|---------------|---------------|---------------------|---------------------|-------------------|---------------------|
| JANUARY       | \$0.00        | \$0.00        | \$0.00        | \$82,125.00         | \$82,125.00         | \$82,125.00       | \$82,125.00         |
| FEBRUARY      | \$0.00        | \$0.00        | \$0.00        | \$82,125.00         | \$82,125.00         | \$164,250.00      | \$82,125.00         |
| MARCH         | \$0.00        | \$0.00        | \$0.00        | \$82,125.00         | \$82,125.00         | \$246,375.00      | \$82,125.00         |
| APRIL         | \$0.00        | \$0.00        | \$0.00        | \$82,125.00         | \$82,125.00         | \$328,500.00      | \$82,125.00         |
| MAY           | \$0.00        | \$0.00        | \$0.00        | \$82,125.00         | \$82,125.00         | \$410,625.00      | \$82,125.00         |
| JUNE          | \$0.00        | \$0.00        | \$0.00        | \$82,125.00         | \$82,125.00         | \$492,750.00      | \$82,125.00         |
| JULY          | \$0.00        | \$0.00        | \$0.00        | \$82,125.00         | \$82,125.00         | \$574,875.00      | \$82,125.00         |
| AUGUST        | \$0.00        | \$0.00        | \$0.00        | \$0.00              | \$0.00              | \$574,875.00      | \$82,125.00         |
| SEPTEMBER     | \$0.00        | \$0.00        | \$0.00        | \$0.00              | \$0.00              | \$574,875.00      | \$82,125.00         |
| OCTOBER       | \$0.00        | \$0.00        | \$0.00        | \$0.00              | \$0.00              | \$574,875.00      | \$82,125.00         |
| NOVEMBER      | \$0.00        | \$0.00        | \$0.00        | \$0.00              | \$0.00              | \$574,875.00      | \$82,125.00         |
| DECEMBER      | \$0.00        | \$0.00        | \$0.00        | \$0.00              | \$0.00              | \$574,875.00      | \$82,125.00         |
| <b>TOTALS</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$574,875.00</b> | <b>\$574,875.00</b> |                   | <b>\$985,500.00</b> |

2017 is a 75 average



### Wood County Sheriff's Department Kitchen Report 2018

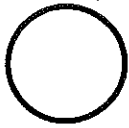
| MONTH        | Breakfast    | Dinner       | Lunch        | Sack        | Total meals  | Food Cost plus Labor |
|--------------|--------------|--------------|--------------|-------------|--------------|----------------------|
| January      | 2611         | 2717         | 2581         | 255         | 8164         | \$19,053.26          |
| February     | 2598         | 2707         | 2535         | 251         | 8091         | \$19,057.63          |
| March        | 2677         | 2729         | 3385         | 254         | 9045         | \$19,188.08          |
| April        | 3384         | 3590         | 3378         | 442         | 10794        | \$24,491.81          |
| May          | 2904         | 2936         | 2847         | 400         | 9087         | \$20,126.18          |
| June         | 2859         | 3033         | 2812         | 302         | 9006         | \$19,960.77          |
| July         | 2921         | 3010         | 2825         | 253         | 9009         | \$19,953.38          |
| August       | 0            | 0            | 0            | 0           | 0            | \$0.00               |
| September    | 0            | 0            | 0            | 0           | 0            | \$0.00               |
| October      | 0            | 0            | 0            | 0           | 0            | \$0.00               |
| November     | 0            | 0            | 0            | 0           | 0            | \$0.00               |
| December     | 0            | 0            | 0            | 0           | 0            | \$0.00               |
| <b>TOTAL</b> | <b>19954</b> | <b>20722</b> | <b>20363</b> | <b>2157</b> | <b>63196</b> | <b>\$141,831.11</b>  |

Cost per meal **\$2.24**

Cost per day **\$6.73**

### Wood County Jail Kitchen Expenses

|                         | 2013         | 2014         | 2015         | 2016         | 2017         |
|-------------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Food &amp; Labor</b> | \$335,733.47 | \$312,317.25 | \$285,692.96 | \$275,088.44 | \$289,481.66 |
| <b>Number of Meals</b>  | 103,993      | 86,637       | 77,044       | 88,993       | 118,016      |
| <b>Cost per Meal</b>    | 3.23         | 3.60         | 3.71         | 3.09         | 2.45         |
| <b>Cost per Day</b>     | 9.69         | 10.81        | 11.12        | 9.27         | 7.36         |



ITEM# 3-1  
 DATE August 21, 2018  
 Effective Date Upon passage & publication

**RESOLUTION#**

Introduced by Public Safety  
 Page 1 of 1

Committee

RSD

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

**INTENT & SYNOPSIS:** To authorize Wood County to enter into an agreement and seek funding under \$165.90 for Law Enforcement Services on Restricted Tribal Lands.

**FISCAL NOTE:** \$34,605.00

**Source of Money:** 2019 Budget

**WHEREAS,** Wood County has restricted Tribal lands within its borders, and

**WHEREAS,** the State of Wisconsin has set aside 1/20<sup>th</sup> of the penalty assessment funds for Tribal Law Enforcement Grants, and

**WHEREAS,** the State of Wisconsin and the County of Wood have joint responsibility for providing law enforcement on Tribal lands in Wood County under Section 165.90 of the Wisconsin Statutes, and

**NOW THEREFORE BE IT RESOLVED,** by the Wood County Board of Supervisors that application be made by the Wood County Sheriff's Department to the State of Wisconsin/Department of Justice under the provisions of Section 165.90 of the Wisconsin Statutes for aid up to \$34,605.00, but not to exceed the total revenue available, to assist in providing law enforcement services on restricted Tribal lands in the County of Wood.

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

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 WEDNESDAY, AUGUST 15, 2018  
 WOOD COUNTY RIVER BLOCK - AUDITORIUM, 111 W. JACKSON ST., WISCONSIN RAPIDS

Members Present: Kenneth Curry, Mark Holbrook, Robert Ashbeck, Dave Lafontaine, Bill Leichtnam and Harvey Petersen.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn, Jeff Brewbaker  
 Land & Water Conservation Staff: Shane Wucherpfennig, Tracy Arnold, Lori Ruess  
 UW Extension Staff: Jason Hausler, Nancy Turyk, Chris Viau

Others Present: Dist. #12 Supervisor Douglas Machon, Dist. #15 Supervisor Bill Clendenning, Dist. #14 Supervisor Dennis Polach, Peter Kastenholtz, Corporation Counsel, Sue Kunferman, Health Department Director, Nancy Eggleston, Environmental Health Supervisor, Marla Cummings, Finance Director.

1. **Call to Order.** Chairperson Curry called the CEED meeting to order at 9:01 a.m.
2. **Public Comment.** None
3. **Review Correspondence.** None
4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the July 5, 2018 and July 18, 2018 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Justin Conner, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Shane Wucherpfennig, Tracy Arnold, Adam Groshek, Emily Salvinski, Lori Ruess, Alex Delaney, Matt Lippert, Jodi Friday, Chris Viau, Laura Huber, Nancy Turyk, Jackie Carattini, and Jeremy Erickson.
  - A. Minutes of July 5, 2018. No additions or corrections needed.
  - B. Minutes of July 18, 2018. No additions or corrections needed.
  - C. Department Bills. No additions or corrections needed – Bill Leichtnam reminded UWEX to include "Nature of Claim" explanations for all vouchers.
  - D. Staff Activity Reports. No additions or corrections needed.

*Motion by Bill Leichtnam to approve and accept the July 5, 2018 and July 18, 2018 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Mark Holbrook. Motion carried unanimously.*

5. **Risk and Injury Report.** None.
6. **Discuss and set date for special CEED meeting in late August to approve department budgets.**  
 Following discussion, Monday, August 27<sup>th</sup> at 9:00 a.m., was the date set for the special CEED meeting to approve budgets. The meeting will be held in Room 115 of the Wood County Courthouse.
7. **Health Department Water Presentation – Sue Kunferman & Nancy Eggleston.**  
 Nancy Eggleston and Sue Kunferman gave a presentation on Agricultural Concerns and Public Health Authority. They shared information on the potential public health impacts of poor air quality, and ground and/or surface water contamination and reviewed the authority granted to the Health Department to address human health hazards by Wisconsin Chapter 254 and the Wood County Public Health Ordinance. They also reviewed the roles of state and local Health Departments.

Following the presentation, Sue Kunferman updated the committee on the water testing results from the 104 wells that were tested in Armenia and Wood County. Juneau County Board provided \$20,000 for testing of nitrates and possible nitrate testing equipment which would allow counties to test for nitrates at a reduced rate. There is a cost to be certified for nitrate testing too. It is not their intent to compete with local labs, but to offer a reduced rate for water testing in the corridor of concern.

Armenia Growers Coalition wants to help supply clean, safe water to landowners who have a well that tested high in nitrate levels. They have offered to provide bottled water and a treatment system along with filters and maintenance on the system for one year.

Lengthy discussion followed with several committee members expressing concerns. It was the consensus of the committee that the Health Department, Land & Water Conservation, UWEX and Planning and Zoning start providing more education on safe drinking water, increase awareness of potential health impacts of surface and groundwater contamination, and encourage landowners throughout the county to periodically test their private wells.

## **8. Land & Water Conservation Department.**

**A. Discuss and possible action on CEED's roles and responsibilities with the groundwater discussions.** Chairperson Curry share; the Groundwater Committee was originally formed by the Legislative Committee and a motion was made in the past by the CEED not to fund any per diem or staff time for the Groundwater Committee meetings. He presented the question, does the CEED want to leave the committee "as is" or take concerted effort to bring the committee back to the CEED?

Supervisor LaFontaine commented that the problem with the current groundwater committee is they aren't working on specific goals and only the people on the committee are getting educated. There is a need to educate the public.

Shane Wucherpennig agreed that it would be of great value to the group if they took on educating the public. Someone needs to take the lead.

Supervisor Ashbeck added that Marshfield & Milladore have volunteers that do groundwater education. The southern portion of the county is missing that and needs more people to volunteer for groundwater education. Lengthy discussion followed.

*Motion by Bill Leichtnam to have the Wood County Citizen's Groundwater Committee report to the Wood County Board & suggest policy revision. Second by Mark Holbrook.*

*Bill Leichtnam amended his motion to:*

*Request the County Board Chair to form an ad hoc committee composed of members of each committee, appointed by the Chair, to bring policy and revision to the County Board as a whole. Second by Mark Holbrook. Motion carried unanimously.*

Final recommendations that come from the ad hoc committee would go to the County Board, but members from their standing committee would bring information back to their committee.

Chairman Curry will talk to County Board Chairman Machon about forming the ad hoc committee and report back to the CEED in September.

The committee agreed on the importance of developing programs to educate the public on groundwater and encouraging landowners throughout the county to have their well water tested periodically.

Supervisor Lafontaine suggested including educational material with future tax bill mailings.

- B. Discuss and take action on payment associated with a recent non-metallic mining reclamation hearing.** Wucherpfennig reported that the J. Arnold versus Wood County hearing has concluded in terms of witnesses. The hearing took three nine-hour days and Corporation Counsel and Land & Water Conservation have received the first invoice for some of the hearing expenses. Wucherpfennig explained that the Land & Water Conservation Department doesn't have money in their budget to cover these unanticipated expenses. Peter Kastenholz has offered to take the first invoice (over \$2,000) to his oversight committee for approval to pay out of the Corporation Counsel budget.
- C. Update on LCC Supervisor Training (CEED) held in Merrill. – Ashbeck Bob** Ashbeck reported briefly on the LCC Supervisor Training he attended in Merrill. He gave each committee member a copy of the WI Land + Water Land Conservation Committee Supervisors Handbook that he picked up at the training.
- D. Update on fall CEED tour.** The fall CEED tour is scheduled for Friday, September 21<sup>st</sup>. Tracy Arnold is working on setting up the tour and has requested suggestions for tour stops from the UWEX, Planning & Zoning and Land Water Conservation Departments. Stops have yet to be finalized, but will be by the end of the week.
- E. Report on Non-ferrous Mining Ordinance – possible action.** Adam DeKleyn reported Taylor County is not going to update or amend their existing ordinance. Land & Water Conservation Department and Planning & Zoning plan to meet in the near future to finish up the draft of the Wood County Non-ferrous Mining Ordinance.

## 9. Economic Development

- A. Wood County ATV Trail committee update.** Jason Grueneberg reported the Wood County ATV Trail committee has been meeting on a monthly basis, sometimes twice a month. He updated the committee on several ATV route connections via roads/trails to surrounding counties that they are working on. He has been in contact with officials from connecting towns and villages working out some safety concerns with bridges and some roads that are not open to ATV's. He also mentioned possible trailheads and stated that Sandy Huber from Parks and Forestry is checking on grant possibilities. A committee member expressed the importance of trailhead amenities. Another stated he has attended two of the ATV meetings and the only problem he has is the focus is on one recreational activity, as opposed to multiple recreational activities. It was stated that the County needs to invest in the future and needs to look at this as a true economic development and look at future investment in trails.
- 10. **Private Sewage.** Nothing to report.
  - 11. **County Surveyor.** Nothing to report.
  - 12. **Planning.**
    - A. Consider resolution amending the Wisconsin Rapids Sewer Service Area Plan 2030, with changes of the boundary in the Village of Biron.** Adam DeKleyn had exhibits at the front of the meeting room to guide in his discussion of a request from the Village of Biron to amend the Wisconsin Rapids Sewer Service Area (SSA). Supplemental exhibits were also included in the packet with his staff report. Adam explained SSA planning is a process designed to anticipate a

community's future needs for wastewater treatment. The plan identifies the most cost-efficient and environmentally sound 20-yr sewage growth boundaries. The primary reason for the amendment to the Wisconsin Rapids SSA plan is to add ½ mile of Huffman Road right-of-way to the SSA so sanitary sewer can be extended from the Biron Business Park north to the future Bridgewater Development and neighboring areas. Additionally, three other sites with existing residences are proposed to be added to the SSA. In total, the amendment proposed the addition of 8.58 acres to the SSA and removal of an area of equal size. Adam explained existing wastewater treatment facilities have adequate capacity to treat additional flows. The proposed changes are consistent with the Wood County Comprehensive Plan and Future Land Use map. All amendment procedures have been followed. Adam recommended the committee approve the Village of Biron's amendment request. Discussion followed.

*Motion by Dave LaFontaine to approve the resolution amending the Wisconsin Rapids SSA plan adding 8.58 acres and removing equal acres. Second by Kenneth Curry. Motion carried unanimously.*

**13. UW Extension.**

- A. **Staffing and Office Updates.** Jason Hausler reported:  
The new office furniture has been installed and staff is very happy with it.  
Jeremy Erickson resigned as Horticulture Educator. Jason will be looking at options for posting and refilling the position.  
Jodi Friday will be acting FoodWise Coordinator through the end of the year.  
The 2019 UWEX budgets were submitted to the Finance Department by the August 13<sup>th</sup> deadline and UWEX met the budget parameters.  
The Wood County Clean Sweep will be held Saturday, September 29<sup>th</sup> from 8:00 a.m. to Noon at the Marshfield Fairgrounds (brochures were handed out).  
Nancy Turyk is working with Chair Mahon on developing possible strategies for the development of a county strategic plan.
- B. **2019 Contract Update.** Jason updated the committee on the 2019 contract process. One change this year is the State would like all contracts signed and in their office by the end of 2018. He will bring the proposed contract to the next meeting and will have the contract ready for signatures at the December meeting.
- C. **Presentation-Chris Viau - 4-H Youth Development Educator.** Chris Viau gave a presentation on Leadership Washington Focus. This is a summer program in Washington that teaches middle school students (grades 5, 6, & 7) about citizenship and government. Participants practiced inter-personal communication skills through group discussions and public speaking and worked with others to create and accomplish goals. They also had the opportunity to participate in the Nightview and view many of D.C's monuments and memorials at night. 31 youth from 15 counties participated including 4 youth from Wood County.
- D. **Clean Sweep Grant Application – Resolution.** Jason presented a resolution to authorize the submittal of a state grant application and the subsequent appropriation of County funds and outside donations for the 2019 Agricultural and Household Hazardous Waste Clean Sweep Program. County cost-share - \$10,000 and anticipated DATCP State Grant - \$ 9,000. The grant application is due in September.

*Motion by Bill Leichtnam to approve the resolution to authorize the submittal of a state grant application and the Clean Sweep funding. Second by Mark Holbrook. Motion carried unanimously.*

**14. Schedule Next Regular Committee Meeting.**

The next regular CEED meeting is scheduled for Wednesday, September 5, 2018 at 9:00 a.m. at the Wood County Courthouse in Room 115.

**15. Agenda items for next meeting.**

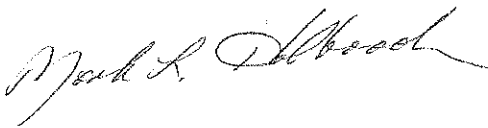
- A. Update on Groundwater Ad-Hoc Committee – Curry
- B. Groundwater presentation by Kathy Lotzer, Marshfield Groundwater Guardians
- C. Proposed 2019 UWEX Contract.
- D. National Night Out community-building campaign - Holbrook

**16. Schedule any additional meetings if necessary.** A special CEED meeting is scheduled for Monday, August 27<sup>th</sup> at 9:00 a.m. at the Wood County Courthouse in Room 115.

**17. Adjourn.**

*Chairperson Kenneth Curry declared the meeting adjourned at 12:30 p.m.*

Respectfully submitted,



Mark Holbrook, Secretary  
Minutes by Lori Ruess, Land & Water Conservation Department  
Review for submittal to County Board by Mark Holbrook (approved on August 27, 2018 at 9:13 a.m.)

MINUTES  
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
MONDAY, AUGUST 27, 2018

WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

NOTE: DUE TO INTERNET CONNECTION PROBLEMS THE MEETING WAS MOVED TO ROOM #114

Members Present: Kenneth Curry, Robert Ashbeck, Mark Holbrook, Dave LaFontaine, Bill Leichtnam, Harvey Petersen

Staff Present:

Planning & Zoning Staff: Jason Grueneberg.

Land & Water Conservation Staff: Shane Wucherpennig, and Lori Ruess.

UW Extension Staff: Jason Hausler

Others Present: Dist. #12 Supervisor Douglas Machon, Dist. # 15 Supervisor Bill Clendenning, Marla Cumming, Finance Director, Josh Miller, City of Marshfield, Justin Casperson, City of Marshfield, Scott Larson Marshfield Area Chamber of Commerce & Industry (MACCI), Rick Bakovka, Regional Economic Growth Initiative (REGI), Adam Tegan, City of Wisconsin Rapids, Jeremy Sickler, Alexander Field Airport Manager.

1. **Call to Order.** Chairperson Kenneth Curry called the CEED meeting to order at 9:00 a.m.
2. **Public Comment.** None
3. **Review Correspondence.** None
4. **Land & Water Conservation Department.**

- A. **Review/Approve 2019 Land & Water Conservation Department Budgets.** Shane Wucherpennig reported the Land & Water Conservation Department will have three new budgets in 2019, and will be closing out the Don Aron Memorial budget and rolling over the tree and shrub into the Land & Water Conservation Admin budget. The new budgets include Multi-Discharger Variance program, Mill Creek (9-Key Element) and 14-Mile Creek (9-Key Element). Wucherpennig stated that the only tax levy budget in the Land & Water Conservation Department is the Land & Water Conservation Admin Budget. The DATCP Grant, Wildlife Damage Abatement and Claims, Non-Metallic Mining Reclamation, Permits & Fines, Multi-Discharger Variance (MDV), Mill Creek and 14-Mile Creek budgets are all non-levied budgets. He reviewed the budget summary and stated that overall the LWCD 2019 budget is at a 7.43% decrease in tax levy. The decrease is due to the \$20,000 grant for writing the Mill Creek 9-Key Element Plan and the additional Soil and Water Management Grant dollars for staff and support, which allowed for transferring of some staff hours from the Land & Water Conservation Admin budget to non-levied budgets. Following his review of the budgets, Wucherpennig asked if there were any questions. Bill Leichtnam asked if there were plans in the future to write 9-Key Element plans for 7-mile and 10-mile creeks. Shane explained the ranking process for selecting creeks for the 9-Key Element plan writing and stated they must be on the 303d list to be considered.

Chairperson Curry passed around a copy of the 2019 budget parameters letter from County Board Chairperson Doug Machon. In the letter Chairperson Machon asked all departments for a 1% reduction in operational levy supports.

*Motion by Harvey Petersen to approve the 2019 Land & Water Conservation Admin, DATCP Grant, Wildlife Damage Abatement & Claims, Nonmetallic Mining, MDV, Permits & Fines, Mill Creek and 14-Mile Creek budgets as presented. Second by Bill Leichtnam. Motion carried unanimously.*



## 5. UW Extension

- A. Review/Approve 2019 UW Extension Department Budgets.** Jason Hausler stated he only included the 2019 UWEX budget summary in the CEED packet and apologized for the confusion. He handed out copies of the complete UWEX budget. He explained the increases including reallocation of wages and the spike in PC replacement line item. He also explained the decreases which included a reduction of \$10,000 in Clean Sweep and the removal of Farm Technology expenses from the budget. He added that he was planning ahead to 2020; therefore the proposed 2019 budget does not reflect the \$10,000 discount for contractual services as that discount will sunset in 2020. He hasn't seen anything confirming the 2019 discount, but heard there will be one. In summary, if approved as presented the UWEX budget would be a .79% reduction (without discount included) or a -2.5% reduction if the discount is included in the budget.

Chairperson Curry commented that budgets should reflect actual numbers, but he did appreciate the notice of the discount ending in 2020.

Mark Holbrook added that he was fine with the proposed budget as presented if it reflects the true cost of running the program in 2020 and beyond.

Marla Cummings explained the options the Committee had with approving the budget. Discussion followed.

*Motion by Ken Curry to approve the UWEX budget as presented. Second by Mark Holbrook. Motion carried unanimously.*

- B. Horticulture Position Discussion.** Jason Hausler reported that Jeremy Erickson, Horticulture Educator has resigned. His last day will be the end of the week. Jason will be traveling to Madison to discuss the future Horticulture position and would like guidance from the Committee on the direction they would like to take with the position. He explained the position is currently a part-time (50%) position funded 100% by the county but there has been some discussion about combining with other counties (including Adams, Jackson and Juneau) to make this a full time Horticulture Specialist position. There are a lot of vegetables and cranberries in the Central Sands area and combining dollar for a commercial horticulture position could be beneficial. Discussion followed.

Bob Ashbeck expressed concern with filling a full-time position for commercial horticulture. He preferred a part-time position that would help individuals and small farmers.

Bill Leightnam was in favor of the commercial horticulture position especially if Wood County could partner with surrounding counties.

It was the consensus of the Committee for Jason Hausler to explore the options of changing the dynamics of the current horticulture position.

- C. Staffing & Programming Update.** Jason Hausler shared that Nancy Turyk, Community Development Extension Educator has been on staff for a little over a month and she has been receiving a lot of water quality questions. Jason asked for guidance from the Committee on how they would like her to handle those questions as she was hired for community development. Nancy has a wealth of knowledge and experience in water quality/research, but she should not be working outside her position description as that could lead to reclassification and reposting of the position. Jason has been working with her on how she can utilize her skills outside her water resources background and change her role in water resources to facilitator. Discussion followed.

## 6. Planning & Zoning.

- A. **Review/Approve 2019 Planning & Zoning Department Budgets.** Jason Grueneberg stated the Committee received the Economic Development budget along with the proposed 2019 Economic Development Grant Requests in the CEED packet. Jason summarized all the requests that came in and explained he doesn't withhold any applications.

The proposed grant requests included in the budget are:

Marshfield Area Chamber of Commerce & Industry - \$19,500  
Marshfield Economic Development Board - \$30,500  
Marshfield Residential Incentive (MRI) Program - \$31,250  
Wildwood Park & Zoo Welcome Center Project - \$50,000  
Heart of Wisconsin Chamber - \$19,500  
Regional Economic Growth Initiative - \$30,500  
Wisconsin Rapids Residential Incentive Program - \$40,000  
State Fair Booth - \$2,500  
Alexander Field - \$10,000  
Roy Shwery Field - \$7,500

The 2019 total budgeted operating expense for Economic Development Grants is \$241,250, a 58.76% increase in tax levy. It should be noted that the Economic Development budget also includes Planning & Zoning Departmental expenses in the amount of \$7,325 for county marketing and tourism promotion, dues, and mileage for a total tax levy increase of 65.51% in the Economic Development budget. Lengthy discussion followed.

Scott Larsen, MACCI explained how the funding that comes from the County is run through the Chamber Foundation and that they try to do programming and training that benefits other areas of the County too.

Adam Tegan explained the new Wisconsin Rapids Residential Incentive Program. The program, in infancy stage, is designed to give \$5,000 incentive payments to developers to offset development of single family homes in under-utilized or undeveloped city lots.

Justin Casperson shared information on the Wildwood Park & Zoo Welcome Center Project. The main focus for the proposed \$50,000 grant request is the educational exhibit on groundwater which will be in the Welcome Center along with a small reptile display. \$150,000 has already been committed to the Welcome Center; just looking for an additional \$50,000.

Jason Grueneberg stated the county doesn't have a lot of staff resources to put to Economic Development and depends on collaborative players for Economic Development.

Several committee members expressed concerns including the tax levy increase and tax incentive programs going to cities, but not rural areas,

Bill Clendenning, as a representative from the Town of Grand Rapids, was opposed to the Wisconsin Rapids Residential Incentive Program.

Following lengthy discussion the following motions were made.

*Motion by Ken Curry to approve the Economic Development Grants & Contribution expenditures in the 2019 Economic Development budget in the amount of \$151,250, (same as 2018) with the same designations as 2018. Second by Bob Ashbeck. Discussion followed.*

*Motion by Mark Holbrook to amend the previous motion, made by Ken Curry, to approve the Economic Development Grants & Contribution expenditures in the 2019 Economic Development budget in the amount of \$151,250 with no designation as to who gets the money at this time. Second by Bill Leichtnam. Discussion followed.*

*Voting Aye: Mark Holbrook and Bill Leichtnam*

*Voting Nay:*

*Ken Curry – The money needs to be allocated at this time; can review each application in the future.*

*Bob Ashbeck*

*Dave LaFontaine*

**Motion failed.** *Therefore, the original motion was still active and Chairperson Curry called for a vote on the motion he made to approve the Economic Development Grants & Contributions expenditures in the 2019 Economic Development budget in the amount of \$151,250, (same as 2018) with the same designations as 2018.*

*Voting Aye: Ken Curry and Robert Ashbeck*

*Voting Nay: Bill Leichtnam, Dave LaFontaine, and Mark Holbrook*

**Motion failed.** *Discussion followed.*

*Motion by Dave LaFontaine to approve the proposed 2019 Economic Development Grants & Contribution expenditures in the Economic Development budget as presented. There was no second. **Motion failed.***

*Motion by Mark Holbrook to approve the proposed 2019 Economic Development Grants & Contribution expenditures in the Economic Development budget minus the \$50,000 for the Wildwood Park & Zoo Welcome Center Project. There was no second. **Motion failed.***

*Motion by Dave Lafontaine to approve the Economic Development Grants & Contribution expenditures in the Economic Development budget for all past year projects as well as ½ of the requested amount for Wildwood Park & Zoo Welcome Center Project (\$25,000) and ½ of the requested amount for Wisconsin Rapids Residential Incent Program (\$20,000). Second by Robert Ashbeck.*

*Voting Aye: Dave LaFontaine and Robert Ashbeck*

*Voting Nay: Ken Curry, Mark Holbrook, and Bill Leichtnam*

**Motion failed.**

*Motion by Bill Leichtnam to add 10% to the 2018 Economic Development Grant allocation amount of \$151,250; unobligated to any group. Second by Mark Holbrook. Motion passed unanimously.*

Ken Curry stated the committee will make a decision what if anything will be done with the 10% increase. Jason Grueneberg asked for clarification on the motion. He asked if the unobligated amount was the full amount or just the 10% (\$15,000). Bill Leichtnam stated his intention was the full amount and Mark Holbrook agreed that is how he understood the motion he seconded.

*Ken Curry made a motion to reconsider the previous motion as he understood it as the 10% would be unobligated; not the full amount. Second by Dave LaFontaine. Motion passed with Bill Leichtnam voting nay.*

*Motion by Mark Holbrook to increase the 2018 Economic Development Grant allocation amount of \$151,250 by 10% and all 2019 applicants receive a pro-rated portion of the total. Second by Dave LaFontaine.*

*Voting Aye: Dave LaFontaine, Mark Holbrook, and Robert Ashbeck*

*Voting Nay: Ken Curry and Bill Leichtnam*

***Motion passed.***

The Committee recessed for a short break at 11:43 a.m.

The Committee reconvened at 11:52 a.m.

Jason Grueneberg explained the CDBG is part of the Transportation and Economic Development budget and stated he also needed approval on the \$5,000 expense in Contractual Services and \$2,325 expense in Supplies and Expenses in the Economic Development budget.

*Motion by Bill Leichtnam to approve the CDBG budgeted amount and the \$5,000 for Contractual Services and \$2,325 in Supplies and Expenses in the 2019 Transportation and Economic Development Budget. Second by Dave LaFontaine. Motion carried unanimously.*

Jason gave the Committee a copy of the July 2018 Alexander Field report as Jeremy Sickler had to leave the meeting.

Jason Grueneberg presented the, Private Sewage, Census Redistricting, Land Records, Surveyor and Planning & Zoning budgets. He reviewed each budget and explained which ones were levied budgets and the approach that was taken to meet the requested 1% tax levy decrease. (Increase revenue by taking on one new program - Well Delegation and fee increases.) The proposed Surveyor budget meets the 1% tax levy decrease and the proposed Planning & Zoning Budget is at a -0.62% in tax levy. Both the Land Records and Private Sewage budgets have carryover which is allocated as operating expense.

*Motion by Dave LaFontaine to approve the Planning & Zoning, Private Sewage, Census Redistricting, Land Records, and Surveyor budgets as presented. Second by Mark Holbrook. Motion carried unanimously.*

**7. Schedule any Additional Meetings if Necessary.**

The next regular CEED meeting is scheduled for Wednesday, September 5, 2018 at 9:00 a.m. at the Wood County Courthouse in Room 115.

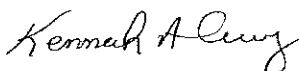
**Agenda Items for Next Meeting.**

- A. Presentation by Cathy Lotzer on the Marshfield Utilities Groundwater Guardian Program.
- B. Non-ferrous Metallic Mining Ordinance.
- C. Groundwater Discussion
- D. Economic Development Discussion

**8. Adjourn.**

*Chairperson Kenneth Curry declared the meeting adjourned at 12:20 p.m.*

Respectfully submitted,



Kenneth Curry, Acting Secretary

Minutes by Lori Ruess, Land & Water Conservation Department

Review for submittal to County Board by Kenneth Curry (approved on 9-12-18 @ 8:55 a.m.)

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 WEDNESDAY, SEPTEMBER 5, 2018  
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Kennth Curry, Robert Ashbeck, Mark Holbrook, Dave LaFontaine, Bill Leichtnam and Harvey Petersen.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg and Kim Keech.

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

UW Extension Staff: Jason Hausler and Matt Lippert.

Others Present: Dist. #12 Supervisor Douglas Machon, Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendening, Nancy Eggleston (Wood County Health Department), and Cathy Lotzer (Marshfield Utilities/Groundwater Guardian Program).

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 9:00 a.m.
2. **Public Comment.** None
3. **Review Correspondence.** None
4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the August 15, 2018 CEED meeting, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Justin Conner, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Shane Wucherpfennig, Tracy Arnold, Adam Groshek, Emily Salvinski, Lori Ruess, Alex Delaney, Matt Lippert, Jodi Friday, Chris Viau, Laura Huber, Nancy Turyk and Jackie Carattini.
  - A. Minutes of Wednesday, August 15, 2018. No additions or corrections needed.
  - B. Department Bills. No additions or corrections needed.
  - C. Staff Activity Reports. No additions or corrections needed.

*Motion by Dave LaFontaine to approve and accept the August 15, 2018 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Mark Holbrook. Motion carried unanimously.*

5. **Risk and Injury Report.** None.
6. **Presentation by Cathy Lotzer on the Marshfield Utilities Groundwater Guardian Program.**

Cathy Lotzer gave a presentation on the Marshfield Utilities Groundwater Guardian Program and Groundwater Guardian Green Site programs. The Groundwater Guardian Green Site program recognizes green spaces for their groundwater and environmental resources. Green spaces consist of large green spaces such as golf courses, parks, nature areas, ballfields and campuses adding recreation, beauty and livability to communities. The Groundwater Guardian Program was started in 1996. The goal of the Groundwater Guardian Program is to encourage people to protect groundwater by educating the community. The program encourages a strong local team with a clear framework for action to benefit the people and water of a community. There are five Groundwater Guardian teams in the State of Wisconsin. The reason that the Groundwater Guardian Program hasn't caught on state-wide is due to a downturn in the economy and lack of funding. The program is difficult to maintain because a designated person is needed to do the job. Some of the Groundwater Guardian Programs

community projects have been water festivals, clean sweep, pharmaceutical collection of medicines (12,529 pounds collected), Girl Scout groundwater patches and rain gardens. Discussion followed.

## 7. Land & Water Conservation Department.

- A. Report and possible action on the Non-Ferrous Metallic Mining Ordinance Shane Wucherpennig explained that the county has been in a waiting pattern to see what Taylor County plans to do with their Non-Ferrous Metallic Mining Ordinance. The intent was to model Taylor County ordinance but Taylor County has decided not to update or amend their proposed ordinance. Shane Wucherpennig shared that the Wood County Non-Ferrous Metallic Mining Ordinance was in the position to be acted on if the CEED Committee was ready. Chairman Curry expressed that the Non-Ferrous Metallic Mining Ordinance to be reviewed at the October CEED Committee meeting.

*Motion by Bill Leichtnam to review the draft of the Wood County Non-Ferrous Metallic Mining Ordinance at the October CEED Committee Meeting and if approved to hold a public hearing prior to sending it to County Board. Second by Dave LaFontaine. Motion carried unanimously.*

### B. Wood County Water

- i. Report to Committee: Purposed county water testing/sampling plans status Shane Wucherpennig and Nancy Eggleston (Health Department) updated the committee regarding the status of the 104 wells that were tested for nitrate levels in Armenia and Southern Wood County. EPA and DNR are aware of the water testing results and the 42% contamination of the 104 wells.

Shane Wucherpennig shared that Wood County and Juneau County have been involved in reviewing a draft of a Memorandum of Understanding (MOU) which was drafted by the Armenia Growers Coalition and would outline a voluntary agreement with Wood County and Juneau County to work with well owners with nitrate levels above 10 ppm to provide them with safe drinking water short term and long term. The MOU draft has been reviewed by the EPA and DNR. EPA feels that the language of the MOU isn't strong enough. The MOU will be updated and completed within 30 days with the EPA recommendations. Shane Wucherpennig had Emily Salvinski create a central sands area map based on soils outlining the cropland corridor which is similar to Exhibit A in the MOU, but not the same. EPA can impose ACT 1431 without a MOU in place to the Armenia Growers Coalition. EPA Act 1431 would outline 6 key compliance requirements that the Armenia Growers Coalition would have to comply with. The preference for Wood County and Juneau County would be to have a voluntary MOU agreement in place versus EPA imposing Act 1431. Three growers of the Armenia Growers Coalition need to sign the MOU if approved by the EPA. EPA will explain results to the public of the wells they tested and found contamination in Armenia and Southern Wood County which will be released by the end of September.

Armenia Growers Coalition plans to assist landowners who have a well that tested high in nitrate levels but only offers to provide bottled water, a treatment system and maintenance for one year.

Lengthy discussion followed with several committee members expressing concerns.

- ii. Groundwater Discussion: Supervisor Leichtnam shared his request to the committee and the County Board Chair Doug Machon to form an ad hoc committee composed of members of each committee appointed by the Chair to bring policy and revision to the County Board as a whole. County Board Chair Machon commented that he won't

form an ad hoc committee because he feels that the issues belong at the committee level and if an ad hoc committee is formed it may become political in nature on county board floor. Supervisor Holbrook feels that an ad hoc committee would help educate the county board. County Board Chair Machon feels an alternative to an ad hoc committee would be a presentation to county board regarding the implications on groundwater. Supervisor Ashbeck shared that he feels that Wood County should have a Groundwater Guardian Program. Shane Wucherpfennig and Nancy Eggleston expressed that they would be willing to give a presentation on groundwater to the county board.

*Motion by Bill Leichtnam for the Land & Water Conservation Department and Health Department to give a groundwater presentation to the county board. Second by Dave LaFontaine. Motion carried unanimously.*

- C. Open bids for David Brehm (Highlander Cranberry) woven wire fence Tracy Arnold shared that two bids were received for the 5,155 feet of 8 feet high woven wire fence for David Brehm of Highlander Cranberry. The DNR has approved 75% cost sharing of the woven wire fence with 25% cost sharing from the landowner. There will be no fiscal impact to Wood County towards the woven wire project. Land & Water Conservation Department has estimated the project to cost approximately \$25,000.

*Motion by Dave LaFontaine to approve the low bid from Real Fence LLC in the amount of \$22,890 for the purpose of the David Brehm (Highlander Cranberry) woven fence project. Second by Bill Leichtnam. Motion carried unanimously.*

- D. Open bids for Pankratz Farms waste storage facility closure Shane Wucherpfennig shared that two bids were received for the Pankratz Farms waste storage facility closure. LWCD staff will inspect the waste storage facility closure once the project is completed. Cost sharing will consist of 50% from Land & Water Conservation Department and 50% from landowner. Land & Water Conservation Department has estimated the waste storage facility closure to cost approximately \$17,300.

*Motion by Robert Ashbeck to approve the low bid to base cost sharing on from Steve Pankratz in the amount of \$31,100 for the purpose of Pankratz Farms waste storage facility closure. Second by Harvey Petersen. Motion carried unanimously.*

- E. Consider/take action on resolution to amend the 2018 Wildlife Damage Abatement & Claims Program (WDACP) budget. Shane Wucherpfennig presented the resolution to amend the 2018 Wood County Wildlife Abatement & Claims (WDACP) budget for unanticipated state aid monies and appropriate those monies to Wildlife Damage expenditures. The Executive Committee has signed the resolution on September 4th. The project is for the David Brehm (Highlander Cranberry) woven wire fence project which has no fiscal impact to the county. Shane Wucherpfennig shared that the resolution needs CEED Committee approval.

*Motion by Bill Leichtnam to approve the resolution to seek County Board approval to amend the 2018 Wood County Wildlife Damage Abatement and Claims Program (WDACP) budget for unanticipated state aid monies and to appropriate those monies to Wildlife Damage expenditures. Second by Dave LaFontaine. Motion carried unanimously.*

## **8. Economic Development.**

- A. Wood County ATV Trail Committee update Jason Grueneberg updated the committee regarding the ATV trail progress with Park & Forestry and Highway Departments. The next ATV Trail meeting will be on September 20th. ATV field work has been tentatively scheduled (weather permitting) on site in the county forests to determine trail accessibility and location. Jason Grueneberg shared that he has met with the Ho-Chunk Nation to outline approach of ATV trails in

regards to the Nekoosa Casino location. Jason Grueneberg commented that the southwest side of the county has unique obstacles such as the fenced area of the Sandhill Wildlife area and that the Town of Remington is not onboard having ATV trails in the town. Jason Grueneberg mentioned that Roland Hawk of the Highway Department will contact the City of Nekoosa and Town of Saratoga regarding the bridge crossing for ATV trails in Nekoosa. Highway Department is researching signage for ATV trails deciding who will absorb costs. Sandra Green from Park & Forestry is researching grant funding. Discussion followed.

A short break was called by Chairman Curry at 11:12 a.m. Chairman Curry reconvened the CEED Committee meeting at 11:20 a.m.

- B. Presentation and discussion on Wood County Economic Development Efforts Jason Grueneberg gave a PowerPoint presentation on Economic Development in Wood County. Jason shared the mission statement, 2018 Economic Development Budget, collaborative efforts with other agencies, coordinating updates to CEED Committee, leveraging grant opportunities and maintaining connections with Economic Development stakeholders. Jason summarized other agencies and programs including; UW-Extension Community Development Educator-Nancy Turyk, Central Wisconsin Economic Development, Central Housing Region, Wood County Housing Repair Program, Marshfield Economic Development Board, REGI, PACE (Property Assessed Clean Energy), tourism based support, project based support and Wood County economic investments.

9. **Private Sewage.** None

10. **County Surveyor.** None

11. **Planning.**

- A. Jason Grueneberg has shared that the Town of Grand Rapids has contacted the Planning & Zoning Department to update the comprehensive plan for the town. The town has requested a proposal for cost and timeline for the comprehensive plans completion.

12. **UW Extension.**

- A. 2019 Contract Update Jason Hausler presented the draft of the 2019 contract between Wood County and the Board of Regents of the University of Wisconsin System. Jason shared that a change in the contract is that educational services are aligned to county priorities and are provided after the contract is signed. The contract needs to be signed after the Wood County budget is approved and by the end of year.
- B. Presentation – UW Extension Agriculture Agent, Matt Lippert Matt Lippert shared that the 2018 Farm Technology Days held in Wood County in July was a successful event with great weather and location. Donations from area businesses, individuals and in-kind volunteering made the event a success. There were almost 2,000 volunteers for the event. Hotels were full in the Marshfield area and in Wisconsin Rapids. Attendance is estimated to be approximately 43,000 for the three day event. The main draw of Farm Technology Days is for farm families. Matt Lippert thanked the committee for their commitment and support to host 2018 Farm Technology Days. Wood County invested approximately \$60,000 for the event. Popular attractions at Farm Technology Days included a cranberry marsh where princesses and politicians wanted to be photographed, creative activities in the youth tent, Farm Medicine Center creating You Tube videos of Farm Technology Days, Farm Medicine Center staff providing health screening and a \$500,000 combine. Financial Report is not yet available.

13. **Schedule Next Meeting.**



The next regular CEED meeting is scheduled for Wednesday, October 3, 2018 at 9:00 a.m. at Wood County Courthouse in Conference Room #114.

**14. Agenda items for next meeting.**

- A. Review and possible action on the Non-Ferrous Metallic Mining Ordinance.
- B. Well presentation.
- C. 3D Groundwater Model

**15. Schedule any additional meetings if necessary.**

A special CEED Committee meeting is scheduled for Friday, September 7, 2018 at 2:00 p.m. at the Wood County Courthouse in Room #114 to discuss the 2019 Economic Development Budget.

A special CEED Committee tour is scheduled for Friday, September 21, 2018 at 7:45 a.m. with the bus leaving the Wood County Courthouse at 8:00 a.m.

**16. Adjourn.**

Chairperson Curry declared the meeting adjourned at 12:20 p.m.

Respectfully submitted,



Mark Holbrook, Secretary

Minutes by Kim Keech, Planning & Zoning Office

Review for submittal to County Board by Mark Holbrook (approved on September 11, 2018 at 8:17 p.m.)

4

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**July 26, 2018**  
**Golden Sands Office, Stevens Point, WI**

**Call to Order:** Ed Hernandez called the meeting to order

**Attendees:** Al Barden (Member-at-Large), Reesa Evans-not present, Gary Beastrom, Marathon Co), Ed Hernandez (Waushara), Denise Hilgart (Golden Sands RC&D Staff), & Amy Thorstenson (Golden Sands RC&D Staff). Deb Jakubek (Member-at-Large), Hugh O'Donnell (Member-at-Large) and Ed Miller (Outagamie). Also Present - Bill Clendenning (Wood), Marcia Noble.

**Minutes:** Correction to be made: Under Attendance, should read, "Hugh O'Donnell-not present and Ed Miller (Outagamie)" instead of Hugh present and Ed (Marquette). Motion made by Al Barden, seconded Ed Miller, to approve minutes of the last meeting with the noted correction. Motion carried unanimously.

**Into closed session –** Motion by Ed Miller, seconded by Hugh O'Donnell– passed – Clendenning and Noble left the room

**Out of closed session –** Motion by Ed Miller, seconded by Hugh O'Donnell – passed – Clendenning and Noble returned

**Treasurer's Report:** Hilgart passed out the treasurer's report. There were no dispersals or receipts out of the norm. No use of the contingency fund. There was a cost savings process change that will reduce banking fees. The payroll process will be completed via QB Direct Deposit instead of banking ACH. Banking Fees have been renegotiated with Huntington. Effective in Aug 2018, the banking fees should be \$0 unless there is an unfortunate banking error on our end. Huntington Bank has also offered a \$40 goodwill credit. Motion by Barden, seconded by Beastrom, to forward to the full council. Motion carried unanimously.

**Financial Procedures:**

**Endowment Funds:** Copies of information on the Natural Resources Endowment Funds were reviewed. There will be a presentation in the July Business meeting. The minimum investment is \$15,000. After one year, there is 4.5% interest paid out yearly. A 1% annual administration fee is charged. This is way above the money market interest of 0.049% received currently.

**Joe Piechowski Memorial Fund:** The interpretive sign has been installed. The smoke tree plaque is completed, installed and completes the project.

**Development and Marketing Plan:** Thorstenson has been working on updating the newsletter. Jennifer Fjelsted has been utilizing her network groups who specialize in web building. Nothing new on direct marketing other than continued facebook posts.

Ed Hernandez invites Anna Cisar to speak at the Waushara County Committee meeting to share our mission with a fairly new committee.

**Staff & Membership:**

**Career Ready Intern:** In this program, the college pays for a student to work at GS. Thorstenson believes a business intern would be the most useful. We have renewed the posting with the UWSP and waiting for a Fall student to apply.

**Personnel Reviews:** Personnel reviews are started and in process waiting for some responses.

**Council Purchases:**

The website update is being led by Jennifer Fjelsted. She had a meeting to research a website upgrade that is low cost but visually more appropriate for our mission while conforming with the WI Assoc branding guide.

**Insurance & Benefits:**

Ed Miller will research the cost of adding a "Volunteer Blanket" to the WI Assoc. liability policy. Ed also mentioned that we are covered under the current Event coverage with our current event list but would need additional coverage if we need to use large equipment for the event.

**Personnel Policy & Procedure Handbook:**

Amy is working on the Newsletter and is work in process.

**Other Business:**

None.

**Adjournment:** The meeting was adjourned at 9:52 a.m. upon motion made by Barden, seconded by Hugh.

Respectfully submitted,

Denise Hilgart  
Administrative Manager, Golden Sands RC & D

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**Forestry / Agriculture / Wildlife Committee Meeting Minutes**  
**July 26, 2018**  
**Golden Sands RC & D Office, Stevens Point, WI**

**Attendees:** Al Barden (Member-at-Large); Bill Clendenning (Wood); Hugh O'Donnell (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff); Deb Jakubek (Member-at-Large); Gary Beasstrom (Marathon)

The minutes of the May 17 meeting were approved.

**Project Updates:**

Demonstration Forests – Merlin Becker supplied written update: A landowner will host the demo forest in Adams Co. Portage County is open (Kathy Guth has decided not to participate).

NRCS Coop Agreement – Individuals to work in the NRCS offices in Portage and Juneau Counties will be hired soon.

Bluebird/Bat houses – kits are here and some have been sold.

Tree Shelter Sales – No report. Committee requested numbers to date for next meeting.

Neighborhood Gardens – New mulch has been spread; a new sign is still needed.

Woods & Wildlife for Today & Tomorrow – Josh submitted a written report. Meetings are scheduled with landowners in September in Necedah, at the Deerfield Town Hall, Hancock and in Portage and Waupaca Counties. Josh is finalizing cooperatives in Monroe, Wood and Marathon Counties.

Managed Grazing program – NACD is supporting pasture walks and grazing workshops to promote EQIP programs, new MOA for technical assistance. This is a new project proposal, "NACD TA MOA". May also cover EBT machines, which was a goal in the Smart & Connected Communities project.

Emerald Ash Borer – DNR grants will pay for replanting (but not maple). Thorstenson looking into possibility of grant to help communities replant.

Smart & Connected Communities – no current activity

New Projects: NACD TA MOA, noted above. Approved.

Other Business – Lumberjack RC&D's 50<sup>th</sup> anniversary celebration on August 16 was discussed and invitations extended.

The meeting was adjourned at 10:45 am.

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Water Committee Meeting**  
**July 26th, 2018**  
**Golden Sands Office, Stevens Point, WI**

4

**Call to Order:** Pat Kilbey, Chair, called the meeting to order at 10:00 a.m.

**Attendees:** Pat Kilbey (Marquette); Shane Wucherpennig (Wood); Ed Miller (Outagamie); Jennifer Fjelsted (Golden Sands RC&D Staff); Brian Haase (Waupaca); Bill Leichtnam (Wood); Anna Cisar (Golden Sands RC&D Staff); Chris Hamerla (Golden Sands RC&D Staff); Ed Hernandez (Waushara); Bill Leichtnam (Wood); Paul Pisellini (Adams); Joe Tomandl (Taylor).

**Minutes:** Motion made by Marquette Co. seconded by Wood Co. to approve minutes of the last meeting. Motion carried unanimously.

**New Projects:** CBCW Big Hills Lake 2018. contracted CBCW services for Big Hills Lake, Waushara Co. Motion made by Waushara Co, seconded by Marquette Co, to approve new project. Motion carried unanimously.

**Update on Groundwater Protection:** Wood County gave update on Groundwater Protection ongoing issues. Juneau and Wood County well water sampling results were main topic. Discussion followed.

**Project Updates by County/Committee/Agency:**

Waushara County: Starting groundwater well testing program. Upcoming Soil Health Workshop.

Wood County: Groundwater well testing follow up under way. Wild Parsnip Inventory and management plan complete.

Waupaca County: Two year groundwater well testing program coming to an end. NRCS/GLRI Demo Farm Network under discussion with Wolf and Upper Fox River Watersheds.

Taylor County: Crop production and weather were discussed.

Adams County: New County Conservationist Kason Morley (not present). Nine Key Element Planning coming to an end.

Marquette County: Central Sands Lake Level Study help ongoing. Healthy Lakes Grants for 2019 gaining traction.

**Staff Updates:**

Chris Hamerla and Anna Cisar gave updates on LTE Work, Ameri-Corps (Waushara County), grant matching using students for in-kind, Resolution for Grant Administrator needs updating.

**Adjournment:** Adjourned at 10:58 a.m.

Respectfully submitted,  
Pat Kilbey  
Temporary Recording Secretary

4

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**  
**July 26th, 2018**  
**Golden Sands RC & D Office, Stevens Points, WI**

**Attendees:** Hugh O'Donnell (Member-at-Large); Al Barden (Member-at-Large); Bill Clendenning (Wood); Gary Beastron (Marathon); Ed Hernandez (Waushara); Pat Kilbey (Marquette); Deb Jakubek (WI Farmers' Union); Steve Bradley (Portage); Shane Wucherpennig (Wood); Bill Leichtnam (Wood); Paul Pisellini (Adams); Al Rosenthal (Marquette); Amy Thorstenson (Golden Sands RC&D Staff); Denise Hilgart (Golden Sands RC&D staff); Joe Tomandl (Taylor); also present: Marcia Noble.

**Call to Order:** Barden, Vice-President, called meeting to order at 11:10 a.m.

**Introductions:** At the request of Barden everyone attending verbally identified himself or herself and named the organization and/or county being represented.

**Approval of Minutes:** Motion made by Clendenning, seconded by Wucherpennig, to accept the minutes of the May 2018 meeting as written. Motion carried unanimously.

**Treasurer's Report:** The treasurer's report for March and April 2018 was passed around. Thorstenson indicated there were no out-of-the-ordinary expenses. Dispersals and receipts were fairly standard. No use of the contingency fund. More bills being paid on-line have reduced the number of checks written. There are still some WDNR reimbursement requests to submit. Motion made by Clendenning, seconded by Tomandl, to accept the treasurer's report and place it on file for review.

### **Old Business**

**Wisconsin RC & D Update:** Barden reported there is a Wisconsin Association of RC&Ds meeting tomorrow, July 27th.

**3-Year Plan Steering Committee:** Thorstenson reported no progress for now.

**Joe P Memorial:** Thorstenson reported the final piece, the memorial plaque by the smoke tree was finally installed. This completes the project.

**Update on Groundwater Legislation:** Leichtnam reported they would discuss this during Waters Committee report.

### **New Business**

**Guest speaker:** Thorstenson introduced Ruth Oppendahl, Natural Resources Foundation of Wisconsin, to speak about endowments available through NRF. Conservation organizations can open an endowment through NRF with an initial minimum of \$15K to open an account. The fund must sit 1 yr before first payout. Annual fees: The fund manager (TIAA) applies a 0.37% management fee to the portfolio, and the NRF applies a 1% administrative fee to the portfolio. Distribution: Annual distribution level is set annually by NRF and is currently at 4.5%. The funds have been earning 8.85% in 2016 and 13.48% in 2017. Our current earnings on the

contingency account (savings account we set aside for emergencies) is 0.049%. There is a clawback agreement in case of extraordinary circumstances. Endowments may be appealing to some citizens looking to make a donation that invests in future financial stability of the organization. Folders were distributed so members could look things over more and be ready to vote on the topic at the September meeting.

### **COMMITTEE REPORTS:**

**Personnel/Finance Committee Report:** Hilgart reported on the meeting this morning. Committee went into closed session, then returned to open session. The minutes of the prior meeting were accepted. The treasurer's report was forwarded to the full council. Endowment was discussed briefly, packets were handed out, review of minimums, fees, and distribution rates. Thorstenson reported the memorial plaque is installed, completing the Joe Piechowski memorial project. Thorstenson reported on the newsletter and that Jennifer Fjelsted (LTE) has been utilizing her networking groups who specialize in web building, researching website upgrade at low cost, and also conforming to WI Association of RC&Ds branding guide. Direct marketing limited to Facebook posts at the moment. Career Ready Internship Program at UWSP may produce a business intern, paid for by UWSP. Personnel reviews are started and in process. Miller will research the cost of adding a Volunteer Blanket to the WI Assoc liability policy.

**Forestry/Agriculture/Wildlife Committee Report:** Barden reported on today's Forestry/Agriculture/Wildlife meeting. One new project: NACD TA MOA, to promote EQIP programs for forestry and grazing. Demo forests had a written report from Merlin Becker, in lieu of in-person attendance. NRCS Coop Agreement was awaiting draft of agreement. Tree shelter sales - committee requested numbers to date for the next meeting. Woods & Wldf had written report from Josh in lieu of in-person attendance. EAB project - Thorstenson looking into possible group grant that would allow communities to buy replacement trees at lower cost. EBT machine idea may be allowable under new NACD TA MOA project.

**Water Committee Report:** Kilbey reported on today's water meeting. One new project: CBCW Big Hills Lake 2018, to provide CBCW assistance. Leichtnam and Wucherpennig reported on the groundwater issue: Well testing project in Wood and Juneau County found people's well water was worse than thought, nitrates far exceeding EPA safe drinking water standards and in some cases beyond what a purification system can fix.

**New Projects:** Big Hills CBCW 2018, direct contract with lake group for CBCW boat inspector, estimated cash cost of \$772 for 32 landing hrs. NACD TA MOA, to promote EQIP programs to landowners for forestry and grazing, MOA total \$50,000. Motion made by Clendenning, seconded by Beastron to approve both new projects. Motion passed unanimously.

**Staff/Project Reports:** Written staff reports were sent out electronically before the meeting.

**Agency/Partner Reports:** Thorstenson announced that the new NRCS State Conservationist is Eric Hurley, a former RC&D staffer from years ago. Jakubek reported on the Grazing workshops and Women Caring for the Land workshops.

**Other Reports:** Lumberjack RC&D invites our members to join them for the 50th anniversary celebration on August 18th. Invitation was passed around.

**Next Meeting:** The next meeting will be September 20th, 2018.

**Adjourn:** The meeting was adjourned at 12:55 p.m. on motion by Hernandez, seconded by Wucherpfennig.

Respectfully submitted,  
Deb Jakubek/Amy Thorstenson  
Temporary recording secretaries, Golden Sands RC & D



Minutes

**Escrow Fund Review Board**

Business Incentive Fund, Marshfield Mill Creek Business Park TID #5

Wednesday, August 29, 2018

Wood County Courthouse, Room #114, Wisconsin Rapids, WI

Members Present: Chair Doug Machon, Marla Cummings, Jason Grueneberg

Others Present: District 15 Supervisor, William Clendenning

1. **Call to Order.** The meeting was called to order at 1:00p.m. by Chairman Machon.
2. **Public Comment.** No public comments.
3. **Approval of Minutes.** A motion was made by Jason Grueneberg to approve the minutes from the August 2, 2017 Escrow Fund Review Board. The motion was seconded by Marla Cummings. Motion carried unanimously.
4. **Review Correspondence.** No correspondence was presented for review.
5. **Consider distribution of incentive funds to Dental Crafters expansion project in Mill Creek Business Park.**

Jason Grueneberg presented information about the Dental Crafters project proposed for Mill Creek Business Park. Dental Crafters has been manufacturing dental restorations in Marshfield since 1989. Over the years they have progressively evolved into a high-tech manufacturer that employs 100 people and provides products and services to dentists across the country. Over the years they have steadily grown their business and have added some new product offerings. As a result of this growth they need to expand and renovate their current building in the Mill Creek Business Park.

The project includes the construction of a 6,500 square foot addition to the current 11,500 square foot building that they occupy on a 3.2 acre property in the Mill Creek Business Park. They will also substantially renovate the existing production floor, and add new computer automated milling and 3D printing equipment. The request is for \$160,000 of TID #5 incentive funds to be used towards the \$2,500,000 project representing a private investment ratio of more than 15:1. The anticipated return on this investment will be over a 10-year time frame, and 20 additional jobs will be created.

Board members discussed the proposed project and agreed that it was an eligible request that warranted incentive fund support. Members discussed how the proposed project met the standards and policies outlined in the Escrow Agreement for TID#5 Business Incentive Fund that was adopted by the Board of Supervisors on March 17, 2015

**A motion was made by Jason Grueneberg to approve the release of \$160,000 of incentive funds to the Dental Crafters. The motion was seconded by Marla Cummings. Motion carried unanimously.**

6. **Adjourn.** The meeting was adjourned by Chairman Machon at 1:23p.m.

Minutes by Jason R. Grueneberg

Reviewed for submittal to County Board by Chairman Machon (approved on Monday, September 3, 2018)



*Activities Report for Shane Wucherpfennig August, 2018*

- **August 1** – In court all day for the Joan Arnold Contested hearing.
- **August 2** – In court all day for the Joan Arnold Contested hearing.
- **August 6** – Worked on Mill Creek Watershed 9 Key Element Plan, Otter Creek Farms Design.
- **August 7** – Attended County Executive meeting.
- **August 8** – Phone conference with Emergency Management to discuss the Land Conservation Coop/Cog Plan
- **August 9** – Attended Wood & Portage County meeting on Wild Parsnip Project in Stevens Point.
- **August 10** – Attended NCLWCA Summer Tour - Portage Co.
- **August 13** – Staff Meeting, Worked on Mill Creek Watershed 9 Key Element Plan.
- **August 14** – Meet with NRCS Technician to Discuss KMA Dairy expansion.
- **August 15** – Attended CEED meeting. Attended Groundwater monitoring/well testing with Wood County LWCD, Health & UW Ext.
- **August 16** – Met with Adams & Waushara County staff in Friendship for 9 Key element plan for the 14 Mile.
- **August 17** – PACRS TMDL Celebration & Update (Pontoon & Politics event) in New Lisbon on Castle Rock
- **August 20** – Attended citizen's "water" committee meeting at River Block.
- **August 21** – Attended County Board.
- **August 22** – Worked on Otter Creek Waste Storage Facility design
- **August 23** – Wisconsin Rapids Radio spot on drinking water testing & water quality protection. Met with NRCS
- **August 27** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **August 28** – Nutrient Management Snap Plus Training in Oshgosh.
- **August 29** – Met with Dan Tritz from Twin Lakes Cranberry to discuss his deer abatement fence.
- **August 30** – Worked on Otter Creek Waste Storage Facility design.
- **August 31** – EPA/DNR Phone Conference on the Armenia/South Wood County well testing.

## **Activities Report for Adam Groshek – August 2018**

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

- ~Permanent CREP easement discussion with DATCP, site visits, and GPS locating of corners for Don Furo.
- ~CREP site visit and maintenance discussions with Glen Peplinski and Russ Biebl.
- ~Planning of CEED committee September 2018 tour.
- ~CREP discussions, paperwork, and meeting set-up with Milz and Lobner.
- ~Additional site visit, design, calculations, and Cultural Resource investigation for 2 grassed waterways for Jim Coenen.
- ~Budgeting assistance for LWCD bond money and future MDV expectations.
- ~Pankratz Farms manure tank abandonment plan design, site visits, bid prep, cost estimate, and bid packet deliveries. Multiple discussions with DATCP staff and original engineer on the safety issues with abandoning the tank.
- ~Discussion on Armenia Coalition of Farmers providing water/water treatment to Port Edwards/Armenia area high nitrate well landowners.
- ~Assisting landowners with various questions on grassed waterways, CREP, prairie plantings, no-till, cover crops, prairie chicken habitat planting, and other cost-share practices in Wood County.
- ~Lee Accola manure abandonment ongoing delays, estimate of work left to be done, and discussions on working with another contractor to do the work instead of initial contractor.
- ~Assisting NRCS and Insight FS with planning for 2019 manure storage/transfer structures for Mike Duckett.
- ~Attendance of the 2018 NCLWCA summer tour in Portage County of the Feltz Farm and Farmstore, MREA, and Little Plover River watershed improvements.
- ~Working with IT on issues with computer network drives on my computer.
- ~Huser enforcement conference discussion on future NOD and maintenance of problematic Slurrystore manure storage structure.
- ~As-built documentation paperwork for the abandonment of an old 6" barn well for Russ Bauer.
- ~Nitrogen use efficiency webinar attendance.
- ~Phone calls on project start date status: Sternweis manure abandonment to wait until 2019, Van Whye manure abandonment still on track to start in October 2018.
- ~Complaint received from Town of Rock wetland fill, discussion with Landowner, DNR, Planning and Zoning on resolution of it.

## *Activities Report for Tracy Arnold 08-2018*

### **Wildlife Damage Abatement and Claims Program**

- Maintaining DNR database with current Wood County information
- Enrolling Wood County landowners for the 2018 crop year
- Coordinating paperwork for the WDACP 2018 season
- Sent out bids notices for 1 approved permanent fences
- Meeting with fence contractors interested in bidding on the fence project
- Preparing a budget amendment with Lori's help
- Continually working with 1 landowner for an approved fence to finalize design
- Start the designs for 6 additional permanent fences to submit to DNR for approval
- Following up on failed fences to bring them back into compliance
- Numerous site visits to verify crop damage in order to apply for shooting permits

### **Non-metallic mining reclamation program**

- Completed testimony for the Joan Arnold/Badger Sandstone hearing (202 hours to date invested)
- Attended CEED meeting regarding bills from Joan Arnold/Badger Sandstone hearing
- Updating NMM databases
- Processing pond exemptions as they come in
- Working with Peter K regarding CIM bankrupt issues
- Processing numerous public record request
- Working with Coulee Frac regarding a new permit application and permit transfer
- Numerous meetings/phone calls with Town of Rock residents regarding the proposed Coulee Frac Sand mine site
- Attended the Coulee Frac Sand mine site tour of the Pinecrest facility in Jackson Co with the Town of Rock residents to answer questions
- Attended the Town of Rock informational meeting regarding the proposed Coulee Frac Sand mine site

### **Land and Water Conservation**

- Entering stream flow data into the SWIMS database for 11 sites (authorized by state to enter data)
- Completed stream flow on Two Mile, Blood Run and Five Mile
- Chair of the Youth Education Committee for the WI Land+Water
- Secretary of the North Central Land and Water Conservation Area Association
- Reserving trees for our 2019 tree sale
- Supervising Alex regarding my programs in the office and field and taking him along on assignments
- Coordinating the 2018 CEED Tour with LWCD, P&Z and UWEX
- Requested new tree sale program from IT, current one is from 1995
  - Checked on the status of the new tree sale program



## **Activities Report for Emily Salvinski August 2018**

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- **Wednesday, August 1.** NMP database maintenance.
- **Thursday, August 2.** Landowner visit for cost-share signatures. Visited Hwy S parsnip site. Updated cost-share shapefile to reflect new contract and parsnip database.
- **Friday, August 3.** Database updating
- **Monday, August 6.** Prepped maps for parsnip meeting. Prepped information about landowner interested in cover crop cost-sharing.
- **Tuesday, August 7.** Re-organized contract mapping tracking.
- **Wednesday, August 8.** Combined three cover crop/no till shapefiles into one for better organization. Prepped another map for parsnip meeting.
- **Thursday, August 9.** Improved Hwy Department parsnip spraying records in arcmap. Meeting with landowner to discuss cost share.
- **Friday, August 10.** Area meeting and tour.
- **Monday, August 13.** Staff meeting. Put together stats for zoning's brochure.
- **Tuesday, August 14.** Added shapefiles for possible cost-share people. Processed checklist-started updating large farms added/deleted fields.
- **Wednesday, August 15.** Reviewed NMP, added updated fields in arcmap.
- **Thursday, August 16.** Put together central sands area map based on soils.
- **Friday, August 17.** Worked on shapefile for 9-key plan.
- **August 20-23.** Vacation Days.
- **Friday, August 24.** Finished up mapping non-NMP ag land and put it in map for 9-key plan. Also made no-till/cover crop map for 9-key plan.
- **Monday, August 27.** Added to 9-key gis database.
- **Tuesday, August 28.** Attended NMP Work Group that introduced SnapPlus 2018 in Oshkosh.

### ***Activities Report for Lori Ruess – August 2018***

- Attended August 13<sup>th</sup> staff meeting and completed minutes.
- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Wednesdays & Fridays.
- Calculated and mailed payroll percentages for specific budgets to Finance for August payrolls
- Proofed North Central Land & Water Conservation minutes.
- Attended August 15<sup>th</sup> CEED meeting and completed minutes.
- Reviewed general ledger and payroll registers and completed journal entries to correct payroll (WRS).
- Mailed the Wildlife Damage Abatement and Claims second quarter reimbursement request to DNR.
- Met with Marla and Shane to discuss budget issue.
- Completed the 2019 Land & Water Admin, DATCP, Wildlife Damage, Nonmetallic Mining, Mill Creek, Multi Discharger Variance (MDV) and 14-Mile Creek budgets. LWCD is meeting the requested budget parameters.
- Requested and mailed payment to Otter Creek Farms in the amount of \$15,280 for their nutrient management.
- Completed a cost-share reimbursement form for Otter Creek Farms and emailed to DATCP for processing.
- Completed change order for Russell & Elaine Bauer – well decommissioning and mailed payment to them in the amount of \$465.50.
- Completed 39.99 acre new 15-year CREP Agreement for Ron & Sandy Lobner.
- Completed a CREP Practice Payment Reimbursement Request in the amount of \$498.00 for Russ & Tara Biebl. Emailed the request to DATCP for processing.
- Requested and mailed payment in the amount of \$1,936.22 for residue management to Phillip and Stacy Vruwink.
- Completed resolution to amend the WDACP budget for \$21,000 in unanticipated revenue.
- Attended August 27<sup>th</sup> CEED meeting and recorded minutes.
- Working on cleaning/organization of electronic files.
- Organized County Board and CEED packet information and took to County Clerk's office.

## Activity Report for Alex Delaney-August 2018

- 9-Key Plan: Mapping fields with no NMP in Mill Creek Watershed using GIS ArcMap
- CREP site inspections (walking field to check plant cover and checking to make sure landowner is mowing/burning CREP site)
- Mulch, weed, and water prairie plants in front of River Block building
- Appraising wildlife damaged fields (checking for chewed buds, corn seeds ripped from ground, and thin patches of alfalfa, etc.)
- Collect stream discharge data from 5 Mile Creek, Bloody Run Creek, and 2 Mile Creek. Also, input data into SWIMS on DNR website.
- Determine tree species for upcoming tree sale and also choose which local nursery we will be ordering from.
- Working with AutoCAD doing tutorials and reviewing well abandonment projects that were completed by Adam Groshek
- Surveying two agricultural fields for a grass waterway installation project.
- Non-metallic mining appraisal for a reclamation project. Landowners have to dig out and slope bank on southwestern end of pond.
- Attend the NCLWCA farm tour in Portage County. Our tour included a visit to the Feltz Farm and also Midwest Renewable Energy Association (MREA).
- Capture and tag migrating Monarchs at Knuth Farm located outside Wisconsin Rapids.
- Attend soil investigation training in Waupaca County. We logged and classified soils in pits to determine whether or not that area would be able to withstand a manure holding pit. Three soil pits were dug in various areas around the property. One was in an area with a high water table and the other two were at a higher elevation which meant they were able to withstand a manure pit.
- Surveying permanent CREP site at Don Furo's. We walked the edge of his CREP to find 6 metal posts and mark each point with a GPS.
- Conduct a non-metallic mining site inspection. We looked for any differences from last year's inspection including raised/lowered berms, amount of fill, and depth of mine.
- Attend monthly CSGG meeting in River Block building.

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director  
Adam DeKleyn, County Planner  
Justin Conner, GIS Specialist  
Jeff Brewbaker, Code Administrator  
Stevana Skinner, Code Technician  
Kim Keech, Admin Services 5  
Victoria Wilson, Admin Services 4

RE: Staff Report for September 5, 2018

**1. Economic Development/Planning (Jason Grueneberg)**

- a. Central Wisconsin Economic Development Fund Board – On August 8<sup>th</sup>, I participated in the CWED Board meeting. Agenda items included extending CAP Services administrative services contract until the end of 2018, loan fund update, financial update, and initiating a strategic planning process for the Board.
- b. ATV Route and Trail Planning – On August 20<sup>th</sup>, I presented an update on Wood County's ATV Trail and Route planning efforts to the Ho-Chunk Land Development Team in Black River Falls. On August 23<sup>rd</sup>, an ATV trail planning meeting was held at the Courthouse.
- c. Central Housing Region – On August 23<sup>rd</sup> and August 24<sup>th</sup>, I shared information about the Central Housing Region home repair program with Central Wisconsin State Fair attendees.
- d. TID #5 Escrow Review Board – On August 29<sup>th</sup>, I participated in a TID #5 Escrow Review Board meeting to consider an incentive request for a business expansion in the Mill Creek Business Park.
- e. Marshfield Economic Development Board – The Marshfield Economic Development Board met on August 30<sup>th</sup> to discuss cleanup of a property near East Industrial Park, the 2019 budget, and a funding request for a water display for the new cougar display and welcome center at Wildwood Zoo.

**2. Planning (Adam DeKleyn)**

- a. Plat Review Officer – (5) CSM's were submitted for review/approval. (2) CSM's were approved/recorded. (4) CSM's are pending approval.
- b. Sewer Service Area Planning (Type I Amendment: Village of Biron) – SSA amendment was approved by County Board and forwarded to WDNR for final approval/decision.
- c. Town of Lincoln Comprehensive Plan Update – All survey responses have been reviewed and compiled into a community survey summary



report. Survey results were presented to Plan Commission for review and discussion. Survey results will be incorporated into the plan update.

- d. Town of Saratoga Community Survey Summary – All survey responses have been reviewed and compiled. Survey summary report is being developed and will be presented at the Town of Saratoga Plan Commission meeting in September. The town will use the survey results in the development of a Strategic Plan.
- e. Wood County Parks, Recreation, and Open Space Plan – Continuing to prepare plan update.
- f. Central Wisconsin Regional Rally – Attended rally hosted by Wood, Marathon and Portage County. Discussion topics included biking and transportation in Central WI, creating biking equity and public and active transit.

### **3. Land Records (Justin Conner)**

- a. ATV Trails – Attended meeting to discuss ATV trails.
- b. Parcel Mapping – Parcel editing as new deeds and CSMs arrive. Updated website with fresh data.
- c. Map and Printing Requests
  - I. Created and printed a series of address maps for Rudolph FD
  - II. Printed numerous posters for Health Dept and UW Extension

### **4. Code Administrator's (Jeff Brewbaker and Stevana Skinner)**

- a. Private Sewage Program, Permitting, Maintenance and Violations
  - i. (35) on-site investigations/inspections/compliances
  - ii. (3) septic system verification letters & failing system investigations
  - iii. (0) failing septic system orders, (1) holding tank maintenance violations & settlements
  - iv. (8) soil tests reviewed, (4) soil on-sites, (3) hydrograph reports reviewed, (1) interpretive soils report reviewed
  - v. (4) holding tank plan reviews, (3) conventional plan reviews, (1) mound plan review, (0) system-in-fill plan
  - vi. (3) sanitary permits reviewed
  - vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals invoices & maintenance
  - viii. (0) sanitary system easements (0) Undersized System Affidavit
  - ix. (1) camper complaints
  - x. (0) court cases for failure to comply with septic tank maintenance program

- xi. (1) meetings with holding tank offenders in office (1) meetings at property owners residence regarding holding tank violations
- xii. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (2) site inspections, meetings or enforcement
- ii. (1) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (1) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. (2) Meetings in office regarding citizens building near floodplain
- vi. Answered questions from citizens regarding building in floodplain and shoreland areas.

c. Shoreland Ordinance Investigations and Permitting

- i. (1) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (6) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (0) navigability determinations
- v. (2) wetland evaluation/site visit
- vi. Stevana attended wetland training 8/6-8/8 & Jeff attended 8/9-8/10. The training was held in Wood County. The training was a workshop presented by UW-LaCrosse Office of Continuing Education and Extension.
- vii. Answered phone calls and met with various people at the counter regarding shoreland zoning requirements.

**5. Office Activity (Kim Keech and Victoria Wilson)**

- a. Monthly Sanitary Permit Activity – There were 19 sanitary permits issued in July 2018 (7 New, 9 Replacements, 2 Reconnect and 1 Non-Plumbing) with revenues totaling \$4,550. There were 16 sanitary permits issued in July 2017 (7 New, 7 Replacements, 2 Reconnects and 0 Non-Plumbing) with revenues totaling \$7,425.

There were 87 sanitary permits issued through July 2018. For comparison purposes, the following are through the same period for the previous five years: 2017 – 98, 2016 – 93, 2015 – 88, 2014 – 93 and 2013 – 108.

- b. 2018 Tax Refund Intercept Program (TRIP) – As of August 29<sup>th</sup>, Wood County has received \$1,784.00 on six outstanding cases.
- c. 2018 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices were mailed on Monday, April 23<sup>rd</sup> with a due date of Friday, August 10<sup>th</sup>. Septic

maintenance 2<sup>nd</sup> reminders are scheduled to be mailed on Monday, September 24<sup>th</sup>.

- d. 2018 Program Fee Notices – The approximately 2,871 program fee notices are tentatively scheduled to be mailed late October with a due date of Wednesday, November 28<sup>th</sup>.
- e. Zoning Permits Database for Shoreland and Floodplain – The new zoning permit database program has been completed by the Information Technology Department. Zoning permits have been transferred from the old TIPfe program to the new zoning permit database system created by the Information Technology Department. Office staff will be reviewing the zoning permits in the new database system for accuracy and updating zoning permits as time permits. This will be an ongoing task.
- f. Enforcement Activities Update (Small Claims) – None.
- g. Document Imaging Projects
  - i. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2016 are available for viewing on Wood County's website [www.co.wood.wi.us/Departments/PZ](http://www.co.wood.wi.us/Departments/PZ). 2017 Sanitary Permits will be prepped and scanned in fall 2018.
- h. Wisconsin Fund Grant Program – The Joint Finance Committee on Thursday, May 11, 2017 on a 12-4 vote adopted ongoing funding for the Wisconsin Fund Grant Program through June 30, 2021.
  - i. (7) Wisconsin Fund Applications FY2019 – Wisconsin Fund Grant Applications were emailed to the State of Wisconsin on January 30<sup>th</sup> meeting the deadline date of January 31<sup>st</sup>. Disbursement of Wisconsin Fund Grant is expected late fall 2018.
  - ii. (1) Wisconsin Fund Applications FY2020
- i. Kim attended the Wellness Committee meeting on August 21<sup>st</sup>.
- j. Victoria attended the ATV Route Discussion on August 23<sup>rd</sup>.

## **CEED Committee Report**

### **August 2018**

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#### **MATT LIPPERT**

*Wood County UW-Extension, Agriculture Agent*

- The Central Wisconsin State Fair was held in August. It was moved up one week from when it has been traditionally held. I assisted with swine entry, emceed the junior beef show, assisted in the ring for the junior and open dairy show, worked with Marshfield ARS to judge the junior haylage samples and coordinated the carcass evaluation from the junior show that was held on the Thursday after the fair. I also assisted at the Market Animal Sale with the radio broadcast of the event.
- The carcass evaluation event mentioned above as part of the fair has about 100 youth involved and is now held at Custom Meats in Marathon City as there are no meat processors in the county available to hold this event. Carcass evaluation is a combination of inspection of hanging carcasses and ultrasound evaluation of live animals for muscle mass, fat cover and marbling. We work with Pinter's in Abbotsford, Smith Brothers Meats and Custom Meats in Marathon City for this event.
- The Market Animal Sale generated over \$280,000 going to the youth exhibitors and a 5% commission to support youth livestock programs.
- Two issues of the Cranberry Crop Management Journal were produced during the month. We took a brief break from the normal schedule for this publication last month due to Farm Technology Days.
- Farm Technology Days is now on the books. Meetings we reconvene in September to assess our financial status and to collect committee reports for future shows.
- I was on the radio with both WDLB and WFHR during the month.
- I met with a group of people that provide input and need to be aware of USDA NRCS programs.
- I assisted with the Wisconsin Rapids Community Picnic.
- A number of home owner questions about specific insects (armyworm) (Japanese beetle), plant blights and land rent, were addressed as I do on an ongoing basis.
- During July and August most of the county suffered a damaging drought, especially on hillsides and lighter soils. At month end the drought broke and while there has been considerable crop loss some crops will benefit from the restored soil moisture. Some damage from wind and hail occurred but we were spared most of the flooding and damage that occurred in other areas of the state.
- With the vacancy of the Horticulture Educator position I met with the Master Gardeners to stay updated on their activities.
- I met with the county Farm Bureau several times and assisted with their activities at the fair. The Farm Bureau is a sponsor of our forage judging at the fair.
- I worked with local producers on questions about pesticide application and courtesy and responsibility to local bee keepers, hay quality questions and budgeting with continues depressed commodity prices.

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#### **JODI FRIDAY**

*Wood County UW-Extension, FoodWise Nutrition Educator*

- Participated in the EFNEP Quarterly Wisline (8/7)

- Listened to the monthly FoodWise Wisline (8/8)
- Participated in a Google Hangout with State staff regarding the EFNEP program in Wood/Portage County (8/10)
- 1st Day as Interim Nutrition Coordinator for Wood/Portage County project (8/13)
- Meet with Jill Hicks to discuss FY19 planning (8/13)
- Listened to Tech Talk Hangout on Google Drives (8/14)
- Meet with Jill Hicks to plan additional FY19 teaching events (8/14)
- Participated in Early Childhood Education Training series Part 1 via Zoom (8/14)
- Attended farewell luncheon for Jeremy Erickson (8/15)
- Attended Healthtide Wave Maker Rally at Hotel Mead (8/16)
- Co-lead Wood/Portage County FoodWise team meeting (8/20)
- Participated in Early Childhood Education Training series Part 2 (8/21)
- Taught Healthy Cents at the Pantry at SWEPS. The lesson focused on extending the harvest, specifically tomatoes, as pantry participants learned to grow their own tomato plant during a cross programmatic lesson with Jeremy & myself (8/21)
- Meet with my mentor Tammy Hanson (8/23)
- Meet with Family Living Educator Jackie Carattini to discuss future joint programming with Ho Chunk Head Start (8/24)
- One on One meeting with AED Jason Hausler (8/27)
- Meeting with SWEPS pantry program manager Dale Davis to discuss future programming needs (8/28)
- Participated in the Early Childhood Education Training series Part 3 (8/29)
- Attended the FoodWise Regional Meeting in Lincoln County (8/30)
- Started the month on a family vacation to Tennessee and ended by moving my oldest daughter to college!

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## **CHRIS VIAU**

*Wood County UW-Extension, 4-H Youth Development Educator*

The following is a summary of Youth Development activities:

### **4-H Club and Program Management:**

- 4-H Club and Volunteer Management concerns- Ongoing

### **Central WI State Fair**

- Pre-Fair preparation and support
  - Jr Fair Superintendent Training & Jr Fair Board August 9
  - Junior Fair Support on site- Sunday August 19-Sunday August 26
  - Market Sale Committee Meeting-next meeting September 2018

### **Other**

- Office furniture installation and cleaning
- Incourage Community Foundation Community Picnic set-up crew

### **Administrative**

- State and Regional Phone Conferences and Meetings

- UW-Extension All Colleague Meeting
- 4-H Youth Development Liaison Responsibilities- 50% FTE

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## **LAURA HUBER**

*Wood County UW-Extension, 4-H Program Coordinator*

- Helped set up community picnic
- Presented with two youth 4-H members at the Wilderness Sportsmen's Club meeting (2 August) about Wood County 4-H program and the 4-H shooting sports program
- Assisted with youth fair entry questions
- Met online with colleagues from four other counties to discuss 4-H camp 2019 (8 August)
- Participated in online onboarding training (9 August)
- Attended Junior Fair Board meeting (9 August)
- Appeared on Insight on WDLB radio (14 August)
- Appeared on Morning Magazine program on WFHR radio (16 August)
- Participated in Area 7 Situational Analysis summary meeting (16 August)
- Served as educational support for the 2018 Central WI State Junior Fair – every day from 19-26 August)
- Central Wisconsin State Junior Fair wrap up

### **Ongoing responsibilities:**

- Compiled articles for the September/October issue of Youth Connections newsletter.
- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 735 followers.
  - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 280 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
  - Enrollment is currently 716 youth members
  - Adult volunteer enrollment is 184
- Ongoing assistance for new leaders and the volunteer background checks
- Training and supervising intern Amanda Kyle (ongoing)

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## **NANCY TURYK**

*Wood County UW-Extension, Community Development Extension Educator*

### Meet & Greets. Discussion of partner initiatives and challenges and potential assistance from UWEX.

- Director of Development Services, City of Marshfield
- Director of Leadership, Talent & Workforce Development, Heart of Wisconsin Chamber of Commerce
- Director of Workforce Development, Midstate Technical College
- County Land and Water Conservation Dept. Staff
- UWEX Center for Land Use Education Staff

### County Assistance

- Developed and submitted Countywide Strategic Planning proposal.

- Provided information about cost savings and programs associated with energy efficiency.
- Secured contracts related to Clean Sweep (fairgrounds and hazardous waste disposal).  
Helped develop and disseminate marketing materials.
- Attended Groundwater Group meeting.
- Participated in discussions about groundwater monitoring with County Health Dept. and Land and Water Conservation Dept. staff.
- Continued discussions with Director of Planning and Zoning

#### Learning and Networking Opportunities

- North Central Workforce Development Board meeting
- Small City Community Forum, New Glarus
- Viewed community sites with UWEX Community Development Specialist
- UWEX and County onboarding activities
- Clark County Community Development Extension Educator

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### **JACKIE CARATTINI**

*Wood County UW-Extension, Family Living Educator*

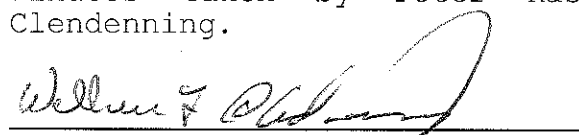
- Attended two Area 7 Situational Analysis team meetings in Marshfield.
- Attended two statewide mentoring committee meetings.
- Attended a quarterly Department of Family Development meeting.
- Attended and led the annual JCEP Board meeting in Stevens Point.
- Attended a professional development conference on Poverty at Wausau West High School on August 20.
- On Aug 15 and Aug 18, attended the Stuff the Bus and Stuff the Desk distribution events.
- Provided information on Food Preservation and upcoming summer programs on WFHR and WDLB.
- Taught a program on Food Preservation at the WI. Rapids Library on Aug 8th.
- Taught a program on Food Preservation at the Nekoosa Library on Aug 14th.
- Taught two sessions of Rent Smart at the Hannah House in Marshfield.
- Taught a program on Food Preservation at the Pittsville Library on August 28th.
- Tested pressure canner lids at a variety of locations including the courthouse, the WI. Rapids Farmers Market and Marshfield Ag Research Station.
- Completed one individual financial coaching session.
- Attended the HealthTide meeting in Wisconsin Rapids.

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: August 21, 2018  
 TIME: 9 a.m.  
 PLACE: Room 317A, Wood County Courthouse  
 TIME ADJOURNED: 9:05 a.m.  
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
 Brad Hamilton, Jake Hahn  
 MEMBERS EXCUSED: Kenneth Curry  
 OTHERS PRESENT: Brent Vruwink, Peter Kastenholz

1. At 9:00 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. The Committee reviewed a resolution to solicit an increase in child support funding to the county child support agencies.  
Moved by Hamilton, seconded by Leichtnam, to support the resolution to solicit additional funding from the State for the county child support agencies. All ayes.
4. The Committee reviewed dog damage claims. Moved by Hamilton, seconded by Clendenning, to pay the claim of Castlerock Veterinary Hospital in the amount of \$86 for rabies testing of a stray animal. All ayes.
5. Meeting adjourned without objection by the Chairman at 9:05 a.m.

Minutes taken by Peter Kastenholz and approved by William Clendenning.

  
 William Clendenning, Chairman



## INVOICE

**Castlerock Veterinary Hospital, Inc.**

1214 S Oak Ave.  
Marshfield, WI 54449  
715-389-1011

**FOR:** Ordinance Control Ordinance Control-WOOD CO  
Courthouse Annex  
184 2nd St North  
Wis. Rapids, WI 54494  
(715) 421-8911

**Printed:** 07-16-18 at 2:13p

**Date:** 07-16-18

**Account:** 780

**Invoice:** 177091

| Date                             | For             | Qty     | Description     | Price    | Discount | Price       |
|----------------------------------|-----------------|---------|-----------------|----------|----------|-------------|
| Services by Makayla Schultz, DVM |                 |         |                 |          |          |             |
| 07-09-18                         | Stray Bite 7/9/ | 1       | Rabies 1st Exam |          |          | 36.00       |
| 07-13-18                         |                 | 1       | Rabies 2nd Exam |          |          | 25.00       |
| 07-16-18                         |                 | 1       | Rabies 3rd Exam |          |          | 25.00       |
| <hr/>                            |                 |         |                 |          |          |             |
| Old balance                      |                 | Charges |                 | Payments |          | New balance |
| 0.00                             |                 | 86.00   |                 | 0.00     |          | 86.00       |

*County Clerk Office*

*715-421-8808*

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: August 24, 2018  
 TIME: 12:00 p.m.  
 PLACE: Room 115, Wood County Courthouse  
 TIME ADJOURNED: 1:35 p.m.  
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
 Kenneth Curry, Jake Hahn  
 MEMBERS EXCUSED: Brad Hamilton  
 OTHERS PRESENT: See attached list.

1. At 12:00 p.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. Courthouse security. Chairman Clendenning explained the noon start time to accommodate the schedules of the judges for their input.

Discussion on current courthouse security. Judge Potter described counties with various issues and degrees of security, those being Green Lake, Columbia, Clark, and Dodge. A couple of counties without security are Adams and Sauk.

Numerous security issues were discussed as well as having armed bailiffs.

Judges provided handouts for Marathon County's screening results for a year and security issues in Wood County courts in 2018. Both documents are attached to these minutes.

4. Discussion of committee members and Maintenance Manager visiting other counties to determine pros and cons of security measures taken by the other counties. Committee consensus that further discussion is needed before this step is needed. Maintenance Manager Reuben Van Tassel is visiting Marquette County for different issue and can explore their security changes and report to committee.
5. Direction of courthouse security. Judge Brazeau explained that the initial security that is needed is closing all entry points into the courthouse with armed security at the front entrance.

Maintenance Manager Van Tassel presented a 3-step proposal for enhanced security measures, attached to these minutes.

6. Review 2019 budget for courthouse security. Moved by Hahn, seconded by Leichtnam, to propose courthouse security expenditures in 2018 of Step 1 - securing Branch I entrance and upgrading door access system and in 2019 implementing Step 2 items of metal detectors and x-ray machine at main entrance, security office at main entrance, and securing employee entrances and main hallways. All ayes.

7. Meeting adjourned without objection by the Chairperson at 1:35 p.m.

Minutes taken and approved by Kenneth Curry.

Kenneth Curry

Kenneth Curry, Secretary (signed electronically)

Judicial & legislative August 24, 2018  
Court House Security.

REUBEN VANTASSEL

DENNIS POLACH

Trent Miner

DOUG MACHON

Todd Wolf

Nick Brazean

Gregory Potter

WC MAINT

WCB. 14

County Clerk

WCB

Brand 3

Br. II

Br. I



## Marathon County Sheriff's Office

August 9 at 9:43 AM · 🌐



Today marks the 1-year anniversary of the security initiative in which a single entry/exit point with security screening was implemented at the Marathon County Courthouse.

In the last year, our security staff have screened 203,788 people entering the courthouse. As a result, they have prevented 1,983 knives, 148 canisters of pepper spray, 2 loaded firearms, 20 rounds of ammunition (in addition to the 2 loaded firearms), 1 firearm component, 15 impact weapons, 18 pieces of drug paraphernalia, 2 items containing illegal drugs, and 502 other prohibited items (scissors, hand cuff keys, alcoholic beverages, etc.) from entering the courthouse.

We have also had more OWI, alcohol, and drug arrests from the courthouse complex over the last year due to early contact with impaired individuals.

Thank you for your patience during the implementation of the new procedures, and thank you to our security staff who have worked hard to increase the safety of the courthouse.

SECURITY ISSUE DATES *Issues in 2018 Wood County*

5/23: PANIC BUTTON – BRANCH 1

6/18: SECURITY CALLED

6/20: SECURITY CALLED – SMALL CLAIMS

7/3: GUN THREAT – BRANCH 1

7/18: SECURITY CALLED – RESERVE COURTROOM BRANCH 3

7/27: SECURITY CALLED – OFFICERS TOOK PERSON TO THE GROUND- BRANCH 2

8/22: SECURITY CALLED – DIVORCE MATTER – BRANCH 1

8/28: SECURITY WILL BE CALLED – WARNED BY CLERK OF COURTS DEFENDANT IS HOSTILE AND UPSET

*This list refers to Courtroom issues additional issues have occurred thru out the courthouse.*

## **COURTHOUSE SECURITY – Preliminary Estimates**

### **STEP 1 ..... \$50,000**

- Secure Branch 1 Entrance
- Upgrade Door Access System

### **STEP 2 ..... \$300,000**

- Metal Detectors & X-Ray Machine at Main Entrance 50 k
- Security Office at Main Entrance 15 k
- Secure Employee Entrances and Main Hallways 50 k
- Upgrade Security Cameras 125 k
- Blinds in Judge's Chambers 30 k
- Secure Hallway Light Switches (Add Occ. Sensors) 30 k

### **STEP 3 ..... \$340,000**

- Secure Maintenance Ramp with Crash Barrier 100 k
- Secure each Department Reception Area 160 k
  - Security Glass, Door, Camera
- Ballistic Material in Judge's Benches 30 k
- Window Coverings in Courtrooms 50 k

The items listed above are an overview of some recommended security improvements based primarily on the most recent US Marshal Survey of the Courthouse.

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: August 28, 2018  
 TIME: 10:00 a.m.  
 PLACE: Room 115, Wood County Courthouse  
 TIME ADJOURNED: 10:50 a.m.  
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
 Kenneth Curry  
 MEMBERS EXCUSED: Brad Hamilton, Jake Hahn  
 OTHERS PRESENT: See attached list

1. At 10:00 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. There were none, but were invited and encouraged during the meeting.
3. Discuss with legislators any issues that may be pending and relevant. There were no legislators present.
4. Review of 2018 Wisconsin Counties Association (WCA) Conference Resolutions.

WCA Director of Government Affairs, Kyle Christenson provided overview of how the resolutions process worked and the avenues they go through before getting to the annual business meeting. There are a total of 59 total resolutions, with 18 of them being restatements of previous positions of the WCA. Christenson gave an overview of the current resolutions. Discussion ensued on specific topics of interest. A copy of all resolutions is available online at:

<http://www.co.wood.wi.us/CountyBoard/MeetingDetail.aspx?MeetingID=1492>

WCA Executive Director, Mark O'Connell, stated that if a resolution is indefinitely postponed at the business meeting, it does not mean that the WCA will not assist counties on those particular issues. Christenson also stated that the WCA is considering having training on how to draft resolutions that are better able to be acted on at the business meeting.

There was no action by the committee for recommendations to the county board chair.

5. Meeting adjourned without objection by the Chairperson at 10:50 a.m.

Minutes taken by Trent Miner, County Clerk and approved by Kenneth Curry.

*Kenneth Curry - via email 8/28/18 @ 2:44 p.m.*

Kenneth Curry, Secretary (signed electronically)



# Judicial - Legislative Committee

Aug 28, 2018

Trent Miner

DENNIS POLACH

Tiffany Ringer

Bill Leichtnam

Keith Langerhahn

Brent Vruwink

Kim McGrath

Matt Lippert

Kyle Christensen

Mark O'Connell

Terry Stelzer

Amy Kamp

Bill Clendenning

Jason Grueneberg

County Clerk

WCB - #14

Register of Deeds

CB Dist. #19

WCA

Child Support Dr

HR Director

UWEX

WCA

WEA

Safety / Risk Mgmt

IT Director

WCB #15

Pw3 Director

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: August 30, 2018  
 TIME: 1:00 p.m.  
 PLACE: Room 115  
       Wood County Courthouse  
 TIME ADJOURNED: 2:20 p.m.  
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
                   Kenneth Curry, Brad Hamilton, Jake Hahn  
 OTHERS PRESENT: See attached list.

1. At 1:00 p.m. Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. The Committee reviewed the 2019 budgets of the departments it oversees:
  - a) Moved by Hamilton, seconded by Leichtnam, to approve the 2019 budget for Branch I/Register in Probate and to forward it to the Executive Committee. All ayes.
  - b) Moved by Hamilton, seconded by Leichtnam, to approve the 2019 budget for Corporation Counsel and to forward it to the Executive Committee. All ayes.
  - c) Moved by Hamilton, seconded by Hahn, to approve the 2019 budget for the Clerk of Courts, which includes Divorce Mediation and Family Court Commissioner, and to forward it to the Executive Committee. All ayes.
  - d) Moved by Hamilton, seconded by Curry, to approve the 2019 budgets for Branch III, Drug Court, and Drug Court Enhanced and to forward them to the Executive Committee. All ayes.
  - e) Moved by Clendenning, seconded by Hamilton, to approve the 2019 budget for District Attorney and to forward it to the Executive Committee. All ayes.
  - f) Moved by Hamilton, seconded by Leichtnam, to approve the 2019 budget for Victim/Witness, including Victim/Witness Task Force, and to forward it to the Executive Committee. All ayes.
  - g) Moved by Hamilton, seconded by Curry, to approve the 2019 budget for Child Support and to forward it to the Executive Committee. All ayes.
  - h) Moved by Hamilton, seconded by Hahn, to approve the 2019 budget for Branch II and to forward it to the Executive Committee. All ayes.

i) Moved by Hamilton, seconded by Hahn, to approve the 2019 budget for Register of Deeds and to forward it to the Executive Committee. All ayes.

4. Meeting adjourned without objection by the Chairperson at 2:20 p.m.

Minutes taken by Kenneth Curry.

  
Kenneth Curry, Secretary

August 30, 2018 Judicial + legislative 100PM,  
Budget

DENNIS POLACH WCB-14

Maia Cumming WC Finnel

Cindy Joesten COC

Brent Vreminich Chief Support

Tiffany Ringer Register of Deeds

Mary Anderson RIP

Gregory Power Br. 1

Ryan M'Milla Drug Court

Emily Nolan-Plutchak Drug Ct / Public Defender

Todd Wolf Br 3 / Drug Ct

Peter Kastenholz

DOUG MACHON WCB

Michele Newman VW

CRAIG LAMBERT D.A.

Julie Jerril Br. 2

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: September 6, 2018  
 TIME: 11 a.m.  
 PLACE: Room 115 Wood County Courthouse  
 TIME ADJOURNED: 12:32 p.m.  
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
 Kenneth Curry (excused partway through the  
 meeting), Brad Hamilton, Jake Hahn  
 OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 11:00 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. Moved by Hamilton, seconded by Leichtnam, to approve the minutes for the August 2, 21, 24, 28, and 30, 2018, meetings. All ayes.

The Committee proceeded to take a number of matters out of order at this time.

4. The Committee reviewed monthly voucher and department reports of the departments they oversee. Moved by Hamilton, seconded by Hahn, to approve the reports and payment of department vouchers. All ayes.
5. The Committee reviewed the claims of David Schreiner and Thomas Reichert. These claims will be provided to the county board.
6. There were no new animal claims against the County.
7. Staffing needs in the Corporation Counsel's office was discussed. Kastenholz explained that the person being retained as the new legal secretary looked like a very strong candidate and likely would be able to perform the extra workload in a half-time capacity, he hopes. No additional support is being sought for attorney services at this time.
8. Review resolution to use contingency funds to pay costs of the Joan Arnold administrative hearing. Moved by Leichtnam, seconded by Hamilton, to approve the resolution transferring \$15,000 from Contingency to the Corporation Counsel's 2018 budget to cover the costs of the Joan Arnold administrative hearing. All ayes. [Curry was excused at this time.]
9. Discussion on job description of Administrative Coordinator. Moved by Curry, seconded by Hamilton, to recommend to the Executive Committee to create a position description for the County Board Chairperson/Administrative Coordinator position. All ayes.

10. Discuss a resolution on merit pay. Human Resources Director Kim McGrath explained that no formal criteria has been set for eligibility for merit pay by a committee or the county board. Unanimous motion passed by the Executive Committee to eliminate the merit pay component of the pay plan. A resolution to that effect will be going to the county board in October. Some staff spoke in favor of keeping the merit program and setting forth the criteria to effectively implement it. Supervisors set forth their thoughts and concerns about the current pay plan.
11. The Committee reviewed correspondence and legislative issues.
  - a. Report of Central Sands Water Committee (CSWC). The Health Department gave a presentation that helped everyone get a handle on the problem. The next meeting is September 17.
12. Courthouse security committee report. Reuben Van Tassel updated the Committee on his tour of the Marquette County courthouse and their security system. They have a single point of public entry as Wood County is contemplating. Marquette County's structural costs were \$300,000. They used one sheriff's deputy to man the entrance 8 hours per day. The Marquette County scenario is quite similar to the tentative plans and cost projections here.
13. County Board rules. General discussion of rules had.
14. Agenda items for the October 2018, meeting:
  - An attempt will be made to have a representative or two from Vilas County appear telephonically to discuss how they addressed courthouse security.
15. The next committee meeting will be October 4, 2018, at 10 a.m.
16. Meeting adjourned without objection by the Chairperson at 12:32 p.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry  
Kenneth Curry, Secretary (signed electronically)

Judicial & legislative

5

Sign Inn September 6 2018

Shane Wicherpfennig  
Jeffery Ringer  
Marla Cummings  
Kathy Aft  
Kim McGrath

Adam Fischer  
Doug MACHON

Cindy Gooster  
Kerry Stehr  
Peter Kastenholz  
Brent Vreughe  
Brandon Vreughe  
Cindy Robinson  
Mary Anderson  
Amy Kauf  
Steve Kreusen  
Lori Skideman  
REUBEN VANTASSEL

LWCD  
Register of Deeds

Finance

Health

HR

WCB #5

WCB

CC

Risk Mgmt

Corp. Counsel

CSA

HJP

Edgewater Haven

RIP

TI

WCEM

WC dispatch

MAINT.

## **Wood County Criminal Justice Task Force Minutes**

### **June 20, 2018**

**Present:** Adam Stublaski, Dept. of Corrections; Caitlin Saylor, Dept of Corrections; Cindy Joosten, Clerk of Courts; Jackie Arnold, Clerk of Courts; Kate Frigo-Drury, Public Defender; Lori Heideman, Wood County Dispatch; Shawn Woods, Nekoosa PD; Craig Lambert, District Attorney; Melvin Pedersen, Grand Rapids PD; Bill Clendenning, Wood County Board; Greg Potter, Branch 1; Suzanne O'Neill, Public Defender; Todd Wolf, Branch 3; Michele Newman, Victim Witness; James Wunrow, Wood County Jail; Ted Ashbeck, Wood County Jail; Dan Schroeder, Dept of Corrections; Steve Kreuser, Emergency Management.

**Minute Approvals:** Judge Potter called meeting to order. No additions or corrections to 3/21/18 Task Force Minutes. Michele Newman states she doesn't think she received the minutes. Judge Potter will check into this.

**Public Comment:** None.

**Additions to Agenda:** Judge Wolf would like to address defendants working off fines through EG while they are sitting a sentence for unpaid fines.

**New Pre-Trial/Jury Process:** Kate Frigo Drury says that FPT problems have been resolved. Judge Potter states from the Court's standpoint, it is working very well. Kate indicates that the defense attorneys are dealing with it. Judge Potter states he has talked to other defense attorneys and they are happy with the process and cases are getting resolved. Kate says what she has heard from the private bar is not all positive. She would still prefer to have a status conference before FPT. She addresses private bar shortage. It is difficult to find counsel for defendants and court dates are coming before counsel is appointed, especially in Wood County. She states Portage County is delaying preliminary hearings. Judge Potter indicates that the State is allowing raising Public Defender rates from \$40 to \$100 per hour. Suzanne O'Neill states that they would appreciate flexibility with scheduling in Wood County. Judge Potter and Judge Wolf state they would be flexible in FPT dates. The defense attorney can contact DA ahead of time and conduct the FPT. Judge Wolf states that problems arise when defendants come to FPT and have only contacted Public Defender a day or two before and one has not been appointed. He usually sets a PTC the following Friday and wants to know that defendant has counsel. He agrees that counsel may appear by phone or in person. He just wants to know that defendant has counsel. A FPT will then be set for next PTC cycle. Both Judge Wolf and Judge Potter agree that Court will be flexible with scheduling FPT's. Counsel needs to communicate scheduling problems to the Judicial Assistants.

**Civil Judgment Paperwork from Probation:** Dan Schroeder talked to Judge Brazeau about civil judgments after last task force meeting in June. Judge Brazeau is not here today. Judge Potter addresses case he had yesterday where restitution was owed on a child support case. The agent was making him pay minimal, although he noticed that



defendant had many tattoos. Defendant stated that he was getting the tattoos for free. After questioning the agent, he could not confirm this. Judge Potter would like to see more agent involvement. Craig Lambert clarifies case that was in court yesterday. Judge Brazeau is doing restitution reviews and Judge Potter states that he may start doing them. It has been discussed that court commissioner may hear them.

**Huber law revocations as it relates to EMP:** Has been resolved and may be taken off agenda for future meetings.

### **Sub-Committee Updates:**

**Restorative Justice:** Kate Frigo has done research on Victim Impact Panels in the area. Waupaca County does VIP's three times a week at a cost of \$5.00. Judge Huber and his judicial assistant run it. Some of the victims' speeches are videotaped. Staff from District Attorney's office check people in at the panel. Reminder letters are sent. Outagamie County has a Criminal Justice Department that runs the Victim Impact Panel and they have staff to handle it. They get their speakers from MADD. Portage County has one person that does everything. Judge Potter questions if the panel is beneficial. Kate feels that for low-level offenders it is very beneficial. There is an online program and the website states that it is Wood County acceptable, but there is no way to monitor if defendants are actually watching it.

**Drug Court:** Judge Wolf prepared a report and is attached to agenda. Judge Potter questions how many people that are in termination phase actually get terminated. Judge Wolf estimates that it is about 50%. There will continue to be a coordinator in Marshfield for drug testing. Veteran's court is continuing to be looked into and Judge Brazeau has agreed to work on getting that running and be the judge that presides over it.

**Round Table:** James Wunrow from the jail requests that defense attorneys meet with inmates in the jail before their hearings, as it presents security issues. Craig agrees that it would be beneficial for their office as well because many times they are waiting around while defense attorneys are talking to their clients and preparing plea questionnaires after the time pleas are scheduled. Judge Wolf also adds to save court time that during FPT's both attorneys know what the offer is and what is going to be accepted before calling the case.

Melvin Pedersen states he sat in on Veteran's Court staffing in LaCrosse. He feels there are benefits and has a great impact on the veterans. He has talked to Leigh Neville-Neil, ADA who is involved in getting a Veteran's Court in Wood County.

Kate advises everyone that the air conditioning is broken in the Public Defender's Office. Their office will be shut down for two weeks, probably the first two weeks of July, for a new HVAC system. Phone calls will be forwarded to another location. Local attorneys will be working here in Wood County. FAX's will be checked once a day.

Cindy Joosten states that she received numerous calls on a case where the victim was from a small community and her initials were on CCAP and they wanted them removed. She complied with the request, but questions whether we want to do it on all cases. Craig says that Michele Newman has talked to him about this also, but he is not in total agreement with it. It was discussed at the DA conference. A solution may be to have a supplemental sheet and names victims by numbers or letters and identify them by name on a supplemental sheet that will be sealed in court record. Kate feels that this will work for defense attorneys. Craig states that it may violate open records law if it is sealed. Michele states she is very concerned about victim's being identified by initials. This issue will be explored more.

Cindy states that CCAP now has a 2-year retention time for not guilty and dismissed cases.

Cindy gives everyone a sample page of how efiled documents will now be signed starting 9/1/18. A 3-inch space needs to be allowed at top of documents and signature will be there.

**Other Business:** Judge Wolf addresses new policy for defendants sentenced for contempt for not paying fines. The jail is requesting that they be able to work off their fine through EG while they are sitting out their fines. He is proposing that defendants be given one day credit off the back of their sentence for every day they work EG. Everyone agrees with policy.

**Next meeting scheduled for September 19, 2018.**

**Meeting adjourned at 1:00 p.m.**

Submitted 6/20/18

Jackie Arnold  
Deputy Clerk of Courts



# Wood County WISCONSIN

CHILD SUPPORT  
AGENCY

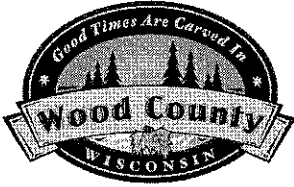
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SEPTEMBER 2018

## MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- Governor Walker declared August "Child Support Awareness Month". This is the sixth year the Governor has made this proclamation. The Proclamation speaks to the value of the child support program and the valuable services the program provides to children and parents.
- With the retirement of long time Family Court Commissioner John A. Kruse we are having our court hearings heard by the Judges until the new Family Court Commissioner starts in the middle of October.
- I attended the Joint Legislative Committee meeting in Mosinee on August 20<sup>th</sup>. I was able to inform county board members from other counties as well as legislators about the funding request we will be making in the state budget process. I also explained the anticipated impact the policy change in regards to birth cost recovery will have on counties.
- I will be attending the WCA Conference at the end of September.
- Staff members and I will be attending the WCSEA Fall Conference in Appleton from September 26<sup>th</sup> – 28<sup>th</sup>.
- One of my goals for the year was to take a management course. In October I will be attending a management course being offered by UW-Madison. The course is titled "Building Effective Teams".
- Agency performance continues to exceed Federal Performance measures. We are ahead in all measures when compared to last year at this time. I can't say enough about the work the staff has done this year considering we lost many years of experience with a retirement and other turnover in the office.
- The current IV-D case count is 3,918.



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
August 2018

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1. Litigation Costs in Joan Arnold Case. As you may recall, Joan Arnold bought property upon which a non-metallic mine was being reclaimed, the mine operator reclaimed the mine to the county's satisfaction but not to that of Ms. Arnold, so she brought a Wis. Stat. Ch. 68 petition for administrative review of the decision to approve the reclamation. Well, that turned into a three-day hearing and now a briefing schedule has been set. There are significant costs for this hearing that the county is responsible for by law; these include the cost for the court reporter and transcript fees as well as the cost for the hearing examiner. The three days for the court reporter cost about \$600. The cost for the transcripts for the three-day hearing is around \$6,000 and the hearing examiner is a local private attorney who has the standard private attorney billing rate of \$200/hour. No one knows yet what the hearing examiner's bill will be since we have not yet done the briefs for him to review and prepare a decision on. I can say it will not be cheap in that there are hundreds of pages of exhibits and the full transcript will run about a thousand pages. The costs to a governmental entity can be high when people exercise their right to petition for review under Ch. 68 and this is just one of those times. The reason I bring the matter to your attention at this time has to do with the costs. The transcript for the first hearing date was submitted along with a bill for the appearance fee. This comes to a little over \$2,200. Neither my department nor other departments budget for the potential for Ch. 68 hearing expenses. If we tried, the funds would probably be deleted from the budget, as the need for them is so speculative and the amounts so variable. As a result, I am coming to the committee to ask that you support presenting a resolution to the county board seeking the transfer of \$15,000 from the contingency account for the costs of this proceeding. We cannot wait until all of the bills come in before we pay any of them as we likely won't get the hearing examiner's bill until after Thanksgiving. Meanwhile, we have the first bill from the court reporter that I have already sat on for over 6 weeks. The good news is that I did not realize this case would be as complicated and time consuming as it has when it began or I would have come to the committee and the county board to seek approval for outside counsel to represent the Land and Water Conservation Dept. My practice here as your in-house counsel just is not designed to commit so much time in such a condensed period to one matter. Anyway, I figure you saved \$25,000, minimum. Hope that makes ponying up the \$15,000 we need a bit easier.
2. Goals: Attending Committee Meetings. I have attended one meeting each of the five main committees of the board and don't want to attend a second. My sense is that my attendance is not well received in that the supervisors and department heads feel that they know how to get ahold of me if needed but if I sit in on an entire meeting, well, I end up participating more than is necessary. There is a fine line between assisting and intervening and my personality and proclivities tend toward the latter. My assertiveness can be useful in some contexts but seems to me to be grating on most folks in this one. Consequently, I think it is counterproductive and a waste of time to attend a second set of meetings. I do not like to waste time so I don't want to go to the second round of meetings. However, you are the bosses and the issue is for you to decide.
3. Goal: Open Meetings Law Power Point. Hmm, how to dodge this one. Okay, so all of that time I have spent on the Joan Arnold case has its consequences and a big one has been my need to reprioritize the work and matters, like the open meetings law power point to the county board, have been pushed to a back-burner, way back. Behind matters that need attending to that I feel I am giving short shrift

to as it is. Over this past winter I had looked at several such power points that other counties have and was considering which one to pirate as the principle vehicle to work from. Now seven months have gone by without touching this and I can't justify putting the time in to get it done right. The committee may want to review with me why it is that I can't justify getting a simple project like this completed.

4. Legal Secretary. We have concluded the application and interviewing portion of the process for the hiring of a new part-time legal secretary. An offer of employment will be going out shortly. There are two things I would like to share with the committee regarding this process. First, although I am seeking to budget for two full-time legal secretaries effective 1-1-19, it won't be clear for several months if having the new position as part-time will be sufficient or not. I will keep the committee posted on this, but rest assured that I will not be spending your tax money or mine on a full-time position if that is not necessary. There are some additional duties applicable to the legal secretary position that make it very hard to predict the hours needed to complete the work. The main one being the e-filing that saves time for the Register in Probate's and Clerk of Court's offices but increases it significantly for ours. Secondly, in working with the last person who held the second legal secretary position for about 6 weeks and contemplating the training of the next candidate, I realize that my expectations for the work product of the new employee are different from those of the current legal secretary. It is not unusual for legal secretaries to transition into paralegal positions as the years go by and the expectations of the position expand. The difference being a paralegal locates and applies relevant law to the facts but a legal secretary doesn't. Partly due to my schedule and workload but more so due to the capabilities of the current legal secretary, over the years the position has morphed into a paralegal. In contemplating the situation, I realize that having a paralegal is necessary to keep the office running as efficiently as possible. By efficiently, I not only mean getting answers to people as soon as possible but also having someone less expensive than an attorney doing so. My plan is to recognize this reality by changing the job description soon.
5. Opioid Litigation. Quite a number of departments have taken a lot of time to collect up information pertaining to damages the county has sustained over the years as a result of the opioid epidemic. That information has been used in completing the Government Plaintiff Fact Sheet that was recently submitted to our counsel. Hopefully that will conclude the labor-intensive discovery aspect of the case.
6. Reichert Notice of Injury. Thomas Reichert, through counsel, has filed a Notice of Injury with the county. The notice maintains that Reichert has suffered a loss due to the county's position that he is not entitled to PEHP (Post Employment Health Plan ) benefits which would allow for the conversion of unused sick leave into funds available to purchase insurance. The notice does not include a claim, consequently there is no action to be taken in regards to the matter at this juncture and there won't be unless and until a claim is received. At that point in time, the committee will likely want to confer with the HR Director and counsel as to a recommended course of action.

RECEIVED

AUG 10 2018 *me*

RECEIVED

AUG 10 2018

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## NOTICE OF INJURY AND CLAIM

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

WOOD CO. CORP. COUNSEL

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

## THE INCIDENT

Date: 8/4/18Time: Approx 9:30 AMPlace: Dexterville Boat Launch - EAST side of Lake

The circumstances giving rise to my claim are as follows:

While DACKING the boat trailer into lake the ~~Right~~ <sup>Left</sup> REAR TIRE of my pick-up truck struck a threaded bolt that protrudes from dock which tore open the sidewall of ~~Right~~ <sup>Left</sup> REAR TIRE. In fact there are 3 threaded bolts that protrude where dock connects to concrete pier. These bolts should have been covered by some material to prevent puncturing a tire. I took pictures of the bolts & the rip in my tire which I emailed to Chad Schooley on Monday 8/6/18

The names of county personnel involved are: \_\_\_\_\_

The names of other witnesses are: Todd Schreiner

## THE CLAIM

I request the following monetary or other relief:

The Cost to Replace the  
Tire = \$206.94 x 67% Thread Left on Tire =  
\$ 138.65

Date: 8/8/18

David Schreiner  
Signature  
Print Name: DAVID SCHREINER  
Address: 1116 So Locust Ave  
Marshfield, WI 54449  
Phone: 715 305 7925

cc: Risk Mgmt. Corp Counsel, P &amp; F

RECEIVED

AUG 27 2018

WOOD CO. CORP. COUNSEL

STATE OF WISCONSIN

CIRCUIT COURT

WOOD COUNTY

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THOMAS REICHERT

vs.

NOTICE OF CLAIM

COUNTY OF WOOD

Pursuant to Wisconsin Statutes § 893.80, Thomas Reichert, by his attorney Timothy S. Gebert, hereby makes the following claim against the County of Wood. The basis for this claim is as set forth in the Notice of Injury and Circumstances of Claim, which is **attached** hereto and incorporated hereby by reference.

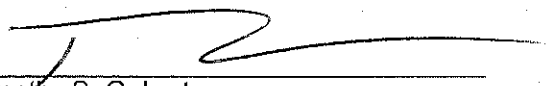
As the result of said action of denial of a Post Employment Health Plan (PEHP), Thomas Reichert seeks actual attorney fees and a finding that he is entitled to Post Employment Health Plan (PEHP) benefits from Wood County.

This claim is provided to satisfy any legal requirement to provide the said County of Wood with notice of a forthcoming legal action. Plaintiff will commence legal action within 6 months of the date of this claim.

Dated this 24<sup>th</sup> day of August, 2018.

GEBERT LAW OFFICE, LLC

By:

  
Timothy S. Gebert  
State Bar No. 1030499  
Attorneys for Thomas Reichert

**Drafted by:**

Attorney Timothy S. Gebert  
GEBERT LAW OFFICE LLC  
321 Market Street  
P.O. Box 848  
Wisconsin Rapids WI 54495-0848  
Telephone: 715-424-1800

**RECEIVED**

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AUG 27 2018

STATE OF WISCONSIN

CIRCUIT COURT

WOOD CO. CORP. COUNSEL  
WOOD COUNTY

THOMAS REICHERT

vs.

NOTICE OF INJURY AND  
CIRCUMSTANCES OF CLAIM

COUNTY OF WOOD

TO: Wood County Clerk  
ATTN: Mr. Trent Miner  
Wood County Courthouse  
400 Market Street  
Wisconsin Rapids, WI 54495-8095

Wood County Corporation Counsel  
ATTN: Attorney Peter Kastenholtz  
400 Market Street  
Wisconsin Rapids, WI 54494

Please be advised that Thomas Reichert does hereby respectively submit a Notice of Injury and Circumstances of Claim pursuant to Wis. Stats. § 893.80, based upon the following facts:

1. Thomas Reichert is an adult that resides in Wisconsin Rapids, Wood County, Wisconsin.
2. Thomas Reichert is the duly elected Sheriff of Wood County whose term expires January 31, 2019.
3. That Thomas Reichert has requested a determination that he is entitled to post employment health plan benefits from the County of Wood.
4. That the Corporation Counsel for the County of Wood has offered a legal opinion that he is not entitled to said benefits and the County has accepted this position.
5. Despite meeting all criteria and resolutions, see specifically Wood County Resolution 14-3-2, the County has taken a position that is contrary to its own policies and procedures.
6. That as a result of said arbitrary and capricious actions, Thomas Reichert has suffered a loss, including, but not limited to, attorney fees and potential financial harm.



Accordingly, Thomas Reichert reserves the right and will seek redress against County of Wood and hereby seeks actual attorney fees and a finding that he is entitled to Post Employment Health Plan (PEHP) benefits from Wood County.

Please acknowledge this Notice of Injury and Circumstances of Claim return correspondence. We enclose a self-addressed stamped envelope for your convenience. Also, please advise us of your liability insurance carrier.

Dated this 24 day of August, 2018.

GEBERT LAW OFFICE, LLC

By: 

Timothy S. Gebert  
State Bar No. 1030499  
Attorneys for Thomas Reichert



# Wood County

## WISCONSIN

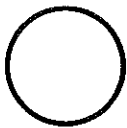
### REGISTER OF DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

**SEPTEMBER 2018**

#### **MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE**

- I met with Emergency Preparedness Coordinator, Sarah Christensen and Emergency Management Program Assistant, Mark Stickney to discuss and modify the Register of Deeds office plan on August 7<sup>th</sup>
- Dual monitors and receipt printers are now installed at each employee's station. This reduces printing for e-recording, eliminates password sharing and allows for each staff member to perform their duties more efficiently.
- I attended the WRDA Legislative committee meeting on August 16<sup>th</sup>
- I attended the County Board meeting on August 21<sup>st</sup>
- I met with Maintenance Manager, Rueben Van Tassel regarding a security camera in the vault to monitor searching activity and also about installing lockers for anyone entering the vault as cell phones; tablets, etc. are not allowed. We are looking into options.
- I will be attending the WRDA District 7 meeting in Waupaca on August 30<sup>th</sup>
- I will be attending the Fidlar user group meeting in Stevens Point on September 11<sup>th</sup>
- I will be attending the WCA conference in LaCrosse on September 24-25



## RESOLUTION#

Introduced by Judicial & Legislative Committee  
Page 1 of 1

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

LAD

**INTENT & SYNOPSIS:** To amend the 2018 budget for Corporation Counsel by transferring \$15,000 from the contingency account to pay for unanticipated expenses in the Joan Arnold litigation.

**FISCAL NOTE:** Transfer \$15,000 from available balance in contingency. At the time of this request, the current balance in the 2018 contingency account is \$301,683.

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

| Account                | Account Name               | Debit    | Credit   |
|------------------------|----------------------------|----------|----------|
| 101-9901-51590-000-399 | Contingency                | \$15,000 |          |
| 101-0901-51320-000-211 | Corp Counsel Prof Services |          | \$15,000 |

**WHEREAS,** Wood County regulates non-metallic mining via the issuance of reclamation permits by the Land and Water Conservation Department (LWCD), and

**WHEREAS,** a non-metallic mining reclamation permit was issued for property that was eventually purchased by Joan Arnold (Arnold), and

**WHEREAS,** when the LWCD was satisfied that the reclamation plan for the Arnold property had been properly completed, a Certificate of Completion (COC) was issued, and

**WHEREAS,** Wis. Stat. Ch. 68 gives persons who are negatively impacted by a governmental decision the right to appeal that decision through a process that includes an administrative hearing, and

**WHEREAS,** Arnold appealed the grant of the COC by the LWCD, which reached the stage of an administrative hearing and a three-day hearing was held involving hundreds of pages of exhibits from each side (the County and Arnold), and

**WHEREAS,** no funds have been budgeted to pay for the costs of the court reporter and transcripts of the proceedings (approximately \$6,000 total) and the attorney retained to serve as the hearing officer (estimated at \$8,000+), and

**WHEREAS,** neither the LWCD nor the Corporation Counsel's Office budgets have funds available to pay these expenses yet the law requires the County to pay them.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to amend the Wood County budget for 2018 by directing that \$15,000 be taken from Contingency Account # 51590 and placed into the Corporation Counsel Professional Services-Legal Account # 101-0901-51320-000-211 to be used solely for expenses associated with the Joan Arnold administrative hearing.

**BE IT FURTHER RESOLVED** that pursuant to Wis. Stats. s. 65.90(5), the County Clerk is directed to publish a Class 1 notice of this budget change within 15 days.

6

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

**DAY & DATE:** Tuesday, August 21, 2018  
**PLACE:** Wood County Courthouse, Room 114, 400 Market St,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 9:15 A.M.  
**ADJOURNMENT TIME:** 9:20 A.M.  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch,  
Supervisor Marion Hokamp, Supervisor Lance Pliml,  
Supervisor Dennis Polach  
**OTHERS PRESENT:** Roland Hawk, Wood County Highway Commissioner

1. Call meeting to order. Meeting called to order by Supervisor Fischer at 9:15 am.
2. Fischer declared a quorum.
3. Public comments. None.
4. Pittsville Shop Sale

**Motion to accept the sale of the Pittsville Shop to Tom Gardner made by L. Pliml and seconded by W. Winch. All in favor. Motion carried.**

The committee agreed that the money received from the sale should be earmarked for the future construction of a replacement salt shed.

5. **Motion to adjourn made by A. Fischer and seconded by D. Polach at 9:20 AM. All in favor. Motion carried.**

Signed electronically by Secretary Marion Hokamp

*Marion Hokamp*

Minutes taken by Roland Hawk, Wood County Highway Commissioner

6

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

**DAY & DATE:** Thursday, August 30, 2018  
**TIME:** 9:00 a.m.  
**PLACE:** River Block Auditorium, 2<sup>nd</sup> Floor, Suite 206, 111 W. Jackson St.,  
WI Rapids, WI 54495  
**ADJOURNMENT TIME:** 9:20 A.M.  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch, Supervisor Marion Hokamp, Supervisor Dennis Polach  
**EXCUSED:** Supervisor Lance Pliml  
**OTHERS PRESENT:** Roland Hawk, Highway Commissioner; John Peckham, Highway Accounting Supervisor; Chad Schooley, Parks & Forestry Director; Sandra Green, Parks & Forestry Office Supervisor; Board Supervisor, Bill Clendenning; Doug Machon, Wood County Board Chairman; Marla Cummings, Director of Finance.

1. Call meeting to order. Called to order at 9:00 am.
2. Declaration of Quorum. Declared.
3. Public comments. No public comments.
4. 2019 Parks and Forestry Fees. Discussed. Supervisor Winch suggested putting signs on all of our shelter areas to indicate the shelter is for rent and contact information. **Motion to approve by M. Hokamp and seconded by W. Winch. All in favor. Motion carried.**
5. Review of budgets.
  - a. Parks & Forestry Budget: Changes from last submitted budget include Liability Insurance and Health Insurance as well as an increase in hourly rate for seasonal employees which would be a ranger of \$11-\$13.50. B. Winch has questions regarding non-lapsing accounts and what those balances are. Chairman Fischer suggested adding this as an agenda item for a later date. M. Cummings will bring this to a future Executive Committee for consideration. Parks budget is approximately \$4k over what was requested in the 2018 budget. **Motion to approve the Parks & Forestry 2019 budget by B. Winch and seconded by D. Polach and forward to the Executive Committee. All in favor. Motion carried.**
  - b. Highway Budget: Commissioner Hawk is comfortable with what he is submitting for the Highway Department budget. Most of the highway budget dollars are generated through State & Municipal projects and the GTA program through the State. The department has looked into different ways to generate revenues such as increasing various fees. They cut the 1% that was requested. The Frac Sand money that was carried over from last year will be spent yet this year on a project that is now complete. The Frac Sand account can be discussed at a later date. **Motion to approve the Highway budget and forward to the Executive Committee by D. Polach and seconded by M. Hokamp. All in favor. Motion carried.**
6. Determine date for the fall Highway and Forestry tour. September 12, 2018 will work for most people for the tour which will begin at 8:00 am. And start at the Highway Shop. The tour will go North toward Marshfield and to the west and then through county forests. The tour will last approximately 3-4 hours.
7. **Chairman Fischer adjourned the meeting at 9:50 am.**

Signed electronically by Secretary Marion Hokamp

*Marion Hokamp*

Minutes taken by Sandra Green, Wood County Parks & Forestry Office Supervisor

## MINUTES HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE

**DAY & DATE:** September 6, 2018  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Ave North,  
Wisconsin Rapids, WI 54495

**ADJOURNMENT TIME:**  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch,  
Supervisor Marion Hokamp, Supervisor Dennis Polach  
Supervisor Lance Pliml.  
**EXCUSED:**  
**OTHERS PRESENT:** Chad Schooley, Director of Parks and Forestry; Fritz  
Schubert, Forest Administrator; Roland Hawk, Highway  
Commissioner; Sandra Green, Office Supervisor of Parks  
and Forestry; Supervisor Bill Clendenning; Doug Machon,  
County Board Chairman; Heath Hiles; Cintas  
Representatives Brian Reas and Ben Hoffman; Wood  
County Sheriff's Deputy Shawn Becker; Planning &  
Zoning Director Jason Grueneberg

1. Call meeting to order. Called to order at 8:00 am
2. Declaration of Quorum. Declared.
3. Public comments. Heath Hiles commented regarding establishing mountain biking trails at South Bluff. Would essentially like to present this to the entire County Board.
4. Correspondence. None.
5. **CONSENT AGENDA** – Pull Sandy Green's report as well as the bills from both Parks and Highway. **Motion to approve the consent agenda by M. Hokamp and seconded by D. LaFontaine. All in favor. Motion carried.**
  - a. Approve minutes from previous committee meetings
  - b. Department Staff Reports
  - c. Department Vouchers
  - d. Department Revenue Reports
6. Review items, if any, pulled from consent agenda. Consensus by the committee regarding the revenue report for the Parks Department is to return to the way they were presented to the committee previously so the reports will be brought to the meetings rather than placed in the packet. **Motion by B. Winch and seconded by D. LaFontaine to approve bills and Sandy's report. All in favor. Motion carried.**
7. ATV Update. R. Hawk presented the update. They are wishing to present and pass a local ATV ordinance to create and connect trails. This will be presented at the next County Board meeting. Recently, Vesper and Township of Seneca opened up portions of their roads. Nekoosa also passed an ordinance to open up their streets recently. Jason G. stated they will try to ride some of the routes and areas over the next few weeks and report back on the conditions. One of the big challenges they are running into is through the T. of Remington to get through to Jackson County. Will also be riding on some of the county forest blocks. C. Schooley stated they are opening up parts of the Dexter area and campground and will begin signing those areas this fall. The trails will be considered open once they are signed properly. At some point if and when ATV trails are opened in Wood County there is enforcement and maintenance money that will need to be considered in terms of purchasing equipment and reimbursing for patrol.

8. Update on fall tour with Forestry and Highway. This will be held on September 12<sup>th</sup>. Highway has three projects to be viewed on that day. Forestry will have ATV trail possibilities as well as a few timber sales as well.

**9. HIGHWAY**

- a. County Highway Department Cooperative Agreement (Marathon County). The Hwy. has an agreement with other counties so that in case of an emergency they have arrangements to work together for equipment, staff and resources. R. Hawk is looking to have the committee approve and sign this. **Motion to approve the County Highway Department Cooperative Agreement by B. Winch and seconded by D. Polach. All in favor. Motion carried.**
- b. ATV Ordinance. R. Hawk presented a resolution for signature to be passed onto the County Board. He outlined the changes and updates as presented. Liability was discussed. The resolution will go forward with the following changes: The HIRC committee and the Highway Commissioner perform an audit of decisions on an annual basis. The Highway Commissioner has approval and is allowed to make decisions as needed throughout the year. Decisions can also be reviewed quarterly if there are any objections, inquiries or questions regarding those decisions.  
Jurisdiction is important to the county so if the municipality does not want routes, they will respect that and will not open up county roads.  
**Motion by B. Winch and second by A. Fischer. All in favor. Motion carried.**
- c. Discussion in Opposition to Increased Truck Length and Width. Discussion only. R. Hawk met with Chairman Machon and a representative from CBT to formally pass a resolution supporting opposition to this. They have been opposing this since 2015. The reason is they have an 80K lb. weight limit and a seasonal 90K lbs. and this federal bill would promote 91K lb. weight limit on all state and federal roads and effectually county and municipality roads. All county roads are already struggling with the number of deficient bridges. This will be placed on the first agenda item before the tour on September 12<sup>th</sup>.
- d. Engine Braking Signs. Shawn Becker and R. Hawk presented this issue to the committee. The Hwy. Dept. has objected to these signs as a local ordinance had to be in place in order to be enforced. They will put a map together for the Sheriff's Dept. so they know where the signs are. Consensus of the committee is to put the signs up.
- e. Employee Uniforms Policy. This will be for everyone working out in dangerous situations and high traffic areas. They will have safety vests available for seasonal help as well. **Motion to approve the Employee Uniforms Policy for the Highway Department by M. Hokamp and second by B. Winch. All in favor. Motion carried.**

## PARKS AND FORESTRY

- f. 2019 County Conservation Grant resolution. This is an annual resolution to be approved by the committee to release musky into the Nepco Lake and the Wisconsin River by the Consolidated Musky Club. Half of the funds come from the DNR and other half is donated from the club. **Motion to approve the resolution for 2019 by A. Fischer and second by M. Hokamp. All in favor. Motion carried.**

### 10. Future Agenda Items.

- a. Add to the September 12th agenda: Opposition to engine braking issue.
  - b. Add to October 4<sup>th</sup> agenda: Discuss and/or take action regarding the Disc Golf League representative receiving a lot of feedback regarding the "Pay to Play" decision.
  - c. Fritz will have some Timber Sale Contract extensions for approval. Remove his report from the Consent Agenda for discussion.
11. Set next regular meeting date. Special Tour meeting held on September 12, 2018 for Highway and Parks. Next regular meeting to be held on October 4, 2018 at 8:00 am at the Wood County Highway Department, 555 17<sup>th</sup> Ave. North, Wisconsin Rapids, WI 54495.
12. Fischer declared the meeting adjourned at 9:39.

Signed electronically by, Secretary Marion Hokamp

*Marion Hokamp*

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor



## **PARKS CONSTRUCTION SUPERVISOR REPORT**

September 6, 2018

By D. Quinnell

### CURRENT PROJECTS

- We are still working on the shelving in the shop addition for South Park. When this is finished we will sell or demolish the "old shop".
- The parking lot for the Trail Head at Nepco was expanded.
- We started the new control building at Powers Bluff tube hill. This project should be completed in time for the upcoming season.
- Work continues on rerouting the snowmobile trail on the north property at Powers Bluff.
- Work has begun at North Park Disc Golf in changing some baskets, installing new baskets and upgrading to the "fee" system.

### MAINTENANCE OPERATIONS

- All parks are weed trimming and keeping shelters clean.
- All wells and beaches are at safe water tests at this time.

### EMPLOYEE MATTERS

- Our LTE summer help will be leaving in September.
- We had an Employee meeting/Safety meeting and appreciation lunch at Red Sands Pavilion.

### OTHER

- The equipment auction produced \$3,650.25 in revenue from retired equipment.
- The new 2018 Dodge 3500 flatbed is in service at North Park.

**WOOD COUNTY PARKS & FORESTRY**  
**OFFICE SUPERVISOR REPORT**

September 6, 2018

By: Sandra Green

**SNOWMOBILE:**

First meeting of this season is September 10, 2018.

**ATV:**

- I met with Randy Bowden on August 6, 2018 at the ATV Park for our regular monthly meeting.
- I attended the ORV "Off Road Vehicle" council meeting in Wausau on August 28<sup>th</sup>.
- Processed the ATV Maintenance and sent that to the State for reimbursement as well as to the snowmobile club for payment.

**OFFICE:**

- Provided Wellness materials to employees in the field and office.
- I attended and had a booth at the Domtar Fair in Nekoosa.
- Spoke regarding Wellness and other important changes in our office at the Annual Summer Employee Picnic at Red Sands Beach Pavilion on August 23, 2018.
- Starting with the October HIRC meeting we will process our monthly revenue reports on a regular monthly basis as we did prior, but one month behind. This is due to deadlines from other offices of various financial reports and tax logs. In order for us to be able to place one full month (i.e. June 1 – June 31) of revenue into a report for the packet to the committee, we will use this process moving forward. Also, this process will allow us to be able to compare monthly reports from years past without confusion. If you have questions or concerns, please feel free to talk to Chad or I.
- Worked with Chad in designing the new Disc Golf Permit for 2019 as well as the informational poster.
- As the Wellness Champ for Parks, I attended the monthly Wellness meeting on August 21, 2018.
- Continue to work with IT on upgrades and changes to our reservation system.

## **Parks and Forestry Director Report**

By Chad Schooley, Parks and Forestry Director  
September 6, 2018  
HIRC meeting

- Prepared 2019 draft budget for the 8/30/18 HIRC meeting
- Attended ATV planning meeting with representatives from P&F, P&Z, and HWY on July 31<sup>st</sup> and August 23rd. Ordered signage for Dexter Park. Signs will be installed once they are received.
- Assisted in the planning for the Limitless Bootcamp 6k and obstacle course, held at South Park on 8/26/18. Event planners would like to have this be an annual event.
- Met with Willow Run Disc Golf representative regarding relocating one of the holes, and one of the tee locations, to create a safer area for other park users. We will also be working with the group this fall on pouring concrete tee pads for the alternate tee locations.
- We held our annual employee meeting at the Red Sands Beach Pavilion. At this meeting, we provide all staff with a luncheon in appreciation of all of their hard work throughout the year.

**August:** 56 shelter reservations, McMillian Library movie in the park (SP), Limitless Bootcamp 6k/ obstacle course

**Special Use Permits** None at this time

# TIMBER SALE BALANCES

## From 7/18/2018 to 8/14/2018

| CONTRACT | TRACT | CONTRACTOR      | CONTRACT AWARD AMOUNT | CONTRACT AWARD DATE | CONTRACT EXPIRATION DATE<br>(highlight gray expire this year) | \$ RECEIVED CURRENT MONTH | AMOUNT BILLED TO DATE CURRENT YR | AMOUNT RCVD TO DATE CURRENT YR | ENDING MONTH BALANCE |
|----------|-------|-----------------|-----------------------|---------------------|---|---------------------------|----------------------------------|--------------------------------|----------------------|
| 719      | 9-13  | SCHREINER       | 47,060.00             | 10/03/13            | 03/31/19  |                           | 22,244.03                        | 22,244.03                      | 0.00                 |
| 724      | 14-13 | FUTUREWOOD      | 28,856.00             | 06/05/14            | 03/31/19  |                           | 31,013.22                        | 31,013.22                      | 0.00                 |
| 731      | 6-14  | FUTUREWOOD      | 39,138.80             | 12/04/14            | 03/31/19  |                           | 0.00                             | 0.00                           | 0.00                 |
| 740      | 7-15  | FUTUREWOOD      | 26,762.50             | 04/07/16            | 03/31/19  |                           | 9,669.08                         | 9,669.08                       | 0.00                 |
| 741      | 8-15  | THURS LOGGING   | 23,936.00             | 04/07/16            | 03/31/19  |                           | 0.00                             | 0.00                           | 0.00                 |
| 744      | 2-16  | DELANEY FP      | 26,079.50             | 04/07/16            | 03/31/19  |                           | 0.00                             | 0.00                           | 0.00                 |
| 745      | 3-16  | FUTUREWOOD      | 15,157.50             | 04/07/16            | 03/31/19  |                           | 0.00                             | 0.00                           | 0.00                 |
| 747      | 4-16  | WILSON FORESTRY | 28,050.00             | 10/06/16            | 10/15/18  |                           | 0.00                             | 0.00                           | 0.00                 |
| 748      | 5-16  | FUTUREWOOD      | 18,522.10             | 10/06/16            | 10/15/18  |                           | 0.00                             | 0.00                           | 0.00                 |
| 749      | 6-16  | FUTUREWOOD      | 33,638.00             | 10/06/16            | 10/15/18  |                           | 9,892.78                         | 9,892.78                       | 0.00                 |
| 750      | 7-16  | LAMBERT FP      | 185,702.50            | 10/06/16            | 10/15/18  |                           | 46,650.00                        | 46,650.00                      | 0.00                 |
| 757      | 12-16 | YODER LOGGING   | 26,890.00             | 11/14/17            | 12/31/19  |                           | 0.00                             | 0.00                           | 0.00                 |
| 758      | 13-16 | FUTUREWOOD      | 37,074.50             | 11/14/17            | 12/31/20  |                           | 0.00                             | 0.00                           | 0.00                 |
| 759      | 15-16 | VERSO           | 35,935.00             | 04/04/18            | 03/15/21  |                           | 0.00                             | 0.00                           | 0.00                 |
| 760      | 1-17  | DELANEY FP      | 35,908.00             | 11/14/17            | 12/31/20  | 7,486.34                  | 19,505.00                        | 20,250.91                      | 745.91               |
| 761      | 4-18  | VERSO           | 36,625.00             | 07/07/18            | 06/01/20  |                           | 0.00                             | 0.00                           | 0.00                 |
| 762      | 4-17  | FUTUREWOOD      | 14,431.60             | 11/14/17            | 12/31/19  |                           | 0.00                             | 0.00                           | 0.00                 |
| 763      | 5-17  | LAMBERT FP      | 27,582.50             | 11/14/17            | 12/31/19  |                           | 0.00                             | 0.00                           | 0.00                 |
| 764      | 6-17  | FUTUREWOOD      | 14,091.00             | 11/17/17            | 12/31/19  |                           | 0.00                             | 0.00                           | 0.00                 |
| 765      | 2-17  | FUTUREWOOD      | 16,850.05             | 07/02/18            | 06/01/21  |                           | 0.00                             | 0.00                           | 0.00                 |
| 766      | 7-17  | YODER LOGGING   | 6,120.00              | 07/02/18            | 06/01/20  |                           | 0.00                             | 0.00                           | 0.00                 |
| 767      | 2-18  | WIITALA & VOZKA | 37,800.04             | 07/07/18            | 06/01/20  |                           | 0.00                             | 0.00                           | 0.00                 |
| 769      | 1-18  | LAMBERT FP      | 33,543.20             | 07/07/18            | 06/01/20  |                           | 0.00                             | 0.00                           | 0.00                 |
| 770      | 6-18  | LAMBERT FP      | 64,706.00             | 07/07/18            | 06/01/20  |                           | 0.00                             | 0.00                           | 0.00                 |
| 771      | 3-18  | YODER LOGGING   | 64,671.00             | 07/07/18            | 07/01/21  |                           | 0.00                             | 0.00                           | 0.00                 |
| 772      | 5-18  | YODER LOGGING   | 12,934.00             | 07/07/18            | 07/01/20  |                           | 0.00                             | 0.00                           | 0.00                 |
| 755      |       | FIREWOOD        |                       |                     |   |                           |                                  |                                |                      |

Payments Received This Month: \$ 7,486.34

745.91

Payments received this month SUB TOTAL: \$ 7,486.34

10% Town Revenue: \$748.63

90% County Revenue: \$ 6,737.71

Total County Forestry Revenue for this month: \$ 6,737.71

Jobs Finished

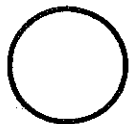
Jobs Started

Jobs Continuing

Jobs Gone Inactive

**2018 Forestry Revenue to date: \$ 206,027.81**

(should match TimberBase 90% Forestry Revenue total for the current year)



## ORDINANCE #

Introduced by  
Page 1 of 2

Highway Infrastructure and Recreation Committee

ITEM#

DATE

6-1  
September 18, 2018

Effective Date Upon Passage and Publication

CAC

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

**INTENT & SYNOPSIS:** To create an ordinance that would allow the Highway Commissioner to designate portions of county highways as all-terrain vehicle routes.

**FISCAL NOTE:** Nominal costs for signage.

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

**WHEREAS**, Sec. 23.33 Wis. Stats. provides that counties have the authority to designate portions of county highways as all-terrain vehicle (ATV) routes; and

**WHEREAS**, the Wood County Highway, Infrastructure and Recreation Committee (Committee) has considered the recreational value of having ATV routes on Wood County highways verses the risks associated with allowing this type of use of county highway right of way and has determined it is appropriate to have such routes and for the Highway Commissioner to designate them, and

**WHEREAS**, following due consideration of the recreational value to connect ATV routes weighed against possible dangers, public health, liability aspects, terrain involved, traffic density and history of automobile traffic, the Committee recommends allowing for ATV routes pursuant to the terms and conditions of the following ordinance language, which leaves the decision of which parts of county highways are appropriate for such use within the guidelines set by this board by means of the ordinance provisions to the Highway Commissioner;

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS ORDAINS AS FOLLOWS:**

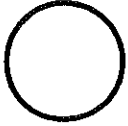
Section 1. That Ch. 404 of the Wood County Code of Ordinances is hereby created and which shall read as follows:

**Sec. 404.01 Designating All-Terrain Vehicle Routes**

(a) *Intent.* To authorize the Wood County Highway Commissioner (Commissioner) to establish all-terrain vehicle (ATV) routes on portions of Wood County highways following due consideration of the recreational value to connect trails and weighted against possible dangers, public health, liability aspects, terrain involved, traffic density and history of automobile traffic, applicable to potential and existing routes.

(b) *Statutory Authority.* The ATV routes are created pursuant to § 23.33(8)(b), Wis. Stats. The provisions of § 23.33, Wis. Stats. and of Wisconsin Administrative Code NR 64 regulating ATV operation, are hereby adopted by reference thereto.

(c) *Routes.* The Commissioner shall designate what portions of county highways are ATV routes and will keep the oversight committee updated with respect to such routes and changes to them. The Commissioner shall have said routes properly posted.

**ORDINANCE #**Introduced by  
Page 2 of 2**HIGHWAY INFRASTRUCTURE AND RECREATION COMMITTEE**

ITEM#

DATE

September 18, 2018

Effective Date: Upon Passage and Publication

Committee

(d) *Annual Reviews of ATV Routes.* All ATV routes established pursuant to this ordinance shall be reviewed annually by the Commissioner to consider the continued value, efficacy and need for the ATV routes as well as the inclusion of additional ATV routes, all pursuant to and in accordance with the intent of this ordinance.

(e) *Conditions.* In addition to all statutory and regulatory requirements for ATV operation, as a condition for the use of these routes, the following rules shall apply to all ATV operators (and passengers) when using the routes:

1. Operators and passengers, when applicable, shall comply with all federal, state, and local applicable laws, orders, regulations, restrictions and rules, including Section 23.33, Wis. Stat., and Wisconsin Administrative Code NR 64.
2. All ATV operators shall observe posted ATV speed limits.
3. All ATV operators shall ride single file on the right side of the paved portion of the highway
4. All ATV operators shall slow their vehicle to 10-mph or less when operating within 100 feet of a person who is not operating an ATV, snowmobile, motorcycle, or other motor vehicle.
5. ATVs and UTVs may be operated on the designated route if, and only if, routes are signed in accordance with NR 64.12(7), DNR guidelines, and the Manual on Uniform Traffic Control Devices (MUTCD), including Wisconsin's Supplement.
6. All ATVs shall operate only on the paved portion of the roadway and gravel shoulder. Operation on the grassy in-slope, ditches, or other highway right-of-way is prohibited and illegal.
7. All ATV/UTVs must be licensed in Wisconsin or display a valid non-resident ATV/UTV trail pass.

(f) *Enforcement.* This ordinance shall be enforced by the Wood County Sheriff's Department via the use of citations.

(g) *Penalties.* The penalties as set forth in § 23.33(13) Wis. Stats., are adopted by reference. A forfeiture of not less than \$50.00 or more than \$500.00 including court costs is hereby established.

(h) *Severability.* The provisions of this ordinance shall be deemed severable and it is expressly declared that Wood County would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provision of this ordinance or the application to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other person's circumstances shall not be deemed affected.

Section 2. That said ordinance shall take effect upon passage and publication as required by law.

Respectfully submitted this 18<sup>th</sup> day of September, 2018.



## RESOLUTION#

Introduced by  
Page 1 of 1

Highway Infrastructure and Recreation Committee

CAC

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

INTENT & SYNOPSIS: To oppose legislation increasing the allowed truck size and weight on public roads.

FISCAL NOTE: None.

**WHEREAS**, the Board of Supervisors of Wood County are concerned for the safety of the State's residents and the condition of our infrastructure; and

**WHEREAS**, the Board of Supervisors are concerned with attempts being made at the federal level to increase the size and weight of tractor trailers beyond the capacity of existing road infrastructure and bridges; and

**WHEREAS**, longer and heavier trucks cause greater deterioration to municipal roads and bridges, putting further pressure on local taxpayers; and

**WHEREAS**, Wisconsin already faces infrastructure and safety challenges due to high truck traffic and diminished funding for roads and bridges, which would be exacerbated by increasing the weight for trucks traveling interstate; and

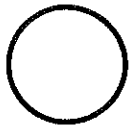
**WHEREAS**, the investments in infrastructure at all levels has not kept up with increased traffic level, and current funding for roads and bridges is inadequate due to cuts in state aid and a shrinking federal highway fund; and

**WHEREAS**, the US Department of Transportation identified significant increases in crash rates associated with longer and heavier trucks in the MAP-21 Comprehensive Truck Size and Weight Limits Study;

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to oppose legislation that seeks to increase truck size and weight beyond the capacity of our infrastructure therefore resulting in damage to roads and bridges while increasing risks to motorists.

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

September 18, 2018



## RESOLUTION#

Effective Date September 18, 2018

Introduced by Highway Infrastructure & Recreation Committee  
Page 1 of 1

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

SMG

**INTENT & SYNOPSIS:** To give the Parks and Forestry Director and/or Forest Administrator and the Highway Infrastructure and Recreation Committee authorization to apply for reimbursement for Fish and Game and Wildlife Habitat Projects through the County Conservation Fund.

**FISCAL NOTE:** This is a 50/50 matching fund grant for projects totaling approximately \$5,000.00 per year. 50% would come from the grant award and 50% would come from the Parks & Forestry Capital Projects account 245-2107-48500-000-000.

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

**WHEREAS,** The Wisconsin Statute 23.09(12) provides for allocation to the respective Counties in the State for county fish and game projects on the condition that the Counties match the State allocation, and

**WHEREAS,** The Wisconsin Statute 23.09(17m) also allows for grants to Counties for the development of habitat for game and non-game species on County Lands entered under §28.11, and

**WHEREAS,** Wood County desires to participate in these programs so as to improve the natural environment for wildlife on County Lands entered under §28.11 and to carry out a program of coordinated fish management project or game management projects, and

**THEREFORE BE IT RESOLVED that** the Wood County Board of Supervisors does hereby authorize the Park and Forestry Director and/or Forest Administrator to make annual applications for such project funding upon approval of the Highway Infrastructure and Recreation Committee.



7

**Draft**  
**SCLS Board of Trustees Minutes**  
**July 26, 2018 12:15 p.m.**  
**SCLS Headquarters**  
**Chester and Badger Rooms**

**Action Items: None**

**Present:** A. Bhasin, N. Brien, F. Cherney, P. Cox, J. Harrington, J. Healy-Plotkin, J. Honl, N. Long, K. Michaelis, M. Nelson, P. Nelson, A. Weier, K. Williams

**SCLS Staff:** M. Van Pelt, K. Goeden

**Absent:** M. Hokamp, A. Pawlak,

**Excused:** M. Furgal, N. Hughes, M. Meloy, A. Mueller, R. Seltzer

**Recorder:** H. Moe

**Call to Order:** K. Michaelis, President, called the meeting to order at 12:16 p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: F. Cherney's great nephew, Austin Schulfer, was drafted by the Minnesota Twins. P. Behling has resigned from the board due to health issues.

**Minutes:** A. Weier moved approval of the June 28, 2018 minutes. P. Cox seconded. Motion carried.

**Bills for Payments:** P. Cox reviewed the bills for payment in the amount of \$188,710.46 and moved approval. N. Brien seconded. Motion carried.

**Financial Statements:**

**Presentation:** Trustee Essential #17 – Membership in the Library System – P. Nelson discussed the Trustee Essential #17 as well as a deeper history of public libraries and system membership.

**Committee Reports:**

- a. Advocacy: M. Nelson noted items from the ALA District Dispatch (<https://www.districtdispatch.org/>). The Marrakesh Treaty Implementation Act, which facilitates access to published works for persons who are blind, visually impaired or otherwise print disabled, passed the Senate. Federal funding for library priorities in fiscal year 2019 will have level funding for LSTA and IAL (Innovate Approaches to Literacy). The Senate provided an additional \$2 million increase for IMLS. The IMLS increase in the Senate bill is targeted for administration and research but will not increase library grant programs. No floor time has been scheduled for appropriations in the House and Senate. Please send a thank you to Congressman Marc Pocan and Senator Tammy Baldwin for their support in pushing it forward.
- b. Personnel: The committee met last week to review the System Director's goals.

- c. Budget & Finance/Personnel Committees will meet August 16<sup>th</sup> at 2:00 p.m.

**Action Items:**

- a. SCLS Board of Trustees October Meeting date 10/25 or 10/19 due to conflict with WLA Conference in LaCrosse on 10/25. SCLS Foundation meets in October also. Stick with the 25<sup>th</sup>. The board determined the meeting date would remain 10/25/18.

**SCLS Foundation Report:** M. Van Pelt noted because P. Behling has resigned from the SCLS Board, a trustee is needed to fill her position on the Foundation Board. Please let M. Van Pelt and/or K. Michaelis know if you're interested in serving on the Foundation board. The committee four times a year following the SCLS board meetings.

**System Director's Report:** M. Van Pelt noted the LaValle Public Library is in search of a new director. Pam Thompson's last day at LaValle is August 6<sup>th</sup>. S. Brommer and M. Van Pelt have been working on the executive summaries regarding SOAR and the SCLS Strategic plan. M. Van Pelt met with P. Lovelace to discuss the possibility of WLA joining the SCLS Foundation.

**Discussion:** None

**Administrative Council (AC) Report:** All Directors met July 19, 2018. You may view the minutes online. The fees were voted on and all were unanimously approved.

Three board members attended the All Directors meeting: K. Michaelis, A. Bhasin, J. Healy Plotkin, as well as P. Hamon, Foundation trustee.

**Other Business:** None

**Information Sharing:**

M. Nelson recommended a book: *When Books Went to War: The Stories that Helped us Win World War II*, by Molly Guptill Manning.

K. Michaelis and J. Healy-Plotkin would like to receive information about the Inclusive Services Institute report. M. Van Pelt will contact S. Brommer and see if she can do a presentation to the board.

The next board meeting will be held on August 23, 2018

Meeting adjourned at 1:15 pm.

BOT/Minutes/7-26-2018