

**AGENDA FOR SEPTEMBER 21, 2022 – 9:30 A.M.**  
**WOOD COUNTY BOARD OF SUPERVISORS**  
**WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Rozar

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: Supervisor Breu

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS

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

1. RESOLUTION AUTHORIZING THE ISSUANCE OF \$10,000,000 GENERAL OBLIGATION PROMISSORY NOTES AND AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF A NOT TO EXCEED \$10,000,000 NOTE ANTICIPATION NOTE
2. RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO EXCEED \$10,000,000 GENERAL OBLIGATION REFUNDING BONDS
3. TAXPAYER APPEAL OF TIMELY PAYMENT PENALTY (WIS STATS §74.69)

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

SPECIAL ORDER OF BUSINESS

ADRC-CW – Mike Rhea

Presentation of Jail Project Bids – Samuels Group

SET DATE FOR NEXT COUNTY BOARD MEETING – Tuesday, October 18, 2022

ADJOURN

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**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2485 335 0962

**Join by Webex App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m3059b3212c1244c39d44d402270f595b>

Meeting number (access code): 2485 335 0962

Meeting password: 092122

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

August 23, 2022 – 9:30 a.m.

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The Wood County Board of Supervisors composed of nineteen members convened in the Wood County Boardroom at the Courthouse in Wisconsin Rapids, Wisconsin on Tuesday, August 23, 2022.

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

Supervisors present were: Breu, Buttke, Clendenning, Fischer, Hahn, Hokamp, Hamilton, LaFontaine, Leichtnam, Penzkover, Pliml, Polach, Rozar (arriving at 9:42 AM), Thao, Valenstein, Voight, Wagner, Winch, and Zurfluh.

Supervisor Fischer gave the invocation and led the Pledge of Allegiance.

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

Motion by Clendenning/Zurfluh to approve the appointments of: Health & Human Services Committee – Term ending April 2023 – Mary Jo Wheeler-Schueller; and ADRC-CW Advisory Board – Jennifer Dolan. Motion carried by voice vote.

During public comment here were 2 members of the public that commented on their support of the upcoming ordinance regarding the age limit on some hemp-derived cannabinoid products. One person spoke in favor the resolution for the advisory referendum on statewide ballot initiatives.

Supervisor Voight recognized Deputy Sara McCormick and her work in making the Lavonne Zenner Memorial Bridge a reality. A dedication was recently held in Marshfield for the bridge and attended by county board members, state legislators and numerous law enforcement agencies. Supervisor Zurfluh requested a moment of silence for Deputy Zenner, to which the chair agreed.

Referrals were noted.

Committee minutes presented: Operations. Chairman Pliml declared his intention on taking the first 8 resolutions with one vote. No objection was heard.

**RESOLUTION 22-8-1**

Introduced by: Operations Committee

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

FISCAL NOTE: Paid Amount \$6,711.29

Motion by Rozar/Breu to adopt Resolution 22-8-1. Motion carried unanimously.

**RESOLUTION 22-8-2**

Introduced by: Operations Committee

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

FISCAL NOTE: Paid Amount \$10,756.66

Motion by Rozar/Breu to adopt Resolution 22-8-2. Motion carried unanimously.

**RESOLUTION 22-8-3**

Introduced by: Operations Committee

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

FISCAL NOTE: Paid Amount \$3,793.68

Motion by Rozar/Breu to adopt Resolution 22-8-3. Motion carried unanimously.

**RESOLUTION 22-8-4**

Introduced by: Operations Committee

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

FISCAL NOTE: Paid Amount \$983.20

Motion by Rozar/Breu to adopt Resolution 22-8-4. Motion carried unanimously.

**RESOLUTION 22-8-5**

Introduced by: Operations Committee

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

FISCAL NOTE: Paid Amount \$15,521.27

Motion by Rozar/Breu to adopt Resolution 22-8-5. Motion carried unanimously.

**RESOLUTION 22-8-6**

Introduced by: Operations Committee

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

FISCAL NOTE: Paid Amount \$166,333.49

Motion by Rozar/Breu to adopt Resolution 22-8-6. Motion carried unanimously.

**RESOLUTION 22-8-7**

Introduced by: Operations Committee

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

FISCAL NOTE: Paid Amount \$11,263.74

Motion by Rozar/Breu to adopt Resolution 22-8-7. Motion carried unanimously.

#### **RESOLUTION 22-8-8**

Introduced by: Operations Committee

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

FISCAL NOTE: Paid Amount \$9,567.16

Motion by Rozar/Breu to adopt Resolution 22-8-8. Motion carried unanimously.

#### **RESOLUTION 22-8-9**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To ratify a negotiated Agreement by and between Wood County and the Wood County Deputy Sheriffs' Association, WPPA/LEER for the term effective January 1, 2023 through December 31, 2025.

FISCAL NOTE: Cost increase over the term of the contract totals \$289,387.

Motion by Clendenning/Zurfluh to adopt Resolution 22-8-9. Motion carried. Voting no was Winch.

Committee minutes presented: Health & Human Services, North Central Community Action Program Board of Directors, Veterans Service Commission, and Public Safety.

#### **ORDINANCE 22-8-10**

Introduced by: Public Safety and Health & Human Services Committees

INTENT & SYNOPSIS: To enact a county ordinance that prohibits the possession of hemp-derived cannabinoids including, but not limited to delta-8 tetrahydrocannabinol (THC) and delta-10 THC type products by anyone under the age of 21 and the sale of such products to them.

FISCAL NOTE: Nothing direct.

Motion by Fischer/Leichtnam to adopt Ordinance 22-8-10. Motion carried unanimously.

#### **RESOLUTION 22-8-11**

Introduced by Public Safety Committee

INTENT & SYNOPSIS: To provide for unanticipated revenue from the Bureau of Traffic Safety, housed with the Wisconsin Department of Transportation's Division of State Patrol, and the National Highway Traffic Safety Administration to finance additional patrol for failure to stop, failure to yield, and distracted driving to help reduce the number of crashes in identified areas throughout Wood County through December 2022.

FISCAL NOTE: The costs to be funded in the 2022 budget are in lines 101-2504-52140-000-115 (Traffic Police Overtime). The adjustment to the budget is as follows:



Account	Account Name	Debit	Credit
52140	Sheriff Traffic		\$15,000.00
43521	State Traffic Aids	\$15,000.00	

The costs to be funded in the 2022 budget are in lines 101-2501-52110-000-342 (Sheriff Administration). The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
52110	Sheriff Admin		\$13,295.00
43521	State Traffic Aids	\$13,295.00	

Motion by Breu/Zurfluh to adopt Resolution 22-8-11. Motion carried unanimously.

Committee minutes presented: Conservation, Education, & Economic Development, Land Information Council, Judicial & Legislative.

## **RESOLUTION 22-8-12**

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To modify County Board Rule #16 so as to not limit the number of county board supervisors who can attend annual WCA conventions.

FISCAL NOTE: Nothing direct; there is the possibility of a slight increase in per diems and mileage for conference attendance.

Motion by Hamilton/Clendenning to adopt Resolution 22-8-12. Motion carried. Voting no were Polach and Zurfluh.

## **RESOLUTION 22-8-13**

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To conduct a countywide advisory referendum on whether the state should allow direct ballot initiatives for statewide legislation.

FISCAL NOTE: Minimal layout and coding charges.

Motion by Clendenning/Zurfluh to adopt Resolution 22-8-13. Discussion ensued. Motion carried. Voting no were LaFontaine, Rozar, Buttke, Wagner, Breu, Winch, and Pliml.

Committee minutes presented: Highway Infrastructure & Recreation, Property & Information Technology, Aging & Disability Resource Center of Central Wisconsin, McMillan Memorial Library Board of Trustees, South Central Library Board of Trustees, UW Commission, ARPA Adhoc.

Without objection, Chairman Pliml adjourned the meeting at 10:14 a.m. Next scheduled county board meeting is September 21, 2022.

Trent Miner  
County Clerk

## **REFERRALS FOR SEPTEMBER 21, 2022 – COUNTY BOARD**

- Resolution from Oneida County requesting revision to the real estate transfer fee share formula. Referred to Judicial & Legislative Committee & Register of Deeds Ringer.
- Resolution from Oneida County insisting upon the prohibition of the use of private donations from special interest groups, people, or other private entities by government for the purpose of election administration. Referred to Judicial & Legislative Committee.
- Resolution from Lincoln County placing an advisory referendum question on the November ballot regarding the private funding of election administration. Referred to Judicial & Legislative Committee
- Resolution from Price County placing an advisory referendum question on the November ballot regarding the private funding of election administration. Referred to Judicial & Legislative Committee
- Resolution from Taylor County insisting upon the prohibition of the use of private donations from special interest groups, people, or other private entities by government for the purpose of election administration. Referred to Judicial & Legislative Committee.
- Memorandum from North Central Wisconsin Regional Planning Commission noticing a public hearing for the Town of Seneca Comprehensive Plan adoption. Referred to CEED Committee, Planning & Zoning Director Grueneberg, and County Planner Dekleyn.

MINUTES  
OPERATIONS COMMITTEE

DATE: Tuesday, September 6, 2022  
TIME: 9:00 AM  
LOCATION: Courthouse – Room 114

Members Present: Ed Wagner, Donna Rozar, Lance Pliml, Laura Valenstein, Adam Fischer

Others present: See attached sign-in sheet

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There were no public comments.
3. The items within the consent agenda were reviewed. Motion by Valenstein/Rozar to approve the consent agenda. Motion carried unanimously.
4. Pliml stated that the ARPA Adhoc Committee was meeting today after this meeting and would be acting on 2 different time-sensitive funding requests and that once the 2023 budget was completed, more meeting would be held to determine funding.
5. County Clerk Miner presented the 2023 budgets for County Clerk. Noted was the small increase in levy due to moving a position to 80% all while taking on a larger role in some elections administration items for municipalities. Motion by Rozar/Fischer to approve the County Clerk 2023 budget. Motion carried.
6. Miner brought forward a grant opportunity for employers to conduct blood drives for their employees. This is a state grant from the Dept. of Health Services that he was made aware of from Health Dept. employee, Kayleigh Mengel. The grant amount is \$25.00 per donor. Miner wants to turn this into prizes for the employees who do donate. McGrath and Newton stated that this would be a taxable income based on IRS guidelines. Miner is looking for committee approval to apply for the grant and the use of grant funds. Motion by Rozar/Fischer to approve the grant application with the proceeds going towards prizes for the employees. Motion carried unanimously.
7. Wellness Coordinator Fandre presented an update, which included work on the flu vaccination clinics for employees.
8. Treasurer Gehrt presented the 2023 County Treasurer budget. She highlighted the lowering of revenue due to the new law change as it relates to the sale of tax deeded property and an increase in computer software pricing. Motion by Fischer/Pliml to approve the 2023 County Treasurer budget. Motion carried unanimously.

9. Gehrt also highlighted the possible Wis. Stats. §74.69(3) hearing (timely payment due to postal error) that may be forthcoming to the county board. The committee took no action as this was informational only.

10. Finance Director Newton provided the department update.

11. Justin Fischer from Baird presented updated financing scenarios for the borrowing resolutions coming up. There was extensive discussion about the possible scenario of the jail project bids coming in higher than what has been approved to be spent, and how contracts get signed based on this possibility. Corp Counsel Kastenholz was advised and will be drafting a resolution that addresses this. Newton presented the two borrowing resolutions for action. Motion by Pliml/Rozar to approve the Resolution-Authorizing the Issuance of \$10,000,000 General Obligation Promissory Notes and Authorizing the Issuance and Establishing Parameters for the Sale of a Not to Exceed \$10,000,000 Note Anticipation Note –AND- Resolution- Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$10,000,000 General Obligation Refunding Bonds and forward to the county board for their consideration. Motion carried unanimously.

12. Newton presented the 2023 Finance Dept. budget and highlighted areas of increase and decrease. Motion by Rozar/Valenstein to approve the budget as presented. Motion carried unanimously.

13. The committee set the following dates for the budget hearing: Thursday, September 22<sup>nd</sup>, starting at 1:00 PM, and Friday, September 23<sup>rd</sup> starting at 9:00 AM. It was noted that not all departments will be called to appear to the budget hearings. A schedule will be forthcoming.

14. Human Resources Director McGrath presented the 2023 Human Resources and Risk Management budgets. The increase was basically confined to the property & liability insurance lines, which saw an over 12% increase. Motion by Pliml/Valenstein to approve the 2023 Human Resources/Risk Management budget.

15. The next regular meeting date will be Tuesday, October 4, 2022 at 9:00 AM in Room 114.

16. Chair Wagner declared the meeting adjourned at 10:04 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

**Operations Committee**  
**September 6, 2022**

NAME	REPRESENTING
Trent Miner	County Clerk
Jeff Perzys	District 11
Kim McGrath	HR
Ed Newton	Finance
Justin Fischel	Baird
Joe Smith	Health Dept.
Heather Gehrt	Treasurer
Bill Clemens	WCB #15
R VANTASSEL	WCMANT.
Peter Kastenholz	Corp. Counsel
Dennis Polach	WCB #14
Pattyia Yang	Finance
Ed Newton	Finance
Amy Kaup - WebEx	IT Director
Adam Fandre - WebEx	Wellness Coordinator
Ray Bossert	V/PE
Kurt Berner	Samuals Group
Shane Wacherpfenning WebEx	LWCA
Nick Flugger	Risk Mgmt
Maq Schlagenhaft WebEx	Human Services
Roland Hawk	Hwy
Brad Hamilton	WCB #18



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – September 2022

- The annual STUFF THE BUS promotion was another success. The back of my pickup was full of boxed up school supplies that were then turned over to the United Way for distribution. Unfortunately, I did not remember to take a picture of all of it before I boxed it all up, but trust me when I tell you that the gray table in our office was overflowing. County employees are so generous in their giving. A huge shout out to Supervisor Breu for his generous donation! It was nice to see county board participation as well!
- The August Partisan Primary voter turnout was the highest we have seen in over 20 years with a 35.82% countywide turnout. Individual municipalities with the highest turnout included:
  - Town of Hiles – 53.61%
  - Town of Hansen – 43.59%
  - Town of Rudolph – 42.92%

There were some issues that presented themselves that day that will make for some good training. I'm hoping to get that together, time permitting, before the November election.

- The ballot are already ordered for November. Again, a significant short turn around time since we have to have absentee ballots out by September 22<sup>nd</sup> to comply with UOCAVA and state statutes. There were 2 recounts in the state for an assembly district and a congressional district, both in the southern part of the state.
- We are starting to gear up for post-November election when mandatory ballot audits will be conducted. Last time there were 4 reporting units chosen. I am expecting a higher number this time. We will not know the actual reporting units chosen until the day after the election.
- The County Clerk 2023 budget is in your packet. I will be at the meeting to cover the high points and details.
- The finalized equalized values came down on August 15<sup>th</sup>. I've started to work on the apportionment of taxes based on those numbers.
- The next blood drive is Friday, September 30<sup>th</sup> at the courthouse. As always, we WELCOME county board participation. Just give me a call and I'll get you on the schedule. The donation runs from 9:30 AM until 2:30 PM. The need for blood products is especially high this year. There is a DHS Grant Program for Blood Drives that you will see on the agenda that I will talk to you about at the meeting.
- I will be attending the WCA Conference as this corresponds to the fall meeting of the County Clerks Association. I've handed out hotel and registration information to all of the supervisors attending. If anything comes up while you are down there, give me a call.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

August 31, 2022

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – August 2022

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### Human Resources Activity

	August 2022	2022 Year-to-Date
Applications Received	72	890
Positions Filled	12	140
Promotions/Transfers	0	38
New Hire Orientations	10	106
Terminations, Voluntary	12*	117
Terminations, Involuntary	2	16
Retirements	2	14
Exit Interviews	4	43

\*8 of these are casual positions

### Human Resources Narrative

#### General Highlights

1. Completed the Human Resources/Risk Management 2023 budget and promoted to Finance. Our budget will be presented to the Committee at their September meeting.
2. Started planning/preparation for the 2023 Department Head/Leadership Retreat. Met with three prospective speakers/trainers for the event and are awaiting final proposals.
3. Following the approval of the resolution to ratify the Sheriff's Department Union Agreement for years 2023- 2025, finalized the contract and began distribution for signatures.

#### Meetings & Trainings

1. Attended the Operations Committee Meeting on August 2<sup>nd</sup>.
2. Attended von Briesen's virtual Breakfast Briefing titled "Employee Handbooks" on August 3<sup>rd</sup>.
3. Attended the Highway Infrastructure & Recreation Committee on August 4<sup>th</sup>.
4. Attended Judicial & Legislative Committee on August 5<sup>th</sup>.
5. Attended the Jail Project Q&A Session for Department Heads on August 9<sup>th</sup>.
6. Attended the monthly SPAHRA meeting on August 10<sup>th</sup> for a 2023 Legal Update.
7. Attended the County Board Meeting on August 23<sup>rd</sup>.
8. Held the monthly conference call with The Horton Group on August 23<sup>rd</sup> to discuss various benefit topics. This included an introductory meeting with Astia Health to discuss primary direct care alternatives.

9. Attended and facilitated the Department Head quarterly meeting on August 24<sup>th</sup>.
10. Attended the WCA Diversity, Equity, and Inclusion Regional Meeting (North Central District) on August 25<sup>th</sup>.
11. Held individual staff and team meetings to discuss and provide updates on the department's progress towards our 2022 goals.
12. Staff attended various meetings/trainings including:
  - a. SPAHRA Board meeting on August 2<sup>nd</sup>.
  - b. Strategic Benefits Discussion with Brown & Brown on August 9<sup>th</sup>.
  - c. Wellness Committee Meeting on August 9<sup>th</sup>.
  - d. "Onboarding Employees to Ensure Retention" webinar offered through Relias on August 11<sup>th</sup>.
  - e. Employee Benefits Seminar in Green Bay through Cottingham & Butler on August 18<sup>th</sup>.
  - f. HR Roundtable Meeting at the City of Wisconsin Rapids on August 24<sup>th</sup>. Keynote speaker was Kurt Heuer of Incourage Foundation presenting "Speak Your Peace".
  - g. "Regulatory Review" webinar through Cottingham & Butler on August 25<sup>th</sup>.

### **Benefits**

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Reserve Spreadsheet and Health Fund Balance document.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and claims concerns.
6. Processed COBRA notifications for dependents on the health plan reaching age 26.
7. Continued developing Open Enrollment materials including 2023 Benefit Guide, PowerPoint presentation, and enrollment forms.
8. Worked with Finance to create the Savings Benefit in HRMS for the WRS Additional Contributions. Added active records for employees.
9. Set-up FastPay for PEHP payments with Nationwide and gained access to PEHP account via website.

### **Recruitment**

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
5. Working with Edgewater, Norwood, and Human Services to review and update/pause/re-instate our subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
6. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations (including out-of-state) for applicants offered employment.



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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Dispatch	Dispatcher	Applicant pulled from eligibility list, references conducted, offer accepted, filled 8/15/2022.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 9/6/2022.
Contracted	Health	Contracted Dental Hygienist	Contracted position posted, deadline 8/29/2022.
Replacement	Highway	Truck Operator	Position posted, interviews being conducted on 8/31/2022.
Replacement	Highway	Highway Engineer	Position posted, deadline 9/12/2022.
Replacement	Highway	Equipment Operator (Screed)	Position posted, interviews being conducted on 8/30/2022.
New position	Highway	Mechanic I	Position posted, deadline 8/29/2022.
Replacements	Human Services	CCS/CSP Service Facilitator	Position posted, deadline 8/22/2022.
New position	Human Services	Support & Service Coordinator (Marshfield)	Position posted, interviews conducted, references/background completed. Offer extended and accepted, filled 9/6/2022.
Replacements	Human Services	Family Resources Coordinator (2)	Positions posted. Once position filled internally, 2 <sup>nd</sup> position filled externally 9/6/2022.
Replacements	Human Services	Family Interaction Workers (2 Marshfield, 2 Wisc Rapids)	Positions posted, deadline 8/26/2022.
Replacement	Human Services	Case Manager/SW – Initial Assessment	Position posted, references/background being conducted as of 8/1/2022.
Replacement	Human Services	Crisis Interventionist (7 a.m. to 7 p.m.)	Position posted, interviews conducted, final candidate selected, filled 8/22/2022.
Replacement	Human Services	Outpatient Clinic Manager	Position posted, deadline 9/12/2022.
Replacement	Human Services	Casual Crisis Interventionists	Position posted, deadline 9/5/2022. Multiple positions available, one candidate selected, completing references 8/22/2022.
Replacement	Human Services	Contract Coordinator	Position posted, deadline 9/1/2022.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant/Occ Ther	Ongoing recruitment by Norwood.
Replacement	Norwood	Psychiatrist	Position posted, deadline 9/12/2022.
Replacement	Norwood	Full-time Cook (2)	Positions posted, deadline 8/30/2022.
Replacements- Establish Eligibility List	Sheriff	Corrections Officer (2)	Position posted, interviews conducted on 7/27/2022. One position filled on 8/29/2022, background on 2 <sup>nd</sup> candidate 7/27/2022.

#### Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.

3. Attended Edgewater and Norwood Safety Committee meetings.
4. Answered various questions from departments on Risk Management departmental charges/ insurance premiums.
5. Conducted N95 fit testing for Edgewater staff on 8/9/22.
6. Released Annual Safety Training on 8/22/22.
7. Attended Jail Project pre-bid meeting on 8/24/22.

#### CLOSED Workers' Compensation Claims (3)

1. 5/24/22 – Norwood – Employee injured L hand/wrist during training exercise
2. 7/14/22 – Highway – Employee contacted poison ivy on roadside while clearing debris; rash on arms/forehead/cheek
3. 7/14/22 – Sheriff's (Corrections) – Employee was exposed to contagious skin disease while performing security duties

#### First Aid Injuries (2)

1. 8/8/22 – Edgewater – Employee tripped on oxygen tubing while assisting resident into bed
2. 8/10/22 – Highway – Employee strained lower back while using concrete roller on roadside

#### Property/Vehicle Damage Claims (1)

1. 7/14/22 – Sheriff's – Squad struck mailbox while driving, damaged passenger side mirror (actual damage \$396.88)

#### Liability Claims (2)

1. 6/8/22 – Highway – Driver alleges rock from dump truck broke windshield in Knowlton (claimed damage amount \$348.15) – investigation underway
2. 6/20/22 – Highway – Driver alleges rocks from dump truck broke windshield in Marshfield (claimed damage amount \$434.79) – investigation underway

#### OPEN EEOC/ERD Claims (3)

1. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of Probable Cause on July 1, 2021. On January 6, 2022 we responded to the Complainant's first set of interrogatories and requests for production of documents. We are currently waiting on opposing counsel to confirm dates for virtual depositions. No activity since January 2022.
2. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022.
3. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. This matter will be dismissed and considered closed unless the complainant files a timely appeal.

#### Other

1. Sent out 3rd Quarter DOT Random selection list, due August 29, 2022. Sent reminders for tests still due.
2. Provided CPR/BLS training for Human Services/EM Staff on August 3<sup>rd</sup>, 10<sup>th</sup> and 25<sup>th</sup>.
3. Researched Social Worker classifications, compensation, and requirements in counties throughout the state.
4. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.

5. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
6. Reconciled and processed the July Unemployment Insurance payment.
7. Completed Workers Compensation account reconciliation and forwarded to Finance.
8. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
9. Facilitated New Hire Orientation on August 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>.
10. Conducted exit interviews on August 4<sup>th</sup>, 9<sup>th</sup>, and 31<sup>st</sup>.
11. Updated COVID Scenarios based on new CDC Guidelines.
12. Provided requested employment documents to Human Services for their audit.
13. Provided employees and/or counsel with copies of personnel files upon request.
14. Responded to multiple verifications of employment.
15. Replied to multiple requests from surrounding counties with varied information.
16. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.



# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

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### LETTER OF COMMENTS—SEPTEMBER 2022

1. Participated in Wisconsin Counties Associations Webinars on Mondays in August.
2. Attended Operations Committee meeting on August 2.
3. Attended Land Information Council meeting on August 2.
4. Finished collecting current year taxes on August 5.
5. Attended the new jail questions and answers session on August 9.
6. Attended United Way training on August 17 and was asked to serve on the Board of Directors starting in 2023.
7. Received the final historical tax rolls back from Heartland Business systems on August 18 after all have been scanned into Laserfich.
8. All settlements were paid out to the taxing jurisdictions on August 19.
9. Attended County Board on August 23.
10. Met with a representative from First Business Bank on August 30 to look for more investment opportunities now that interest rates are coming up.
11. Met with representatives from Associated Bank on August 31 to discuss banking products offered, investment opportunities, and rates.
12. Met with Corporation Counsel on August 31 to discuss eviction proceedings against an occupant of a tax deed property. A default judgement was awarded and I am working with the Sheriff's Department and will be notified when the eviction occurs.
13. Sent out 952 delinquent notices after grace period ended for a total outstanding amount of \$2,645,049.69. This is 10 more notices than the previous year, however it was \$929,209 less than the previous year.
14. Sales tax is exceeding where we were at this time last year by \$268,000.
15. Submitted budget to Finance Department and will present at meeting for the Committee to review.



# Wood County

## WISCONSIN

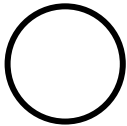
### Employee Wellness

*Adam Fandre*

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#### Letter of Comments – August 2022

- We are currently halfway through the Quarter 3 Wellness Challenge, *Healthy Bingo*. Healthy Bingo is designed as a fun way to start, maintain, or renew healthy habits and increasing health awareness while enjoying a friendly competition between coworkers. Areas of focus include exercise, nutrition, stress, and sleep; all areas which were considered “high risk” from the 2021 aggregate report. The challenge will end in the next two weeks.
- September reintroduces the InBody Body Composition Analysis which is a unique piece of equipment that allows participants to analyze what their body is made of using electricity. It can measure things such as total body water, dry lean mass, body fat mass, muscle mass, body fat percentage, and more in just a few seconds. This provides valuable insight into why body weight alone is a poor indicator of overall health and instead, the focus should be on the percentage of muscle mass and fat mass. This also provides the opportunity for participants to see how their body composition changes with age and how proper exercise and nutrition can influence this over time.
- 80 flu vaccines have arrived and as such, planning and preparation for the 2022 flu shot clinics is underway with four clinics tentatively scheduled to be held at the River Block and one at Steinle Plaza in the coming weeks. Flu shots will be available to all Wood County employees and any dependents (12 years and older) on health insurance. Just like last year, appropriate COVID-19 protocols and safety measures will be taken. Sign up will take place through [www.signupgenius.com](http://www.signupgenius.com). I will report the finalized numbers once completed.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on [www.managewell.com](http://www.managewell.com) so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program. So far, engagement from the new hires that I meet with on a regular basis continues to be very positive. I am continuing to reach out to those I have not heard from to ensure they are aware of the Wellness Program and the benefits it offers.



RESOLUTION#

ITEM#  
DATE September 21, 2022  
Effective Date Upon passage and publication

Introduced by Operations Committee  
Page 1 of 14 Committee

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Three-Fourths

Reviewed by:

Corp Counsel

Reviewed by:

EN

Finance Dir.

EN

INTENT & SYNOPSIS: RESOLUTION AUTHORIZING THE ISSUANCE OF \$10,000,000 GENERAL OBLIGATION PROMISSORY NOTES AND AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF A NOT TO EXCEED \$10,000,000 NOTE ANTICIPATION NOTE

WHEREAS, the County Board of Supervisors hereby finds and determines that it is necessary, desirable and in the best interest of Wood County, Wisconsin (the "County") to raise funds for public purposes, including paying the cost of capital improvement projects and jail projects (the "Project");

WHEREAS, the County Board of Supervisors hereby finds and determines that the Project is within the County's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, it is the finding of the County Board of Supervisors that it is necessary, desirable and in the best interest of the County to covenant to issue general obligation promissory notes (the "Securities") to provide permanent financing for the Project;

WHEREAS, the Securities have not yet been issued or sold;

WHEREAS, counties are authorized by the provisions of Section 67.12(1)(b), Wisconsin Statutes, to issue note anticipation notes in anticipation of receiving the proceeds from the issuance and sale of the Securities;

WHEREAS, it is the finding of the County Board of Supervisors that it is necessary, desirable and in the best interest of the County to authorize the issuance and sale of a note anticipation note pursuant to Section 67.12(1)(b), Wisconsin Statutes (the "Note"), in anticipation of receiving the proceeds from the issuance and sale of the Securities, to provide interim financing to pay the cost of the Project;

WHEREAS, none of the proceeds of the Note shall be used to fund the operating expenses of the general fund of the County or to fund the operating expenses of any special revenue fund of the County that is supported by the property taxes;

WHEREAS, it is the finding of the County Board of Supervisors that it is necessary, desirable and in the best interest of the County to direct Robert W. Baird & Co. Incorporated ("Baird") to act as placement agent and take the steps necessary for the County to sell the Note;

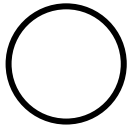
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ED WAGNER (Chairman)  
DONNA ROZAR  
LANCE PLIML

ADAM FISCHER  
LAURA VALENSTEIN

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

County Clerk County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 2 of 14

Committee

WHEREAS, the Note shall be offered for sale to a financial institution or institutions and a proposal for the purchase of the Note (the "Proposal") shall be submitted to the County by the prospective purchaser of the Note (the "Purchaser"); and

WHEREAS, in order to facilitate the sale of the Note to the Purchaser in a timely manner, the County Board of Supervisors hereby finds and determines that it is necessary, desirable and in the best interest of the County to delegate to each of the Chairperson and the Finance Director (each, an "Authorized Officer") of the County the authority to accept the Proposal on behalf of the County so long as the Proposal meets the terms and conditions set forth in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Authorization of Securities. The County hereby authorizes the issuance and declares its intention and covenants to issue the Securities pursuant to the provisions of Chapter 67, Wisconsin Statutes, in an amount sufficient to retire any outstanding note anticipation notes issued for the purpose of paying the cost of the Project. There is hereby levied on all the taxable property in the County a direct, annual, irrevocable tax sufficient to pay the interest on said Securities as it becomes due, and also to pay and discharge the principal thereof.

Section 2. Authorization and Sale of the Note; Parameters. In anticipation of the sale of the Securities, for the purpose of paying costs of the Project, there shall be borrowed pursuant to Section 67.12(1)(b), Wisconsin Statutes, the principal sum of not to exceed TEN MILLION DOLLARS (\$10,000,000) from the Purchaser upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the condition set forth in Section 17 of this Resolution, the Chairperson and County Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the County, the Note in the principal amount of not to exceed TEN MILLION DOLLARS (\$10,000,000). The purchase price to be paid to the County for the Note shall be equal to 100% of the principal amount of the Note.

Section 3. Terms of the Note. The Note shall be designated "Note Anticipation Note"; shall be issued in the principal amount of up to \$10,000,000; shall be dated as of its date of issuance; shall be in the denomination of \$100,000 or any integral multiple of \$1,000 in excess thereof; shall be initially numbered R-1; and shall mature on the date which is six months from the date of issuance of the Note.

Interest on the Note shall be payable at maturity, at a rate not to exceed 4.00% per annum. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

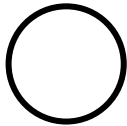
Section 4. Redemption Provisions. The Note shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate.

Section 5. Form of the Note. The Note shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 6. Security. The Note shall in no event be a general obligation of the County and does not constitute an indebtedness of the County nor a charge against its general credit or taxing power. No lien is created upon the Project or any other property of the County as a result of the issuance of the Note. The Note

( )

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



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
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Committee

shall be payable only from (a) any proceeds of the Note set aside for payment of interest on the Note as it becomes due and (b) proceeds to be derived from the issuance and sale of the Securities, which proceeds are hereby declared to constitute a special trust fund, hereby created and established, to be held by the County Clerk and expended solely for the payment of the principal of and interest on the Note until paid. The County hereby agrees that, in the event such monies are not sufficient to pay the principal of and interest on the Note when due, if necessary, the County will pay such deficiency out of its annual general tax levy or other available funds of the County; provided, however, that such payment shall be subject to annual budgetary appropriations therefor and any applicable levy limits; and provided further, that neither this Resolution nor any such payment shall be construed as constituting an obligation of the County to make any such appropriation or any further payments.

Section 7. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for Note Anticipation Note - 2022" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Note is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and payment for the Note; (ii) any proceeds of the Note representing capitalized interest on the Note or other funds appropriated by the County for payment of interest on the Note, as needed to pay the interest on the Note when due; (iii) proceeds of the Securities (or other obligations of the County issued to pay principal of or interest on the Note); (iv) such other sums as may be necessary at any time to pay principal of and interest on the Note when due and which are appropriated by the County Board of Supervisors for that purpose; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Note until all such principal and interest has been paid in full and the Note canceled; provided that such monies may be invested in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Said account shall be used for the sole purpose of paying the principal of and interest on the Note and shall be maintained for such purpose until the Note is fully paid or otherwise extinguished, and shall at all times be invested in a manner that conforms with the provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When the Note has been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

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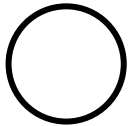
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman





RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 4 of 14

Committee

Section 8. Covenants of the County. The County hereby covenants with the owners of the Note as follows:

- (A) It shall issue and sell the Securities as soon as practicable, as necessary to provide for payment of the Note;
- (B) It shall segregate the proceeds derived from the sale of the Securities into the special trust fund herein created and established and shall permit such special trust fund to be used for no purpose other than the payment of principal of and interest on the Note until paid. After the payment of principal of and interest on the Note in full, said trust fund may be used for such other purposes as the County Board of Supervisors may direct in accordance with law; and,
- (C) It shall maintain a debt limit capacity such that its combined outstanding principal amount of general obligation bonds or notes or certificates of indebtedness and the \$10,000,000 authorized for the issuance of the Securities to provide for the payment of the Note shall at no time exceed its constitutional debt limit.

Section 9. Proceeds of the Note; Segregated Borrowed Money Fund. The proceeds of the Note (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Note into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the County and disbursed solely for the purpose or purposes for which borrowed. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Note has been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 10. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Note to be an "arbitrage bond" within the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the responsibility for issuing the Note, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Note to the Purchaser which will permit the conclusion that the Note is not an "arbitrage bond," within the meaning of the Code or Regulations.

Section 11. Compliance with Federal Tax Laws. (a) The County represents and covenants that the projects financed by the Note and the ownership, management and use of the projects will not cause the Note to be "private activity bonds" within the meaning of Section 141 of the Code. The County further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax exempt status of the interest on the Note including, if applicable, the rebate requirements of Section 148(f) of the Code. The County further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Note) if taking, permitting or omitting to take such action would cause the Note to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Note to be included in the gross income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the County charged with the responsibility of issuing the Note shall provide an appropriate certificate of the County

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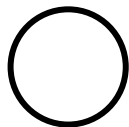
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ .

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
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Committee

certifying that the County can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The County also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Note provided that in meeting such requirements the County will do so only to the extent consistent with the proceedings authorizing the Note and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 12. Designation as a Qualified Tax Exempt Obligation. The Note is hereby designated as a "qualified tax exempt obligation" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax exempt obligations.

Section 13. Execution of the Note; Closing; Professional Services. The Note shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Note may be imprinted on the Note in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Note, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Note shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Note and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the Note, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Note is hereby ratified and approved in all respects.

Section 14. Payment of the Note; Fiscal Agent. The principal of and interest on the Note shall be paid by the County Clerk or the County Treasurer (the "Fiscal Agent").

Section 15. Persons Treated as Owners; Transfer of Note. The County shall cause books for the registration and for the transfer of the Note to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

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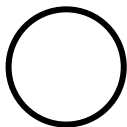
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 6 of 14 Committee

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 16. Record Date. The fifteenth calendar day next preceding the interest payment date shall be the record date for the Note (the "Record Date"). Payment of interest on the Note on the interest payment date shall be made to the registered owners of the Note as they appear on the registration book of the County at the close of business on the Record Date.

Section 17. Condition on Issuance and Sale of the Note. The issuance of the Note and the sale of the Note to the Purchaser are subject to approval by an Authorized Officer of the principal amount, redemption provisions, interest rate and purchase price for the Note, which approval shall be evidenced by execution by an Authorized Officer of the Approving Certificate.

The Note shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, an Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Note to the Purchaser.

Section 18. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Note in the Record Book.

Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded September 21, 2022.

Lance A. Pliml  
Chairperson

ATTEST:

Trent Miner  
County Clerk

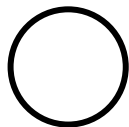
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Adopted by the County Board of Wood County, this day of 19 .

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 7 of 14

Committee

EXHIBIT A TO RESOLUTION  
APPROVING CERTIFICATE

The undersigned [Chairperson] [Finance Director] of Wood County, Wisconsin (the "County"), hereby certifies that:

1. Resolution. On September 21, 2022, the County Board of Supervisors of the County adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of a not to exceed \$10,000,000 Note Anticipation Note of the County (the "Note") and delegating to me the authority to approve the purchase proposal for the Note, and to determine the details for the Note within the parameters established by the Resolution.

2. Proposal; Terms of the Note. On the date hereof, (the "Purchaser") offered to purchase the Note in accordance with the terms set forth in the Final Term Sheet between the County and the Purchaser attached hereto as Schedule I (the "Proposal"). The Proposal meets the parameters established by the Resolution and is hereby approved and accepted.

The Note shall be issued in the principal amount of \$, which is not more than the \$10,000,000 approved by the Resolution, shall be dated and issued on , 2022, shall mature on , 20, which is not more than six months from the date of issuance of the Note, and shall bear interest at the rate per annum as set forth in the Pricing Summary attached hereto as Schedule II and incorporated herein by this reference, which is not more than 4.00%, as required by the Resolution.

3. Purchase Price of the Note. The Note shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$, which is equal to 100% of the principal amount of the Note, as required by the Resolution.

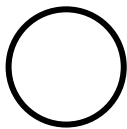
4. Redemption Provisions of the Note. [The Note shall not be subject to optional redemption.] [The Note shall be subject to redemption prior to maturity, at the option of the County, on [December 17, 2022] or on any date thereafter. The Note shall be redeemable as a whole or in part, and if in part in integral multiples of \$1,000, by lot, at the principal amount thereof, plus accrued interest to the date of redemption. In the event that only a portion of the Note is redeemed, the remaining outstanding principal amount of the Note must be at least \$100,000, unless or until redeemed or paid in full.]

( )

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
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Committee

5. Approval. This Certificate constitutes my approval of the Proposal, and the principal amount, interest rate, purchase price and redemption provisions for the Note in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on \_\_\_\_\_, 2022 pursuant to the authority delegated to me in the Resolution.

[Lance A. Pliml  
Chairperson]

[OR]

[Edward Newton  
Finance Director]

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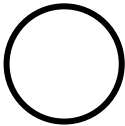
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ .

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 9 of 14

Committee

SCHEDULE I TO APPROVING CERTIFICATE

Proposal

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Certificate.

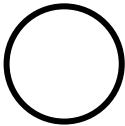
(See Attached)

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 10 of 14

Committee

SCHEDULE II TO APPROVING CERTIFICATE

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Certificate.

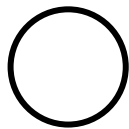
(See Attached)

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 11 of 14

Committee

EXHIBIT B TO RESOLUTION

(Form of Note)

NUMBER

UNITED STATES OF AMERICA  
STATE OF WISCONSIN  
WOOD COUNTY

DOLLARS

R-1

NOTE ANTICIPATION NOTE

\$

MATURITY DATE:

ORIGINAL DATE OF ISSUE:

INTEREST RATE:

CUSIP:

, 2023

, 2022

%

REGISTERED OWNER:

PRINCIPAL AMOUNT: DOLLARS (\$ )

FOR VALUE RECEIVED, Wood County, Wisconsin (the "County"), hereby acknowledges itself to owe and promises to pay to the registered owner identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable at maturity.

This Note is payable as to principal and interest upon presentation and surrender hereof at the office of the County Clerk or County Treasurer.

This Note is issued by the County pursuant to the provisions of Section 67.12(1)(b), Wisconsin Statutes, in anticipation of the sale of general obligation promissory notes (the "Securities"), to provide interim financing for public purposes, including paying the cost of capital improvement projects and jail projects (the "Project"), as authorized by a resolution adopted on September 21, 2022, as supplemented by an Approving Certificate, dated , 2022 (collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the County Board of Supervisors for said date.

This Note shall be payable only from (a) any proceeds of the Note set aside for payment of interest on the Note as it becomes due and (b) proceeds to be derived from the issuance and sale of the Securities, which proceeds have been declared to constitute a special trust fund to be held by the County Clerk or County Treasurer and expended solely for the payment of the principal of and interest on the Note until paid.

The County has authorized the issuance of the Securities and has covenanted to issue the Securities in an amount sufficient to repay the Note pursuant to said Resolution. **THE NOTE IS NOT A GENERAL OBLIGATION OF THE COUNTY AND DOES NOT CONSTITUTE AN INDEBTEDNESS OF THE COUNTY WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY LIMITATION OR PROVISION NOR A CHARGE AGAINST ITS GENERAL CREDIT OR TAXING POWER. NO LIEN IS CREATED UPON THE PROJECT OR ANY OTHER PROPERTY OF THE COUNTY AS A RESULT OF THE ISSUANCE OF THE NOTE.**

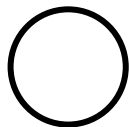
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Adopted by the County Board of Wood County, this day of 19 .

County Clerk

County Board Chairman





RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 12 of 14 Committee

[The Note is not subject to optional redemption.] [The Note is subject to redemption prior to maturity, at the option of the County, on [December 17, 2022] or on any date thereafter. Said Note is redeemable as a whole or in part in integral multiples of \$1,000, and if in part by lot, at the principal amount thereof, plus accrued interest to the date of redemption. In the event that only a portion of the Note is redeemed, the remaining outstanding principal amount of the Note must be at least \$100,000, unless or until redeemed or paid in full.]

Before the redemption of the Note, unless waived by the registered owner, the County shall give written notice of such redemption not less than thirty (30) days prior to the date fixed for redemption to the registered owner of the Note to be redeemed, in whole or in part, at the address shown on the registration books. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Note shall cease to bear interest on the specified redemption date, provided that federal or other immediately available funds sufficient for such redemption are on deposit with the registered owner at that time. Upon such deposit of funds for redemption the Note shall no longer be deemed to be outstanding.

The Note is issued in registered form in the denomination of \$100,000 or any integral multiple of \$1,000 in excess thereof. This Note may be exchanged at the office of the County Clerk or County Treasurer for a like principal amount of Note of the same maturity in other authorized denominations.

This Note is transferable by a written assignment duly executed by the registered owner hereof or by such owner's duly authorized legal representative. Upon such transfer a new registered Note, in authorized denomination or denominations and in the same aggregate principal amount, shall be issued to the transferee in exchange hereof.

The County may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof, premium, if any, hereon and interest due hereon and for all other purposes, and the County shall not be affected by notice to the contrary.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time. The County has authorized and covenanted to issue and sell the Securities, the sale of which this Note anticipates, as soon as practicable and to set aside the proceeds of the Securities into a special trust fund for the payment of the principal of and interest on this Note.

This Note has been designated as a "qualified tax exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

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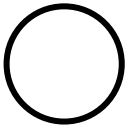
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ .

County Clerk County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 13 of 14

Committee

IN WITNESS WHEREOF, Wood County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and County Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

WOOD COUNTY, WISCONSIN

By:   
Lance A. Pliml  
Chairperson

(SEAL)

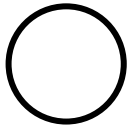
By:   
Trent Miner  
County Clerk

( )

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 14 of 14

Committee

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto  
(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints  
, Legal Representative, to transfer said Note on the books kept for registration  
thereof, with full power of substitution in the premises.

Dated:

Signature Guaranteed:

(e.g. Bank, Trust Company  
or Securities Firm)

(Registered Owner)

(Authorized Officer)

NOTICE: This signature must correspond with the name of the  
registered owner as it appears upon  
the face of the within Note in every particular,  
without alteration or enlargement or any change whatever.

\*The Internal Revenue Code of 1986 (IRC Section 149) requires that for interest on a municipal  
obligation with a term greater than one year to be exempt from federal income tax, the obligation must be issued  
and remain in registered form.

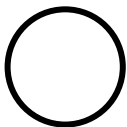
Section 67.09, Wisconsin Statutes provides that the County Clerk of the County when acting as the  
registrar shall record the registration of each note or bond in its bond registrar. Therefore, if this Note is to be  
assigned, the County Clerk of the County should be notified and a copy of this Assignment should be sent to the  
County Clerk of the County for his or her records.

( )

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#  
DATE September 21, 2022  
Effective Date Upon passage and publication

Introduced by Operations Committee  
Page 1 of 20 Committee

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority  Three-Fourths

Reviewed by: , Corp Counsel

Reviewed by: EN , Finance Dir.

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

INTENT & SYNOPSIS: RESOLUTION AUTHORIZING THE  
ISSUANCE AND ESTABLISHING PARAMETERS FOR THE  
SALE OF NOT TO EXCEED \$10,000,000 GENERAL  
OBLIGATION REFUNDING BONDS

WHEREAS, the County Board of Supervisors hereby finds  
and determines that it is necessary, desirable and in the best interest of  
Wood County, Wisconsin (the "County") to raise funds to pay the cost  
of refinancing certain outstanding obligations of the County,  
specifically, the Note Anticipation Note, which has been authorized  
and is expected to be issued in October, 2022 (the "Refunded  
Obligation") (hereinafter the refinancing of the Refunded Obligation  
shall be referred to as the "Refunding");

WHEREAS, the County Board of Supervisors deems it to be  
necessary, desirable and in the best interest of the County to refund  
the Refunded Obligation for the purpose of providing permanent  
financing for the projects financed by the Refunded Obligation;

WHEREAS, the County is authorized by the provisions of  
Section 67.04, Wisconsin Statutes, to borrow money and issue general  
obligation refunding bonds to refinance its outstanding obligations;

WHEREAS, none of the proceeds of the Bonds shall be used  
to fund the operating expenses of the general fund of the County or to  
fund the operating expenses of any special revenue fund of the County  
that is supported by the property taxes;

WHEREAS, it is the finding of the County Board of  
Supervisors that it is necessary, desirable and in the best interest of the County to authorize the issuance of and to  
sell the general obligation refunding bonds (the "Bonds") to Robert W. Baird & Co. Incorporated (the  
"Purchaser");

WHEREAS, the Purchaser intends to submit a bond purchase agreement to the County (the "Proposal")  
offering to purchase the Bonds in accordance with the terms and conditions to be set forth in the Proposal; and

WHEREAS, in order to facilitate the sale of the Bonds to the Purchaser in a timely manner, the County  
Board of Supervisors hereby finds and determines that it is necessary, desirable and in the best interest of the  
County to delegate to each of the Chairperson and the Finance Director (each, an "Authorized Officer") of the  
County the authority to accept the Proposal on behalf of the County so long as the Proposal meets the terms and  
conditions set forth in this Resolution by executing a certificate in substantially the form attached hereto as  
Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

( )

ED WAGNER (Chairman)

DONNA ROZAR

LANCE PLIML

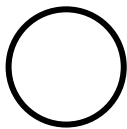
ADAM FISCHER

LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 2 of 20

Committee

Section 1. Authorization and Sale of the Bonds; Parameters. For the purpose of paying costs of the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of not to exceed TEN MILLION DOLLARS (\$10,000,000) from the Purchaser upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the conditions set forth in Section 16 of this Resolution, the Chairperson and County Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the County, Bonds aggregating the principal amount of not to exceed TEN MILLION DOLLARS (\$10,000,000). The purchase price to be paid to the County for the Bonds shall not be less than 98.00% of the principal amount of the Bonds and the difference between the initial public offering price of the Bonds and the purchase price to be paid to the County by the Purchaser shall not exceed 2.00% of the principal amount of the Bonds, with an amount not to exceed 0.80% of the principal amount of the Bonds representing the Purchaser's compensation and an amount not to exceed 1.20% of the principal amount of the Bonds representing costs of issuance, including bond insurance premium, payable by the Purchaser or the County.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds"; shall be issued in the aggregate principal amount of up to \$10,000,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$500,000 per maturity or mandatory redemption amount; that a maturity or mandatory redemption payment may be eliminated if the amount of such maturity or payment set forth in the schedule below is less than or equal to \$500,000; and that the aggregate principal amount of the Bonds shall not exceed \$10,000,000. The schedule below assumes the Bonds are issued in the aggregate principal amount of \$10,000,000.

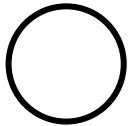
<u>Date</u>	<u>Principal Amount</u>
10-01-2023	\$945,000
10-01-2024	580,000
10-01-2025	790,000
10-01-2026	505,000
10-01-2027	560,000
10-01-2028	580,000
10-01-2029	605,000
10-01-2030	630,000
10-01-2031	655,000
10-01-2032	690,000
10-01-2033	285,000
10-01-2034	295,000
10-01-2035	310,000
10-01-2036	320,000
10-01-2037	335,000
10-01-2038	350,000
10-01-2039	365,000
10-01-2040	380,000
10-01-2041	400,000
10-01-2042	420,000

( )

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 3 of 20

Committee

Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2023. The true interest cost on the Bonds (computed taking the Purchaser's compensation into account) shall not exceed 4.75%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Bonds shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate. If the Proposal specifies that certain of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Schedule MRP. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in the Approving Certificate in such manner as the County shall direct.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct annual irrepealable tax in the years 2022 through 2041 for the payments due in the years 2023 through 2042 in the amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the County shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the County for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the County then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

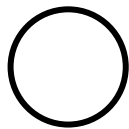
Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Refunding Bonds - 2022" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest

( )

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 4 of 20 Committee

received by the County at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the County above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the County and disbursed solely for the purpose or purposes for which borrowed. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The County represents and covenants that the projects financed by the Bonds and by the Refunded Obligation and the ownership, management and use of the projects will not cause the Bonds or the Refunded Obligation to be "private activity bonds" within the meaning of Section 141 of the Code. The County further covenants that it shall comply with the provisions of the Code to the

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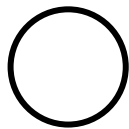
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ .

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 5 of 20 Committee

extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The County further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the County charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the County certifying that the County can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The County also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the County will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Qualified Tax-Exempt Obligations. The Bonds will be deemed designated (to the maximum extent permitted) as "qualified tax-exempt obligations" pursuant to the provisions of Section 265(b)(3)(D)(ii) of the Code, and the balance, if any, is hereby designated as "qualified tax-exempt obligations" pursuant to Section 265(b)(3) of the Code. In support of such designation, the County Clerk or other officer or administrator of the County charged with the responsibility for issuing the Bonds shall provide an appropriate certificate of the County, all as of the Closing.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the County Clerk or County Treasurer or a third party fiscal agent (the "Fiscal Agent") as set forth in the Approving Certificate. If a third party fiscal agent is appointed in the Approving Certificate, the County hereby authorizes the Chairperson and County Clerk or other appropriate officers of the County to enter into a Fiscal Agency Agreement between the County and the third party fiscal agent. Such contract may provide, among other things, for the performance by the third party fiscal agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds.

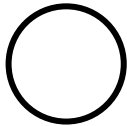
( )

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

County Clerk

County Board Chairman





RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 6 of 20 Committee

Section 13. Persons Treated as Owners; Transfer of Bonds. The County shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the County at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the County agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the County Clerk or other authorized representative of the County is authorized and directed to execute and deliver to DTC on behalf of the County to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the County Clerk's office.

Section 16. Condition on Issuance and Sale of the Bonds. The issuance of the Bonds and the sale of the Bonds to the Purchaser are subject to satisfaction of the approval by an Authorized Officer of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Bonds, which approval shall be evidenced by execution by an Authorized Officer of the Approving Certificate.

The Bonds shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, an Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Bonds to the Purchaser.

Section 17. Official Statement. The County Board of Supervisors hereby directs an Authorized Officer to approve the Preliminary Official Statement with respect to the Bonds and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by an Authorized Officer or other officers of the County in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate County official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The County Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

( )

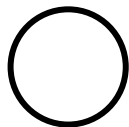
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
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Committee

Section 18. Undertaking to Provide Continuing Disclosure. The County hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the County to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Chairperson and County Clerk, or other officer of the County charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the County's Undertaking.

Section 19. Redemption of the Refunded Obligation. The Refunded Obligation is hereby called for prior payment and redemption on the date specified by an Authorized Officer in the Approving Certificate (which date shall be no later than 90 days of the date of issuance of the Bonds) at a price of par plus accrued interest to the date of redemption, subject to final approval by an Authorized Officer as evidenced by the execution of the Approving Certificate.

The County hereby directs the County Clerk to take all actions necessary for the redemption of the Refunded Obligation on its redemption date. Any and all actions heretofore taken by the officers and agents of the County to effectuate the redemption of the Refunded Obligation are hereby ratified and approved.

Section 20. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 21. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the County are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and County Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and County Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

( )

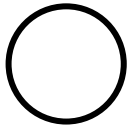
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ .

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 8 of 20 Committee

Section 22. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded September 21, 2022.

Lance A. Pliml  
Chairperson

ATTEST:

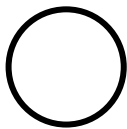
Trent Miner  
County Clerk

(SEAL)

( )


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

County Clerk County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 9 of 20

Committee

EXHIBIT A TO RESOLUTION

APPROVING CERTIFICATE

The undersigned [Chairperson] [Finance Director] of Wood County, Wisconsin (the "County"), hereby certifies that:

1. Resolution. On September 21, 2022, the County Board of Supervisors of the County adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$10,000,000 General Obligation Refunding Bonds of the County (the "Bonds") to Robert W. Baird & Co. Incorporated (the "Purchaser") and delegating to me the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Bonds, and to determine the details for the Bonds within the parameters established by the Resolution.

2. Proposal; Terms of the Bonds. On the date hereof, the Purchaser offered to purchase the Bonds in accordance with the terms set forth in the Bond Purchase Agreement between the County and the Purchaser attached hereto as Schedule I (the "Proposal"). The Proposal meets the parameters established by the Resolution and is hereby approved and accepted.

The Bonds shall be issued in the aggregate principal amount of \$\_\_\_\_\_, which is not more than the \$10,000,000 approved by the Resolution, and shall mature on October 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule II and incorporated herein by this reference. The amount of each annual principal or mandatory redemption payment due on the Bonds is not more than \$500,000 more or less per maturity or mandatory redemption amount than the schedule included in the Resolution as set forth below:

Date	Resolution Schedule	Actual Amount
10-01-2023	\$945,000	\$_____
10-01-2024	580,000	_____
10-01-2025	790,000	_____
10-01-2026	505,000	_____
10-01-2027	560,000	_____
10-01-2028	580,000	_____
10-01-2029	605,000	_____
10-01-2030	630,000	_____
10-01-2031	655,000	_____
10-01-2032	690,000	_____
10-01-2033	285,000	_____
10-01-2034	295,000	_____
10-01-2035	310,000	_____
10-01-2036	320,000	_____
10-01-2037	335,000	_____
10-01-2038	350,000	_____
10-01-2039	365,000	_____
10-01-2040	380,000	_____
10-01-2041	400,000	_____
10-01-2042	420,000	_____

( )

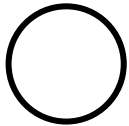
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ .

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman



RESOLUTION#

ITEM#

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Introduced by  
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Committee

The true interest cost on the Bonds (computed taking the Purchaser's compensation into account) is \_\_\_\_\_%, which is not in excess of 4.75%, as required by the Resolution.

3. Purchase Price of the Bonds. The Bonds shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$\_\_\_\_\_, plus accrued interest, if any, to the date of delivery of the Bonds, which is not less than 98.00% of the principal amount of the Bonds, as required by the Resolution.

The difference between the initial public offering price provided by the Purchaser of the Bonds (\$\_\_\_\_\_) and the purchase price to be paid to the County by the Purchaser (\$\_\_\_\_\_) is \$\_\_\_\_\_, or \_\_\_\_\_% of the principal amount of the Bonds, which does not exceed 2.00% of the principal amount of the Bonds. The amount representing Purchaser's compensation is \$\_\_\_\_\_, or not more than 0.80% of the principal amount of the Bonds. The amount representing costs of issuance [to be paid by the County/Purchaser] is \$\_\_\_\_\_, which does not exceed 1.20% of the principal amount of the Bonds.

4. Redemption Provisions of the Bonds. [The Bonds are not subject to optional redemption.] [The Bonds maturing on October 1, 20\_\_ and thereafter, are subject to redemption prior to maturity, at the option of the County, on October 1, 20\_\_ or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the County and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.] [The Proposal specifies that certain of the Bonds are subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Schedule MRP and incorporated herein by this reference.]

5. [Payment of the Bonds; Fiscal Agent. Pursuant to Section 12 of the Resolution, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, is named fiscal agent for the Bonds.]

6. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same respectively falls due, the full faith, credit and taxing powers of the County have been irrevocably pledged and there has been levied on all of the taxable property in the County, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule III.

7. Redemption of the Refunded Obligation. In the Resolution, the County Board of Supervisors authorized the redemption of the Note Anticipation Note, dated October 17, 2022 (the "Refunded Obligation") and granted me the authority to determine the redemption date. The Refunded Obligation shall be redeemed on \_\_\_\_\_, which is within 90 days of the issuance of the Bonds, as required by the Resolution. [The Notice of Full Call is attached hereto as Schedule IV.]

8. Preliminary Official Statement. The Preliminary Official Statement with respect to the Bonds is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

( )

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

County Clerk

County Board Chairman

Introduced by \_\_\_\_\_  
Page 11 of 20 \_\_\_\_\_ Committee

9. Approval. This Certificate constitutes my approval of the Proposal, and the principal amount, definitive maturities, interest rates, purchase price and redemption provisions for the Bonds and the direct annual irrepealable tax levy to repay the Bonds, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on \_\_\_\_\_, 2022 pursuant to the authority delegated to me in the Resolution.

[Lance A. Pliml  
Chairperson]

[OR]

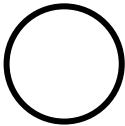
[Edward Newton  
Finance Director]

( )

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
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Committee

SCHEDULE I TO APPROVING CERTIFICATE

Proposal

To be provided by the Purchaser and incorporated into the Certificate.

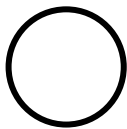
(See Attached)

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
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Committee

SCHEDULE II TO APPROVING CERTIFICATE

Pricing Summary

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

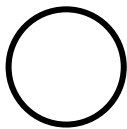
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Adopted by the County Board of Wood County, this      day of      19      .

County Clerk

County Board Chairman





RESOLUTION#

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DATE

Effective Date:

Introduced by  
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Committee

SCHEDULE III TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

To be provided by the Purchaser and incorporated into the Certificate.

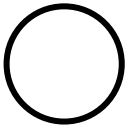
(See Attached)

( )

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
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Committee

[SCHEDULE IV TO APPROVING CERTIFICATE

Notice of Full Call

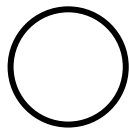
(See Attached)]

( )

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
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[SCHEDULE MRP TO APPROVING CERTIFICATE

Mandatory Redemption Provision

The Bonds due on October 1, \_\_\_\_, \_\_\_\_, and \_\_\_\_ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on October 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on October 1, 20\_\_

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on October 1, 20\_\_

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on October 1, 20\_\_

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on October 1, 20\_\_

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)]

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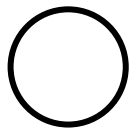
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
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Committee

EXHIBIT B TO RESOLUTION

(Form of Bond)

REGISTERED NO. R- UNITED STATES OF AMERICA  
STATE OF WISCONSIN  
WOOD COUNTY  
GENERAL OBLIGATION REFUNDING BOND  
DOLLARS \$

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
October 1, %

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: THOUSAND DOLLARS  
(\$ )

FOR VALUE RECEIVED, Wood County, Wisconsin (the "County"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2023 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by the County Clerk or County Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the County are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$ , all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the County pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of paying the cost of refunding certain obligations of the County, as authorized by a resolution adopted on September 21, 2022, as supplemented by an Approving Certificate, dated , 2022 (the "Approving Certificate") (collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the County Board of Supervisors for said date.

[The Bonds maturing on October 1, 20\_\_ and thereafter are subject to redemption prior to maturity, at the option of the County, on October 1, 20\_\_ or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the County, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.]

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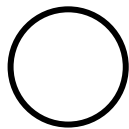
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ .

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

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[The Bonds maturing in the years \_\_\_\_\_ are subject to mandatory redemption by lot as provided in the Approving Certificate, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book entry only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the County, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond is a "qualified tax exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the County kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the County appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the County for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and County may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

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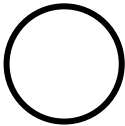
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Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
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Committee

IN WITNESS WHEREOF, Wood County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and County Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

WOOD COUNTY, WISCONSIN

By:   
Lance A. Pliml  
Chairperson

(SEAL)

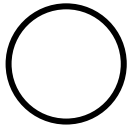
By:   
Trent Miner  
County Clerk

( )

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
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Committee

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints  
, Legal Representative, to transfer said Bond on the books kept for  
registration thereof, with full power of substitution in the premises.

Dated:

Signature Guaranteed:

(e.g. Bank, Trust Company  
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the  
Depository or Nominee Name as it appears upon the face of the  
within Bond in every particular, without alteration or enlargement or  
any change whatever.

(Authorized Officer)

( )

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

County Clerk

County Board Chairman

## HEALTH AND HUMAN SERVICES COMMITTEE

5a

**DATE:** August 25, 2022

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

**PRESENT: (in-person)** Adam Fischer, Tom Buttke, John Hokamp, Rebecca Spiros RN, Lee Thao  
**(WebEx)** Donna Rozar, Kristen Iniguez DO, Mary Jo Wheeler-Schueller

**ABSENT:** Lori Nordman

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Mary Solheim, Kyle Theiler, Mary Schlagenhaft, Marissa Kornack, Lee Ackerman (Human Services); Rock Larson (Veterans Service); Sue Smith, Kathy Alft (Health Department); Reuben Van Tassel (Maintenance); Ed Newton (Finance); Bill Clendenning, Jeff Penzkover, Dennis Polach (County Board Supervisors)

**1) Call to Order**

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

**2) Quorum**

Fischer declared a quorum.

**3) Public Comments**

- n/a

**4) Consent Agenda**

- Human Services narrative pulled.

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

- Brandon Vruwink, Reuben Van Tassel, and Sue Smith shared progress with work towards Riverblock access and security.

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

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

Department staff answered questions regarding information in the financial statements.

**7) Health Department out-of-state travel request to attend the Communities Joined in Action (CJA) annual meeting in New Orleans LA, September 19-20, 2022 with all expenses paid by the University of Wisconsin Population Health Institute**

Communities Joined in Action (CJA) annual meeting details and learning objectives were shared in the committee packet. Sue Smith provided additional information regarding the travel request. Motion (Thao/Hokamp) to authorize attendance to the CJA annual meeting with all expenses paid by the University of Wisconsin Population Health Institute. All ayes. Motion carried.

**8) Norwood Generator Project Funding**

Marissa Kornack referenced page 15 in the Human Services narrative regarding the emergency generator and transfer switches. There remains a shortfall of \$30,000 for project funding. Motion (Thao/Spiros) to recommend this expense be considered as part of ARPA funds. All ayes. Motion carried.

**9) Budget Presentation by Health Department**

Kathy Alft presented the 2023 Health Department budget and responded to questions and concerns of Committee members. Motion (Thao/Buttke) to approve the Health Department budget as presented (which includes 1.5% increase for COVID-LTEs) and forward to Operations Committee. All ayes. Motion carried.

**10) Budget Presentation by Veterans Services**

Rock Larson presented the 2023 Veteran Services budget and responded to questions and concerns of Committee members. Motion (Hokamp/Thao) to approve the Veteran Services budget as presented and forward to Operations Committee. All ayes. Motion carried.



**11) Veterans Burial and Memorial Programs**

Rock Larson described the various burial and memorial programs available to honorably discharged veterans and reservists.

**12) Edgewater Haven Ad Hoc Committee Update**

Adam Fischer described formation of the Edgewater Haven Ad Hoc Committee with John Hokamp, Tom Buttke, and Rebecca Spiros appointed to represent HHSC. Kyle Theiler shared Kathy Zellner, Tracey Draper, and Matthew Passineau (Edgewater Haven staff) will join that committee.

**13) Legislative Issue Updates**

Department heads provided updates regarding issues pertaining to their departments.

**14) Future Agenda Items**

The Chair noted items for future agendas.

**15) Next Meeting(s)**

- September 8, 2022, 5:00 pm, River Block Building, Room 206 – Wisconsin Rapids with WebEx option (this meeting is for Human Services budget presentation)
- September 22, 2022, 5:00 pm, River Block Building, Room 206 – Wisconsin Rapids with WebEx option

**16) Closed Session**

Motion (Spiros/Buttke) to convene into closed session pursuant to Wis. Stat. 19.85(1)(f) Wis. Stats. to discuss leave of absence request. Fischer: Aye, Rozar: Aye, Hokamp: Aye, Thao: Aye, Spiros: Aye, Buttke: Aye, Iniguez: Aye, Wheeler-Schueller: Aye. Motion carried. The Committee went into closed session at 6:07 p.m.

**17) Return to Open Session**

Motion (Buttke/Spiros) to return to open session at 6:12 p.m. All ayes. Motion carried.

**18) Adjourn**

Chair Fischer declared the meeting adjourned at 6:12 p.m.

Minutes taken by Kathy Alft and subject to Committee approval.

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** September 8, 2022

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

**PRESENT: (in-person)** Adam Fischer, Tom Buttke, John Hokamp, Lee Thao, Rebecca Spiros RN, Mary Jo Wheeler-Schueller  
**(WebEx)** Donna Rozar

**ABSENT:** Lori Nordman, Kristen Iniguez DO

**ALSO PRESENT (for all or part of the meeting):** Kathy Alft (Health); Brandon Vruwink, Marissa Kornack, Mary Schlagenhaft, Darrin Steinbach, Stephanie Gudmunsen, Kyle Theiler, Steve Budnik, Jodi Liegl, Lacey Piekarski (Human Services); Reuben Van Tassel (Maintenance); Ed Newton (Finance); Bill Clendenning (County Board Supervisor); Lance Pliml (County Board Chair) [*Some attendees were in the room and others joined by WebEx*]

**1) Call to Order**

Meeting called to order at 5:00 pm by Chair Fischer.

**2) Quorum**

Chair Fischer declared a quorum.

**3) Public Comments**

- n/a

**4) Health Department request to reclassify contracted hygienist as an FTE position**

Kathy Alft provided explanation for FTE request, noting it would be budget neutral. Motion (Buttke/Thao) to approve the reclassification of the contracted dental hygienist to FTE in the Healthy Smiles for Wood County budget. All ayes. Motion carried.

**5) Budget Presentation by Human Services (all functions)**

Brandon Vruwink presented the 2023 human services budget for Community, Edgewater, and Norwood. Brandon Vruwink, Kyle Theiler, and Marissa Kornack answered questions regarding the presented budget.

Motion (Hokamp/Thao) to approve the Community Human Services budget as presented and forward to Operations Committee. All ayes. Motion carried.

Motion (Buttke/Thao) to approve the Edgewater Human Services budget as presented and forward to Operations Committee. All ayes. Motion carried.

Motion (Buttke/Spiros) to eliminate the International Nurse section of the Norwood Human Services budget and then approve and forward to Operations Committee. All ayes. Motion carried.

**6) Adjourn**

Chair Fischer declared the meeting adjourned at 5:36pm.

Minutes taken by Steve Budnik and subject to Committee approval.

*If you have any questions about this report, please contact Sue Smith at 715-421-8928 (W) or 715-213-8493 (Cell) or [ssmith@co.wood.wi.us](mailto:ssmith@co.wood.wi.us)*

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

#### **COVID Updates**

For updates, please see the WI DHS COVID-19 date page at <https://www.dhs.wisconsin.gov/covid-19/data.htm>.

We continue to offer testing outside our building by appointment. Demand is quite low. For current testing information, visit: <https://www.co.wood.wi.us/Departments/Health/CovidTesting.aspx>. We are also continuing to offer COVID-19 vaccination clinics in various locations throughout Wood County (see <https://www.co.wood.wi.us/Departments/Health/CovidVaccination.aspx>).

We hosted a meeting with all of our school superintendents to discuss plans as we approach the start of the school year. The Department of Public Instruction released COVID-19 guidelines for schools and they are not recommending quarantining students/staff. They are recommending that sick students and staff stay home and do a COVID test. If positive, they will stay home for five days and wear a mask on days 6-10. Our districts all plan to follow this DPI guidance.

#### **Monkeypox**

We are developing our Monkeypox policies and procedures, vaccination screening tools and forms, and are in the process of getting our standing orders signed so that we can administer the monkeypox vaccine to high-risk close contacts, should the need arise. Vaccine supply remains low, so we do not anticipate holding clinics in the near future. We are able to order vaccine one dose at a time and we have a list of vaccine providers as well. We will assure anyone who should have the vaccine at this point, receives it in a timely manner.

#### **Strategic Planning**

We are very close to being able to share a draft strategic plan with you. A number of staff have been trying to use vacation time this summer, which we are encouraging. We will likely have something to share in September.

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

#### **Staff Announcement**

Niki Lucht had her twin baby girls Madison & Miley! Both are in the NICU – Madison is in Green Bay where she had them and Miley is in Milwaukee where she was transported after delivery for a birth defect that will be fixed within the next couple months when she grows enough; she will need to stay in the NICU until it's fixed which they estimate will be 2-3 months. Both girls are doing great, but it's been difficult traveling between two different areas of the state and patiently waiting for them to be able to come home.

#### **Health Equity**

Plan and facilitate Health Equity Team meetings; work on activities in action plan.

#### **New 2 Public Health (N2PH) Residency**

Two staff are wrapping up their N2PH Residency. During their last module and synchronous discussion they learned about leadership and policy development. Only two modules and synchronous discussions are left. The program wraps up in September with students presenting their Quality Improvement projects. Staff chose to work on a project together to improve the Healthy People Wood County Communication Plan. Staff are currently in the planning cycle and editing the communication plan before reviewing with the rest of the Healthy People Wood County team.

#### **COVID Communications**

A few communication messages are being created to remind parents and caregivers to vaccinate their children before school starts. In addition, messages have been created to remind people of general public health best practices for COVID as people head back to school.

#### **Communications/Branding**

Feedback was requested from community partners and coalition members at the Healthy People Wood County Advisory Council meeting in late July. Feedback is being collected via survey to update the Healthy People Wood County website. A series of educational posts were created for upcoming health awareness events in August. This included posts on National Immunization Preparedness Month, International Overdose Awareness Day, and Prevent Underage Drinking Month. This involved researching these topics, writing the posts using appropriate language, and creating graphics to accompany the posts.

## Community Health Improvement Plan/Healthy People Wood County

Staff continue to serve on Wisconsin Public Health Association's Policy & Advocacy Committee and Nominations Committee and serve as a mentor for the N2PH residency program.

Held first HPWC Quarterly Advisory Council meeting since before COVID.

Received grant from the WI Department of Health Services to conduct qualitative community engagement to learn about the impacts of COVID on the most impacted populations in Wood County.

Submitted grant for UniverCity program to work on 6 different projects from the Community Health Improvement Plan.

## Housing

Cabinets, countertops, backsplash, flooring and other finishing's have been selected by committee members for the Wisconsin Rapids Transitional Living project. A logo has been created, brochures have been printed and distributed to people who may be interested in getting involved with the project. Additional donations and grant funding is being sought after. Furniture and other items for the housing project are ready to be collected and storage to house these items is in the process of being confirmed. Health Department staff will be helping to clear out the garage and other areas at the location on September 1.

## Alcohol and Other Drugs

*Inspiring and Mobilizing People to Action for Community Transformation (IMPACT):* The IMPACT community team met on July 13 and brainstormed ideas to spend remaining State Opioid Response (SOR) funds to promote Wood County permanent medication disposal locations, as well as the upcoming Drug Take Back Event. The Alcohol Workgroup will reconvene in August to discuss alcohol age compliance checks, utilizing POLD (Place of Last Drink) data, and providing robust education around alcohol. The IMPACT community team will meet again in September.

*IMPACT RX Committee:* The RX committee met on July 7 and discussed the installation of a wooden sharps disposal box for the River Block building. The wooden sharps disposal box is being built by a community volunteer and will be ready for installation by August. Custom Fabrication has begun cutting the metal for two sharps disposal kiosks that will be placed in two city parks within Wood County. The kiosks are estimated to be done in September. The RX committee is working on finding a sustainable way to have the sharps disposed of. This conversation has involved several sources that could assist with the disposal. The committee will be promoting the October 29 Drug Take Back events taking place throughout the county.

*IMPACT THC Committee:* The THC Committee met on July 19 to continue working on the wording of the Delta 8 ordinance and discuss upcoming meetings where the ordinance will be proposed to county board. The committee reviewed results from the community perception survey questions around THC and discussed different ways to educate the community youth and parents by looking at the "Stay True to You" and the "Talk with Them" campaigns. The THC committee meets again in August.

*IMPACT Leadership Committee:* The leadership committee met on July 21 and worked on defining roles and responsibilities for the members. The committee looked at the full coalition meetings and better defined how to structure meetings, offer presentations/trainings, and develop action-oriented agendas, especially for committees to keep the work moving. The committee is looking for ways to give opportunities and involvement to every member. The leadership committee meets again in October.

*Narcan Direct Program:* Three trainings were offered to Wood County Health Department and Human Services staff on Overdose Prevention and NARCAN® Administration. A total of 33 staff were trained and 30 2-dose NARCAN® kits were distributed. Refills of Narcan were also provided to Marshfield Police Department after 2 individuals were successfully revived using the lifesaving medication.

*Providers and Teens Communicating for Health (PATCH):* Summer is hiring season for Teen Educators. Advertising for paid positions for youth were shared at local coffee shops, youth organizations, and other local business. Outreach continued with the local school districts within the summer school programs to recruit youth to become Teen Educators. Teen Educator training materials and curriculum were finalized for the required 20-hour initial training for the program that is scheduled for August. This training educates teens on their roles as Teen Educators as well as youth health care rights and responsibilities.

*MACY Drug Task Force:* The Marshfield Area Coalition for Youth (MACY) Drug Task Force met July 5 to plan ideas for the upcoming Central Wisconsin State Fair booth. This is an annual opportunity to provide resources to fairgoers on our local efforts to prevent youth substance use and address mental health concerns. Resources are being ordered through the State Opioid Response dollars to support fair handouts. The group is also working with the Marshfield City Clerk's office to distribute a letter to new/renewing alcohol licensees describing the Place of Last Drink (POLD) data collection program, as well as two handouts on the cost of overpouring beverages and signs of intoxication. The hope is to have more

establishments working internally with hired staff to reduce instances of overserving adults. Marshfield Police Department will also be working with establishments to provide education, especially when an establishment is identified multiple times through the POLD data tracking.

*Central Wisconsin Partnership for Recovery (CWPR):* The Central Wisconsin Partnership for Recovery operates under a Rural Communities Opioid Response Program (RCORP) grant to establish a consortium that will work collaboratively to improve the substance use disorder prevention, treatment, and recovery services available to the residents of Clark and Wood counties. The consortium met July 12 and shared updates on numerous community projects including the Rent Ready program that launched at the beginning of 2022 and saw their first tenant placed in a unit this month. The Wood County Jail Discharge Planner also shared an updated report on individuals served in the Wood County Jail including 359 completed Jail Discharge Plans, participation in the Badger State Sheriff's Association naloxone distribution project, and support for the launch of the Jail Medication Assisted Treatment (MAT) project. There were also two focus groups held with individuals who have lived experience with a substance use disorder, and a report highlighting outcomes was shared at the meeting.

### Mental Health Matters

The month of July for Mental Health Matters saw continual momentum through the efforts of our AmeriCorps volunteer. Within our AmeriCorps member's service plan, they are setting to accomplish the development of an Organizational Policy Review Tool, a list of policy suggestions pertaining to employee, volunteer, and client mental wellbeing, along with doing community outreach.

Our AmeriCorps member has been conducting consistent research on various policy review pathways and procedures to incorporate into the policy review tool. Additionally, they are deciding the best fit/format the tool should take. From the progress being made and the research being done, it is likely the policy review tool will eventually become a toolkit for organizations to review and utilize within their given organization.

Additionally during July, a visit to the River Cities Clubhouse was made to start re-engaging that specific community. Healthy People Wood County has a rich history with the two clubhouses in Wood County that have allowed a platform for those living with a mental illness and/or substance use disorder to have a voice and seat at the table. Plans were made to hold a focus group with some of the members at the River Cities Clubhouse in August to gather their insights on how they have experienced organizational policies and procedures and their impact on them, either positive or negative impacts.

Lastly, staff has done some organizational engagement. Staff met with the Central Wisconsin Aging and Disability Resource Center to conduct a key informant interview to better understand their policy review cycle and procedure. The AmeriCorps member met with the Wood County Veteran's Affairs office as well to gather similar insights. The goal of these key informant interviews is to gather necessary information to understand how organizations approach policy review and to provide them with useful resources for policy review as well as offer various mental health training opportunities.

### Food Systems / Farmer's Market

The Wisconsin Rapids Downtown Farmers' Market continues to grow in both vendors and visitors that attend the market. As of this month, we have a total of 90 vendors and community businesses at our market. With school starting soon, we will be losing our student volunteers that will have to return back to school. To continue to provide management and services for our Saturday market, we are in search of volunteer Market Managers for the remainder of our season and gas cards will be provided to assist with mileage to the market. In the month of July, transactions processed include:

- \$1531 in Debit/Credit transactions
- \$2510 in Food Share EBT
- \$75 in Aspirus Fruit and Veggies RX redeem
- We do not track WIC and Senior Farmers Market Vouchers as they are direct deposited by vendors, but are also available to use at the market.
- \$60,808 in total sales reported from our vendors

A literature review for a health impact assessment on a permanent location for the Wisconsin Rapids Downtown Farmers Market was started.

### Built Environment/Active Communities

The River Riders Bike Share Program has a total of 393 rentals so far, traveling over 1,400 miles! Already exceeding last year's total rides, the program is thrilled to be experiencing a wonderful second season after our off year in 2020. The Marshfield Community Bike Share program has a total of 166 rentals so far, traveling over 700 miles! On track for surpassing last year's rentals, the program is growing and becoming an integral part of the community. As we look towards the last half of our season, there are a few events coming up. River Riders Bike Share has been asked back to provide an option for transportation at the Science by the River event in October as well as a community ride with Three Bridges Recovery this fall. In addition to those events, we are hoping to have an end-of-season community bike ride with our local law enforcement officials in both north and south Wood County.

## **ENVIRONMENTAL HEALTH REPORT – BEN JEFFREY, R.S.**

### **Port Edwards/Armenia Groundwater Issues-MOU**

There are no updates on the AGC MOU for this month.

### **Staff Training**

Staff attended the Wisconsin Counties Association Seminar: Addressing Groundwater Issues at the County Level: The Kewaunee County Experience. The seminar included multiple topics on groundwater presented by Kewaunee County staff members as well as USDA staff. A comprehensive overview of the County's issues in improving groundwater quality for the residents was presented as well as specific data sets from residential well testing in the area. It was a valuable seminar for staff to attend due to the similarities we are seeing in some high nitrate areas of Juneau and southern Wood County. Staff also attended DNR Training on Bacteria and Nitrate lab set-up and requirements. This training was an overview of lab requirements, which provided a good refresher on lab requirements and certification procedures. Jill Ibarra completed FD312 Special Processes at Retail training hosted by the FDA. This training covers specialized food processing such as smoking, curing, reduced oxygen packaging and others, as well as extra food safety measurements necessary to provide safe food to the public. A few staff attended NARCAN Overdose Prevention Training this last month as well.

### **New Businesses and Consultations**

Staff completed a pre-licensing inspection for Biggby Coffee in Marshfield due to a change in ownership. Two pre-licensing inspections were completed for packaged meat sales in Wood County. A pre-licensing inspection was completed for "Pour Choices Bar," a new moderate food facility formerly known as "After Hours Bar". Consultations were completed for two temporary event operators looking to start a mobile food operation. A pre-licensing inspection was completed for the Rapids Area Sports Complex. A pre-licensing inspection was completed for Posh Inn and Suites, due to new ownership. A prepackaged facility, "Tower Hill Farms," also received a pre-licensing inspection this month.

### **Complaint Investigations**

Fourteen complaint investigations were received in the month of July.

- A complaint was received regarding road conditions in a mobile home community. Staff members are working with the operator to return the roads in the community to an acceptable condition.
- A caller reported poor conditions in the restroom of a licensed food establishment. Staff were onsite for a complaint investigation and did note facility violations at the time of inspection. The establishment will work to correct the violations immediately.
- A complaint was received on a licensed food establishment. The complaint described poor food safety practices. Staff spoke with management for review of policies and procedures related to the complaint.
- Staff received a complaint regarding poor living conditions in a camper. Staff found the address to be in a neighboring county; the complaint has been forwarded to the proper jurisdiction.
- A tenant reported bed bugs in a rental unit. Self-treatment is occurring; staff will be following up to see if treatment is successful.
- A complaint was received regarding garbage on private property. No health hazards were noted within the complaint. Staff recommended contacting local ordinance authority for possible enforcement.
- A caller requested information regarding bed bugs. Staff are currently working to follow up on this request.
- A caller reported a foul odor and poor living conditions in a rental unit. Staff were onsite but did not find any concerns at the time of inspection.
- A caller reported poor living conditions at a residence. Staff were onsite and noted accumulation of material items, but no health hazards present. No action needed at this time.
- A complaint was received regarding water damage and odors inside a rental home. This investigation is ongoing.
- A caller reported poor living conditions and possible cockroaches inside a rental home. Staff were onsite and observed multiple health hazards. This case is currently ongoing.
- A caller reported a rental unit that was full of bedbugs. Staff were onsite and completed an investigation, but did not observe any signs of bedbugs at the time. Tenants are self-treating and will follow up if the bedbugs return.
- A complaint was received on a landlord for failing to fix maintenance issues. Staff followed up with the tenant, but the issues have since been fixed. This case has been closed.
- A caller reported mice in the walls of an apartment complex. Staff contacted property management and pest control has been hired. No further action needed at this time.

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

- WIC continues to complete most appointments over the phone during this time. In person appointments are available, as requested, one day per month. The physical presence waiver to allow appointments over the phone currently goes through mid-January. The waiver is tied to the public health emergency declaration and requires WIC agencies provide remote services 90 days past the expiration of the public health emergency declaration.
- I have started conversations with providers in Wood County to build a better referral system for sharing WIC required data including height, weight, blood lead, and hemoglobin results from provider checkup appointments. Creating a better referral system will allow WIC participants the flexibility and option to attend fewer in person appointments with WIC while still reaping the same benefits.

Caseload for 2022 (Contracted caseload 1408)

	Dec 2021	Jan 2022	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Active (initial)</b>	1362	1375	1365	1379	1369	1325	1375	1341					
<b>Active (final)</b>	<b>1367</b>	<b>1378</b>	<b>1398</b>	<b>1402</b>	<b>1376</b>	<b>1329</b>	<b>1373</b>						
<b>Participating</b>	1366	1377	1372	1402	1376	1327	1373	1351					

## **WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT August 2022**

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

The past several weeks have been spent working on the 2023 budget. Because of our budget's size and scope, this is a very long process for our department. Each year brings new challenges, and this year is no exception. Additional support for children and families, including mental health services, is among the top issues on the community side of the budget. Navigating the challenges of additional regulations and protocols placed on our health care facilities is also a challenge. We plan to discuss these challenges in more detail at the Human Services budget meeting.

I have continued to discuss modifications to the River Block Building with Facilities Manager Reuben Van Tassel. The plan discussed with the committee at the June meeting continues to progress. Because of the increased costs, the plan to build out additional offices will be on hold until early 2023. I have appreciated Reuben's communication throughout this process and look forward to working with him on the building improvements.

The Wisconsin Counties Human Services Association is working on drafting issue papers related to the 2023-2025 biennial budget. Issue papers will focus on the top three to five budget requests. While the top issues have not been determined, the needs are significant across many human services programs. Issues likely to be discussed include increased funding for the Birth to 3 program. The demand for services across the state has continued to grow while state funding has lagged. Post-pandemic, the need for mental health services continues to increase. In particular, counties need additional support for crisis hotlines to serve individuals experiencing a mental health crisis. The area of children and families and support for youth who are also high needs. With the cost of Juvenile corrections growing rapidly, additional funding is needed to support other forms of treatment and preventative services. I will be sure to share information on the top state budget priorities in the future.

Wood County Human Services Department began hosting Family Fun Nights in June. The purpose is to provide biological families with opportunities to interact with their children positively while doing an activity that will create meaningful experiences and lasting memories. In June, we hosted a carnival, and families went miniature golfing in July. Foster families are encouraged to attend Family Fun Nights if they have children in their care. It provides an opportunity to interact with biological families in a positive and supportive capacity. I have attended both events, and the attendance has been excellent. After the July event, one of the children said, "This was the best night of my life." A big thank you to all the staff who have made Family Fun Nights possible.

### **Deputy Director Update by Mary Solheim**

*Adolescent Diversion Program Update:* In the month of July, we submitted our mid-year report to the Department of Children and Families for our Adolescent Diversion Program, which is funded by the Community Partnerships for Diversion from Youth Justice Grant. This update will highlight a few particulars from that submission. We are likewise working on submitting our proposed budget for 2023 which is due in August.

To date in 2022, the Adolescent Diversion Program has served 30 youth, 12 of which carried over from 2021, and 18 youth who were newly enrolled in 2022. Data reported in the mid-year report comes from surveys conducted pre and post-youth involvement within the program. Our goal is to see increases in individual asset categories and an increase in the youth's cumulative asset score during their program tenure.



Our two full-time case managers have maintained consistent in 2022, one of which has been with the program since its 2020 launch. We have also had five UWSP interns this year, one of which comes from a newly formed partnership with the UWSP Psychology program. Our internship positions within this program are unpaid and are a tremendous asset to us.

Of note and as reported in our mid-year report, we applied for and received local grant funding through the Legacy Foundation to expand ADP services to 10 & 11 year-old youth mid-year, a population we were unable to serve through the Community Partnerships for Diversion from Youth Justice Grant. This grant award allowed us the benefit of two full-time case managers to begin to serve our 10 & 11 year-old youth in South Wood County. The first of our case managers started on July 18 and the second will start in August.

We remain committed to our program goals of enrolling 50 youth from referrals received from schools, law enforcement, and our Human Services' Youth Justice team, reducing Deferred Prosecution Agreements, decreasing the use of illegal substances by youth at risk of or youth who have mental health and substance use disorders, increasing positive behavior responses of justice at risk and justice involved youth with risk of or diagnosis with substance use or mental health disorders,

*Youth Mentor Update:* We are excited to announce we have made some forward progress in identifying spaces within the Marshfield area to use as options for our staff to connect with youth. Our goal in securing the spaces/spaces is to find a space comparable to what we have found in Wisconsin Rapids where youth are able to connect with their assigned caseworker, social worker, or mentor in a more private setting outside of their home. The first of the two spaces comes at no cost to the County and our plan would be to use that space for small group meetings of less than three. The second identified space would only be utilized if it were likewise be at no cost to the County and would be used for support group sessions, if approved by the facility.

*Community/Department Collaboration:* We were pleased to have our District Attorney's Office liaison coordinate with us to conduct a training on two separate days at our River Block location. The training is designed to be informal and allow for our staff to ask questions to further understand requirements of them in going to Court and the overall legal process. We look forward to providing an additional update for the month of August after the trainings have concluded.

### **Administrative Services Update by Mary Schlagenhaft**

Administrative Services Team members attended various meetings specific to their job duties during the month. These included, but not limited to: Health & Human Service, Operations, County Board, team building, Human Services Division budget, Division specific management, process and individual progress meetings and any performance evaluations for team members submitted timely. All team members worked together to cover shortages in immediate needs due to absences and vacancies.

Additional accomplishments: Single Audit follow questions. Budget work for 2023. Ongoing EHR SmartCare learning, workflows and processes.

#### *Claims and A/R team:*

- Reviewed and worked on PPS needs in SmartCare HER
- Reviewed and tested for accuracy SmartCare billing process, claims creations and file submissions
- Worked with SmartCare to initialize Electronic EOB entry from insurance companies

Insurance claims created and submitted for current reporting

- Norwood: 259 claims in the amount of \$1,151,688
- Edgewater: 63 Claims submitted in the amount of \$381,496

- Community: 4 claims in the amount of \$600 out of Legacy System. 5086 claims submitted in the amount of \$535,560 in new EHR system
  - Accounts Receivable receipts: \$147,628

Service Admission Intakes - by Location

- NHC Admissions: 25, SNH 5
- Bridgeway: 6
- Edgewater: 10
- Community: 86 intakes
  - 13844 appointments scheduled, 905 attended (67%)

TRIP Monies received YTD:

- Norwood: \$32,218
- Community: \$65,008

Accounting and A/P Team:

- Vouchers, cash receipts, revenues, reporting all completed and submitted timely
- Continued efforts to identify staff duties, timelines and processes to assist in contingency planning (backups)
- Monthly NHC team meeting, bi-weekly EW team meetings, team 1/1 meetings conducted for updates on needs and goals
- NHC & EW budget meeting
- Preparation, monitoring, entry, meeting with divisions for 2023 Budget

Support Services Team:

- 1 staff on intermittent FMLA
- Update on Outpatient Clinic service note: dictation continues to be completed within 3 business days of appointment (there is occasionally an exception due to staff absences)
- Placement of desktop scanners. Laserfiche training presented by IT department
- Monitored Administration Budget
- 1 HIPAA/ Confidentially investigations in June
- Attend monthly Admin Services Managers' meeting
- Progress on RB 231 FS Records restructure and destruction, plan involves reorganizing paper files by destruction date into Vault
- Meet with 13 support services staff for scheduled one on one progress update; by phone and/ or in person; Ensure reception areas and all essential duties have coverage

**Community Resources Update by Steve Budnik**

Income Maintenance: In July, 9,806 recipients in Wood County received food share benefits. There were also 7,903 people who received BadgerCare insurance and 3,418 people who received elderly blind and disabled or long-term care benefits. Both FoodShare and Medicaid programs continue to increase each month since the start of 2022.

Transportation: The transportation fleet provided 845 rides in July. Of these rides, 248 were for employment and 146 for medical needs.

WHEAP: Since the 2022 heating season, effective October 1, 2021, we have provided energy assistance service to 2,798 households. This is an increase of 376 or 15.52% compared to last year. Wood County remains a leading agency as the statewide trend is -0.81%. This heating contract ends on September 30, 2022. As it nears, we continue to serve customers by administering summer fills of propane and fuel oil,

educating them on energy efficiency, and making referrals to community resources for customers needing services.

### **Edgewater Haven Update by Kyle Theiler**

In the month of July we had 3 admissions and 8 readmissions. Memory care census was steady at a census of 18.

Census comparison to last year:

July 2021 – 49.25 average census with 7.48 rehab

July 2022 – 46.42 average census with 3.51 rehab

Admissions/Discharges Comparison:

July 2021 – Admissions 18/Discharges 12/Readmissions 7/Deaths 3

July 2022 – Admissions 3/Discharges 6/Readmission 8/Deaths 0

Personnel Updates: Nurses – 2 FT .97 RN, 3 FT .97 LPN. CNAs – 2 FT .97 CNA. Dietary – fully staffed.

The open positions for CNAs and nurses stayed the same through the month of July. We are seeing a small uptick in nursing applicants and trying our best to recruit them to Edgewater. We tentatively have one fulltime RN starting on 8/15/2022. This will bring us down to one full time RN.

Two nurses returned from their medical leave in the month of July. These two coming back was a huge help to the schedule and will ultimately lessen agency need.

We are excited to be adding Edgewater's name to facilities participating in the WisCaregiver Careers Program. This program is being funded by the state of Wisconsin to assist individuals interested in becoming nurse aides. We are hopeful that this program can help us fill our last two CNA positions.

COVID-19 Updates: There was an uptick in COVID-19 cases in July. Four staff members tested positive from exposure in the community. Two of the staff members had already had COVID-19 once. Therefore, we are preparing for more staff cases as the fall quickly approaches. There was also a resident that tested positive in late July. This resident tested positive after being exposed to COVID-19 by a visitor. Thankfully all staff members and the resident experienced mild symptoms.

Testing continues to take up a great deal of time. Due to the community transmission rate all individuals not considered "up to date" with their COVID-19 vaccine are testing twice weekly.

There were no significant regulatory changes related to COVID-19 in July.

Capital Improvement Projects: The 400 wing cabinet project is complete. Our boiler project is slated to start in early August. We are hopeful all the parts arrive to finish this project before it starts getting cold outside. The 500 wing patio project is nearing completion. The pergola is going up in early August. We are excited that residents and families will get to use this space for the end of summer.

CIP is still going very well. Kudos to Ron Landwehr, maintenance lead, for his due diligence in getting these projects finished.

Health Care Services Group: The work from health care service group continues to get better. I will take this item off my monthly narrative due to the improvement in service. We received the reimbursement for staffing shortages to start 2022 which totaled \$6,000.

**Medication Technician Course:** We are proud to announce that both of our Certified Nursing Assistants have completed their medication technician course work. They will now complete 40 hours of hands on clinical experience before being awarded their medication technician certificates.

There were several CNA students that started the course at Mid-State. However, our two CNAs were the only two to complete and pass all of the difficult coursework. These two students represented Edgewater and Wood County well.

**Networking Events:** Edgewater participated in two community events to market and educate the public on our facility. On July 7<sup>th</sup>, three team members from Edgewater and two team members from HR participated in lunch by the river. The event had a large turnout and we had great conversations about the benefits Edgewater Haven has to offer. On July 29<sup>th</sup>, our building was a part of Nekoosa Court's health fair. The turnout was not as large as Lunch by the River but we talked to many seniors living in assisted living about our nursing home. We are hoping these events help us gain referrals for residents in the future.

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

**FSET Program:** The FSET Program finalized FFY – Quarter 3 (April–June 2022) with the following program outcomes:

- Enrolled 399 out of 684 referred customers in April – June; a 58.33% enrollment rate. In the month of June alone, FSET Case Managers enrolled 140 customers, the highest enrollment rate of the quarter, totaling 60.34%.
- The NorthCentral FSET region continues to lead the state in education assigned activity, totaling 37.41% average in Quarter 3, which includes completing high school equivalent/HSED/GED completion and driver's education activity. We anticipate this activity will increase with the fall academic semester beginning in August/September.
- Job retention services are offered to FSET customers who obtain employment while enrolled in FSET, which totaled 43.7% in Quarter 3 (as compared to the statewide average of 24%).
  - FSET employer partnerships now total 99 employers throughout the 9-county region, a vital collaboration for customers starting and obtaining employment through their 90-day job retention timeframe to ensure long-term, permanent employment success.

**Wood County–Marshfield Customer Success Story:** Jane (name has been changed for confidentiality) enrolled in FSET in October 2021. At that time she had reported housing concerns, transportation issues, and having a hard time keeping a job. She wanted to focus on finding a simple job while also pursuing her dream of becoming a welder. Jane had several job leads that did not work out and so with the support of her FSET Case Manager, she decided to focus on post-secondary education. She enrolled in a TIG Welding class at Mid-State Technical College. The tuition, welding gear, and fuel for class was all supported by FSET. Jane's FSET Case Manager met with her regularly to ensure academic success, while also discussing employment opportunities. A&B Process Systems came into the classroom to discuss employment opportunities and as a FSET employer partner, were very interested in interviewing Jane. Ultimately, Jane had employment options and chose employment with a different employer, earning \$18/hour in a welding position. She was offered and accepted 90 days of FSET job retention, which includes case management support and support services (such as gas cards to employment). Jane shared she found a job she enjoys and hopes to return to school for a 2-year welding degree.

### **Norwood Health Center Update by Marissa Kornack**

As you may recall, we provided an update at our February HHSC meeting that bids came in considerably over budget for the 2022 CIP electrical work involving our emergency generator and transfer switches. Our budget was \$50,000 with lowest bid being approximately \$80,000. The very large increase is attributed to increased material costs of electrical wiring/components. At the February HHSC, we were

directed to purchase as much of the materials as the budget allowed and postpone the remainder of the tasks until the additional funds could be allocated. We purchased the \$50,000 worth of materials that the budget allowed, but are still in need of \$30,000 for installation. At the time, the committee believed this may be an allowable ARPA expense and to bring it forward to the ARPA committee when they established a process for requests, but we are not aware that a process/application has been established to submit this project request to the ARPA committee.

Due to a recent incident regarding building security, we are working on securing quotes on building out walls and adding badge scanning doors to the lobby in order to restrict access to the rest of the facility. This is something we plan to bring forward in the coming months to discuss with the committee regarding funding.

Our search for a permanent psychiatrist continues with Jackson Physician Search. I continue to have weekly calls with our account representative.

I have included "The Long-Term Care Workforce Crisis: A 2022 Report" in the packet for your review. This report is published by LeadingAge Wisconsin and Wisconsin Health Care Association bi-annually. This report is then used to advocate for increased Medicaid funding and systemic changes with local, state, and federal representatives. Most striking is that the caregiving vacancy rate rose to 27.8% in 2022, which more than doubled the vacancy rate in 2016. These vacancies are directly related to poor Medicaid funding for nursing homes. Wisconsin remains one of the worst in the country in nursing home Medicaid rates.

#### **Norwood Nursing Update by Liz Masanz**

We continue to use the services of agency staffing. We have three agency CNAs and one agency RN due to vacancies. We continue to wait for word from the international nursing agency, and for our prevailing wage to be approved, to move forward with having them search for staff internationally.

COVID-19 community transmission level is still in the red, which requires staff not up to date with COVID-19 vaccination to test twice a week. We have seen an uptick in sick and positive staff over the last month or so. 93.6% of staff are fully vaccinated against COVID-19, with 6.4% not vaccinated with approved exemption requests.

Liz continues to update nursing and infection control policies, including adopting policies on monkey pox for precautionary purposes.

Admissions Unit: Dr. Reimers continues as our acting treatment director via telehealth through contract, with locum psychiatrist coverage on the weekend. We had 25 admissions and 30 discharges in July.

The unit has seen increased in census over the last few weeks. Our full time occupational therapist will be leaving on medical leave soon. Dr. Winemiller (psychologist), the nurses, and the social workers have a schedule to cover groups on the unit during her leave. A casual occupational therapist will be covering the required occupational therapy assessments.

We have a nurse practitioner student who will be completing an internship next fall on the unit working with Dr. Reimers in order to obtain her psychiatric nurse practitioner license. Nursing students started back up in the building doing rotations on the inpatient and LTC unit.

Long Term Care Unit: We expect our annual state survey at any time in the next few months, as they were last here in July of 2021. We continue to work on survey preparation by meeting as a group every week to review our sections of the survey process and audits.

The peer specialist started conducting groups on Wednesdays for the residents. Residents have been receiving enhanced services through AODA group, psychoeducation groups, peer specialist group, and individual counseling services through the outpatient clinic.

The LTC unit head nurse, Amanda, has been working on getting residents vaccinated for shingles as cases have been on the rise. She has also been working on getting resident up to date on pneumonia vaccine, due to some changing guidance from CDC on the new Prevnar vaccine.

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

Due to internal promotions, we are recruiting for two casual receptionist to cover evening and weekend hours at the front desk.

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

Congregate meals for the month of July were 4,866 with revenue of \$25,998. Congregate meals year to date are 36,895 with revenue of \$197,134.

We experienced our first monthly loss of the year of \$2,928 in July. The loss can be explained by food prices steadily increasing, no frozen meals requested for five days out of the month, and July being historically a low month for meal numbers. We have approached the ADRC about a potential payment increase to combat the ever increasing food costs.

We currently have a full time dietary aide position vacant, as well as a two full time cooks. This has made staffing very challenging.

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

Pathways Renovation: This year's renovations on the Pathways unit have been completed! The new flooring, paint, and cabinets did wonders to update the residents' rooms to a more homelike stay.

HVAC Upgrades: The first group (of two) of thermostats and heating valves have been installed and are functioning. The next section is underway on course to finish in October.

Update on the failed communication wire for the outside A/C chiller: Attempts to replace the failed wire were not successful due to the poor condition of the existing conduit (has filled with water and silt) making it impossible to pull a new wire through. To avoid disrupting the remaining wires in that run, especially during the hottest months, we decided to run a new waterproof conduit and new wire to ensure this problem will not be an issue again. The new conduit was trenched in and new wires were pulled, allowing for the conversion to be done with minimal downtime. This added task took Maintenance a day to install, but the entire cost was under \$500.

Boiler repair: An unexpected repair for one of Norwood's boilers was required this month as the internal fan blower unit failed and needed to be replaced. Unfortunately, the parts and labor cost \$4,600. Our Operating Budget should hopefully be adequate to cover this cost, assuming there will not be another large equipment repair needed this year.

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

**Meeting Date: August 25, 2022**

July Activity: During the month of July we completed/submitted 378 federal forms to include:

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

### **Activities:**

1. Completed as of August 17:
  - a. July 21 – CVSO fall Conference planning with Hotel Mead.
  - b. July 27 – North Central Continuum of Care (homelessness Coalition) meeting (virtual)
  - c. August 9 – Tomah VA Hospital CVSO & Congressional Liaison meeting (virtual)
  - d. ~~August 11 – Board of Veterans Affairs meeting (WDVA)~~ Cancelled
  - e. August 15 – Wisconsin Counties Association Regional Diversity, Equity and Inclusion meeting.
  - f. August 16 – Milwaukee Federal VA Regional Office Director's conference call with VSO & CVSO
2. Near Future:
  - a. August 23-27 Central Wisconsin State Fair (outreach booth)
  - b. August 24 - Governor's Blue Ribbon Commission of Veteran's Opportunity (Virtual)
  - c. August 30 – CVSO presentation to Wisconsin Department of Veterans Affairs Veterans Outreach and Recovery Program staff (Hotel Mead)
  - d. September 9 – Fort McCoy's Retiree Appreciation day.
  - e. September 19 – Wisconsin Counties Association CVSO Booth
  - f. September 21 – CVSO and Wisconsin Department of Veterans Affairs leadership meeting (virtual)
  - g. October 5 – Veteran's Toxic Exposure Symposium (PACT ACT) Mc Millian Library 2 & 6 PM.

### **Office updates:**

1. Office continues to review and reach out to Blue Water Vietnam Navy and Marine personnel. Many veterans have responded and we have submitted claims for compensation. To date Wood County Veterans under this effort have received \$619,628,080 in retroactive payments. Monthly increases totaling \$59,577 or additional \$714,931 every year.

Since last month's report: no new ratings.

**Note:** these are just ratings we initiated by reviewing our records on file and contacting the veteran. It does not include claims brought in to our office by the veteran or the normal benefit maintenance activity

we do. To date the retroactive payments and the annual ongoing compensation for this initiative have exceed the annual budget for the department.

2. SFC Heath Robinson Honoring our Promise to Address Comprehensive Toxics Act of 2022 (PACT Act) has been signed into law by the President. VA is starting to formalize their rules and plan of action. Our office in conjunction with the Wisconsin Rapids VFW are holding a Veteran Toxic Exposure symposium on October 5<sup>th</sup> at the McMillian Library. We have briefly discussed holding another in Marshfield. We have reviewed one of the file drawer in Wisconsin Rapids office and already have identified 24 Vietnam Era veterans, 24 Global War on Terror Veterans potentially effected by the PACT Act and 6 other claims to follow up on. Form letters are being drafted to send to veterans. We have 29 file drawers in Wisconsin Rapids.
3. Governor Evers's Blue Ribbon Commission on Veteran's Opportunity has had four meetings and one listening session:
  - a. First meeting Focused on the History of the Veterans Trust Fund and what it is used for
  - b. Second meeting- The State Veterans Nursing Homes and veteran long term care.
  - c. Third Meeting – Veteran Employment and Education
  - d. Fourth meeting – Housing, Homelessness and mental health.

The August 24<sup>th</sup> meeting will start the work sessions to make recommendations to the Governor. For more information on the Commission please see the following website.

<https://dva.wi.gov/Pages/aboutWdva/BlueRibbonCommission.aspx>

4. Impact of office to the veterans we serve. In april of 2020 a veteran rated 10% service disabled for his low back came into our office for nerve issues in his lower extremities. After reviewing his medical records a claim was submitted which increased his low back rating and added both lower extremities and other issues for a combined rating of 60% or a increase of over \$1,100. In December of 2021 based on another exam the VA proposed to reduce the lower extremities to 10% each making the overall rating 40% and reducing the monthly compensation by \$550. His veteran representative based on training received at our April training conference (class of challenging VA reductions) responded to the proposed reduction challenging the second exam. New exams were ordered and the veteran lower extremities were not reduce in fact one was increased and the veteran will receive another increase to 70% or \$ 1,637 per month (not the \$791 per month the VA proposed).



## **Minutes of the Wood County Public Safety Committee**

**DATE:** September 12, 2022

**PRESENT:** Joe Zurfluh, William Voight, Bill Winch, Dennis Polach, Brad Hamilton

**EXCUSED:**

**NOT**

**PRESENT:**

**OTHERS** Sarah Christensen, Jeff Penzkover, Dave Patton, Erik Engel, Shawn Becker,

**PRESENT:** Quentin Ellis, Kelli Trzinski, Charlie Hoogesteger, Lori Heideman, Ted Ashbeck,  
Alexa Acker, Brooke Matsch, Ed Newton, Reuben Van Tassel

**LOCATION:** Wood County Courthouse

### **1. Call to Order:**

Joseph Zurfluh called the meeting to order at 9:00 a.m.

### **2. Review minutes of August 8, 2022:**

**Motion by Hamilton, second by Voight to approve the minutes of the August 8, 2022 meeting as presented. Motion carried unanimously.**

### **3. Public Comments:**

No public comments.

### **4. Set date, time and location of next meeting**

**October 10, 2022**

**9:00 a.m.**

**Wood County Courthouse Room 114**

### **5. Communications Department:**

#### **a. Communications August 2022 Claims:**

The Committee reviewed the Communications August 2022 claims.

#### **b. Communications Report:**

The Committee reviewed the Communications report. Director states there is work being done with Solarus involving moving copper lines for the jail expansion. Also continuing work on NextGen911. Clarification was given on the scheduled power outage through maintenance.

**c. 2023 Budget:**

The Committee reviewed the Communications 2023 Budget. Director stated the budget is up due to Finance removing an account last year that needed to be re-added this year. Discussion ensued on the CIP funds. Decided that the AC unit for the Nekoosa Tower will be pushed to the following year budget and getting a new vehicle for the Communications direction will be priority.

**Motion by Hamilton, second by Winch to move the 2023 budget for the Communications Department to the Operations Committee. Motion carried unanimously.**

**6. Emergency Management Department:**

**a. Emergency Management August 2022 Claims:**

The Committee reviewed the Emergency Management August 2022 claims. Clarification was given on the p card charges, stating the charge was for nuts/bolts/washers for the upcoming Town of Port Edwards and Town of Saratoga BNI project. Those funds will be getting paid through the townships.

**b. Emergency Management Activity Report:**

The Committee reviewed the Emergency Management report.

**c. 2023 Budget**

The Committee reviewed the Emergency Management 2023 Budget. Director stated the budget is up about 2% without the purchase of a BNI vehicle. For the BNI vehicle the department will be using the trade in funds from the F150, \$18,000.00 from the sale of the Director vehicle and the requested money in the budget of \$30,000.00. Looking to get a ¾ - 1-ton truck that would be used for both BNI purposes and to haul the command trailer to and from events.

**Motion by Voight, second by Hamilton to move the 2023 budget for the Emergency Management Department to the Operations Committee. Motion carried unanimously.**

**7. Dispatch Department:**

**a. Dispatch August 2022 Claims:**

The Committee reviewed the Dispatch August 2022 claims.

**b. Dispatch Activity Report:**

The Committee reviewed the Dispatch report. Discussion ensued on the departure of the director and to start thinking about whether or not to hire within to fill that position. Director stated the department received praise from a man who was stuck in sand hills and could not find his way out.

**c. 2023 Budget**

The Committee reviewed the Dispatch 2023 Budget. Director stated there is a 0.57% increase due to a last minute change with a child support grant.

**Motion by Hamilton, second by Polach to move the 2023 budget for the Dispatch Department to the Operations Committee. Motion carried unanimously.**

**8. Coroner:**

**a. Coroner Report:**

The Committee reviewed the Coroner reports.

**b. August 2022 Claims:**

The Committee reviewed the Coroner August 2022 claims.

**d. 2023 Budget**

**Motion by Hamilton, second by Voight to approve the 2023 Budget of the Coroner and pass it on to the Operations Committee. Motion carried unanimously.**

**9. Humane Officer**

**a. Humane Officer Report:**

The Committee reviewed the Humane Officer reports.

**10. Sheriff's Department:**

**a. Correspondences:**

Nothing to Report.

**b. CTLE Grant Resolution:**

**Motion by Hamilton, second by Zurfluh to authorize Wood County to enter into an agreement and seek funding under \$165.90 for Law Enforcement Services on Restricted Tribal Lands. Motion carried unanimously.**

**c. Joint SRT MOU:**

**Motion by Hamilton, second by Polach to approve Memorandum of Understanding for the Wood County Joint Special Response Team between Marshfield Police Department and Wood County Sheriff's Department. Motion carried unanimously.**

**d. 2023 Budget:**

**Motion by Hamilton, second by Voight to pass the 2023 budget of the Humane Officer to the Operations Committee. Motion carried unanimously.**

**Motion by Hamilton, second by Polach to pass the 2023 Budget of the Wood County Sheriff's Department to the Operations Committee. Motion carried unanimously.**

**e. Tuition Assistance Request:**

**Motion by Hamilton, second by Polach to approve the funding for the Sheriff's Department's Office Manager, Kelli Trzinski, as she works on her Master of Science in Leadership and Organizational Development at Lakeland University. Motion carried unanimously.**

**f. Wood County Rescue:**

The Committee reviewed the Wood County Rescue report.

**g. Crime Stoppers:**

The Committee reviewed the Crime Stoppers report.

**h. K-9 Project:**

The Committee reviewed the K-9 report.

Sheriff Becker wanted to thank the following people: Andrea Weiland for her help with the First Annual Acacia Foundation Golf Outing, Dean Veneman for his help with the Fifth Annual Sunrise Rotary Mini Golf Outing, and Mary Wheeler and Wheelers for sponsoring two brat fries in Marshfield and Wisconsin Rapids.

**i. August 2022 Claims:**

The Committee reviewed the Sheriff's Department August 2022 claims.

**j. Hiring Process:**

Nothing to Report

**k. Boat/ATV/UTV/Snowmobile Patrol:**

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

**l. Overtime:**

The Committee reviewed the overtime reports.

**m. Courthouse Security:**

The Committee reviewed the Courthouse Security report.

**n. Jail Items**

- i. Inmate Daily Population: Reviewed.
- ii. EMP: Reviewed
- iii. Safekeeper Housing Numbers: Reviewed
- iv. Kitchen Report: Reviewed
- v. Body Scanner: Reviewed
- vi. Jail Inspection-Reviewed
- vii. Maintenance: Nothing to Report
- viii. Inmate Programs: Nothing to Report
- ix. Jail Study: Nothing to Report

**11. August 2022 Claims: Communications, Emergency Management, Dispatch, Sheriff, Coroner, and Humane Officer:**

**Motion by Voight, second by Hamilton to approve the August 2022 claims of all Public Safety Committee Departments. Motion carried unanimously.**

**12. Agenda Items for Next Meeting:**

None

**13. Adjourn**

**Meeting adjourned at 10:32 a.m. by Chairman Zurfluh.**

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

**WOOD COUNTY  
TRAFFIC SAFETY COMMISSION MEETING**

**Date: Wednesday, June 8th, 2022**

**Time: 10:30 AM**

**Place: Conference Room  
Wood County Highway Dept  
Wisconsin Rapids, WI**

**WebEx Info:**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mce1738c3bf9aaaddc1e8c2f82218dc49>

**Agenda**

Present – Charlie Hoogesteger Wood County Sheriff’s Department, Dan Kontos DOT BOTS, Anna Schenk WisDOT, Joseph Zurfluh Wood County Board Supervisor, Bill Clendenning Wood County Board, Dennis Polach Wood County Board, Emily Covarrubias Wood County Emergency Management, Rhae Stertz Wisconsin State Patrol, Tim Resheske Nekoosa Police Department, Ben Nikolai Port Edwards Resident, Sarah Christensen Wood County Emergency Management

1. Meeting called to order by Charles Hoogesteger at 10:30AM.
2. Minutes of the March 2022 Traffic Safety Commission Meeting

**Motion by Charles Hoogesteger to accept the minutes, second by Dan Kontos.  
Motion carried unanimously.**

3. Report from Department of Transportation Engineer – Anna Schenk reports no new 2022 construction project updates. Details on 2024 projects for Wood County along WIS 80 and WIS 73 overlap. WIS 54 work will need to be done prior to September 2024 and detours portion of WIS 80 can’t start until after Labor Day 2024. There are multiple projects in the mix and the Project Manager will need to determine if work can be completed under traffic or timing for these may need to be revisited or implement longer detours.
4. Local Program Specialist report –

Dan gave a summary of crashes as of 06/07/22. See attached PowerPoint. Dan then went through the reports and upcoming safety events throughout the next quarter such as focusing on dangers of impaired driving.

5. WisDOT Predictive Analytics Project

- a. Project proposal was approved in April
- b. Grant will provide portable message board as initially requested but not Stop Ahead or Stop Signs with flashing lights. Educational materials and overtime patrols for areas in proposal was approved.
- c. We will revisit them with our request and see if we can we can add additional message boards.
- d. Charles Hoogesteger will approve overtime applications and equipment usage. Brochures will be procured via Sheriff's Department.

6. Other business

- a. Emergency Management has a flood sign from the National Weather Service to be possibly be installed by the Highway Department at areas where there should be increased flood level awareness. Some possible locations were offered such as CTH V in the township of Lincoln or CTH GG near Cranmoor and Port Edwards. EM will consult with Roland Hawke on where this will fit needs best.
- b. The next regular Traffic Safety meeting will take place on September 14th, 2022 at 10:30 a.m. in the Wood County Highway Conference Room.

7. Public Comments - No public comments

8. Adjournment – **Motion to adjourn by Charles Hoogesteger, second by Joseph Zurfluh at 10:53 a.m.**

Minutes taken by: Emily Covarrubias – Wood County Emergency Management

**WOOD COUNTY**  
**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

**Agenda**

**DATE:** August 24, 2022 (Wednesday)

**TIME:** 1:00 PM

**PLACE:** Wood County EOC

**In Attendance:** Sarah Christensen Emergency Management, Dan Reber ND Paper, Kevin Hansen ERCO, Nick Flugaur Wood County Risk Management, Sara Luchini Wood County Health, Karen Madden Gannett Central Wisconsin, William Winch Wood County Board, Lance Pliml Wood County Board.

1. Minutes of August 2021 Meeting – Nick Flugaur makes a motion to approve the minutes of the August 2021 meeting as presented. Second by Karen Madden. Motion carried unanimously.
2. Public Comments – No public comments.
3. Training – Talked about updated Covid guidance from the Health Department. Discussed the updating of the Health Department emergency plans. Sara Luchini stated that this is an open meeting invitation. If you would like to attend contact her, and she will get you the invite information. Discussed upcoming training exercises. Wood and Portage County are partnering with McCain's to do a functional exercise building off of the tabletop that was done this spring. We are hoping to have this in the spring of 2023.
4. HazMat Incidents – Incidents reviewed. We are seeing less and less reports of unknown amounts of unknown substances which is good. The last 2 incidents...June and August, are being followed up on for additional information.
5. Bylaws/State Inspector/Membership List – Motion by Nick Flugaur to accept the bylaws as presented, accept the membership list and continue the use of the State Inspector.



Second by Karen Madden. Motion carried unanimously.

6. Adjournment – Meetings will be conducted quarterly going forward. Motion by Karen, second by Sara to adjourn the meeting at 1:48 pm. Motion carried unanimously.

**HUMANE OFFICER  
BROOKE MATSCH  
AUGUST 7 TO AUGUST 20, 2022**

8/8/22

22-11829

*Dog bite reported off of 17<sup>th</sup> St N. Victim and owner initially wanted to get rid of the dog the same night it happened. He told Dispatch that if an officer didn't show up to take the dog, he was going to let it go outside. I did make contact the following morning, he stated the dog was in a crate, but he was unsure if he wanted to surrender at this point. He said the dog was up to date on shots. The next day he stated once again he is unsure of surrender. A form was dropped off and he was told to get three vet checks and to do the quarantine and to be in contact if he wished to surrender the dog after the quarantine period is over.*

22-13896

*A complaint of donkey mistreatment off of Vruwink Rd in Milladore. I arrived at the address and parked off to the side, as this was a large cattle farm. I started walking up the driveway and noticed a small white and black donkey in the driveway. It was apparent, even from far away, that the donkey had very long, untrimmed, neglected hooves. It walked over to the side of the house, to where I was greeted by the owner, Doug. Doug told me that no one has been able to get near the donkey to trim the hooves but other than that, he is well taken care of. I advised him that it was in the best interest of the donkey to surrender this animal to the horse rescue for rehabilitation. I called Karen at Midwest Horse Rescue and left a voicemail. I told Doug I would be in touch. Doug did verbalize that he was not interested in surrendering but that he would appreciate the help getting the hooves taken care of. He would not surrender at that time. I told him that I would have to impound the animal and he told me that he would have no problem taking me to court to get the donkey back. I got Doug's number and left. Later that afternoon, Karen called me back. She saw the pictures of the Donkey and agreed that it needed immediate attention. She agreed to take the donkey into the horse rescue. She would be in contact with me once she found someone to help load the animal. I called Doug back at 6:30PM and got the voicemail. I will continue to try to get ahold of him regarding transfer of this animal. See word doc for updates*

22-11912

*Dog bite reported off of 5<sup>th</sup> St S in WR. Child with multiple lacerations to the face got bit by family dog. Police report indicated that the family put the dog down immediately following the bite. I went to the house and spoke with the child's mother. She said that the emergency vet in Kronnenwetter put the dog down a few days ago. I advised her to think about rabies prevention shots since I had no dog to quarantine. She said that she was not worried because the dog was up to date on shots. I called the ER in Rapids and talked to someone about the case and that I could not quarantine the dog and perhaps the nurse who took care of the child would want to call the family and talk about the shots available. The receptionist said she would pass the information along to the charge nurse on duty.*

22-14085

*Cat bite reported in the town of Milladore. It was reported 9 days late because of medical care sought. Victim said bite was starting to swell so he went to get antibiotics. He stated it was his sister's cat and that it was an indoor cat. He reported that the cat has been fine this entire time and he is not worried about rabies. The owner of the cat is an elderly woman who is hard of hearing. Even though quarantine period is over, I will still call and advise them to watch the cat and quarantine for reminder of the two days.*

8/9/22

22-12004

*Cat bite reported from Aspirus, victim is owner. Owner is elderly man who said he was playing with cat and the cat bit him on L arm. Owner says the cat has always been an indoor cat and is fully up to date on all shots. I spoke with both victim and victim's son, which will be in touch is anything progresses but were accepting of paperwork. Victim did want to decline quarantine period due to cat being indoor and UTD on all shots.*

22-12662

*Follow up on a police report from mid July on a case where a neighbors dog attacked and bit elderly woman who lives next door. Woman reported this to an officer, which then wrote a ticket for dog at large to owner of attacking dog. On 8/8 I was emailed by the officer on the case and said the elderly woman called back and wanted to talk to humane officer. I called the woman on 8/9 and she expressed concern about living next to the dog. She claimed that the dog does not stay in the yard and that she "is a prisoner in her home". She told me that the dog has bit her dog on 6 other occasions but that the only one filed was the one in mid July. She said that all her other neighbors are afraid as well. At 12PM on 8/9 I went to the residence of the attacking dog and spoke with the owner, Paul H. Paul said that his dog did not bite the neighbor's dog 6 times and that she is lying. He said that his dog has a shock collar and that it stays in the yard besides that one occasion. Paul did say that he will sit in his driveway with the dog off the leash. I did observe the dog, which was a mix of German Shepherd/Rottweiler/Bernard. The dog seemed friendly. Paul was advised to keep his dog in his yard and leashed when off the property. I followed up with the complainant and told her the interaction I had and advised her to call the police with further complaints of the dog being off the property.*

8/10/22

22-962

*At 11AM I responded to 1021 Port Road for a complaint that was called in yesterday of a dog bite. The owner of the dogs, Stephanie Smith, stated that her huskys got into an altercation over treats and that she had gotten into the middle of it and got bit on the R leg. She was unsure of which dog bit. When I spoke to Stephanie yesterday night she was still waiting in the ER for medical attention. Stephanie is*

*aware that both dogs needs to be quarantined with vet checks. She was cooperative and I dropped off the form this afternoon, taping it to her door.*

*8/11/22*

*22-12173*

*I received a report of a stray dog at 454 Grove Ave in WR that had bit the owner of the residence. Victim, Jonathon Walker, said that his wife had found the dog as a stray walking around and brought it back to their house. They were watching the dog while attempting to find the owners. While the dog was there, they introduced the stray to their dog. At that time the stray lunged at their dog and Jonathon got in the middle of it all and was bit on the left testicle. He is currently in the ER receiving stitches. The humane society came and picked up the stray and is on a stray hold/bite quarantine at the humane society until further notice. 8/12/22 I was notified by Madison at the humane society that the dog was micro chipped back to Amanda Klatt at 530 Grove Avenue. Madison and I tried calling and leaving voicemails, attempting to get Amanda to pick up the dog and continue quarantine at home due to UTD shots/vaccines. 8/12 11:30PM Amanda returned a voicemail but I missed her call. I called her back at 8AM on 8/13 but she did not answer so I left another voicemail. 11AM I went to her house to deliver quarantine form and to let her know she needs to contact the humane society immediately for pick up. The microchip led back to the wrong address so I went to multiple addresses before finding the correct owners. Owner was notified that dog was at Humane Society. We talked about quarantine and paperwork and she picked dog up a few hours later per Madison at Humane Society.*

*8/12/22*

*22-14352*

*On 8/12 I was called by an officer that was at the scene of a stray dog that had killed multiple chickens and rabbits at a residence off of Townline. The officer had the dog confined in the back of his car. I made contact with the humane society to pick up the dog. The humane society got out to the residence but as they showed up, the owner of the husky showed up. The owner of the husky, Alberto Torres, arranged payment with the owner of the chickens, Judy Marking, in the amount of \$230 dollars. The officer on scene is also issuing a dog at large citation to Alberto. I followed up with Judy in regard to the incident and Alberto as well and answered any questions they had.*

*8/12/22*

*22-12187*

*On 8/11/22 I received a complaint of a dog bite with limited information and phone numbers. I went to the victim's (Deangelo) residence at 220 11<sup>th</sup> St S and spoke with the victim's stepfather. Deangelo's mother was not home and said that he would have his mother call me when she's home from work. I then went to 1420 East G St, which is Brittany and Kip's residence. Brittany and Kip own Shaggy, a retriever/coonhound that had bit Deangelo last night. According to Brittany, Deangelo was riding a motorized bike through the neighborhood/alley when Shaggy chased after him and bit him in the back. Brittany said that her husband walked Deangelo home and that he had noticed the punctures starting to bleed. I did get a sheet from Aspirus/ER emailed over to me so Deangelo did seek medical attention. Brittany showed me proof of Shaggy's rabies vaccine. I explained to her the quarantine requirements and*

*the vet checks and she was very cooperative. She brought Shaggy out to meet me. Shaggy rubbed up against my leg and was very well behaved. After I left, Deangelo's mother called me. I explained to her that I had talked to Brittany and that she was cooperating with vet checks and that Shaggy was up to date on rabies vaccine. Deangelo's mom expressed concern that her medical bill would not be covered by insurance. I told her that was a small claims matter and that I could not advise her on that matter. She also expressed concern that Brittany's dogs are never leashed up and run all over the neighborhood. I told her that I advised Brittany to keep her dogs leashed up and that if she noticed the dogs running off the property again she could call it into dispatch.*

*8/17/22*

*22-14582*

*Cat bite in town of Milladore. Cat bit owner when owner removed cat from house due to remodeling. Cat up to date on shots and is an inside cat so owner is not worried- paperwork dropped off.*

*8/18/22*

*22-12481*

*I was emailed over a dog bite in Wisconsin Rapids that happened off Red Oak Circle. Owner of dog, Rhonda, lives with her mother who is the victim. Owner stated that they were grooming the dog when it slipped out of the muzzle and bit Deborah. Deborah received 20 stitches in her right hand. Rhonda believes that when the dog bit down, Deborah pulled away causing the rip/tear. Owner stated that dog is up to date on shots, given through Animal Medical and Surgical Clinic. Rabies paperwork dropped off.*

*8/18/22*

*22-14725*

*Cat bite reported at 895 South Shore Drive. Victim, Patrick Pavelski, said that he has two stray cats in his garage. One has been in there for months that they take care of and the other they put in there today. Both cats are male, not neutered, and the one that the family took in today appeared to have a broken leg. Patrick and his wife were doing something with the cat when it bit Patrick on the L arm. I went to the residence with the humane society and we captured the cat where it will sit on a stray hold quarantine for 10 days. Patrick and his wife are unsure if they want to have the cat returned to them. Patrick was enroute to the ER when I arrived at his house. He will keep me updated on his decisions about the return of the cat and rabies prevention shots.*

*8/20/22*

*22-14472*

*On 8/14/22 I was contacted by Officer Jazdzewski. He said that he followed up on a complaint at 9450 STH 13 S with Jamie Kraeger in regards to a dog neglect complaint. The complaint was that two dogs were tied up in the woods with no access to food and water, tied up around trees. Officer Jazdzewski told me to keep it on my radar in case it was called in again. On 8/20/22 a complaint was called in again which said the dogs were locked up inside now and that feces were all over the basement floor. At 4:30PM I arrived on scene with Officer Jazdzewski. We knocked on all doors but no answer and no barking of dogs. Chickens were in a coop in the backyard with no food or water. I put fresh water in the*

*coop for them. I called Jamie when we left the scene and she said she was on vacation in Sturgeon Bay with her dogs. Her friend was supposed to be taking care of her chickens. I told her that I put fresh water in and that her friend needed to come give them food tonight. Jamie says the dogs are not neglected and she's simply out of town and she was sick of her neighbors always calling her in.*

**COUNTY OF WOOD**

**EMPLOYEE NAME:** Brooke Matsch

## Monthly Time Report

**DEPARTMENT: Wood County Humane Officer**

**THROUGH August 7 - August 20, 2022**

**APPROVED BY: Public Safety Committee**

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
08/08/22	22-11829	\$50.00	16	10:00 AM	1:00 PM	3.00	Dog bite, owner is considering surrendering dog
08/08/22	N/A	\$50.00	0	9:00 AM	10:00 AM	1.00	Committee meeting
08/08/22	22-13896	\$50.00	21	1:00 PM	3:00 PM	2.00	Donkey neglect case, ongoing
08/08/22	22-11912	\$50.00	23	3:00 PM	4:00 PM	1.00	Dog bite, dog put down before quarantine period over, UTD on shots
08/08/22	22-14085	\$50.00	0	5:00 PM	6:00 PM	1.00	Cat bite in Milladore, reported 9 days late
08/09/22	22-12004	\$50.00	32	10:00AM	12:00PM	2.00	Cat bite in Rapids, cat up to date on shots, owner is victim
08/09/22	22-12662	\$50.00	0	12:00PM	2:00PM	2.00	Follow up on dog bite/attack from July that was forwarded from officer
08/10/22	22-962	\$50.00	22	12:00PM	3:00PM	3.00	Dog bite, up to date on shots
08/10/22	N/A	\$50.00	20	8:15AM	11:00AM	2.75	Meeting with Kelli/Matt
08/11/22	22-12173	\$50.00	0	5:00PM	7:00PM	2.00	Dog bite
08/12/22	22-14352	\$50.00	0	10:00AM	12:00PM	2.00	Dog at large vs chicken/rabbit
08/12/22	22-12187	\$50.00	34	12:00PM	2:00PM	2.00	Dog bite
08/13/22	22-12173	\$0.00	28	10:00AM	12:00PM	2.00	Humane society found owner of dog that bit, went to multiple addresses
08/17/22	22-14582	\$50.00	60	8:00AM	11:00AM	3.00	Cat bite to owner UTD on shots
08/18/22	22-12481	\$50.00	28	10:00AM	12:00PM	2.00	Dog bite, UTD
08/18/22	22-14725	\$50.00	26	2:00PM	4:00PM	2.00	Cat bite, stray
08/20/22	22-14472	\$50.00	24	2:00PM	5:00PM	3.00	Dog neglect
<b>TOTAL</b>		<b>\$800.00</b>	<b>334</b>			<b>35.75</b>	<b>\$208.75</b>

**(Mileage Check)**

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

Mileage: 101-3901-54129-000-331

**HUMANE OFFICER  
BROOKE MATSCH  
AUGUST 21 TO SEPTEMBER 4, 2022**

**8/22/22**

22-12616

On 8/20/22 a dog bite was reported to me at 1080 Cook Ave in Wisconsin Rapids. The victim and owner is Charleen E Symmank DOB 7/11/61. Charleen stated that she was watching her sons dogs when a fight broke out between her husky and her son's shepard over food. Charleen tried to break up the fight and got a laceration on her L hand. Charleen did seek medical attention at Aspirus. She is cooperative with quarantine but says that her dog is always up to date on shots. I delivered the quarantine order on 8/22/22.

22-12642

On 8/21/22 a cat bite was reported by Aspirus walk in clinic. The victim is Dylan Westfall DOB 7/9/95 and the owner of the cat is Trevor Scott DOB 5/30/90. I called on 8/21 and 8/22 multiple times to each party but received no call back or answer. I went to Scott's residence on 8/22 with the quarantine order. Trevor called me back after seeing it on his door and said that he does not own a cat nor does he know who Dylan Westfall is. At this time, I cannot do anything further because the victim will not return my phone calls and lives near Wausau.

22-14897

On 8/21/22 a dog bite was reported to me by Marshfield Clinic. The victim was a 3 year old child named Ivorry King. Ivorry's mom Rosalinda resides in Marshfield and her father resides in Wausau. The bite was reported late, as it occurred on 8/18/22. Neither party has returned my phone calls from 8/21 or 8/22. On 8/21 I talked to the owner of the dog, Coriana Sigurni. Coriana is Ivorry's aunt. Coriana stated that her husband took the dog, Bella, to Michigan after the bite. I told her that I needed to know the address of where the dog would be residing. She did not get back to me so I contacted her again on 8/22 AM. Coriana said that her husband was bringing the dog back and she would let me know when the dog arrived back to her home. I delivered the quarantine order to her in the afternoon of 8/22, she resides at 10339 Rangeline Road in Auburndale in a camper outside of an auto body shop. She texted me later that day saying that she could not find a place to quarantine her dog and I advised her that if the dog was not up to date, and is back before the 10 days are up, it would need to go to the humane society for quarantine. I called Dr Pulvermacher at Marshfield who is Ivorry's primary doctor and advised him that I did not have a dog to quarantine at this time. He said he would attempt to call Ivorry's mom as well and talk about rabies prevention. On 8/23/22 at 10:30AM Coriana, the owner of the dog, contacted me via text telling me her dog was not up to date on rabies. She has a current appointment today for intake at the humane society at 3PM for the remainder of the quarantine period.



**8/23/22**

22-1786

On 8/21/22 I received an officer report from C.Meyer of a dog vs dog/dog bite at 400 Point Basse Ave in Nekoosa. In the report, it stated that a dog from the residence at 418 Point Basse Ave ran over to 400 Point Basse Ave and attacked a small dog in the yard. The owner of the small dog is Kenneth Barton. Kenneth stuck his hand into the larger dog's mouth to get his dog out and in the process was bit on the hand. The owner of the attacking dog is Tiffany Boss. I am aware at the officer did give a warning for dog at large and told Tiffany to have her dogs licensed by 8/24 with proof. On 8/22/22 at 10AM I called and left voicemails for all parties involved. Tiffany lives with her husband, Kenneth Plowman. Kenneth stated that the dog is Tiffany's dog. At 10:42AM I called Tiffany and got ahold of her. She told me that her dog Ruby, with puppy Pink, was at the next door neighbors house when the fight broke out. She thinks her dog Ruby attacked the neighbor's dog because that dog had bit her puppy. She stated she found a puncture on the puppy after the dog's returned but sought no vet care for it. I verified that Ruby was not up to date on rabies, and due to the hand bite on Kenneth, needed to be quarantined at the Humane Society. Tiffany set up at an appointment to do so on 8/23 at 1PM. I told Tiffany I would be in contact with her after I spoke with Mr. Barton about the damages. On 8/22 at 7:30PM I made contact with Mr. Barton. He stated that his small dog, JoJo, a shitzu bision, had spent the night at the Kronnenwetter emergency vet. It had a punctured lung and needs medicine with a bill coming to \$145.57. He did not seek medical attention for his hand yet but "might". He would like the vet bill covered by Tiffany but does not want contact with her. He prefers she go through me or the Nekoosa PD. I called Tiffany afterwards and informed her of the damages in which she stated she planned to pay for. I told both parties to be in touch. See word doc for ongoing investigation.

22-14999

Around 7AM on 8/23/22 I received a phone call from Officer Jazdzewski stating he was driving on Cty Hwy H and saw a lab in the middle of the road. He pulled over and figured that the dog came from the address of 3044 Cty Hwy H belonging to Jeff and Travis Newby. He said that no one was at the residence, but he noticed several dogs living in poor conditions. At 4PM I met him at the residence and we walked around, finding at least 10 dogs on the property. One husky in a kennel, two dogs chained separately, 3 in a make shift kennel, and 4 running loose. All dogs appeared to be labs besides the husky. The temperature at the time was about 85 degrees. One dog that was chained up had no shelter and had a wound on it's left ear- it was drinking out of a dirty flower pot and had no food. Another black dog had about 4 feet of chain, no food, no water. The three dogs in the make shift kennel had food thrown on the ground mixed in with the dirt and very dirty, green water. The husky had shelter but the water was full of algae and no food to be found. I could not find where the dogs running loose had any food or water. The house on the property was run down and not lived in. There was a camper on the property and a trailer with a broken door. There was cattle, sheep, and horses off to the side that appeared well cared for with an over flowing trough of water. I took the hose and started filling up clean buckets of water for the dogs. The instantly started drinking it, appearing very thirsty. While I was doing that, the officer was walking next door to get contact info for the owners of the property. While he was doing that, Jeff Newby pulled in the driveway. I introduced myself and why I was there. The officer walked over as well and we talked with him about the conditions the dogs were living in. He didn't have much

to say but allowed us to continue to care for the dogs. He stated that him and his brother were working on the back shed area for the dogs. I pointed out the things that were wrong and me and the officer agreed to give him a verbal warning to fix these things within the next few weeks. I will be following up with Jeff Newby mid September to make sure these dogs are being properly cared for with Officer Jazdzewski and will go from there. See word doc for continuing investigation.

**8/24/22**

22-14969

On 8/22/22 I was informed of a possible dog bite at 7721 Ahlborn Road. The victim was Donna Ahlborn. On 8/24/22 I went to the house and talked to Donna. She showed me her right leg where there was a bruise that looked like it could've been caused by a dog's claws. She told me that she wasn't sure if it was his claws or teeth but it did not break the skin, which I verified by looking at it. She just wanted it on file in case something worse happened. She stated the dog belonged next door to Randy and Jessica Betz at 7701 Ahlborn Road. While I was talking to Donna I noticed a white and orange outside cat hanging around the house. I knocked on the neighbors door but no one answered. When I knocked I noticed a large, black, bulldog type looking dog which fit the description Donna gave me of the attacking dog. I put my card on the door and left. I received a call a few hours later from Jessica Betz. I explained why I had been there and Jessica told me that there is an ongoing "feud" over land. She said that her dog is normally tied up but on 8/22 her dog, Brutis, ran over to see Donna's cat which was between her legs. She thinks that Brutis accidentally clawed Donna's leg while trying to "play" with the cat. I advised her to keep Brutis in the yard and the repercussions of what happens if the dog actually does break skin or cause harm to Donna or her animals. Donna requested a hand written report from me on what happened to have for her personal record. I wrote a general report of the situation and what I had talked to the neighbors about.

22-15020

On 8/23/22 I was contacted through Dispatch by an anonymous complainant later to find out was Jessica from the voluntary program "Birth to 3" which is program that works with families with delays and disabilities. Jessica told me that they were in the home of Elizabeth Sankey the day prior and had concerns for the welfare of their animals. She stated that there was a dog giving birth on the couch and that the larger dogs had to be stopped from eating the puppies. She also stated some of the dogs didn't appear healthy. She said one younger child told them that their brother got in trouble for dead puppies in a gym bag. I went to the residence on 8/24/22 with Officer Nehls. When we got there, the children and uncle were at the house. There is approximately 10 children inside the house. The uncle stated the parents were not home and he does not know anything about the situation besides Elizabeth breeds miniature pinchers. We saw multiple pinchers, a bulldog, a black shaggier dog, a goat, and some ducks outside. The dogs did not appear to be in poor health and were active and friendly. Officer Nehls called Elizabeth and she stated we could not enter the house until she got home. We waited about 20 minutes and she pulled in, allowing us to enter the ground floor of the house but not upstairs. We saw automatic feeders for the dogs. There was one large rabbit in a cage in the kitchen. There was one puppy in a pack and play and a separate room with a small dog and her puppies, who appeared to be only a few days old. Elizabeth stated one of her children had sat on, or laid on, a puppy yesterday and killed it on

accident. The officer and I agreed that we saw no problems with the health of the dogs on the property. Elizabeth was cooperative and asked about kennel licensing in which I will get back to her on soon.

### **8/30/22**

22-15418

Cat bite reported at 561 2<sup>nd</sup> St Apt B in Port Edwards to minor, Willow Shull DOB 3/7/19, guardian Heather Wigstrom. Cat is owned by Heather's sister, Amanda Wigstrom. Willow was seen at Aspirus walk in for cat bite to left arm. Cat's name is nugget and is a short hair, multi color cat, that is up to date on vaccines. Quarantine can be done at home and Amanda is cooperating with vet checks.

### **8/31/22**

22-15542

On 8/30/22 there was an anonymous complaint called in at the address of 3717 STH 54 W at trailer 12B belonging to Kerri D Sabo DOB 12/31/1965. The complaint said that a young male puppy has been locked in a plastic crate unable to stretch legs, or confined to kitchen, and that the dogs needs are not being met. The complaint said that a cat is always locked in the bathroom as well and that both animals are not being taken to the vet and/or receiving appropriate shots. On 8/31/22 I went to the residence, but no one was home. I left my card on the door. Kerri called me later that evening stating that she knew who called her in and that they lied, and her animals are fine. She told me she was going to get a lawyer for harassment. I assured her that all I needed to do was stop by and check on the welfare of the animal. She told me she was out of town a lot coming up with appointments, but we are in the process of making arrangements of a time I can stop by and check on these animals. We agreed on the afternoon of 9/4/22.

22-13127

On 8/30/22 a dog bite came in from Aspirus that a minor, Heidi Woodward (age 7), had been bit on the cheek by a great dane at the residence of 1311 Franklin St in WR. The dog's owner is Amanda Labarge. Amanda stated that the dog is not up to date on rabies vaccine and was instructed to have the dog quarantine at the humane society. The bite happened on 8/27 so the quarantine is down to 5-6 days. Rabies control report was delivered to the humane society for the vet checks.

### **9/2/22**

22-13266

On 9/1/22 I received a complaint of a cat bite that happened at the residence of 2031 Irving St in WR. The cat at the residence bit its owner when they were "playing too rough" according to owner, Kathleen Kolo. Kathleen stated that her cat is an indoor cat and up to date on shots and she is not concerned about rabies. I dropped the quarantine paperwork off with her around 9AM on 9/2/22.

**EMPLOYEE NAME: Brooke Matsch**

## Monthly Time Report

**DEPARTMENT: Wood County Humane Officer**

**THROUGH**      **August 21, 2022 - September 3, 2022**

**APPROVED BY: Public Safety Committee**

[illegible]

(Mileage Check)

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

Mileage: 101-3901-54129-000-331

**HUMANE OFFICER  
BROOKE MATSCH  
JULY 24, 2022 TO AUGUST 8, 2022**

**7/26/22**

- 22-11336  
*Cat bite to owner, not up to date on shots. Owner is living off of 8<sup>th</sup> Ave S in WR. Cat is indoor cat, owner got in between an altercation between her 2 cats and got bite.*
- 22-13299  
*Dog bite at a Cranberry Marsh off St hwy 54 W. Owner is out of town and his parents were watching his dog. Dog bit owner's father on thumb 5 days ago and bite was never reported until they went to ER last night at 3AM. Quarantine period is cut short due to late report.*
- 22-13282  
*Dog bite off Rainbow Ridge Rd outside of Marshfield. Dog is up to date on all vaccines, bite was accidental to child.*

**8/1/22**

- 22-11654  
*Dog went after mailman when he went up to house to deliver mail, he bit satchel but did not bite his body. Attack was captured on ring doorbell. I called owner of dog at 6PM on 8/1/22 but no answer, left voicemail. Owner of dog (husband) called back 8/2/22 at 11:30AM, I informed him of the situation and what could happen in the future. He did state that normally they always go out of the back door for mail and that it was an accident that his wife went out the front and that they will watch more closely what they're doing moving forward.*
- 22-13643  
*Complainant called in because neighborhood dog attacked her dogs and killed chicken in her yard. Complainant stated it was a white pitbull mix, intact male. This dog was running with a white standard poodle. Complainant broke the fight up by hitting the dog with a stick. There are no puncture wounds on her dogs, just fur missing. She owns three heelers. Her senior dog (Blue, 13YRS) has 3 legs and got hurt, limping around today. Her pup has fur missing. Complainant will update me with information if she seeks vet attention. She does not know where the dog came from or lives but will let me know if she finds out.*
- 22-11647  
*Dog bite off of 10<sup>th</sup> st N. Victim was riding his bike when a mastiff ran out of the yard and bit him on his R hip/buttocks. Phone number from officer and dispatch does not go through. I will update as I know more. 8/2/22 4:30PM I stopped by owner of Mastiff's house. I talked to boyfriend and girlfriend about the incident. Stevens Point Vet verified via phone that Prince had lapsed on rabies vaccine. Owners said they did not know it expired after one year. They were notified to drop Prince off at Humane Society tomorrow morning and were cooperative. Victim was notified of status of shots.*

**8/2/22**

- 22-11664

*Dog bite reported off 8<sup>th</sup> St N. Victim (child) was playing in great grandma's yard when the neighbor dog jumped a small decorative fence and bit him on back on L side. ER prescribed the child augmentin and cleaned the bite. Victim and mom are not from area, they're from Winneconne. On 8/2 at 11:30AM owner of dog called back and said that he had gotten the dog from an ex and thought it was up to date on shots. I called vet and could not find shot records for dog. I notified owner to take dog into Humane Society for quarantine. At 4:15PM the dog was dropped off and the victims mom was notified of status of shots/quarantine.*

- 22-924

*Dog bite reported at John Edwards High School playground in Port. Child was doing cartwheels when a dog bit/scraped her leg x3. Child and person walking the dog knew eachother. Dog was on leash. I got verification that dog is up to date on shots. Owner of dog thought child might have landed on the dog, causing the bite. Victim's mom sent me a picture of the injury which appeared to be 3 tooth scrapes. Owner of dog requested to see pictures. At 5:30PM I dropped paperwork off with owner of dogs boyfriend, I explained quarantine to him. I met the dog, which seemed friendly.*

**8/4/22**

- 22-13791

*The humane society called in a complaint that someone told them about involving a 1-year-old husky on 9<sup>th</sup> St S in WR. A facebook post had been made that got spread around the area which heightened the concern. The complaints were that the dog had a prong collar on 24/7, it was left outside all day and night on a cable, constant barking, food dishes tipped over, no shelter ect. I went to the house on 8/3 at 12:30PM and there was no answer, so I left my card on the door. I did not notice any barking or dog tied to cable while I was there. At 4PM I was notified by dispatch that someone had stolen the dog from the house while the owner was away. The owner called me and assumed that either I, or the humane society, had taken the dog. I assured him that was not the case. We talked about what was going on with he complaints and he stated that he doesn't know what to do with the dog because he cannot potty train it and that it destroys things which is why it's outside. We went over some options of ways to help these situations. In the meantime, an officer called me and told me that someone had stolen the dog and taken to the humane society, it was someone who had seen the facebook post. The dog was en route of being returned to the house. I made plans to stop at the owner's house today (8/4) with a written document of things he can do to help the situations that he is struggling with. I gave him Madison's number from the humane society because she is willing to fit the dog with a chew proof metal collar for him. I will follow up with owner in a week or two and see how things are going.*

**EMPLOYEE NAME:** Brooke Matsch

## Monthly Time Report

**DEPARTMENT: Wood County Humane Officer**

**THROUGH**      **July 24, 2022 - August 6, 2022**

**APPROVED BY: Public Safety Committee**

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
07/26/22	22-11336	\$50.00	6	10:00AM	12:00PM	2.00	Cat bite to owner, not UTD on shots
07/26/22	22-13299	\$50.00	11	12:00PM	2:00PM	2.00	Dog bite, reported 5 days late
07/26/22	22-13282	\$50.00	88	2:00PM	4:30PM	2.50	Dog bite, dog UTD on shots
08/01/22	22-11647	\$50.00	32	9:00 AM	11:30 AM	2.50	Dog bite, Dog ??? On shots
08/01/22	22-13643	\$50.00	0	12:00 PM	2:30 PM	2.50	unknown dog attacked another dog and killed chicken
08/01/22	22-11654	\$50.00	0	2:30PM	4:30PM	2.00	Dog vs mailman
08/02/22	22-11664	\$50.00	0	8:00 AM	11:00 AM	3.00	Dog bite, dog not UTD on shots
08/02/22	22-924	\$50.00	24	3:00 PM	6:00 PM	3.00	Dog bite, dog UTD on shots
08/04/22	22-13791	\$50.00	30	8:00 AM	1:00 PM	5.00	Husky neglect complaint
<b>TOTAL</b>		<b>\$450.00</b>	<b>191</b>			<b>24.50</b>	<b>\$119.38</b>

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

**MEMORANDUM OF UNDERSTANDING  
FOR THE WOOD COUNTY JOINT SPECIAL RESPONSE TEAM  
MARSHFIELD POLICE DEPARTMENT  
WOOD COUNTY SHERIFFS DEPARTMENT**

WHEREAS, the City of Marshfield and the County of Wood have entered into a duly signed Voluntary Cooperation Mutual Aid Agreement (hereafter, "Mutual Aid Agreement") which is in effect until otherwise canceled.

WHEREAS, said Mutual Aid Agreement allows agencies within the Mutual Aid Agreement to enter into Inter-Agency task forces including Special Response Teams (hereafter "SRT ").

WHEREAS, the City of Marshfield and the County of Wood believe that the continued use of one larger Inter-Agency SRT will allow for the most economical and efficient use of their respective SRT resources.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- A. The Wood County Joint Special Response Team is a multi-agency unit, organized and formulated to work together to respond to calls needing the specialized services of a SRT.
- B. The Chief of Police, Sheriff, or his/her designee, from each participating agency will oversee command structures, protocols, and ensure members are trained in compliance within professional standards.
- C. Each participating agency shall have authority to request SRT assistance on behalf of their agency. SRT assistance should be requested through the SRT Commander(s).
- D. When services are requested, the SRT Commander(s) will evaluate the request for services and his/her available resources, and respond in a manner he/she deems appropriate.
- E. The SRT commander, of the jurisdiction where the SRT activity is located will act as the Incident Commander (IC) for events occurring within their jurisdiction.

**WOOD COUNTY JOINT SPECIAL RESPONSE TEAM MEMORANDUM OF UNDERSTANDING**

- F. Whenever a team member is rendering assistance under this MOU, the team member shall abide by and be subject to the rules and regulations, personnel policies, general orders, and standard operating procedures of his/her own employing agency. If at any time, any rule, regulation, personnel policy, general order or standard operating procedure is contradicted, contravened or otherwise in conflict with a direct order of a superior officer of Wood County Joint Special Response Team then such rule, regulation, policy, general order or procedure of the employing agency shall control and shall supersede the direct order of the superior officer of the Wood County Joint SRT.



- G. If a complaint has been lodged against any member of the Wood County Joint SRT, that complaint will be forwarded to the Chief of Police, Sheriff (or his/her designee) of the member's employing agency to be handled pursuant to the policy and procedures of the employing agency.
- H. While present outside the member's jurisdiction by request of another agency, Wood County Joint SRT members may detain, search, and arrest individuals during their SRT assignment as if they were inside their own jurisdiction. If any crime occurs in the member's presence while executing their duties pursuant to this MOU, said SRT member is empowered to render law enforcement assistance.
- I. Each participating agency engaging in any assistance pursuant to this MOU understand that, each agency will be responsible for the acts, omissions or conduct of its own employees; damage or loss of their own equipment; and will defend their own agency employees in any suit or claim arising in reference to their agency employee(s). Each agency will hold harmless, defend, and indemnify the other participating agencies and employees to the extent permitted by law for actions or inactions of their employees. Nothing in this agreement shall be deemed a waiver of any party's immunity provided by law.
- J. Wood County Joint SRT members of each participating agency when engaging in assistance outside of their jurisdictional limits, under the terms of this MOU, shall, pursuant to provisions of state statute have the same powers, duties, rights, privileges and immunities as if the member was performing duties inside the member's jurisdiction in which normally employed.
- K. This agreement may be canceled upon delivery of written notice to the Chief of Police, Sheriff or his/her designee.

**SIGNATURE PAGES TO FOLLOW**

**CITY OF MARSHFIELD POLICE DEPARTMENT**

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Chief Jody Geurink  
Marshfield Police Department  
Dated:

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Michael Meyer  
Police and Fire Commission President  
Dated:

**WOOD COUNTY SHERIFF'S DEPARTMENT**

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Sheriff Shawn Becker  
Wood County Sheriff's Department  
Dated:

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Joseph Zurfluh  
Wood County Board Public Safety Chair  
Dated:



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

### TUITION ASSISTANCE REQUEST FORM

(Return completed form to your Department Head for approval.)

Qualified employees must have worked full-time for Wood County for at least thirty-six (36) consecutive and continuous months and have a rating of "satisfactory" or better on his/her most recent performance evaluation.

Name: Kelli Ann Trzinski Department: Sheriff's

Phone #: 715-421-8712 Requested Amount: \$ whatever is available

College/Educational Program: Lakeland Master of Science in Leadership & Organizational Development

Term: ☒ Fall ☐ Winter ☐ Spring ☐ Summer Quarter/Semester/Year: 2022

Course Name (Attach course description)	Credit Hours	Cost	Start Date	End Date
1. <u>Org Effectivness</u>	<u>3.00</u>	<u>2,124.00</u>	<u>9.1.22</u>	<u>11.28.22</u>
2. <u>Human Resource Management</u>	<u>3.00</u>	<u>2,124.00</u>	<u>9.1.22</u>	<u>11.28.22</u>
3.				
4.				
5.				

Why are you taking this Program: ☒ Content applies to my current position. ☐ Required to remain in my current position. ☐ Relates to a future job goal with Wood County. ☐ Other

Please explain why this course and/or degree is job related to your position at Wood County: This degree will help me become a more effective leader, it will help me lead my employees through an ever changing and competitive work environment

Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid, or provide proof of ineligibility, before applying for benefits under this Program.

I understand and agree to sign a promissory note covering the amount of tuition reimbursement, which will require repayment of any reimbursement under this program if I do not remain employed in a full-time capacity with Wood County for 36 months following the date of reimbursement.

Kelli A Trzinski 8.26.22  
Employee Signature Date

Shawn Becker 08/29/22  
Department Head Date

\_\_\_\_\_  
Oversight Committee Chair Date

Date Request Received: \_\_\_\_\_ By: \_\_\_\_\_ Department: \_\_\_\_\_  
Date Approved/Denied: \_\_\_\_\_ Approved: ☐ Denied: ☐

## William R. Kellett School of Undergraduate and Graduate Studies

### BA 730 - Organizational Effectiveness

Semester Hours: 3

This course provides an overview of the emerging field of organizational effectiveness. It examines the necessity for an organizational effectiveness strategy and the appropriate and competent use of such a strategy in the context of a business firm. It presents ways to increase the probabilities of accomplishing successful change, maximizing desired results, and improving competitive position on a sustainable basis. This course will not only enable its participants to define organizational effectiveness, but also to develop a model most appropriate to an organization's unique characteristics and situational realities, incorporate organizational effectiveness concepts into the management practices and culture of the organization, and use organizational effectiveness as an organizational learning strategy. Linking an organization's strategy to the functional business areas will be also be explored.

Pre-requisites: management concepts.

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## **William R. Kellett School of Undergraduate and Graduate Studies**

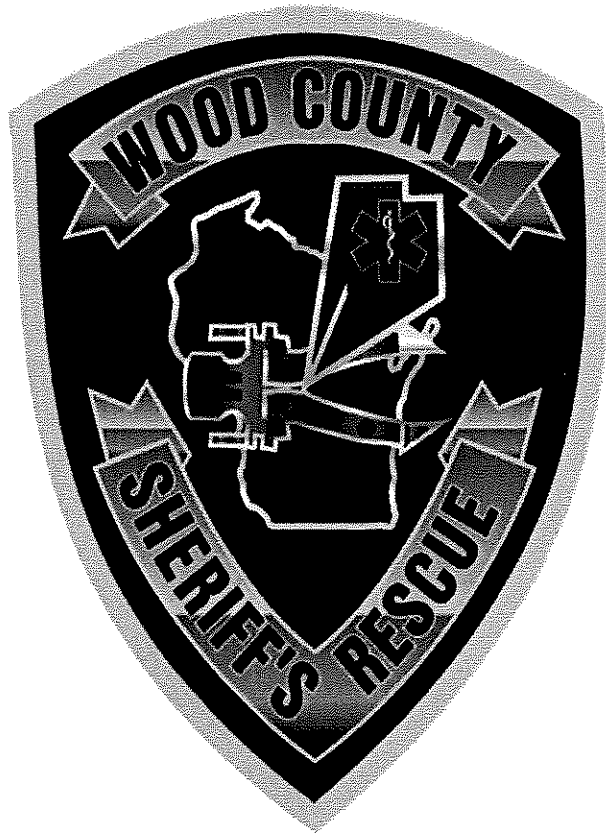
### **BA 775 - Human Resources Management**

Semester Hours: 3

This course provides an overview of the design, administration and evaluation of the human resources function. It looks at conceptual issues, policies and practices used by organizations to attract, develop and retain human resources; and the role of human resources management in the firm's overall strategy and organizational effectiveness. Topics include: staffing, training and development, performance appraisal, compensation and benefits, employment law, employee relations and labor relations.

Pre-requisites: none.

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# August Monthly Report

Wood County Sheriff's Rescue

Submitted by: Ann Burger, WCSR Secretary

## August Training Descriptions

Date	Type	Description
2-Aug	Business Meeting	August Business Meeting
9-Aug	Extrication	Mock crash - 1 vehicle 10-50. Door removal on bilateral sides, roof removal, and dash roll on passenger side.
16-Aug	Extrication	Introduction to basic skills with newest member - included door removal and dash roll.
23-Aug	Extrication	Door removal with tools and portable pump on Rescue 4.
30-Aug	Project Lifesaver	Members individually found transponder previously hidden at garage.

Call #	51	52	53	54	55
Date	8/2/2022	8/4/2022	8/6/2022	8/7/2022	8/8/2022
Time	19:12	9:50	16:09	20:50	23:43
Day of Week	Tuesday	Thursday	Saturday	Sunday	Monday
Township	Wisconsin Rapids	Marshfield	Grand Rapids	Seneca	Grand Rapids
Location	1000 E RIVERVIEW EXP	611 N ST JOSEPH AVE	80TH ST N & STH 54	3987 GEORGE RD	3930 48TH ST S
Rescue 3	B. Diggles	J. Habeck	C. Stoflet	C. Stoflet	D. Westfall
Rescue 4			B. Franz		
Rescue 5			J. Habeck		
10-22ed					
Call Type	Demo	Other	Traffic/Scene Containment	10-50 w/ Injuries	10-50 w/ Unknown Injuries
Medical/ Extrication					
Ambulance				WRFD	UEMR
EMR				Port Edwards	
Fire		Grand Rapids		Port Edwards	Grand Rapids
Alr					
Tools/ Equipment Used			Stop signs		
Notes					
Other members on scene			E. Moreno		A. Bork J. Habeck



Call #	56	57	58		
Date	8/9/2022	8/9/2022	8/29/2022		
Time	7:58	10:55	13:55		
Day of Week	Tuesday	Tuesday	Monday		
Township	Port Edwards	Hewitt	Port Edwards		
Location	WASHINGTON AVE & WISCONSIN RIVER DR	10953 WEST 1ST ST	LAVIGNE AVE & WISCONSIN RIVER DR		
Rescue 3	J. Habeck	J. Habeck	B. Diggles		
Rescue 4		E. Moreno			
Rescue 5					
10-22ed		Yes			
Call Type	10-50 w/ Injuries	Missing Person	10-50 w/ Unknown Injuries		
Medical/ Extrication					
Ambulance	WRFD		WRFD		
EMR	Port Edwards		Port Edwards		
Fire	Port Edwards		Port Edwards		
Air					
Tools/ Equipment Used	Stop signs	ATV Trailer			
Notes					
Other members on scene	A. Bork	A. Bork	E. Moreno		

Date	8/2/2022	8/6/2022			
Day of Week	Tuesday	Saturday			
Event	National Night Out	Central Wisconsin Car Cruise			
Host					
Location	Wisconsin Rapids	80TH ST N & STH 54			
Vehicle Used	R3	R3, R4, R5			
Tools/ Equipment Used		Stop signs			
Event Description	Participated in National Night Out.	Traffic for Central Wisconsin Car Cruise			



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

September 6, 2022

MEMORANDUM FOR Sheriff Becker; Public Safety Committee

SUBJECT: Monthly Crime Stoppers Report – August 2022

For the month of August, the Crime Stoppers program received 23 tips that were forwarded to the appropriate agencies for follow-up, as reported by P3.

The monthly board meeting was held on August 16, 2022. The next regular meeting will be on either September 20 or October 18, 2022 at 6:30 P.M.

Respectfully Submitted,

Aaron J. Anderson  
Investigator Sergeant  
Wood County Sheriff's Department



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## August 2022 K9 Report

	TRAINING HOURS	USEAGE/ DEPLOYMENTS	DEMO/ COMMUNITY
K9 Sig	12	0	3
K9 Ace	15	6	1
K9 Timo	16	4	2
K9 Rosco	15	1	1

### TRAINING (MONTHLY) –

During the month of August, due to schedule conflict, the Wood County K9's split up and trained on two dates. During these dates they trained with Marshfield Police Department, Wisconsin Rapids Police Department, Nekoosa Police Department, and Sentry. Training consisted of water obedience, vehicle sniffs for narcotics, building sniff for narcotics, building search for person, tracking, tracking with apprehension, and building search for person.

### TRAINING (INDIVIDUAL) –

- Sergeant Christianson/Ace completed on duty training consisting of vehicle narcotic searches.
- Sergeant Arendt/Timo completed 4 hours of on duty training consisting of narcotic detection, tracking, and water obedience.
- Deputy Beathard/Rosco completed on duty training consisting of tracking, building search for person, obedience, and narcotic sniffs.

### USEAGE –

- Sergeant Christianson/Ace had six deployments during the month of August. One deployment was a track of a fleeing suspect on an ATV, and five were vehicle sniffs for narcotics. As a result, methamphetamine was located during one of the vehicle sniffs.
- Sergeant Arendt/Timo had four deployments during the month of August. One of the deployments was a track for a fleeing subject from a severe traffic accident. Another deployment was a high risk stop of a vehicle that was involved in a shooting incident. K9 Timo was deployed on long line to search the vehicle for any other subjects. After the vehicle was checked by K9 Timo and no individuals were found, Officers safely approached and officially cleared the vehicle. The other two deployments were narcotic sniffs of vehicles. These sniffs



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

resulted in the seizures of approx. 195g marijuana, 1g fentanyl, .5g methamphetamine, and drug paraphernalia.

- Deputy Beathard/Rosco had one vehicle sniff deployment. Nothing illegal located during this contact.

## DEMO/COMMUNITY –

- All Wood County Handlers were present on August 22, 2022 for the inaugural Swing “Fore” Paws Golf Outing for the Wood County K9 program. During the golf outing handlers met with the public and answered any questions people had. K9s also completed training demonstrations consisting of narcotic sniffs. K9 Timo performed a Hard Dog Fast Dog demonstration.
- Sergeant Arendt/Timo and Deputy Pidgeon/Sig attended National Night Out at Crossview Church in Wisconsin Rapids.
- Deputy Pidgeon/Sig attended the Who Let the K9s Out event at Papa Bears Mini Golf.

## ADDITIONAL INFORMATION –

August 22, 2022 was the Swing ‘Fore’ Paws golf outing at the Ridges Golf Course in Wisconsin Rapids. This was a great day for the Wood County K9 program as the event was a success. Handlers and other Sheriff’s Department personnel were in attendance and able to talk with around 200 people that attended the event. Questions were answered about the K9 programs, and appreciation was given to the public for their continued support.

Respectfully,

*Nathan Dean*

Nathan Dean  
Patrol Lieutenant



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Department of Natural Resources Patrols

### August 2022

#### ATV

- Patrol Hours -42
- Citations- 5
- Warnings- 1
- Attending the Central WI State Fair with UTV for Q&A

#### BOAT

- Patrol Hours -40
- Citations- 1
- Warnings- 0

#### SNOWMOBILE

N/A

Submitted by

Sgt. Matt Susa

OVERTIME BREAKDOWN 2022 (HRS.)							2022
MONTH	FUNERAL LEAVE	FILL IN OT	FMLA	SICK LEAVE	TRAINING	TOTAL	COVID Sick Replacement
January	0.00	12.00	72.00	153.00	0.00	<b>237.00</b>	8
February	0.00	60.00	60.00	194.00	192.00	<b>506.00</b>	58
March	0.00	183.50	0.00	122.95	0.00	<b>306.45</b>	36
April	0.00	110.00	0.00	60.00	32.00	<b>202.00</b>	0
May	0.00	24.00	0.00	60.00	24.00	<b>108.00</b>	0
June	0.00	12.50	156.00	112.50	0.00	<b>281.00</b>	0
July	0.00	48.00	120.00	120.00	0.00	<b>288.00</b>	0
August	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	
September	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	
October	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	
November	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	
December	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	
<b>TOTALS</b>	<b>0.00</b>	<b>450.00</b>	<b>408.00</b>	<b>822.45</b>	<b>248.00</b>	<b>1928.45</b>	<b>102</b>



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Operations Overtime/Comp Time Totals

AUGUST 2022 (07/24/22 to 09/03/22)

### Patrol

Overtime hours: 111.25  
Comp time hours: 238.605  
Call Out: 0  
Holiday Pay hours: 0  
Holiday Comp hours: 0

### Investigations

Overtime hours: 29.25  
Comp time hours: 18.25  
Call Out: 0

### Security Services

Overtime hours: 6.75  
Comp time hours: 40.5

TOTAL CALL OUT: 0

Submitted By: Charles Hoogesteger – Operations Captain





# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Shawn Becker*  
SHERIFF

## **Public Safety Committee Meeting**

### Security Services August 2022 Report

For the month of August 2022, the total number of prohibited items prevented from entering the Courthouse are:

Guns -	0
Knives -	114
O.C. -	18
Misc. Items -	8

The miscellaneous items that were located were a bottle of alcohol, brass knuckles, 2 pairs of scissors, 2 pairs of pliers and a wrench.

Security Services screened 9,405 people entering the courthouse for the month. Security Services had 46 security requests from different departments within the Courthouse. We handed out three masks for the month and had seven jury trials.

For the week of August 1<sup>st</sup> – 5<sup>th</sup>, we dealt with a disorderly male subject in child support that we escorted out of the building, also dealt with a disorderly male subject on the third floor that was refusing to sign his bond.

For the week of August 8<sup>th</sup> – 12<sup>th</sup>, we had a male subject go up the stairway, outside of the courthouse, and started beating on the emergency exit door with a stick because he wanted in. We also dealt with a disorderly female on the third floor and had a false fire alarm.

August 15<sup>th</sup> – 19<sup>th</sup>, there was a report of a fight between two male subjects in the parking lot. When Security Services arrived, the fight was over and the men had left. On the same day, we were told about two men arguing near 4 stools bar. When we arrived, the men were still arguing. We abated the situation and sent the subjects on their way.

On August 23<sup>rd</sup> we had another false fire alarm. During the month, Security Services also responded to the jail and handled three complaints.

For the month of August, I utilize part-time employees for 38.25 hours. These part-time hours covered full time deputies' time off.

Report submitted by: Lieutenant Bryan D. Peterson

# WOOD COUNTY JAIL

January - June 2022

## 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	208	91	40	190	82	44	180	78	43	191	80	44	191	89	43	184	81	43
2	206	91	40	195	81	46	182	82	43	193	83	44	188	89	43	182	79	43
3	210	91	40	197	81	48	180	85	44	193	83	44	186	85	44	181	81	42
4	211	91	41	192	79	48	187	84	44	196	83	44	189	84	45	184	82	43
5	213	91	44	187	75	49	185	82	45	193	83	46	190	91	41	190	82	43
6	213	91	42	187	74	48	186	82	45	196	83	47	189	93	41	190	82	42
7	215	88	44	187	73	47	186	82	46	197	88	46	182	90	42	185	79	42
8	214	88	44	191	73	48	183	82	46	193	91	46	184	90	42	183	80	42
9	211	88	43	191	72	48	182	80	48	193	89	44	181	90	42	184	83	44
10	208	88	41	192	71	49	183	80	47	192	88	44	186	88	42	189	85	47
11	206	88	41	195	71	50	190	89	46	196	88	44	183	85	41	190	83	48
12	204	86	41	196	70	51	186	89	46	194	87	46	180	87	40	192	83	48
13	206	86	41	198	70	50	187	89	44	201	85	47	181	90	41	196	83	48
14	200	93	41	196	69	50	187	89	44	202	90	47	183	88	41	197	83	48
15	194	87	41	194	69	51	184	85	44	206	94	46	185	88	41	195	81	46
16	195	86	41	193	67	50	184	85	46	204	91	46	186	88	41	190	86	44
17	196	86	41	197	74	50	187	88	46	207	91	46	184	86	45	190	83	44
18	198	86	42	188	78	48	183	87	43	206	91	45	187	86	45	192	82	45
19	191	82	46	186	75	46	182	81	43	201	86	48	190	85	45	189	82	43
20	195	82	46	185	75	46	182	81	43	201	86	48	186	86	46	189	82	41
21	192	78	44	186	75	45	177	81	42	199	91	48	186	81	47	186	80	41
22	192	74	48	188	73	46	180	81	42	194	91	47	191	81	47	183	80	42
23	190	73	48	185	73	43	174	80	42	196	90	46	191	81	46	182	85	43
24	192	73	47	188	77	44	177	80	41	195	90	46	185	80	46	185	85	43
25	194	73	46	187	80	44	178	85	41	196	90	45	188	79	45	183	90	44
26	190	76	45	180	78	44	181	81	40	199	89	48	185	84	45	190	89	44
27	189	75	45	181	78	43	185	80	40	197	87	48	184	84	44	189	89	43
28	187	86	46	180	78	42	185	80	40	190	96	47	184	84	44	186	87	44
29	185	82	46				190	79	42	186	91	46	184	84	44	184	85	46
30	192	82	46				189	78	42	189	89	44	186	81	43	184	84	49
31	196	82	45				184	78	43				192	81	43			
WCJail	199.77			189.71			183.42			196.53			186.03			187.47		
Shipped	84.32			74.68			82.68			88.13			85.74			83.20		
EMP	43.42			47.07			43.58			45.90			43.39			44.17		
Avg Length of Stay (Days)	0.00			52.00			28.60			35.10			35.60			31.20		

# WOOD COUNTY JAIL

July - December 2022

## DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	July			August			September			October			November			December		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP

1	180	86	51	203	84	48	215	81	48	0	0	0	0	0	0	0	0	0
2	180	85	50	201	83	48	215	85	48									
3	179	85	50	197	81	48	220	85	49									
4	185	85	50	194	85	49	217	85	48									
5	185	85	48	191	85	47	221	85	48									
6	179	83	48	198	85	48	219	85	46									
7	177	81	48	202	85	48												
8	175	80	48	201	85	47												
9	175	77	48	203	84	48												
10	180	77	48	202	84	49												
11	181	77	47	210	84	49												
12	187	76	48	204	82	49												
13	190	74	49	203	79	46												
14	194	78	48	203	79	45												
15	192	77	47	202	78	44												
16	197	77	48	204	78	44												
17	201	77	48	204	77	44												
18	202	77	46	204	79	44												
19	197	77	47	202	79	45												
20	191	75	46	203	76	46												
21	192	79	49	207	76	46												
22	194	82	48	210	76	46												
23	203	79	48	208	77	47												
24	206	78	48	210	77	47												
25	208	78	47	203	78	47												
26	200	77	47	205	80	46												
27	199	80	45	203	78	46												
28	198	85	44	202	78	46												
29	200	85	46	202	78	46												
30	204	84	49	210	77	46												
31	202	84	49	217	77	47												
WCJail	191.39			203.48			217.83			0.00			0.00			0.00		
Shipped	80.00			80.13			84.33			0.00			0.00			0.00		
EMP	47.84			46.65			47.83			0.00			0.00			0.00		
Avg Length of Stay (Days)	27.80			27.60			0.00			0.00			0.00			0.00		

### 2022 Yearly Averages

Total	195.07
Safekeeper	82.58
EMP	45.54
LENGTH of STAY	33.99

SK Total
WP 75
AD 15
SK 90

Color indicates low population	174	03/23/22
Color indicates high population	221	09/05/22

# WOOD COUNTY JAIL & SAFE KEEPER

January - June 2022

## DAILY POPULATION BREAK DOWN BY LOCATION

Day	January			February			March			April			May			June		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	76	76	15	63	67	15	58	63	15	66	65	15	58	75	14	60	66	15
2	74	76	15	67	66	15	56	67	15	64	68	15	55	75	14	60	64	15
3	78	76	15	67	66	15	50	70	15	64	68	15	56	72	13	58	66	15
4	78	76	15	64	65	14	58	69	15	66	68	15	59	71	13	58	67	15
5	77	76	15	62	61	14	57	67	15	61	68	15	57	76	15	64	67	15
6	79	76	15	64	60	14	58	67	15	64	68	15	54	78	15	65	67	15
7	82	73	15	66	59	14	57	67	15	60	73	15	49	75	15	63	65	14
8	81	73	15	69	59	14	53	67	15	53	76	15	51	75	15	60	65	15
9	79	73	15	70	58	14	52	65	15	56	74	15	48	75	15	56	68	15
10	78	73	15	71	58	13	55	65	15	56	73	15	56	73	15	56	70	15
11	76	73	15	73	58	13	54	74	15	60	73	15	57	70	15	58	68	15
12	76	71	15	74	57	13	50	74	15	57	73	14	53	72	15	60	68	15
13	78	71	15	77	57	13	53	74	15	65	71	14	50	75	15	64	68	15
14	65	78	15	76	56	13	53	74	15	61	75	15	54	73	15	65	68	15
15	65	73	14	73	56	13	54	70	15	62	79	15	56	73	15	67	68	13
16	67	73	13	75	54	13	52	70	15	63	76	15	57	73	15	59	71	15
17	68	73	13	72	59	15	52	74	14	66	76	15	53	71	15	62	68	15
18	69	73	13	61	63	15	52	72	15	66	76	15	56	71	15	64	67	15
19	62	70	12	64	60	15	57	67	14	65	71	15	60	70	15	63	67	15
20	66	70	12	63	60	15	57	67	14	65	71	15	54	71	15	65	67	15
21	69	66	12	65	60	15	53	67	14	58	76	15	58	66	15	62	67	13
22	69	62	12	68	58	15	56	67	14	54	76	15	63	66	15	58	66	14
23	68	61	12	68	58	15	51	65	15	59	75	15	64	66	15	53	71	14
24	71	61	12	66	62	15	55	65	15	58	75	15	59	65	15	56	70	15
25	74	61	12	62	65	15	51	70	15	60	75	15	64	64	15	48	74	16
26	68	61	15	57	63	15	59	67	14	61	74	15	56	69	15	56	74	15
27	68	61	14	59	63	15	64	67	13	60	72	15	56	69	15	56	74	15
28	54	71	15	59	63	15	64	67	13	46	81	15	56	69	15	54	72	15
29	56	67	15				68	67	12	48	77	14	56	69	15	53	70	15
30	63	67	15				68	65	13	55	75	14	62	66	15	51	70	14
31	68	67	15				62	65	13				68	66	15			
WOOD	71.03			66.96			56.10			59.97			56.61			59.13		
WPSO	70.26			60.39			68.23			73.27			70.94			68.43		
ADSO	14.06			14.29			14.45			14.87			14.81			14.77		
TOTAL	199.77			189.71			183.42			196.53			186.03			187.47		

MONTH	High	Low
January	82	54
February	77	59
March	68	50
April	66	48
May	68	48
June	67	48

**WOOD COUNTY JAIL & SAFE KEEPER**

**July - December 2022**

**DAILY POPULATION BREAK DOWN BY LOCATION**

Day	July			August			September			October			November			December		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	43	71	15	68	69	15	85	66	15	0	0	0	0	0	0	0	0	0
2	44	70	15	66	68	15	80	70	15									
3	43	70	15	64	66	15	84	70	15									
4	49	70	15	57	70	15	82	70	15									
5	51	70	15	56	70	15	86	70	15									
6	47	68	15	63	70	15	86	70	15									
7	48	66	15	67	70	15												
8	47	65	15	67	70	15												
9	50	62	15	69	69	15												
10	55	62	15	67	69	15												
11	57	62	15	75	69	15												
12	63	61	15	71	68	14												
13	67	60	14	77	65	14												
14	68	63	15	78	65	14												
15	68	62	15	79	64	14												
16	72	62	15	81	63	15												
17	76	62	15	82	63	14												
18	79	62	15	80	64	15												
19	73	62	15	77	64	15												
20	70	60	15	80	62	14												
21	64	64	15	83	62	14												
22	64	67	15	87	62	14												
23	76	64	15	83	62	15												
24	79	63	15	85	62	15												
25	83	63	15	77	63	15												
26	76	62	15	78	65	15												
27	74	65	15	78	63	15												
28	67	70	15	77	63	15												
29	67	70	15	76	63	15												
30	69	69	15	85	62	15												
31	66	69	15	91	62	15												
WOOD	63.06			74.97			83.83			0.00			0.00			0.00		
WPSO	65.03			65.39			69.33			0.00			0.00			0.00		
ADSO	14.97			14.74			15.00			0.00			0.00			0.00		
TOTAL	191.39			203.48			217.83			0.00			0.00			0.00		

2022 Safe Keeper Averages		
WOOD Co Jail	65.74	108
WAUPACA Co	67.92	75
ADAMS Co	14.66	15
Total Population	195.07	198

Yellow Shut down for COVID

MONTH	High	Low
July	83	43
August	91	56
September	0	0
October	0	0
November	0	0
December	0	0

## SAFE KEEPER DIFFERENCE 2022

MONTH	BED DAYS	WOOD CTY COSTS \$36.36/DAY	OUT OF COUNTY  Including Wages/mileage \$44.43/DAY	DIFFERENCE	YTD TOTAL AMOUNT	2021 TOTAL AMOUNT
January	2614	\$95,045.04	\$116,140.02	\$21,094.98	\$21,094.98	\$36,829.80
February	2091	\$76,028.76	\$92,903.13	\$16,874.37	\$37,969.35	\$32,038.30
March	2563	\$93,190.68	\$113,874.09	\$20,683.41	\$58,652.76	\$35,586.60
April	2644	\$96,135.84	\$117,472.92	\$21,337.08	\$79,989.84	\$34,421.10
May	2658	\$96,644.88	\$118,094.94	\$21,450.06	\$101,439.90	\$35,599.55
June	2496	\$90,754.56	\$110,897.28	\$20,142.72	\$121,582.62	\$33,229.70
July	2480	\$90,172.80	\$110,186.40	\$20,013.60	\$141,596.22	\$33,061.35
August	2484	\$90,318.24	\$110,364.12	\$20,045.88	\$161,642.10	\$34,990.90
September	506	\$18,398.16	\$22,481.58	\$4,083.42	\$165,725.52	\$34,291.60
October	0	\$0.00	\$0.00	\$0.00	\$165,725.52	\$36,842.75
November	0	\$0.00	\$0.00	\$0.00	\$165,725.52	\$31,999.45
December	0	\$0.00	\$0.00	\$0.00	\$165,725.52	\$0.00
<b>TOTAL</b>	20536	\$746,688.96	\$912,414.48	<b>\$165,725.52</b>		<b>\$378,891.10</b>

\$36.36

\$44.43

# Electronic Monitoring 2022

## Monthly Savings vs. Out of County Housing

Month	Monthly Average	Monthly Savings	YTD 2022 Total Amount	2021 Total Amount
January	43.42	\$39,438.39	\$39,438.39	\$37,031.39
February	47.07	\$38,616.23	\$78,054.61	\$66,245.84
March	43.58	\$39,583.71	\$117,638.33	\$102,668.67
April	45.90	\$40,346.10	\$157,984.43	\$146,530.77
May	43.39	\$39,411.14	\$197,395.57	\$196,805.17
June	44.17	\$38,825.43	\$236,221.00	\$250,186.84
July	47.84	\$43,453.07	\$279,674.07	\$307,436.99
August	46.65	\$42,372.20	\$322,046.26	\$362,370.97
September	0	\$0.00	\$322,046.26	\$413,818.84
October	0	\$0.00	\$322,046.26	\$470,896.42
November	0	\$0.00	\$322,046.26	\$518,652.49
December	0	\$0.00	\$322,046.26	\$562,895.78
<b>TOTAL</b>	<b>90.51</b>	<b>\$322,046.26</b>	<b>\$322,046.26</b>	<b>\$562,895.78</b>

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

**Bed Days x \$29.30 = Monthly Savings**





# SAFE KEEPER HOUSING

2022

MONTH	Other Facility	Other Facility	ADAMS	WAUPACA	MONTH TOTAL	2022 YTD TOTAL	2021 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$98,400.00	\$98,400.00
FEBRUARY	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$196,800.00	\$196,800.00
MARCH	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$295,200.00	\$295,200.00
APRIL	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$393,600.00	\$393,600.00
MAY	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$492,000.00	\$492,000.00
JUNE	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$590,400.00	\$590,400.00
JULY	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$688,800.00	\$688,800.00
AUGUST	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$787,200.00	\$787,200.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$787,200.00	\$885,600.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$787,200.00	\$984,000.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$787,200.00	\$1,082,400.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$787,200.00	\$1,180,800.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$130,200.00</b>	<b>\$657,000.00</b>	<b>\$787,200.00</b>		<b>\$1,180,800.00</b>

2022 is a 90 average

Waupaca \$36.00 per bed day (75)

Adams \$35.00 per bed day (15)

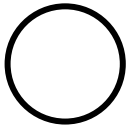
Wood County Sheriff's Department Kitchen Report 2022						
MONTH	Breakfast	Lunch	Dinner	Special	Total meals	Food Cost plus Labor
January	2819	2669	2721	0	8209	\$23,666.61
February	2116	1998	2021	0	6135	\$18,457.96
March	1832	1730	1772	0	5334	\$17,996.91
April	1962	1856	1908	0	5726	\$18,575.18
May	1841	1753	1741	0	5335	\$18,357.74
June	2419	2299	2323	0	7041	\$24,228.10
July	2540	2454	2446	0	7440	\$23,245.26
August	1788	1726	1772	0	5286	\$14,711.59
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>17317</b>	<b>16485</b>	<b>16704</b>	<b>0</b>	<b>50506</b>	<b>\$159,239.35</b>

Cost per meal **\$3.15**

Cost per day **\$9.46**

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
	2018	2019	2020	2021	2022
<b>Food &amp; Labor</b>	\$262,016.71	\$262,906.02	\$233,270.65	\$251,935.30	\$159,239.35
<b>Number of Meals</b>	122,668	111,439	81,970	86,838	50,506
<b>Cost per Meal</b>	\$2.14	\$2.36	\$2.85	\$2.90	\$3.15
<b>Cost per Day</b>	\$6.41	\$7.08	\$8.54	\$8.70	\$9.46
	2023	2024	2025	2026	2027
<b>Food &amp; Labor</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Number of Meals</b>	0	0	0	0	0
<b>Cost per Meal</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Cost per Day</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!





RESOLUTION#

Introduced by  
Page 1 of 1

Public Safety Committee

ITEM# 3-  
DATE September 21, 2022  
Effective Date Upon passage & publication

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

 Two-thirds

Reviewed by:

PK

,

Corp Counsel

Reviewed by:

EN

,

Finance Dir.

TDM

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: \$24,730.00

Source of Money: 2023 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 \$24,730.00, 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	Buttke, T			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

{ }

Joseph Zurfluh, Chair

William Voight

Brad Hamilton

Dennis Polach

William Winch

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

County Clerk

County Board Chairman

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 WEDNESDAY, SEPTEMBER 7, 2022  
 WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Bill Leichtnam, Dave LaFontaine, Tom Buttke, Laura Valenstein (via WebEx), Jake Hahn

Members Excused: Carmen Good

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn (via WebEx for part of meeting)  
 Victoria Wilson and Paul Bernard (for part of meeting)  
 Land & Water Conservation Staff: Shane Wucherpfennig and Rod Mayer (for part of meeting)  
 UW Extension Staff: Jason Hausler

Others Present (for part or all of the meeting): See attached list.

1. **Call to Order.** Chairperson Leichtnam called the CEED Meeting to order at 9:00 a.m.
2. **Declaration of Quorum.** Chairperson Leichtnam declared a quorum.
3. **Public Comment.** None.
4. **Review Correspondence.** None.
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the August 3, 2022 CEED meeting, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Planning & Zoning, Land & Water Conservation and UW Extension offices.
  - a. Approve minutes of previous meeting. No additions or corrections needed.
  - b. Approve bills. No additions or corrections needed.
  - c. Receive Staff Activity Reports. No additions or corrections needed.

*Motion by Dave LaFontaine to approve and accept the August 3, 2022 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Jake Hahn. Motion carried unanimously.*

6. **Review items, if any, pulled from Consent Agenda.** None.

**At this time with consensus from the Committee, items 15c and 15d were moved up on the agenda. See 15c and 15d.**

7. **Risk and Injury Report.** None.
8. **Discussion of ARPA Spending Priorities.**  
 Bill Leichtnam gave an overview of the discussion from the September 6, 2022 ARPA Funding Adhoc committee meeting. Lance Pliml said decisions on ARPA spending will be held until after budgets are done. Other departments have already earmarked ARPA funding for projects they would like completed. Questions and answers took place.
9. **LiDAR Demonstration.**

Paul Bernard spoke about the benefits of the LiDAR project that was recently completed and introduced Adam Derringer from Ayres & Associates. Adam presented information on additional deliverables that are available to Wood County from the LiDAR flight that was done in the Spring. Questions and answers took place.

**10. Land & Water Conservation Department**

a. \*\*Water Issues Countywide

Jason Weiker and Keith Luebke, residents of Edgewood Subdivision in the Town of Grand Rapids, expressed their frustration and concern with the lack of assistance they have received with the artificial groundwater removal system in their subdivision. There is no maintenance agreement in place and the system has failed recently due to the growth of roots into the system and a heavy rainfall. Jason provided a report from Lampert & Lee that contains recommendations on how to get the system back on track and for preventative maintenance. Discussion followed on what steps the Edgewood Subdivision residents should take to gain assistance with this situation. Bill Leichtnam will mention this issue to Lance Pliml, as chair of the ARPA Funding Adhoc committee, and suggested Jason Weiker and Keith Luebke return to the CEED committee in the future.

b. Review/approve the 2023 LWCD budgets

Shane gave an overview and history of the budgets that were included in the packet. Shane answered questions from the committee about the budgets.

*Motion by Dave LaFontaine to approve the budgets as presented. Second by Laura Valenstein. Motion carried unanimously.*

c. Review/approve resolution to amend the 2022 Mill Creek Grant budget

Shane gave an overview of the resolution's purpose to shift revenues from an approved grant, into the budget in order to spend those dollars.

*Motion by Tom Buttke to approve the 2022 Mill Creek Grant budget resolution. Second by Dave LaFontaine. Motion carried unanimously.*

d. Discuss/approve recommended changes to LWCD's Landowner Reimbursement Form

Shane brought a copy of the updated Landowner Reimbursement agreement. The agreement and reimbursement amounts have not been updated in over thirty years. He has recently updated the form and increased the amount of the reimbursements to the landowner. Short discussion took place.

*Motion by Jake Hahn to update the form and reimbursement amounts. Second by Bill Leichtnam. Motion carried unanimously.*

**At this time with the consensus of the committee, item 10g was moved up on the agenda. See item 10g.**

e. Open bids for Charnwood LLC waste storage closure project.

Shane gave an overview of this closure project. The waste storage facility is no longer functional. LWCD put a plan together to close that storage facility. The bidders were unable to get their bids in on time. Shane will bring the bids to the next CEED committee meeting.

f. Open/approve bids for Wisconsin River Cranberry and Glacial Lake Wilderness wildlife damage fences

Rod Mayer gave an overview of this project. Shane opened the following bids for the fence repair projects:

**Straightline Fencing LLC**  
Glacial Lake Wilderness: \$54,100

**Real Fence LLC**  
Glacial Lake Wilderness: \$54,600

Wisconsin River Cranberry: \$99,900

Wisconsin River Cranberry: \$103,800

The committee and LWCD staff agree that general practice is to accept the lowest bids.

*Motion by Dave LaFontain to accept the bids that are most advantageous to the county. Second by Tom Buttke. Motion carried unanimously.*

g. Discuss streamlining bid opening procedure

The committee discussed allowing LWCD staff to open the bids going forward.

*Motion by Jake Hahn to change the policy to allow LWCD staff to open bids. Second by Dave LaFontaine. Motion carried unanimously.*

h. Discuss Nonmetallic Mining fees and Financial Assurance

Shane gave an overview of the Nonmetallic Mining Fees. Shane feels it is time to increase the fees as Rod Mayer spends more time working in that program. LWCD will bring a proposal to the committee in October.

i. Discuss department proposal for ARPA funds.

Shane shared a handout with ARPA funding considerations from LWCD. Committee members reviewed the handout. Discussion ensued.

*Motion by Bill Leichtnam to increase the ARPA funding request from \$247,200 to \$255,000 in order to increase the cost of the drone request and forward the entire request to the ARPA Funding Adhoc committee. Second by Tom Buttke. Motion carried unanimously.*

j. Committee Reports:

i. Citizens Groundwater Group

Bill Leichtnam gave an overview of the CGG meeting on August 15, 2022. (Notes are included in the packet for this meeting.) Next meeting is Friday September 23, 2022 at 2:00pm in the Wood County Courthouse, Room 114.

ii. Health Committee report

Sue indicated that the water lab fees will likely be increasing.

iii. Central Sands Groundwater County Collaborative (CSGWCC) committee report

Bill Leichtnam shared two significant items from the last meeting. Katrina Shankland had Act 223 passed. (<https://docs.legis.wisconsin.gov/2021/related/lcactmemo/act223.pdf>) Tammy Baldwin is sponsoring federal legislation called The Healthy Drinking Water Affordability Act, or The Healthy H2O Act and has bipartisan support for the act. Dr. Carla Romano has left to go to DATCP but she will still be available to this group for approximately four to six hours a week to continue work with us when we need her. Despite Dr. Romano's departure, there are a couple of other doctors that will lend their expertise to the six county collaborative. A monthly meeting will be held virtually in late September.

iv. Golden Sands RC&D report

Bill Leichtnam stated there will be a meeting on Thursday of this week.

**11. Private Sewage-2023 Budget discussion**

Jason Grueneberg gave an overview of the Private Sewage, Planning, Census and Surveyor's budget at this time. Jason indicated the Surveyor's budget has been increased to keep up with the rising costs of goods and materials.

*Motion by Dave LaFontaine to approve the Private Sewage, Planning, Census and Surveyor's budgets as presented. Second by Tom Buttke. Motion carried unanimously.*

## 12. Land Records

### a. 2023 Budget discussion

Paul gave an overview of the Land Records budget. Questions from the committee were answered by Paul Bernard and Jason Grueneberg. Jake Hahn suggested that Paul draw up a request for computers powerful enough to support ArcGIS and LiDAR programming to present for ARPA funding.

*Motion by Jake Hahn to approve the Land Records budget as presented. Second by Tom Buttke. Motion carried unanimously.*

The committee took a break from 11:40am to 11:45am.

## 13. County Surveyor-2023 Budget discussion

See agenda item #11

## 14. Planning and Zoning-2023 Budget discussion

See agenda item #11

## 15. Economic Development.

### a. 2023 Budget discussion

Jason Grueneberg gave an overview of the Transportation & Economic Development budget. This budget includes the Junior Fair, CDBG budget, and the Economic Development & REDI implementation grant budgets. Economic Development grant requests have increased resulting in an overall budget increase.

*Motion by Dave LaFontaine to approve the Transportation & Economic Development Budget as presented. Second by Jake Hahn. Motion carried unanimously.*

### b. North Central Wisconsin Regional Plan Commission Update

Jason did not have an update at this time other than his continued work with NCWRPC on programs for next year.

### c. Consider release of REDI Implementation funds for Wood County Parks Department Powers Bluff Improvements

Chad Schooley gave an overview of the need for updated and politically correct signage needs at Powers Bluff.

*Dave LaFontaine made a motion to release \$15,000 in REDI Implementation funding to Parks & Forestry for signage. Second by Tom Buttke. Motion carried unanimously.*

### d. Update from the Town of Dexter and consider release of 2022 Economic Development Grant Funds.

Diana and Dan Schooley gave an overview of the Town of Dexter informational Kiosks that were put up at Dexter Park and North Wood County Park.

*Jake Hahn made a motion to release \$2850 in grant funding to the Town of Dexter for informational kiosks. Second by Dave LaFontaine. Motion carried unanimously.*

## 16. Extension.

### a. General Office Update

Jason Hausler shared that Tami Swenson is now housed in the UW Extension office.



Jason further shared that he has taken a new position within their organization as Assistant Dean for the northern half of Wisconsin. He is optimistic to have his replacement hired by early December 2022.

b. Sale of Meadowbrook 4-H property

Jason presented a resolution to sell the Meadowbrook 4-H property.

*Dave LaFontaine made a motion to sell the Meadowbrook 4-H property. Second by Tom Buttke. Motion carried unanimously.*

c. Natural Resources Educator

Jason explained how this position is funded. The position was posted and recruited for. There are nine or ten applicants that will be screened later today.

d. Budget Discussion

Jason gave an overview of the UW Extension budget.

*Dave LaFontaine made a motion to approve the UW Extension budget as presented. Second by Tom Buttke. Motion carried unanimously.*

e. CEED Tour

Jason shared that Allison Jonjak is unable to attend the CEED tour. Jason and Matt intend to attend the CEED tour if their schedules allow.

**17. At 12:13 p.m., pursuant to Wis. Stat. 19.85 (1)(f), a motion by Dave LaFontaine and seconded by Tom Buttke to go into closed session to consider a leave of absence request. Motion carried unanimously.**

**At 12:16 p.m., a motion by Dave LaFontaine and seconded by Tom Buttke to return to open session. Motion carried unanimously.**

**18. Requests for per diem for meeting attendants. None.**

**19. Schedule next regular committee meeting.**

Wednesday October 5, 2022 at 9:00 a.m.

**20. Agenda items for next meeting.**

- a. Discuss Nonmetallic Mining fees and Financial Assurance
- b. Update on ARPA funding
- c. Open bids for Charnwood LLC waste storage closure project

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

None

**22. Adjourn**

Chair Bill Leichtnam declared the CEED Meeting adjourned @12:25 a.m.

Minutes by Victoria Wilson, Planning & Zoning Office and in draft form until approved at next meeting.

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**July 21st, 2022**  
**Jordan Park's East Lodge / Online**

**Attendees:** Reesa Evans (Member-at-Large); Gary Beastro (Member-at-Large); Ed Hernandez (Wauhara); Denise Hilgart (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Amanda Burzynski (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Bill Clendenning (Wood); Shane Wucherpennig (Member-at-Large).

**CALL TO ORDER:** Hernandez called the meeting to order at 9:00 a.m.

**APPROVAL OF MINUTES:** A motion was made by Wucherpennig, which was seconded by Beastro, to approve the minutes from the May 2022 meeting. Motion carried unanimously.

**Into Closed Session:** N/A

**Out of Closed Session:** N/A

**TREASURER'S REPORT:** Hilgart sent out the most recent financial reports prior to the meeting. On June 30th, 2022, the closing balance for the checking account was \$5,519.05; for the money market account it was \$241,301.68; and for the savings account it was \$56,354.63. There was no report on the endowment fund. Mid-season invoices will be sent out next week. A motion was made by Evans, which was seconded by Wucherpennig, to send the Treasurer's Report to the full council. Motion carried unanimously.

**COMMUNICATION/MARKETING**

**Midwest Renewable Energy Fair:** Golden Sands RC&D participated in this fair, which is the largest renewable energy fair in the U.S., for several years. \$250 is the fee for a booth. This fair is well-attended and a booth helps to increase Golden Sands RC&D's exposure. Butkiewicz prepared a display using the new colors.

**Table Banner:** Golden Sands RC&D already has a drape scarf to use at events, but staff would like to purchase a table banner that would cover an entire table. Sample photos were passed around. Approximate cost is \$165. There are sufficient funds in the budget to cover the cost.

**General RC&D Brochure:** It was suggested that an informational brochure about Golden Sands RC&D, using the new colors, should be developed.

**Giveaways:** Several ideas about items that could be given away at events, to help promote the organization, were discussed.

**OTHER BUSINESS:**

**Honoring Al Barden:** Ideas were discussed about ways to honor Al Barden for his 31 years of service to Golden Sands RC&D. Thorstenson talked to Schmeckle Reserve about benches, but their benches cost up to \$5,000 and would not have a plaque. Evans indicated that the Central

Wisconsin Nature Foundation has some Leopold benches and might be willing to donate one. It was decided that anything to honor Barden should be placed somewhere local to his residence. Information will also be posted on the website.

**Membership Dues:** Hilgart reported that all members paid some dues, except Adams County. Evans suggested that more information should be presented from other counties to explain why a county could benefit from Golden Sands RC&D's services.

**Letter of Support:** Wisconsin now has a law that allows private farm landowners to jointly request declaration of an Agricultural Enterprise zone from the state. The town or county does not have to give its approval. Farmers in such a zone have compliance requirements for items like controlling runoff, manure storage, and nutrient management. If the requirements are met, farmers get a tax credit of up to \$10 per acre. The P/F Committee decided, by consensus, that it would be appropriate for such a letter to come from Golden Sands RC&D. Hernandez will write a letter. The deadline is July 29th.

**ADJOURNMENT:** The meeting was adjourned at 9:40 a.m. upon a motion made by Wucherpennig, which was seconded by Beastron.

Respectfully submitted,

Reesa Evans  
Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Forestry/Agriculture/Wildlife Committee Meeting Minutes**  
**July 21st, 2022**  
**Jordan Park's East Lodge / Online**

**Attendees:** Brent Tessmer (Taylor); Bill Clendenning (Wood); Denise Hilgart (Golden Sands RC&D Staff); Jacob Fluor (Golden Sands RC&D Staff); Merlin Becker (Member-at-Large); Al Drabek (Marathon); Gary Beasom (Member-at-Large); Amalia Priest (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Brooke Sperberg (Golden Sands RC&D Staff); Lindsey Laskowski (Golden Sands RC&D Staff).

**CALL TO ORDER:** Tessmer called the meeting to order at 10:33 a.m.

**INTRODUCTIONS:** Everyone introduced themselves.

**APPROVAL OF MINUTES:** A motion was made by Clendenning, which was seconded by Drabek, to approve the minutes from the May 2022 meeting. Motion carried unanimously.

**NOMINATIONS AND ELECTIONS OF COMMITTEE CHAIR:** A motion was made by Clendenning, which was seconded by Drabek, to nominate Brent Tessmer to continue as Committee Chair. No further nominations came to the floor. A motion was made by Clendenning, which was seconded by Drabek, to close the nominations and cast a unanimous vote for Tessmer. Motion carried unanimously.

**PROJECT UPDATES:**

**Cooperating For Woods and Wildlife:** Fluor reported that plans are being made for the remaining events for the year. The Demonstration Forest event at the end of May went well. Over 20 people attended. A birding expert was there to help with bird identification and 25 species were identified on the tour.

**Central Wisconsin Invasives Partnership (CWIP)/Northeast Wisconsin Invasives Partnership (NEWIP):** Fluor reported on several events. Camp Cleghorn on May 21st had 15-20 landowners there, and Fluor taught species ID and removal methods. The Worth property had its second year of Japanese knotweed treatment. Jacob's monitoring shows that the first year's treatment appears to have been quite effective. He found similar results when monitoring the Amherst/Tomorrow River Japanese knotweed sites. NEWIP with county parks is underway. Trail systems are being treated for wild parsnip, and on rainy days staff shift to pulling buckthorn and oriental bittersweet at Mosquito Hill Nature Center. Oakwood County Park (by Waupaca Chain O' Lakes) is receiving work on woody invasives until the end of July, then crews will move on to Barkhausen (Wood Co). Two Karner Blue Butterfly (KBB) events took place, with speakers from the US Fish & Wildlife Service and a restoration company. The timing was perfect with KBB migration; everyone saw a Karner Blue Butterfly! An event, with speakers and a prairie walk, took place at Bob Welch's property. Control work for the Weed Management Grant wrapped up. A KBB event was held at Kent Erickson's property, with 20 people attending. Fluor will start reaching out to landowners on the State Natural Area project, where we are looking to create buffers through cooperative management. A planning meeting will take place in August with the North Central Conservancy Trust.

**Natural Resources Conservation Service (NRCS) Cooperative Agreements:** Laskowski reported on recent NRCS work, which has mainly been CSP and CRP signups. Thorstenson reported for Butkiewicz that Golden Sands RC&D is looking to fill three positions. Sperberg introduced herself and explained that she is partially funded by the NRCS Co-employment Agreement. Her time for that project will be spent on follow ups with producers to see what technical assistance they need during the implementation phase.

**Tree Shelters:** Hilgart reported that we had 13 orders so far this year and that the orders slowed down in June. We have made just over \$13,000 in sales for 2022. This is \$3,000 less than last year at this time.

**Stevens Point Area Neighborhood Gardens (SPANG):** Hilgart reported that one bed is still open at the Cornell/Whitney Garden. If anyone wants to rent it, they can call the office and talk to Kevin.

**Waupaca County Conservation Field Day (WCCFD):** Hilgart reported for Burzynski that this year's field day will be held on September 30th (rain date is October 7th). Planning is underway.

**NEW PROJECTS:** None.

**MEMBER REPORTS:** None

**OTHER BUSINESS:** Hilgart reported that the last bluebird house was sold. This project will sit idle for now (which is why it was removed from the Project Reports list).

**ADJOURNMENT:** A motion was made by Becker, which was second by Clendenning, to adjourn.  
Meeting adjourned at 10:58 a.m.

Respectfully submitted,

Amy Thorstenson  
Temporary Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Waters Committee Meeting Minutes**  
**July 21st, 2022**  
**Jordan Park's East Lodge / Online**

**Attendees:** Al Rosenthal (Marquette); Ed Hernandez (Waushara); Bill Leichtnam (Wood); Kendra Kunderinger (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Shane Wucherpennig (Member-at-Large); Amanda Burzynski (Golden Sands RC&D Staff).

**CALL TO ORDER:** Rosenthal called the meeting to order at 10:32 a.m.

**INTRODUCTIONS:** No introductions. All familiar.

**APPROVAL OF MINUTES:** A motion was made by Leichtnam, which was seconded by Wucherpennig, to approve the May 2022 Minutes. Motion carried unanimously.

**ELECTIONS:** Rosenthal was unanimously re-elected as Chair.

**NEW PROJECTS:** None

**GROUNDWATER PROTECTION:** Leichtnam shared the information in a recent newspaper article, which quoted Charles Franklin of Marquette University. Franklin's research indicates that people in Wisconsin are becoming more and more aware of clean water issues. The same article reported that a Republican, from Green Bay, announced that they had several water-related bills that they intended to propose when the Wisconsin legislature goes back into session. A non-binding referendum, in several counties, by River Alliance indicated the same increase in interest.

**COUNTY AND STAFF UPDATES:**

**Adams:** Evans reported that the county still has not hired a county conservationist. The Tri-Lakes recently had another goose kill. Private well-testing letters were sent out. Arkdale Lake District submitted a boating grant for dredging its main boat launch area.

**Marquette:** Aquatic plant growth has been heavy this year, despite regular mechanical harvesting. A hot topic in the county is the use of water-front property for short-term rentals like Airbnb. Buffalo Lake is working with the Wisconsin Department of Natural Resources (WDNR) to update its rules. \$25,000 from county ARPA funds was set aside to address nitrate issues.

**Waushara:** The county started using the ARPA funds, which the county allotted to the cost-share installation of reverse-osmosis systems, on properties that tested high in nitrogen. If there is money left over, Hernandez is hoping that he can receive approval to purchase a no-till drill. Several lake management plans and aquatic plant management plans are being updated. One lake is looking into DASH (driver assisted suction harvesting); Gilbert Lake has already scheduled one. His department prepared an updated packet that will be given to new lake front property owners.

**Wood:** Leichtnam and Bill Clendenning recently attended a Wisconsin Counties meeting in Kewaunee County. One of the presentations was about the manure ordinance the county passed. There has been no pushback from the WDNR so far. One property accumulated a fine of \$15,000 for dumping directly into Lake Michigan. Manure haulers have started reporting one

another. Fines and enforcement have increased. Wucherpennig reported that the no-till drill has had heavy use this year. The roller crimper has been used about six times this year. More cover crops are being used and reseeding fields is also increasing. Another round of private well-testing has started, with some repeats. The annual transect was completed. He is hoping for some ARPA funds for his department's use. He recently spoke to Representative Katrina Shankland about nitrogen optimization issues. She said a meeting is coming up next week. She is hoping that a wild parsnip bill, that was passed previously by the Senate but not addressed by the Assembly, will come up again.

**Burzynski:** She has been working with Pat Kilbey, of Marquette County, to potentially start teaching groundwater lessons to 5th grade students in the county.

**Kundinger:** She reported on activities for herself and Hamerla. They have completed several surveys. A new invasive species, butterfly dock, was identified in Green Lake. Other invasives addressed included: Japanese Knotweed, Garlic Mustard, Giant Hogweed, Buckthorn, Eurasian Watermilfoil, and Curly-leaf Pondweed. Purple Loosestrife activities are almost done. Kundinger and Hamerla have participated in 21 trainings and presentations. They are already starting to plan for the 2023 season.

**ADJOURNMENT:** A motion was made by Hernandez, which was seconded by Leichtnam, to adjourn the meeting. The meeting was adjourned at 11:14 a.m.

Respectfully submitted,

Reesa Evans  
Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**  
**July 21st, 2022**  
**Jordan Park's East Lodge / Online**

**Attendees:** Ed Hernandez (Waushara); Reesa Evans (Member-at-Large); Gary Beastron (Member-at-Large); Bill Clendenning (Wood); Bill Leichtnam (Wood); Al Rosenthal (Marquette); Brent Tessmer (Taylor); Denise Hilgart (Golden Sands RC&D Staff); Amanda Burzynski (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Al Drabek (Marathon); Robert Bauer (Golden Sands RC&D Staff); Lindsey Laskowski (Golden Sands RC&D Staff); Steve Bradley (Portage); Shane Wucherpennig (Member-at-Large).

**CALL TO ORDER:** The meeting was called to order by President Hernandez at 11:30 a.m.

**INTRODUCTIONS:** Everyone introduced themselves.

**APPROVAL OF MINUTES:** A motion was made by Rosenthal, which was seconded by Clendenning, to approve the minutes from the May 2022 meeting. Motion carried unanimously.

**TREASURER'S REPORT:** The treasurer's report for May and June was emailed prior to the meeting. Hilgart noted that expenses had increased, as usual, with the field season starting. Information on credit card use was also made available. A motion was made by Evans, which was seconded by Clendenning, to accept and file the treasurer's report. Motion carried unanimously.

**ELECTIONS:**

**State RC&D Delegates:** Clendenning and Walker are willing to continue as delegates. As President, Hernandez agreed to be the third delegate and indicated that he was unsure about how active he could be. A motion was made by Evans, which was seconded by Rosenthal, for these three to be unanimously elected. Motion passed unanimously.

**OLD BUSINESS:**

**Groundwater Legislation:** Leichtnam shared the information in a recent newspaper article, which quoted Charles Franklin of Marquette University. Franklin's research indicates that people in Wisconsin are becoming more and more aware of clean water issues. The same article reported that a Republican, from Green Bay, announced that they had several water-related bills that they intended to propose when the Wisconsin legislature goes back into session.

**50th Anniversary Planning:** The "party at the pub" has been set for October 15th, 2022, at District 1 Brewing Company in Stevens Point from 5 p.m. - 10 p.m. Beer and soda will be available for a fee. There will also be a food truck. Live music has already been scheduled. Golden Sands RC&D's staff are doing the final edits for promotional material. There will also be photo and t-shirt design competitions.

**NEW BUSINESS:**



**Fiduciary Responsibilities:** Thorstenson passed out a sheet about the Fiduciary Responsibilities for Non-Profit Board Members. Board members have three basic fiduciary duties: duty of care, duty of loyalty, and duty of obedience. The sheet briefly explained each duty. Thorstenson indicated that additional information is now available in the virtual council member binder.

### **COMMITTEE REPORTS:**

**Personnel/Finance Committee Report:** Evans reported that the treasurer's report was sent to the full council for review. Golden Sands RC&D will have a table at the Midwest Renewable Energy Fair. This is the biggest renewable energy fair in the U.S. The booth costs \$250. Possible giveaways were discussed. Ideas about a bench, honoring Al Barden, was discussed. Hilgart reported that one county hasn't paid 2022 dues. The P/F Committee discussed a letter to support some landowners in Green Lake County to have an Agricultural Enterprise Area established.

**Forestry/Agriculture/Wildlife Committee Report:** Thorstenson reported that Tessmer was re-elected as the committee Chair. The recent actions for both invasive species groups were outlined. Several pasture walks and demonstration forest days have been completed. A bird-themed demonstration forest event was held at the end of May; 25 species were identified. More pasture walks for September and October will be scheduled. A pasture walk is scheduled at the Hilgart Farm on August 3rd; Dr. Paul Dettloff D.V.M. and Author will present. CSP, CRP and CREP signups are happening with the Natural Resources Conservation Service (NRCS). Three NRCS positions need to be filled. All bat and bluebird houses have been sold. The Waupaca County Conservation Field Conservation Day is set for September 30th at Hartman Creek State Park.

**Water Committee Report:** Evans reported that Al Rosenthal was re-elected as Chair. Several surveys have been completed. A new invasive species, butterfly dock, was identified in Green Lake. Purple Loosestrife activities are almost done. Kunding and Hamerla have participated in 21 trainings and presentations. Burzynski has been working with Kilbey, of Marquette County, to get groundwater lessons started there. Reports were given from Wood, Waushara, Marquette, and Adams Counties. Leichtnam and Clendenning attended a meeting, in Kewaunee County, where there was a presentation on the success Kewaunee County has been having in addressing manure issues; including higher fines and more frequent enforcement.

**NEW PROJECTS:** None

**STAFF/PROJECT UPDATES:** Staff reports were sent out electronically before the meeting.

**AGENCY/PARTNER REPORTS:** None

**OTHER BUSINESS:** Hernandez explained the request for a letter to support some landowners in Green Lake County to have an Agricultural Enterprise Area established. By consensus, it was decided to write the letter. He also announced that Hannah Butkiewicz resigned as Golden Sands RC&D's Executive Director. Her final date of employment will be on August 19th, 2022. The P/F Committee will work with Golden Sands RC&D's staff to search for a replacement.

**NEXT MEETING:** The next meeting will be on September 15th, 2022.

**ADJOURNMENT:** A motion was made by Rosenthal, which was seconded by Clendenning, to adjourn the meeting. The meeting was adjourned at 12:06 p.m.

Respectfully submitted,

Reesa Evans  
Recording Secretary

## Staff Report for August

### Caleb Armstrong

- Helped farmers use our no-till drill mainly to interseed hay crops to help rejuvenate them before the end of the year with high forage.
  - Drill was used to plant around 150 acres worth this month
  - Used between 5 different landowners all over the County
    - We are already receiving calls for the drill to be used for cover crop planting as harvest season is coming up fast. With multiple days being reserved in September already.
- Shane and I took some time to do some No-Till Drill maintenance.
  - Repaired the seed box holder in back and secured it into position with no movement in it anymore.
  - Replaced the stroke control valve for the hydraulic lines that hook up into the tractor as it had a slow leak.
- Working on cost-share contracts with multiple farmers who did no-tilling but also a few that are planning on doing fall cover crops into their fields depending on weather and how harvest goes.
- Attended a grazing tour at the Marshfield Ag Research Station (MARS) where we learned about implementing forage mixes into pastures and how different types of mixes help when looking for specific types of yields.
- Attended a grazing tour in Wood County held by Golden Sands RC&D at John Hilgart's Farm in Auburndale. He has been all organic the past couple years for beef cattle. He rotational grazes his cattle as well as uses a crystalized purification system for his watering device for the cattle.
  - They had a guest speaker (Dr. Paul) who specializes in organic farm system and cattle health.
- Attended the Farmers of Mill Creek farm tour held by Tyler Bulgrin at his farm.
  - Where we no-tills all his crops from corn/soy on his home farm.
  - We also covered the importance and stopping the spreading of the wild parsnip in both Wood and Portage counties.
    - Farmers are on board to start spraying their ditches in spring to stop the spread.
- Proceeded with monthly Mill Creek water sampling of the four site locations.
- Proceeded with monthly streamflow monitoring of the 6 site locations in South East Wood County.

### Activities Report for Kyle Andreae – July, 2022

- August 1 – Nauman design, Hilgart site visit
- August 2 – Hilgart design
- August 3 – Nauman design
- August 4 – Nauman design
- August 5 – Marso construction inspections
- August 6 – Marso construction inspections and as built survey
- August 8 – Marso inspection and as built documentation
- August 9 – Nauman design
- August 10 – Karl/ Borchert site visit, Borchert design
- August 11 – Borchert design
- August 12 – Borchert design
- August 15 – Richardson Site visit/ contractor coordination
- August 16 – Richardson contractor coordination
- August 17 – Nauman, Borchert, Richardson site visits, Richardson re-design
- August 18 – Richardson construction checks/ re-design
- August 19 – Richardson construction checks, Nauman design
- August 22 – Richardson construction checks
- August 23 – Tech tour, Richardson construction checks
- August 24 – Gust design completion, Richardson construction checks
- August 25 – Borchert design
- August 26 – Borchert survey and design
- August 29 – Borchert design, Nauman design
- August 30 – Borchert material and price estimate, Richardson construction checks
- August 31 – Richardson construction checks

***Activities Report for Lori Ruess  
August 2022***

- Answered phones and replied to emails.
- Reviewed payroll reports and payroll registers.
- Completed July sales tax report and forwarded to Finance.
- Attended August 3 CEED meeting and completed minutes.
- Attended August 4 staff meeting to discuss budgets.
- Completed 2023 Land Conservation Admin Budget, Soil and Water Resource Management Grant Budget, Wildlife Damage Abatement and Claims Budget, Multi Discharger Variance Budget and Mill Creek Grant Budget and forwarded to Department Head for review and approval.
- Completed change order and reimbursement request for manure storage closure and submitted to DATCP for reimbursement.
- Completed LWCD payroll percentages and forwarded to Finance prior to the August 11 and August 25 payroll.
- Worked on the LWCD office procedure manual.
- Completed Civil Rights Training required by Human Resources.
- Completed Annual Safety Training required by Human Resources.
- Worked with IT on new computer installation.
- File and binder cleaning.
- Electronically submitted staff reports and packet materials to the County Clerk's office for CEED packet.
- Organized County Board packet and electronically submitted to the County Clerk's office.
- Vacation days – August 8 – August 12.

## ***Activities Report for Rod Mayer – August 2022***

- Glacial Lake – Wilderness Unit - Fence Proposal – completed DNR proposal forms and justification write up, surrounding area maps, Design map, estimate update, letter to DNR, sent to DNR, update DNR database.
- Field visit to Wisconsin River Cranberry – completed enrollment paperwork to move forwards with fence build.
- Wisconsin River Cranberry – Fence Proposal – completed design map edits, computed acres, surrounding lands map, DNR proposal forms and justification write up, letter to DNR, sent to DNR, update DNR database.
- Reviewed Dupee financial assurance for NMM site – updated file, spreadsheet, database, etc.
- Dupee Act 82 (ag tag) enrollment – completed forms, calculated acres, field maps, signatures, sent to DNR.
- Wegner Act 82 (ag tag) enrollment – completed forms, calculated acres, field maps, signatures, sent to DNR.
- Grossman Act 82 (ag tag) enrollment – completed forms, calculated acres, field maps, signatures, sent to DNR.
- Tree sale species and price changes per contact with nursery – updated spreadsheet, etc.
- Pond info to Heckel – property maps, forms, etc.
- Kolo-Hass NMM site expansion approval letter sent.
- 2<sup>nd</sup> ¼ Wildlife reimbursement report/request computed and sent to DNR.
- Field visit to Altman NMM site for advice on reclamation.
- Fazio failed fence inspection – passed, letter sent to landowner, update database, etc.
- Calls to expired pond exemptions – updates to spreadsheets and files.
- Reviewed Heckel pond exemption – sent back for needed changes. Received back – approved exemption – letter, update spreadsheet, sent to DNR for wetlands check.
- Completed Pre-Bid contract for Glacial Lake Wilderness fence and Wisconsin River Cranberry fence – obtained signature.
- Completed fence bidding packets for Glacial Lake Wilderness and Wisconsin River Cranberry fences – maps, designs, bidding procedures, specs, calculations, bidding form, etc. Sent to two newspapers and mailed to contractors.
- Issued extension on Oczachowski pond exemption.
- Sent site work needed notes to Glacial Lake Wilderness fence.
- Vobora Act 82 (ag tag) enrollment – completed forms, calculated acres, field maps, signatures, sent to DNR.
- Pavloski Act 82 (ag tag) enrollment – completed forms, calculated acres, field maps, signatures, sent to DNR.
- Scheuneman NMM site visit – review plan, print maps, go over with owner.
- Wayerski Act 82 (ag tag) enrollment – completed forms, calculated acres, field maps, signatures, sent to DNR.
- Completed Marti 4<sup>th</sup> crop alfalfa wildlife damage appraisals – 6 fields – calcs., maps, forms, update DNR database, etc.
- Completed Knuth crop alfalfa wildlife damage appraisals – 6 fields – calcs., maps, forms, update DNR database, etc.
- Oelke Act 82 (ag tag) enrollment – completed forms, calculated acres, field maps, signatures, sent to DNR.
- Rezin Berry Apriar enrollment – replaced 3 fence energizers, forms, signatures, engraved fencers, etc.
- Quinlan pond complaint – contacted landowner and operator, completed forms.
- I-Brandl – Eisenhower NMM site visit with potential buyer – reviewed plan, maps, walked site and noted all potential issues to be addressed with reclamation.



*Activities Report for Shane Wucherpfennig – August, 2022*

- **August 1** – Landowner visits, contracts
- **August 2** – Tracking and Database management
- **August 3** – CEED Meeting, Field day at Marshfield Ag Research Station (MARS)
- **August 4** – Virtual Iworq Demonstration with Steve Downey
- **August 5** – Worked on designs and plan sets.
- **August 8** – Streambank erosion site visit – Marshfield
- **August 9** – Data base updates and data entry
- **August 10** – Adam Borchart and Todd Karl site visits
- **August 11** – Farmers of Mill Creek Watershed Council /LWCD field day
- **August 12** – Tracking and Database management
- **August 15** – Budget review and budget promoting
- **August 16** – CREP training, virtual meetings
- **August 17**– Site visits with Drew Zelle at Danielle Nauman and Adam Borchart farms
- **August 18** – Mike Scheurer shore land/flood plain inspection, CSGCC meeting Hancock/Virtual
- **August 19**– Adam Scheunemann NMM pit inspection /reclamation review
- **August 22**– Travis Marti Pond closure request review and correspondence, Lucas Manning email response on Shore land/Floodplain Permitting
- **August 23**– Northeast Wi Annual Tech. Tour – Oconto County
- **August 24**– Department Head meeting, Field visits
- **August 25**– CREP 101 training
- **August 26**– Brandl Pit on Eisenhower site review and reclamation discussion
- **August 29** – Project contacts and updates with contractors and engineering tech.
- **August 30**– Site visits, Jeff Wiernick farm
- **August 31**– Emails, CEED agenda, Staff report, project updates

## CITIZENS (WOOD COUNTY) GROUNDWATER GROUP MEETING

DATE: Monday, August 15, 2022  
TIME: 2:00 p.m.  
LOCATION: Conference Room 114-Wood County Courthouse & Teleconference via WebEx

**Present (In person or via WebEx):** Rhonda Carrell, Sandy Cain, Bill Clendenning, Gordon Gottbeheut, Bill Leichtnam, Tamas Houlihan, Karoline Whitman, Maddie Loeffler, Forrest Humphrey, Ray Bossert, Dave Joosten

1. **Call Meeting to Order:** Bill Leichtnam called the meeting to order at 2:00 p.m.
2. **Public Comment:** None.
3. **Speaker – Maddie Loeffler, Wester Organizer-Wisconsin Conservation Voters**  
Maddie gave a presentation on Protecting Drinking Water in the Central Sands Region.
  - Issues of rural ground water contamination come up the most as this is a statewide issue.
  - At Wisconsin Conservation Voters (WCV) their mission is to engage voters to protect Wisconsin's environment and specifically to ensure everyone living in Wisconsin can turn on their tap and know their water is safe to drink.

WCV's Water Campaigns:

**Supporting standards and regulations**

  - Leading on Lead
  - Helped strengthen NR 151 karst regions
  - Passing PFAs standards
  - Supporting the CLEAR act

**Elevating clean drinking water as a statewide issue**

  - 2019 – the Year of Clean Drinking Water
  - Sharing stories of those most impacted by contamination

**Community Organizing**

  - Deep canvassing in affected communities
  - Supporting residents in testing wells, talking with their legislators
  - Working with water utilities for transparency around contaminant levels

WCV's Water Goals – nitrates:

**Supporting local governments**

  - Encourage communities to adopt strong nitrate standards
  - Work with local governments and DNR to support federal funding getting to local communities
  - Increase access to water testing for private wells

**Lobbying the state government**

  - CAFOs should pay their own operating costs
  - Fully fund county conservation staff – statute states it should come from the governor's budget
  - Rally communities to take back power from big agriculture & manufacturing lobby
  - Strengthen NR 151 statewide
  - Pass the CLEAR Act

**Local Context**

  - What are the sources of nitrates or other contaminants in Wood County wells?
    - Who are the top offenders polluting the groundwater?
  - What has been done so far to combat groundwater contamination in Wood County?
  - Who is responsible for mitigating groundwater contamination issues?
  - What do you want to see change?

**What's the problem?**

  - Policies have not kept up with growth of agriculture industry
    - Flawed nitrogen standards
    - More animals on less land
  - Agricultural pollution is difficult to regulate/track
  - Lack of accountability for farms-nitrogen application is self-reported



- Rural and low-income communities disproportionately affected
  - What else?

**Case Study: Kewaunee County**

- 16 dairy CAFOs operating in Kewaunee County
  - Lincoln Township “a town of 900 people and 17,000 cows”
- USDA study said that 31% of Kewaunee wells were contaminated with manure
- Community organizing paved the way for policy change
- July 2021-DNR has authority locally to set terms in permits for CAFOs, monitoring groundwater and limiting animal concentrations
- Groundwater workgroup report
  - Outlined items that different agencies could do to combat issues

**Moving forward**

- What measures can we take to hold industrial agriculture accountable?
- How can we make sure farmers are supported in practicing sustainable agriculture?
- Who should be at the table in groundwater protection efforts?
- How can we empower the community to take action?

**Who has the power?**

- DNR has new authority to regulate and monitor CAFOs
- County Officials can take action
- State Legislature and Governor can create policy in support of clean water
- Attorney General and Courts can enforce policy and rule in favor of Wisconsin residents
- Farmers can make their practices more sustainable-reduce their nitrogen use and rotate crops
- We can demand CAFOs and industrial farms pay for their pollution

**Speaker – Forrest Humphrey, Rural Organizer, Wisconsin Farmers Union**

**Encourage non-partisan outreach opportunities in communities**

- Producer-led watershed groups
- Testimony from farmers at county and town meetings
- Food alliances

Forrest Humphrey: 715-450-9179, fhumphrey@wisconsinfarmersunion.com

4. **Correspondence/Updates/Handouts/Reports on Meetings Attended:**

- 7/25/22 meeting with Katrina Shankland: Discussed Wisconsin Act 223
- 8/17/22 Senator Tammy Baldwin will be presenting Healthy H2O Act/Healthy Water Affordability Act

5. **“Action Items” proposed to CEED Committee by Wood County CGG:** None

6. **Roundtable:** None

7. **Announcements by members / visitors (upcoming related events / meetings):** Juneau County Citizens Group has disbanded.

8. **Future Speakers:** Please contact Bill Leichtnam or Bruce Dimick with suggestions for future speakers. September - None.

9. **Agenda Items for next meeting:**  
Agenda items should be submitted to Bill Leichtnam by the second Monday of the month.

10. **Next Meeting:** Meetings will be the third Monday of each month @ 2:00 p.m.

The next regular Citizens (Wood County) Groundwater Group meeting is scheduled for Monday, September 19<sup>th</sup> at 2:00 p.m. This will be an in-person and virtual WebEx meeting. This meeting may be

rescheduled due to a scheduling conflict. Possible alternative dates include 9/14/22, 9/16/22, 9/22/22, 9/23/22.

11. **Adjourn Groundwater Group Meeting:**

Bill Leichtnam declared the meeting adjourned at 3:48 p.m.
--

Notes by Karoline Whitman, Planning & Zoning Office



# Wood County WISCONSIN

## OFFICE OF PLANNING AND ZONING

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director  
Adam DeKleyn, County Planner  
Paul Bernard, Land Records Coordinator  
Jeff Brewbaker, Code Administrator  
Scott Custer, Code Technician  
Victoria Wilson, Program Assistant  
Karoline Whitman, Program Assistant

RE: Staff Report for August 3, 2022

### 1. Economic Development (Jason Grueneberg)

**Jail Project** – In the past month I have participated in the planning for the new jail. Much of my focus has been on helping to plan the groundbreaking on October 18<sup>th</sup> following County Board. In addition I have been working with the City of Wisconsin Rapids as well as County Committees and staff to address parking and pedestrian safety concerns that will result when the Avon St. Parking Lot is closed. One significant step that the County is taking to address pedestrian safety is having lighted crosswalk signs installed on Baker St. for pedestrians that use that parking lot.

**Marshfield Economic Development Board Meeting** – On August 4<sup>th</sup> I attended the Marshfield Economic Development Board meeting and provided an update on Wood County economic development projects.

**Childcare Access Planning** – On August 11<sup>th</sup> I attended a Childcare Access meeting where the focus is to improve access to childcare in Wood County. The meeting participants included a diverse group of stakeholders with the common goal of improving childcare options in the County, and potentially positively contributing to the workforce. This group will be working to assemble a request to utilize County ARPA funds to address childcare needs both short term and long term.

**Economic Development Roundtable** – On August 12<sup>th</sup> I participated in the Wood County Economic Development Roundtable meeting. Most of the discussion at this meeting focused on creating REDI Implementation teams to work towards further implementation of the County Economic Development Strategy.

**Central Wisconsin Economic Development (CWED) Board** – On August 17<sup>th</sup> I participated in the CWED Board of Directors' meeting. Agenda items included a review of financials, review of loan activity and a service provider update.

**Rural Economic Development Initiative (REDI) Implementation** - On August 31<sup>st</sup> I met with Marshfield Area Chamber of Commerce and Industry staff to discuss next steps in implementation of the County REDI plan. Focus of the discussion was on further understanding of the entrepreneurial ecosystem in the region and what can be done to contribute to it.

## **2. Planning& Zoning (Adam DeKleyn)**

Fall is right around the corner. I hope this summer *leaves* you with some good memories... August was a good month in the P&Z Dept. [County Plat Review](#) substantially picked up, with CSM reviews back in the double digits. 19 new condo units were approved along Nepco Lake and a large lot residential subdivision is still in the works outside of Marshfield. I provided land use planning and zoning assistance to several municipalities and community officials. I prepared and presented an existing land use inventory and map for the City of Nekoosa in preparation for a future land use planning project for the City. I coordinated zoning updates for the Towns of Auburndale and Sigel. I even got a chance to get out into the field this month for some land use verifications and zoning determinations. I met with the WI Rapids Area [CVB](#) to discuss permitting requirements for tourist rooming houses/vacation rentals. I also attended the [WCSA](#) meeting to discuss topics related to the county plat review program. Reach out with any questions.

## **3. Land Records (Paul Bernard)**

- a. Parcel Mapping as needed – still busy with many new parcels being created.
- b. Addressing – Familiarizing myself with Datamark's Validate/Edit/Provision tools that point out issues in our addressing data.
- c. Custom Maps – for Hewitt, UW-Extension and Dispatch.
- d. Coordinating School facility mapping between our local schools and Critical Response Group. Getting school districts to apply for a grant to do the mapping had been a challenge in the recent past, but more education and presentations has gotten almost every school district on board.

## **4. Code Administrator (Jeff Brewbaker)**

07-26-2022- Shoreland Wetland District Investigation, NEPCO Lake

07-27-2022- Complaint Investigation TN: 02, Insp replacement mound construction TN: 16, Evaluated proposed A+0 pre-planned mound subdivision TN: 11

07-28-2022- Completed (2) mound plan review and issued permits TN: 06 & TN: 02, Investigation of waste water land spreading TN: 22

07-29-2022- Nasonville School treatment unit/mound Geo-Mat dispersal inspection report TN: 10

08-01-2022- Complaint Inv Campers TN: 18, Meeting regarding patio to be built in floodway/shoreland district TN: 18

08-02-2022- Inspected replacement A+0 mound install TN: 20, Reviewed soil evaluation report replacement mound site TN: 15

08-03-2022- Inspected replacement mound TN: 20, Completed inspection report replacement mound TN; 22

08-04-2022- Castle Rock Watershed Discovery Meeting, Inspected new A+0 mound construction TN: 11

08-05-2022- Inspected new A+0 mound TN: 11

08-08-2022- Completed holding tank plan review and permit issued for Amish school, Completed Flooded Ag Cranberry District Interview with State Floodplain Manager

08-09-2022 – Inspected (2) replacement mounds and (1) conventional all replacements TN: 12, 04, & 18

08-10-2022- Inspected replacement mound TN: 04, Investigated camper complaint TN: 01, Shoreland zoning inspection TN: 07

08-11-2022- Inspection Reports various Towns

08-12-2022-Out of the office

08-15-2022- Inspected (2) mounds both A+0 TN: 21 & 20, Shoreland zoning onsite TN: 18, Soils on-site Nekoosa

08-16-2022- Inspected conventional system TN: 18, Trouble shoot failing experimental system TN: 20

08-17-2022- Inspected mound tank new A+4 TN: 22, Inspected mound tank and cell A+0 mound TN: 11

08-18-2022- Inspected A+0 mound TN: 03, Inspected new mound A+4 TN: 16

08-19-2022- Issued mound plan and permit, Eljen Mound TN: 22, Failing system orders TN: 21

08-22-2022- Camper violation resolved upon inspection TN: 18, Shoreland zoning permit renewal TN: 04, Issued mound reconnect permit TN: 17

08-23-2022- Inspection Report TN: 08

08-24-2022- Inspected replacement mound construction, Eljen Mound TN: 22, Inspected new holding tank, Amish School TN: 20

08-25-2022- Issued mound plan and permit replacing experimental system form 1996 TN: 20

On Vacation Until 9/6/22

## **5. Code Technician (Scott Custer)**

7-28-2022– Wetland project plan verification. Well permit review and approval TN-07. Surface spreading onsite TN-22. HR Civil Rights Training.

7-29-2022 – Holding tank application review and approval TN-03. Mound plan review and approval TN-19. Conventional permit application review and approval TN-18 X 2.

8-1-2022 – Shoreland/floodplain meeting with landowner TN-18\*. Mound re-inspection TN-10. Camper complaint onsite\*.

8-2-2022 – Well permit review and approval X 2. Geo-Mat permit renewal TN-10. Conventional permit inspections X 2 TN-13 and TN-18.

8-3-2022 – Soil onsite TN-21. Mound plow inspection TN-21. Soil report approval X 2.

8-4-2022 – Soil report approval X 1. Conventional application review and approval. Castle Rock Watershed Meeting.

8-5-2022 – Conventional inspection TN-07. Mound re-inspect TN-19. Well location verification on-site TN-19.

8-8-2022 – Multi-flow system research for plumber. Shoreland permit run-off phone meeting with landowner. Holding tank permit review and approval X 2 TN-22 TN-15. Well permit review and approval TN-21.

8-9-2022 – Out.

8-10-2022 – Camper complaint onsite TN-01. Shoreland permit complaint onsite TN-07. HS-letter for HT permit.

8-11-2022 – Mound plow inspection TN-10. Reconnect inspection TN-18. Conventional inspection TN-18. Mound re-inspection TN-10. Mound tank inspection TN-02.

8-12-2022 – Shoreland complaint follow up with landowner TN-07. Mound plan permit review and approval TN-06. Conventional permit application review and approval TN-18. Well permit review and approval TN-21. Shoreland permit review and approval TN-22.

8-15-2022 – Shoreland project onsite TN-18\*. Mound plow inspection TN-20. Sand filter research.

8-16-2022 – Mound re-inspection TN-20. Failing sand filter inspection TN-20. Mound application approval TN-01. Well permit review and approval X 2. Holding tank plan approval and review TN-01.

8-17-2022 – Shoreland permit review and approval TN-18. Mound re-inspection TN-20. Reconnect permit approval TN-21. Mound and tank re-inspection TN-21.

8-18-2022 Well permit review and approval V-25. Wetland buildable area meeting with realtor TN-04.

8-19-2022 – Mound inspection TN-12. Holding tank inspection TN-10.

8-22-2022 – Mound permit renewal approval TN-15. Mound tank replacement review and approval TN-03. Camper violation onsite TN-18\*. Mound core application review and approval TN-15.

8-23-2022 – Mound Plow inspection TN-04. Mound tank inspection TN-10. Mound re-inspection TN-04. HR Safety training.

8-24-2022 – Mound permit review and approval TN-15. Holding tank renewal approval TN-15.

8-25-2022 – Holding tank inspection TN-17. Well permit review and approval TN-07.

8-26-2022 – Shoreland navigability determination TN-16 onsite. Floodplain complaint onsite TN-15.

8-29-2022 – Well permit review and approval X 2 TN-21 and TN-13. Conventional permit review and approval (5) X 2 TN-07 and X 3 TN-18. Geo-Mat plan and application review and approval TN-13.

8-30-2022 – Conventional systems sanitary easement and HS letter for NEPCO Lake. Mound permit review and approval TN-21. Power line easement research for proposed mound.

8-31-2022 - Conventional system inspection TN-13. Holding tank reconnection inspection TN-16.

## **6. Office Activity (Victoria Wilson & Karoline Whitman)**

### **Permits issued for the month of August:**

Sanitary: 21

Well: 13

Floodplain: 0

Shoreland: 3

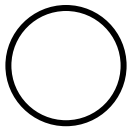
### **Meetings Attended:**

- CEED Economic Development Grant Review August 1, 2022 (VW)
- Land Information Council August 2, 2022 (VW)
- CEED Committee Meeting August 3, 2022 (VW)
- Citizens Groundwater Group August 15, 2022 (KW)

### **Maintenance Notices:**

3011 Maintenance notices for 2022 were mailed out April 22<sup>nd</sup> with a due date for service of August 12, 2022. As of August 30<sup>th</sup>, 883 systems have yet to complete service. Second notices are scheduled to be mailed on Friday September 23<sup>rd</sup>.





RESOLUTION#

Introduced by  
Page 1 of 2

ITEM# 4-  
DATE September 21, 2022  
Effective Date September 21, 2022

Conservation, Education & Economic Development and Property & Information  
Technology Committees

Motion:

Adopted:

1<sup>st</sup>

2<sup>nd</sup>

No:

Yes:

Absent:

Lost:

Tabled:

Number of votes required:

Majority

☒ Two-thirds

Reviewed by:

PAK

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

INTENT & SYNOPSIS: To authorize the sale of former 4-H property for \$7,500 and to allocate the sale proceeds to the 4-H program.

FISCAL NOTE: Receipt of \$7,500 in real property sale proceeds and the allocation of the funds to the 4-H program.

Account #	Account Name	Debit	Credit
48300	UW Extension 4H Program Sale of Property	\$7,500	
55660	4H Community Youth Fund		\$7,500

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

WHEREAS, in 1962, Joint School District No. 1, Towns of Arpin and Richfield, deeded an old school house and the small parcel of land it is located on at 8233 County Road K, Arpin, to the Meadow Brook 4-H Club, and

WHEREAS, in 2014 the Meadow Brook 4-H Club stopped meeting and pursuant to its Constitution and By-Laws after one year of not meeting was unable to reconstitute itself in order to dispose of the real property, and

WHEREAS, the Meadow Brook property has not been utilized for 4-H purposes for a number of years and is in a state of disrepair, and

WHEREAS, there was a need to liquidate the Meadow Brook 4-H property and to utilize the funds therefrom for 4-H purposes but there being no liens on the property and no taxes due on it, no normal process existed for liquidating the property, and

WHEREAS, the Wood County 4-H program has recently obtained a court order conveying the Meadow Brook 4-H property to the Wood County 4-H Extension Office and that Office has determined to sell the property so that the proceeds therefrom can be used for 4-H programming, and

WHEREAS, a neighbor to the Meadow Brook property, Lavern Wagler, has offered \$7,500 for it as is, and

WHEREAS, the PIT and CEED Committees have considered the offer and the fact that the old school house has little if any value, the driveway access to the property is not located on it, and likewise, the well serving the property is reportedly not on it either, and

WHEREAS, the PIT and CEED Committees are recommending that the County accept the offer of sale and direct that the proceeds of the sale go to the Wood County 4-H Extension Office to be used for 4-H programming.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES as follows:

1. Staff will prepare and the County Clerk will sign a quit claim deed of the Meadow Brook 4-H property in exchange for \$7,500.

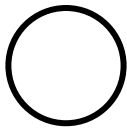
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BILL LEICHTNAM (Chair)  
DAVE LAFONTAINE  
TOM BUTTKE  
LAURA VALENSTEIN  
JAKE HAHN  
CARMEN GOOD

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM# 4-

DATE September 21, 2022

Effective Date: September 21, 2022

Introduced by  
Page 2 of 2

Conservation, Education & Economic Development and Property & Information  
Technology Committees

- 2. The proceeds of the sale shall be remitted to the UW Extension 4H Program Sale of Property, specifically account number 48300, which funds may be transferred to the 4H Community Youth Fund, account number 55660.
- 3. 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.

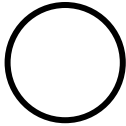
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AL BREU (Chair)  
DENNIS POLACH  
BRAD HAMILTON  
JEFF PENZKOVER  
WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by  
Page 1 of 1

CEED

4-

ITEM#  
DATE  
Effective Date

September 21, 2022  
Upon Passage and  
Publication

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

PAK

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

LAR

INTENT & SYNOPSIS: To seek County Board approval to amend the 2022 Wood County Mill Creek budget for unanticipated state aid monies and to appropriate those monies to Mill Creek expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenues from the Wisconsin Department of Natural Resources. the adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
56128	Mill Creek Grant		\$140,000
43586-482	State Aid	\$140,000	

WHEREAS, The Land & Water Conservation Department shall receive additional grant funds in the amount of \$140,000 to disburse as cost-share assistance for conservation practices that include manure storage facilities, grassed waterways, and other projects and

WHEREAS, additional funds were not expect to be obtained and therefore were not included in the budgeted amount, and

WHEREAS, the \$ 140,000 will have no impact on the county tax levy and,

THEREFORE BE IT RESOLVED, that the Wood County State Aid

Land & Water Conservation Department revenue account (43586-482) be amended to accept \$140,000 of state aid monies an appropriate those monies to the Mill Creek Grant budget expenditures (56128) for disbursing as cost-share assistance for conservation practices that include manures storage facilities and grassed waterways and,

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

{ }

Bill Leichtnam

Tom Buttke

Jake Hahn

Laura Valenstein

Dave LaFontaine

Carmen Good – Citizen Member

Adopted by the County Board of Wood County, this day of 20 22 .

County Clerk

County Board Chairman

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: August 23, 2022  
 TIME: 9:00 a.m.  
 PLACE: Room 114, Wood County Courthouse  
 TIME ADJOURNED: 9:08 a.m.  
 MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,  
 Ed Wagner, Joseph Zurfluh, William Voight  
 OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 9:00 a.m., the meeting was called to order.
2. Public comments. None.
3. The Committee reviewed a resolution on direct ballot initiatives. **Moved by Leichtnam, seconded by Wagner, to approve. All ayes.**
4. The Committee reviewed a resolution on County Board Rule 16. **Moved by Voight, seconded by Leichtnam, to approve the resolution as presented. 4 ayes, 1 nay.** Supervisor Zurfluh voted no, as he would prefer to either keep the current cap on the number of attendees at WCA conferences or have the county board chair decide.
5. Meeting adjourned without objection by the Chairperson at 9:08 a.m.

Minutes taken by Peter Kastenholz and are in draft format until approved at the next meeting.

August 23, 2022

Judicial & Legislative Committee

Jesse McKeever

DENNIS PALACH

Jeff Perzkover

Adam Fischer WCB #5

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: September 2, 2022  
 TIME: 9:00 a.m.  
 PLACE: Room 114, Wood County Courthouse  
 TIME ADJOURNED: 10:15 a.m.  
 MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,  
 Ed Wagner, Joseph Zurfluh, William Voight  
 OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 9:00 a.m., the meeting was called to order.
2. Public comments. None.
3. The minutes for the August 5 and 23, 2022, meetings were reviewed. Moved by Wagner, seconded by Voight, to approve the minutes. All ayes.
4. There were no new notices of injury/claims.
5. There were no new animal claims against the County.
6. The Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Leichtnam, seconded by Wagner, to approve the reports and payment of department vouchers. All ayes.
7. The Committee reviewed the 2023 budgets of the departments it oversees:
  - a) Moved by Zurfluh, seconded by Leichtnam, to approve the 2023 budgets for Branch I and Register in Probate and to forward them to the Operations Committee. All ayes.
  - b) Moved by Leichtnam, seconded by Zurfluh, to approve the 2023 budget for Branch II and to forward it to the Operations Committee. All ayes.
  - c) Moved by Zurfluh, seconded by Voight, to approve the 2023 budget for Branch III and to forward it to the Operations Committee. All ayes
  - d) Moved by Zurfluh, seconded by Wagner, to approve the 2023 budget for Branch IV and to forward it to the Operations Committee. All ayes
  - e) Moved by Zurfluh, seconded by Leichtnam, to approve the 2023 budget for Child Support and to forward it to the Operations Committee. All ayes.

- f) Moved by Zurfluh, seconded by Wagner, to approve the 2023 budget for the Clerk of Courts, which includes Divorce Mediation and Family Court Commissioner, and to forward it to the Operations Committee. All ayes.
  - g) Moved by Wagner, seconded by Voight, to approve the 2023 budget for Corporation Counsel and to forward it to the Operations Committee. All ayes.
  - h) Moved by Zurfluh, seconded by Leichtnam, to approve the 2023 budgets for Criminal Justice Coordinator and Drug Court and to forward them to the Operations Committee. All ayes.
  - i) Moved by Wagner, seconded by Leichtnam, to approve the 2023 budget for District Attorney and to forward it to the Operations Committee. All ayes.
  - j) Moved by Wagner, seconded by Voight, to approve the 2023 budget for Register of Deeds and to forward it to the Operations Committee. All ayes.
  - k) Moved by Wagner, seconded by Leichtnam, to approve the 2023 budgets for Victim/Witness and Task Force and to forward them to the Operations Committee. All ayes.
- 8. Corporation Counsel Memorandum "Access to Records" was reviewed by the Committee and will be forwarded to the County Board.
  - 9. The Committee reviewed correspondence and legislative issues.
    - a. Groundwater Group. Supervisor Leichtnam gave a summary of the presentation made at the Citizens Groundwater Group's last meeting.
    - b. Oneida County resolution on real estate transfer fee sharing formula was reviewed. Consensus of Committee that a resolution supporting 50-50 transfer fee revenue sharing with the state be prepared for the October Committee meeting.
    - c. Resolutions from several counties were reviewed regarding private funding of elections. No action taken.
  - 10. County Board rules. No action taken.
  - 11. Department liaisons. Consensus of Committee to have Supervisor Wagner serve as Committee liaison with the Criminal Justice Coordinator.

12. Attendance at meetings.  
Moved by Zurfluh, seconded by Leichtnam, to grant per diem and mileage for attendance at WCA diversity training for Supervisor Clendenning. All ayes.
13. Agenda items for the October 2022 meeting:
  - 50-50 state-county transfer fee sharing
  - Ethics Ordinance
  - Assistant DA pay resolution
  - Application of cap on meeting attendance.
14. The next committee meeting will be October 7, 2022, at 9 a.m.
15. Meeting adjourned without objection by the Chairperson at 10:15 a.m.

Minutes taken by Peter Kastenholz and are in draft format until approved at the next meeting.



## Judicial & Legislative Committee Meeting

**Date:** Sept. 2, 2022

[illegible]



# Wood County

## WISCONSIN

CHILD SUPPORT  
AGENCY

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**SEPTEMBER 2022**

**MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE**

Prepared by Child Support Director Brent Vruwink

- I have completed the 2023 Child Support Budget. The budget was forwarded to Finance on August 23<sup>rd</sup>.
- The Bureau of Regional Operations visited the agency on August 16<sup>th</sup> to complete the triennial review. There were no negative findings by the Bureau.
- I will be attending the WCA Annual Conference on September 19<sup>th</sup>. I will be working the vendor booth for the Wisconsin Child Support Enforcement Association.
- As we approach the end of the Federal Fiscal Year we are posed to meet and exceed 3 out of 4 performance measures. The current support collection rate remains in flux. If we have a solid August and September we may meet the 80% mark. We are currently at 79.81%.
- The current IV-D case count is 3,538.



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholtz*  
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
August 2022

Opioid Litigation. Media sources have reported a global settlement with the opioid manufacturer, TEVA. The reports of a settlement are premature and terms of the proposal will be shared with the County before it is finalized. Our counsel have shared that they don't want their clients, including Wood County, to be concerned that final approvals are being made by some without the input of the other parties. Meanwhile, the County has received \$65,000+ in settlement funds.

Ethics Ordinance. I am working on revisions to the Wood County Ethics Code (Ordinance) with committee member Edward Wagner. The existing ordinance is designed to address verified complaints made to the Ethics Committee. The current ordinance is broad in its scope of what matters can be addressed by the committee. The existing ordinance doesn't specifically address giving advisory opinions, which is most of what the committee does. There are other responsibilities that could be given to the Ethics Committee. Please give some thought as to changes you would like to see in the ordinance and then share them with Ed or myself.

Open Meeting Law Issues. Someone commented to me recently that a scheduled meeting could not be held due to a lack of a quorum but those who did show decided to discuss, but not decide upon, some of the issues that were on the agenda. Apparently, the thinking was that if there aren't enough committee members present to create a quorum there won't be enough present to violate the open meetings law. That is an incorrect and dangerous assumption. It is a little like driving 64 mph in a 55 zone. You are likely to get away with it but if you are driving by a cop, well, good luck. In that same vein, if you are waiting for another member of the committee to attend to attain a quorum and you are discussing contentious committee matters, which are the kind of matters that tend to be discussed, if anyone on the other side of the issue or the eventual losing side hears you, the ultimate committee decision is a house of cards. I would rather be the attorney representing the disgruntled constituent in that case than the one representing the County.

I am attaching a memo that was prepared in 2006 that covers this area of the law. I would revise it but there is nothing that has changed since 2006, except some of the membership on the county board. Please be careful.

Another open meetings law issue came up at a meeting I was attending. Specifically, there was concern that a matter identified in a departmental report could not be discussed because the matter was not separately identified on the agenda. This is a confusing area of the law as the courts have determined that there is a sliding scale with respect to the need for specificity in setting forth on an agenda a topic to be discussed. So, the more important a topic is likely to be the public, the greater the need to make sure the public is adequately notified of the topic of the discussion. For instance, if the County is thinking of borrowing \$4 million to pay for capital improvements, well, that should be an agenda item and not just a part of the Finance Director's monthly report. But, if the subject matter is the Finance Director attending a conference in Milwaukee, having that in the monthly report is just fine and the committee can pull the issue from the report and talk about it all they want.

I hope this helps and as always, better to be safe than sorry.



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholtz*  
CORPORATION COUNSEL

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## MEMORANDUM

TO: Wood County Board Supervisors

FROM: Peter A. Kastenholtz, Corporation Counsel

DATE: December 19, 2006

RE: The Open Meetings Law – What Constitutes a Meeting

Do you know what constitutes a meeting for purposes of determining when the Open Meetings Law applies? You need to. This memo discusses the current law in Wisconsin as to what is a “meeting” under the Open Meetings Law.

The Wisconsin Supreme Court held in the case of State ex rel. Newspapers, Inc. v. Showers, 135 Wis. 2d 77, 398 N.W.2d 154 (1987), that the Open Meetings Law applies when a gathering of the members of a governmental body fulfills *two* requirements: 1) the members have a purpose to engage in governmental business, and 2) there are a sufficient number of members engaged in the activity to determine the governmental body’s course of action.

The first test is referred to as the “purpose test.” The test is whether the communication engaged in by the members of the governmental body (which includes a committee) is for governmental business. The type of communication at issue is not limited to decision making, but includes discussion of governmental business and information gathering as well. The governmental business must be of the sort that the governmental body regulates.

Thus, three members of the Planning and Zoning Committee discussing a pending topic on the agenda of the Highway Committee would not meet the purpose test and thus would not constitute a “meeting” under the Open Meetings Law (because the Planning and Zoning Committee does not regulate Highway Committee issues). However, if there were three persons of the Fairgrounds Commission (which has 6 members) who showed up for a scheduled meeting but a fourth member didn’t arrive, a legal meeting could not be held, as there would not be a quorum. The Fairgrounds Commission members who did show up would be violating the Open Meetings Law by having any discussion on any matter under their purview, as they would be meeting the purpose test and the numbers test, which is described below.

The second component of determining whether a meeting is taking place under the Open Meetings Law is the so-called “numbers test.” The numbers test requires that there be enough members of the governmental body involved in the communication to determine the outcome of the issue. In the Showers decision referenced above, the Wisconsin Supreme Court determined that a majority of a quorum is sufficient numbers-wise to control an issue, except in extraordinary voting circumstances. Thus, for a five-person committee, three members constitute a quorum and two members could and would decide an issue. The Showers court called this a negative quorum and held that a negative quorum, two members of a five-member committee, meets the numbers test requirement for constituting a meeting.

Applying the purpose and numbers tests results in what many people find to be an unacceptable situation. Specifically, if two members of a five-member committee discuss a topic over which the committee has jurisdiction, the discussion constitutes a meeting under the Open Meetings Law, that must be timely noticed and so on. That is a technically correct application of the law and you should be aware of it. In practice, governmental body members are unlikely to be prosecuted for that level of an infraction. Most governmental attorneys caution to avoid the situation where communications take place at the quorum level (three out of five) on an odd numbered committee and at the 50 percent mark (three out of six) for an even numbered committee.

In closing, please remember that the communications between members of a governmental body do not need to be simultaneous to meet the numbers test. Sequential communications are referred to as “walking quorums,” when they meet the numbers test.

Violations of the Open Meetings Law will result in personal liability. Please refer any questions you have concerning the application of the Open Meetings Law to the Corporation Counsel’s office.



# Wood County WISCONSIN

**CORPORATION  
COUNSEL OFFICE**

*Peter A. Kastenholtz*  
CORPORATION COUNSEL

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## MEMORANDUM

TO: Wood County Board of Supervisors  
FROM: Peter A. Kastenholtz, Corporation Counsel  
DATE: September 21, 2022  
RE: Access to Records (vs. Requests for Copies of Records)

Some 'First Amendment Audit' types have recently been stopping by county clerks' offices in Wisconsin requesting to immediately view certain election records maintained in those offices. The record requesters are stating that they have a right to see the records immediately per Wis. Stat. s. 19.34(2)(a). The question has arisen as to whether or not these record requesters have the right to immediately access the records.

Surprisingly, the answer to this question is yes.

Historically, I, and others, have opined that we have to reply to a record request as soon as practicable but within ten business days. If there is a business need to extend the response time out beyond the ten days, then the fullest amount of record production needs to be provided within the ten days and a written explanation needs to be given to the requester as to why there is a delay in completing the response and the likely time frame for doing so. This advice is still good.

The distinction is the request to access and view records is dealt with under Wis. Stat. s. 19.34 (see below) and the right to inspect and obtain a copy of a record is addressed in Wis. Stat. s. 19.35. The laws handle the similar and overlapping situations differently.

It isn't common for someone to request to immediately see a record maintained by a county department, but if the request/demand is made, the department is required, within reason, to immediately accommodate the person requesting the access. Of course, normal rules of confidentiality apply to whether a record can be released at all and under what conditions. Also, the "within reason" caveat pertains to the time the staff has available to locate and share the records. It would not be legal, though, to advise the requester that they cannot see any of the records that day unless location or redaction are legitimate issues.

There is an exception to the rule of immediate access at s. 19.34(2)(d) if the records are kept offsite. In that instance, the County has 24 - 48 hours to make the records available for viewing.

I pondered whether to put something in writing for future reference in regards to this distinction between viewing records and getting copies of them. I don't want to unnecessarily alarm people but since the obligation is to immediately respond to requests to review, it seemed appropriate to both educate on the law and make reference to it available where staff would likely go to find the answer, that being on the intranet, under Corporation Counsel forms, Memos Open Meetings and Public Records.

As always, if you have questions or concerns, please let me know.

19.34 Procedural information; access times and locations.

(1) Each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, the legal custodian under s. 19.33 from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. The notice shall also separately identify each position of the authority that constitutes a local public office or a state public office. This subsection does not apply to members of the legislature or to members of any local governmental body.

(2) (a) Each authority which maintains regular office hours at the location where records in the custody of the authority are kept shall permit access to the records of the authority at all times during those office hours, unless otherwise specifically authorized by law.

(b) Each authority which does not maintain regular office hours at the location where records in the custody of the authority are kept shall:

1. Permit access to its records upon at least 48 hours' written or oral notice of intent to inspect or copy a record; or

2. Establish a period of at least 2 consecutive hours per week during which access to the records of the authority is permitted. In such case, the authority may require 24 hours' advance written or oral notice of intent to inspect or copy a record.

(c) An authority imposing a notice requirement under par. (b) shall include a statement of the requirement in its notice under sub. (1), if the authority is required to adopt a notice under that subsection.

(d) If a record of an authority is occasionally taken to a location other than the location where records of the authority are regularly kept, and the record may be inspected at the place at which records of the authority are regularly kept upon one business day's notice, the authority or legal custodian of the record need not provide access to the record at the occasional location.

(emphasis added)

There are no case law or AG opinions construing the time to comply aspects of Wis. Stat. s. 19.34.

19.35. Access to records; fees

(1) Right to inspection. (a) Except as otherwise provided by law, any requester has a right to inspect any record. Substantive common law principles construing the right to inspect, copy or receive copies of records shall remain in effect.

.....

(4) Time for compliance and procedures. (a) Each authority, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefor.

(emphasis added)

Notes of Decisions (437)

41. Time for response

Public Records Law affords authorities reasonable latitude in the time frame for their responses. Milwaukee Journal Sentinel v. City of Milwaukee (2012) 815 N.W.2d 367, 341 Wis. 2d 607. Records 472

What constitutes a reasonable time for a response under the open records law by an authority depends on the nature of the request, the staff and other resources available to the authority to process the request, the extent of the request, and other related considerations; accordingly, whether an authority is acting with reasonable diligence in a particular case will depend upon the totality of the circumstances surrounding the particular request. WIREdata, Inc. v. Village of Sussex (2008) 751 N.W.2d 736, 310 Wis. 2d 397. Records 472

For purposes of the production of public records under Open Records Act, the statutory language “as soon as practicable” implies a reasonable time for response; otherwise, the legislature would have established a specific deadline. Watton v. Hegerty (App. 2007) 744 N.W.2d 619, 306 Wis. 2d 542, review granted 746 N.W.2d 810, 307 Wis. 2d 292, reversed 751 N.W.2d 369, 311 Wis. 2d 52, reconsideration denied 758 N.W.2d 929, 314 Wis. 2d 285. Records 472





# Wood County

## WISCONSIN

### REGISTER OF DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

**SEPTEMBER 2022**

#### **MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE**

1. On August 2<sup>nd</sup>, I attended the Land Information Council Meeting.
2. I completed the civil rights training requested by HR.
3. The scanner I recently received from IT is no longer functioning. Without this equipment, I am unable to perform required duties of my position. IT is working with the printer vendor, Rhyme, to obtain a scanner. I want to thank IT for all the time and effort they've put into this situation. I hope to have options to discuss with the committee at the upcoming meeting.
4. Software contract negotiations with Fidlar are complete. Initially, their proposal was a 5-year contract with a 15% increase, which was \$6080.70 annually and a total of \$30,403.50 over the term of the contract. We were able to agree on a 3-year contract with a 0% increase, which is a savings of \$18,242.10 from the initial proposal. Although I am extremely happy with this outcome, I will expect some sort of increase in our next contract. The service Fidlar provides is impeccable and we are happy to have them as our software vendor. If you have any questions on this, please let me know.
5. I submitted my budget to Finance Director, Ed Newton. Questica does not update the redaction account line item. Finance will update and send me updated reports. Also, depending on the scanner options, as noted above, I will likely need to amend the budget.
6. I attended Fidlar college education virtual training on August 16<sup>th</sup>.
7. On August 24<sup>th</sup>, I attended the WRDA board meeting in Weston.
8. I will be attending Property Records Industry Association national conference virtually August 29<sup>th</sup> – September 1<sup>st</sup>.
9. I will be attending Judicial and Legislative committee meeting on September 2<sup>nd</sup>.

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

**DAY AND DATE:** Thursday, September 1, 2022  
**PLACE:** Highway Department, 555 17<sup>th</sup> Ave N, WI Rapids, WI 54495  
**MEETING TIME:** 9:00 a.m.  
**ADJOURNMENT TIME:**  
**MEMBERS PRESENT:** Chairperson Jake Hahn, Supervisor Dave LaFontaine, Supervisor Lee Thao, Supervisor John Hokamp

**OTHERS PRESENT:** Roland Hawk, Highway Commissioner; Chad Schooley, Parks & Forestry Director; Fritz Schubert, Forest Administrator; Ed Newton, Finance Director; Sandra Green Parks & Forestry Office Supervisor, Supervisor Ed Wagner

**OTHERS PRESENT VIA WEBEX:** Supervisor, Al Breu: County Board Chairman, Lance Pliml

1. Call meeting to order. Meeting called to order at 9am.
2. Declaration of quorum. Declared.
3. Public comments. None.
4. Correspondence. R. Hawk met w/various departments to discuss the possible sale of the 17<sup>th</sup> Avenue property and the status of the space needs study. Hawk will meet with the PIT Committee and recommend the hold off on making final decision until the study is complete.
5. Approve minutes from previous committee meetings. **Motion to approve all attached minutes by D. LaFontaine and second by L. Thao. Motion carried with a change regarding the budget meeting. A. Breu was excused for that meeting.**
6. ATV Trail/Route system update
  - a. Route Updates. Mapping update. C. Schooley spoke with P. Bernard. He is updating and finalizing the route and trail system map. The ATV trail on Hazelnut is closed for a ditch-cleaning project.
7. **HIGHWAY**
  - a. Highway staff reports. Interviews for two positions. Will make offer for Screed Operator, which will open up an additional truck operator position. The light-duty auto mechanic position and the engineering position are both open at this time. Hawk explained there were three employees paid Davis Bacon Wage for work on a BIA funded project in the Town of Seneca. After the BIA verified the County is not eligible for Davis Bacon Wages, he gave the employees the option to pay back the overpayment in one, two, or three pay periods. Hwy X is the last major 2022 highway project, grading should be done next week, and county crews will should have it paved by the end of October. City of Marshfield is working on five year Financial Plan, which may include the funds for the shared campus.

- b. Highway revenue report.
- c. Highway vouchers. **Motion by D. LaFontaine to approve vouchers and second by A. Breu. Motion carried.**
- d. 2023 Finalized Budget. E. Newton was present and stated the increase in the budget was higher than requested. R. Hawk explained the reasons of employee expenses and wages. Total overrun is about \$94,211 (7.34% increase) on the highway budget. E. Wagner states this increase may cause some major difficulties if one department is allowed to exceed the request, yet others are not. E. Wagner is requesting to show where the increase is, ensure those estimates are correct, and have the breakdowns of the overage for the next Operations Committee meeting.

## 8. PARKS AND FORESTRY

- a. Parks & Forestry staff reports. Question re playground replacement. How are playgrounds cycled out? C. Schooley states playground equipment is very expensive and is replaced as funds become available. This year, we have \$50k available and is included in the annual Capital Improvement Projects. C. Schooley has applied for various grants for specific playground structures and will continue to seek grant opportunities but they are not readily available. C. Schooley has applied for grant opportunities through local foundations as well, but we were not awarded at that time. He states he will apply for those in the future as well.
- b. Special Use permits.
  - 1. Request from EM, Hamm radio exercise training. Request a fee waiver to use the enclosed shelter for October 14, 7am – 5pm, set up in the grassy area. **Motion by J. Hokamp and second by LaFontaine. Motion carried.**
- c. 2023 Fee Approval. **Motion to approve 2023 fees by C. Schooley's recommendation by D. LaFontaine, second by A. Breu. Motion carried.**
- d. 2023 Final promoted budget documents. No questions.
- e. Powers Bluff hunting/trapping rules. There will be bike trails open this fall yet and we will groom those trails during the winter. The 160-acre older parcel of the park we do not allow hunting in this area. C. Schooley states he is ok either way of allowing or not allowing hunting or trapping in this area for this upcoming season. J. Hahn states rifle hunting should be excluded due to the proximity of buildings, but archery or trapping could be allowed. C. Schooley agrees with J. Hahn to reduce or keep the deer herd in check on this new property and only allow archery and trapping. L. Thao suggests setting a specific season and dates specific to this property. Does this apply to small game, turkey and waterfowl hunting as well? **Motion by J. Hahn to begin with banning all firearms hunting on this property and allow archery and trapping. J. Hokamp seconds this motion. Motion carried.**
- f. Powers Bluff Project update. Bike trail construction project is going well. The crew will need to bring in a larger excavator to place boulders in the 2 downhill runs, which will be done in the spring. They will be finishing all other trails and boardwalks over the next month. An archeologist is scheduled for monitoring the week of September 12. The entrance road & parking lot Stewardship Grant (3<sup>rd</sup>

time applying) has been approved by the State. We are waiting on the official paperwork to begin. It is a \$500k project, 50/50 grant. The ARPA Committee will also be considering allocating funds for completion of the multi-use gravel trail.

- g. Parks firewood ordinance review. Currently, we do not allow any carry-in firewood unless its' clean dimensional lumber. The reason we did this is to protect natural resources in parks from pests/diseases transported in firewood. Currently, we go through a tremendous amount of firewood and we keep up as best as we can. However, we do occasionally receive complaints on the firewood being wet. Should we look at other options such as allowing campers to purchase local firewood similar to state parks, etc., or keep the ordinance on the books? If we did change this, it would relieve the volume of firewood needed on an annual basis. The consensus by those present, is we leave the current ordinance the way it is and not allow customers to bring in their own firewood. Bring future recommendations to the committee.
  - h. Set Parks, Forestry, and Highway tour date. October 6<sup>th</sup>, next HIRC meeting is the scheduled date for this tour and will be at Powers Bluff Shelter following the regular HIRC meeting, starting at 8am.
  - i. Parks and Forestry revenue reports.
  - j. Parks & Forestry vouchers. **Move by D. LaFontaine and second by L. Thao to approve the vouchers. Motion carried.**
9. Future Agenda Items. Highway: Marshfield Shared Campus
10. Set next regular meeting date: HIRC Annual Tour and regular meeting scheduled for October 6, 2022 at **8:00 am** at Powers Bluff Recreational Area, 6990 Bluff Drive, Arpin, WI 54410. As a reminder, there is no WIFI, so please download the packet onto your electronic device.
11. Adjournment. Meeting adjourned at 10:09 am.

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

*Minutes are in draft form until approved at next month's committee meeting.*



# Wood County

## WISCONSIN

OFFICE OF  
HIGHWAY COMMISSION

*Roland Hawk*  
COMMISSIONER

August 25, 2022

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for September 1, 2022 HIRC meeting

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### **Department Activities**

#### **Personnel/Administration**

Interviews for Screed Operator (1 vacancy) and Truck Operator (1 vacancy) are scheduled for August 30 & 31. There has been one candidate submit an application for the engineering position, no interview has been scheduled at this time.

There is one applicant who applied for the Auto Mechanic I position and a Recruiting service has forwarded 2 additional applicants. Interviews have not been scheduled at this time.

Commissioner is working with HR on developing an employment agreement for new hires who obtain their CDL through the Shop Supervisor. New employees who obtain their Class A CDL through the Highway Department will be required to maintain employment with the County for a minimum of 3 years or be required to pay back the County's expense in assisting the employee obtain their CDL.

Commissioner attended the following meetings in August:

- August 1, Virtual meeting w/WCHA Exec Com. & Impact (Association Management Company)
- August 2, Meeting with Nasonville Dairy to discuss CTH BB intersection realignment
- August 3, CEED Committee
- August 4, HIRC
- August 8, Town of Richfield to review Heggelund Ln.
- August 9, Attend DOT STP-Local Project Selection Committee at Wisconsin Rapids, DOT office
- August 10, Virtual meeting for Lynn Line Road Bridge, Town of Rock
- August 11, HIRC Budget meeting
- August 15, Virtual meeting for Lynn Line Road Bridge, Town of Rock Environmental/SHPO
- August 16, Meeting w/Parks to discuss Powers Bluff Road/Trail projects
- August 22, Meeting w/Secretary of DOT, Craig Thompson to discuss LRIP/STP Programs
- August 23, WCHA BOD meeting Portage Co Highway Shop, Stevens Point
- August 24, Wood County Department Head meeting
- August 24, Conference Call with City of Marshfield DPW Dan Knoeck
- August 29, WCHA Exec Committee/WisDOT Joint meeting WCH Conference Room

## Highway/Facility Projects

### 2022 Construction Projects:

- CTH X from STH 54 to STH 73  
Contractor has completed the south 2 miles from STH 54 – CTH E & County crews have placed the lower course of asphalt. The north mile, from CTH B to STH 73 will be ready for County crews to place the lower course of asphalt the week of September 12. The contractor is working on pavement removal, pipe installation and grading between CTH E and CTH B (2 mile section) and is anticipating completion by September 12 for County crews to place lower course of asphalt. County crews are anticipating placing asphalt surface layer the week of September 19, placing shoulder material first week of October,  
  
Contractor has not submitted an invoice since previous report, cost to date remain approximately \$500K
- CTH O & CTH PP
  - Work to replace pipes began in June, pavement was pulverized the week of July 18, Highway crews completed paving August 11. Some shoulder material has been placed. Anticipated completion is mid-September. Approximately \$765K of the \$995K budget has been spent.
- Local projects
  - Town of Seneca
    - Pavement replacement on Hemlock Road, shoulder material will be placed first week of September
  - Town of Saratoga
    - Replaced large failing pipe arch on Hollywood Rd with 10'X5' Aluminum Box Culvert
  - Town of Sige
    - Replaced failing pipes on Brostowitz Rd with 12'X6' Aluminum Box Culvert
    - Wedge and pave .75 mile of Chapel Road
    - Replaced various pipes and paved patches
  - Town of Marshfield
    - Replaced large culverts on Stadt Rd
- State Highway Projects
  - Assisted with Foam Jacking US 10 & STH 13 bridge approaches

Projects approved in the 2022 – 2027 STP-Rural program submitted in December include:

CTH N Bridge replacement (located 0.1 miles east of STH 186) FY 2024

CTH HH & CTH F Intersection (recommended improvement is a roundabout) FY 2026

County is waiting on State Municipal Agreements for these projects before beginning work. Anticipate starting design in September 2022.

## Highway Maintenance

### Work in July included:

- New 3 foot asphalt shoulders were installed on CTH G between STH 173 and STH 54
- Mowing roadside ditches and slopes
- installing/replacing culverts and restoring drainage in ditches
- Restriping/painting various county highways

### Equipment/Machinery

Shop anticipates taking delivery of the shop truck ordered in 2021. Dealer has notified the Shop Supervisor the truck is complete and will be ready for delivery early September.

### WCHA

A Board of Director position is still available for the NC Region.

North Central Region Fall meeting is scheduled for October 28 at Country Aire Restaurant, Stratford, WI.  
Time is 8:30 AM – 12:30 PM with lunch included.

## **Accounting Supervisor Report**

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

### Revenues

Revenues are as anticipated. We have been working on several Road Aid and Bridge Aid projects so the revenue will be booked as those projects get completed. Asphalt revenues continue to come in as we run the plant full-time. Revenues from the State are on target.

### Expenses

Expenses are as anticipated.

### Other

As of the date of HIRC, the budget has been promoted to Finance and the Operations Committee.



County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Highway Departmentwide  
 Wednesday, August 31, 2022

		2022		
		Actual	Budget	Variance
				Variance %
<b>REVENUES</b>				
Intergovernmental Revenues				
43531	State Aid-Transportation	\$1,873,321.53	\$2,497,341.00	(\$624,019.47)
43534	State Aid-LRIP	218,258.31	995,000.00	(776,741.69)
	Total Intergovernmental	2,091,579.84	3,492,341.00	(1,400,761.16)
Licenses and Permits				
44101	Utility Permits	22,635.00	16,000.00	6,635.00
	Total Licenses and Permits	22,635.00	16,000.00	6,635.00
Intergovernmental Charges for Services				
47230	State Charges	778,236.74	982,087.00	(203,850.26)
47231	State Charges-Highway	177,991.01	579,812.00	(401,820.99)
47232	State Charges-Machinery	13,226.70		13,226.70
47233	State Charges-Performance Based Maintenance	62,922.26		62,922.26
47300	Local Gov Chgs	288,902.63	510,567.00	(221,664.37)
47330	Local Gov Chgs-Transp	493,418.52	1,102,945.00	(609,526.48)
47332	Local Gov Chgs-Roads		416,344.00	(416,344.00)
47333	Local Gov Chgs-Bridges	4,287.35	80,996.00	(76,708.65)
	Total Charges to Other Governments	1,818,985.21	3,672,751.00	(1,853,765.79)
Interdepartmental Charges for Services				
47470	Dept Charges-Highway	738,615.39	2,231,470.00	(1,492,854.61)
	Total Interdepartmental Charges	738,615.39	2,231,470.00	(1,492,854.61)
	Total Intergovernmental Charges for Services	2,557,600.60	5,904,221.00	(3,346,620.40)
Miscellaneous				
48340	Gain/Loss-Sale of Salvage and Waste	8,398.52	6,700.00	1,698.52
48500	Donations	20,001.15		20,001.15
48520	Grants/Contribution-ATV Route Signage		20,000.00	(20,000.00)
	Total Miscellaneous	28,399.67	26,700.00	1,699.67
Other Financing Sources				
49110	Proceeds from Long-Term Debt		2,500,000.00	(2,500,000.00)
	Total Other Financing Sources		2,500,000.00	(2,500,000.00)
<b>TOTAL REVENUES</b>		<b>4,700,215.11</b>	<b>11,939,262.00</b>	<b>(7,239,046.89)</b>
<b>EXPENDITURES</b>				
Public Works-Highway				
53110	Hwy-Administration	216,614.19	370,297.59	153,683.40
53120	Hwy-Engineer	107,922.75	262,643.14	154,720.39
53191	Hwy-Other Administration	218,207.13	333,997.09	115,789.96
53210	Hwy-Employee Taxes & Benefits	(596,657.03)		596,657.03
53220	Hwy-Field Tools	(9,788.37)		9,788.37
53230	Hwy-Shop Operations	164,149.27	309,473.49	145,324.22
53232	Hwy-Fuel Handling	(14,339.18)	(23,105.00)	(8,765.82)
53240	Hwy-Machinery Operations	(640,055.88)	(152,968.72)	487,087.16
53260	Hwy-Bituminous Ops	118,243.49	228,435.29	110,191.80
53262	Hwy-Bituminous Ops	64,423.68		(64,423.68)
53266	Hwy-Bituminous Ops	898,129.36	1,983,034.65	1,084,905.29
53270	Hwy-Buildings & Grounds	116,081.16	273,351.67	157,270.51
53290	Hwy-Salt Brine Operations	(3,140.57)		3,140.57
53291	Hwy-Salt Brine Operations	(32,112.20)		32,112.20
53281	Hwy-Acquisition of Capital Assets	252,077.64		(252,077.64)
53310	Hwy-Maintenance CTHS		22,193.52	22,193.52
53311	Hwy-Maint CTHS Patrol Sectn	1,320,298.15	2,861,610.77	1,541,312.62
53312	Hwy-Snow Remov	593,119.11	907,384.83	314,265.72
53313	Hwy-Maintenance Gang	133,377.10	106,422.57	(26,954.53)
53314	Hwy-Maint Gang-Materials	23,890.68	2,900.00	(20,990.68)
53320	Hwy-Maint STHS	804,583.49	982,087.43	177,503.94
53323	Hwy-Maint STHS PBM	72,702.49		(72,702.49)
53330	Hwy-Local Roads	1,160,991.58	1,102,944.74	(58,046.84)
53340	Hwy-County-Aid Road Construction	17,995.66	469,914.74	451,919.08
53341	Hwy-County-Aid Bridge Construction	101,676.54	130,995.91	29,319.37
53490	Hwy-State & Local Other Services	386,553.13	550,567.08	164,013.95
53491	Hwy-ATV Route Signage	49,609.84		(49,609.84)
	Total Public Works-Highway	5,524,553.21	10,722,180.79	5,197,627.58
Capital Outlay				

County of Wood  
DETAILED INCOME STATEMENT W/SUBTOTALS  
Highway Departmentwide  
Wednesday, August 31, 2022

		2022		
		Actual	Budget	Variance
				Variance %
57310	Highway Capital Projects	792,970.85	2,472,164.57	1,679,193.72
	Total Capital Outlay	792,970.85	2,472,164.57	1,679,193.72
TOTAL EXPENDITURES		6,317,524.06	13,194,345.36	6,876,821.30
NET INCOME (LOSS) *		(1,617,308.95)	(1,255,083.36)	(362,225.59)



# Parks & Forestry Department Reports

September 1, 2022

## **Director Report, by Chad Schooley**

- Completed Budget and promoted to Finance. Complete budget summaries will be in the packet.
- Continue overseeing Powers Bluff bike trail construction project.
- Working on permit applications for multi-use trail and entrance road/parking lot at Powers Bluff.
- Met with members of the Friends of Powers Bluff and the Marshfield Area Bicycling group to discuss a merger of the 2 interest groups. Meeting went very well and future discussion is planned. This will be a great way to bring different stakeholders together as we work to preserve, protect, and develop the different areas of the park.
- As requested at our last meeting, I have included my fee structure recommendation for bike and ski trails at Powers Bluff, in the packet.
- With the bike trail project moving along quickly, I would like to once again discuss future hunting/trapping within the northern 223 acres of Powers Bluff County Park. I have put this on the agenda.
- Currently, the Wood County has a “no carry-in firewood” ordinance for all parks. I would like to discuss the pros and cons of this with the committee and see if they would want to revisit the ordinance.
- Held employee meeting/appreciation lunch at Nepco shelter on 8/18.
- Participated in the quarterly department head meeting on 8/24.
- **Special Use Permits**
  - None at this time

## **Maintenance Program Supervisor Report, by Dan Vollert**

### **Construction Projects**

- Nepco Shelter Septic Tank replacement was completed by Advantage Plumbing.
- South Park Shop Natural Gas Furnace Installation by Ron's Refridgeration.
- Dexter Park's old wood fence has been disassembled and taken down due to rotting of old wooden structure. New wood fence project will be started later this fall and finished in the spring of 2023 pending available funds.
- Pittsville Business Kiosks/signs at Dexter and North Parks being installed on concrete pads.
- Concrete pads being poured for Lifejacket Kiosks/signs at Dexter Park.
- Concrete approach upgrade around Group Camping Toilet Building at Dexter Park.

### **Maintenance Operations**

- Upgraded dam operation system installed at Lake Wazeecha and to be installed soon for Dexter Dam. Some technical difficulties, but working through them.
- NP Puff Creek Bridge Concrete repair
- Memorial Bench install at NEPCO Park.
- Looking at Playground options for NEPCO.

- General Park upkeep: lawn mowing, litter pickup, bathroom and shelter cleaning at all park locations.
- Mowing of hiking trails at Dexter, Richfield 360, and Powers Bluff. (Ski and Tube hill as well)
- South Park/ NEPCO road and walk trail shouldering.
- South Park WI-FI and camera install at Red Beach Pavillion and Stone Shelter by Solarus.

### **Employee Matters**

- LTE's (Summer Help) finishing up at all three parks for the summer.
- FTE Evaluations completed.
- Employee safety training refreshers
- Troy Holford is our new Floating Park Maintenance Worker and moving around to all three shop locations as needed.

### **Snowmobile/ATV**

- ATV/UTV access to County Roads effective June 30, 2022
- Updating Wood County ATV Map.
- Moving along with DQ Farms snowmobile bridge replacement project. Culverts being constructed and should be delivered soon. Highway bridge crew is doing the installation.
- Auburndale, and Rudolph-Plum Road snowmobile bridge projects-grant applications, permits, etc. All three grant applications were in before April 15 deadline. Waiting on Grant Approval.
- DNR Permits were granted for a Clear Span Bridge and Wetland Disturbance for Hay Creek ATV trail project. Working on DNR Soil Erosion Permit. H & H Study from Jewell Engineering is completed for project. Working with Planning and Zoning on getting Floodplain permit.

## **Office Supervisor Report, by Sandra Green**

### **Office:**

- Continued training for Greta Friedrich, the new Dexter Ranger.
- Printed and sent out Wellness materials to the field staff.
- Issued several violations. Received several violation revenues as well.
- Completed work on the 2023 budget. Budget was promoted on 8/24/22.
- Posted news releases and announcements on Facebook, website and Instagram.
- Continue to work on the new camping/shelter reservation system w/updates, revisions, etc.
- Continuing to assist training for Dan Vollert, introducing him to the Snowmobile/ATV reimbursement process for the clubs and processing entries in SNARS.
- Completed Snowmobile and ATV State Aid reimbursement paperwork.
- Continue work on "HOW TO" for cross training between myself and the Administrative Assistant in case one of us is out on extended leave.
- Completed Wood County Annual Safety Training on 8/23/22.
- Organized and attended the Summer Employee Mtg. at Nepco Park.

### **Forestry:**

- Weekly timber sale billing and processing of woodcutting permit revenues.

## **Forest Administrator Report, by Fritz Schubert**

- Timber Sales: Currently three active timber sales: scaled wood, job site inspections, routine timber sale administration.
- Timber sale establishment, compartments 45, 47.
- Timber sale contracts: Recieved checks from contractors for performance bond amounts retained as discussed at August HIRC meeting. Returned Letters of Credit.
- Prepared for upcoming ditch cleaning project and worked with logger and cranberry grower to begin operations along Hazelnut Trail. Put up signs and posted notifications to alert forest users of upcoming road/ trail closure.
- Participated in Annual Wood County Forest/DNR Partnership Meeting.
- Developed Harvest Schedule for 2023
- Attended P&F Employee Meeting.
- Began anchor chain TSI/site prep project.
- Forestry Technician: Shooting range clean up, mowed shooting range, moved machinery and worked on Powers Bluff multi-use trail, repaired storm damage/washout. Also mowed forestry roads, fecon/brush mowed timbersale access road, dozer grading on portions of Red Pine Trail.

**WOOD COUNTY PARKS & FORESTRY DEPARTMENT  
REVENUE SUMMARY 2022**

**AUGUST REVENUE - SEPTEMBER HIRC**

BUDGETED REVENUES	46721 SOURCE	FEES	YTD REVENUE 2022	YTD REVENUE 2021	AUGUST REV 2022	AUGUST REV 2021	ACTUAL REV 2021
\$ 522,250.00	Camping Reservations (PAYPAL & In Office Cash/Check) All site types.	\$10 Resv. Fee+/\$20/\$25/\$28/\$35	\$464,471.79	\$ 344,174.20	\$86,673.90	\$ 48,373.64	\$ 411,461.82
	<b>OLD PAYPAL ACCOUNT TRANSACTIONS</b>		(\$665.00)	\$ -	\$0.00	\$ -	\$ -
\$	<del>Camping Self-Registration, NO SELF REG/2022</del>		\$527.01	\$ 57,467.69	\$0.00	\$ 11,941.23	\$ 99,576.32
\$ 45,000.00	Campground Firewood Sales	\$7 per rack	\$32,668.26	\$ 28,982.94	\$9,680.58	\$ 5,946.92	\$ 39,666.35
\$ 9,000.00	Ice	\$4 (7 lbs.) /\$7 (20 lbs.)	\$6,562.08	\$ 8,654.04	\$1,943.13	\$ 1,984.84	\$ 9,666.36
\$ 3,000.00	Non-Camper Dump Fee	\$12	\$2,373.47	\$ 2,294.80	\$791.47	\$ 698.58	\$ 4,012.33
\$ 500.00	Camper Storage Fee	\$15/wk - \$60/mo	\$113.74	\$ 241.71	\$113.74	\$ 56.87	\$ 497.63
\$ 800.00	Washer/Dryer	\$2 wash / \$2 dry/\$1 Laundry Pods	\$294.08	\$ 536.49	\$72.04	\$ 189.57	\$ 919.43
\$ 56,000.00	Shelters Enclosed (SP, NP, DX, PB, Nepco, ATV)	Various Fees based on 4 or 8 hrs or all day.	\$36,843.60	\$ 36,838.88	\$6,042.65	\$ 4,492.90	\$ 55,724.78
\$ 14,000.00	Shelters - Open (DX, SP, RSBP, WSBP)	Various Fees based on location of shelter.	\$10,497.62	\$ 11,374.41	\$2,417.06	\$ 1,018.96	\$ 14,118.49
\$ 650.00	General Park User Fees (Use of open areas within parks)	\$50 / \$10 per picnic table	\$2,302.36	\$ 50.00	\$17.06	\$ -	\$ 618.72
\$ 22,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$12/\$20/\$300/\$400/\$500/\$550/\$600	\$26,669.28	\$ 12,884.84	\$0.00	\$ -	\$ 12,884.84
\$ 2,500.00	Trail Passes (Ski/Snowshoe/Multi-Use)	\$5/daily; \$20/annual; \$50/family	\$2,077.97	\$ 1,854.84	\$0.00	\$ -	\$ 1,975.83
\$ 6,000.00	Disc Golf	\$2 / \$4 / \$20 / \$40	\$3,422.76	\$ 4,869.46	\$596.21	\$ 548.82	\$ 5,611.40
\$ 500.00	Parks Pulpwood	Market Price	\$0.00	\$ -	\$0.00	\$ -	\$ -
\$ 25,000.00	Boat Launch	\$25/annual; \$7/daily	\$21,281.43	\$ 19,925.63	\$2,097.73	\$ 1,011.85	\$ 21,740.32
\$ 500.00	45123 - Violations (non-tax)	\$50.00	\$947.00	\$ 200.00	\$250.00	\$ -	\$ 300.00
\$ 20,000.00	Miscellaneous*		\$6,188.07	\$ 8,780.42	\$164.00	\$ 351.81	\$ 28,150.34
\$ 2,300.00	Gift Certificates	Gift Certificates	\$100.00	\$ 183.45	\$0.00	\$ -	\$ 2,528.45
\$ 730,000.00			\$616,675.52	\$539,313.80	\$110,859.57	\$76,615.99	\$709,453.41
Misc. *PB Land Rental, General Donations, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc.							
\$ 500.00	Powers Bluff Project Donations Non-Lapsing	Informational purposes only. CASH/CHECK/PAYPAL	\$0.00	\$ 140.00	\$0.00	\$ -	\$ 1,014.00
\$ 350,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships) Monthly totals = NET Revenue	CONTRACTED	\$286,289.67	\$ 242,682.40	\$45,702.09	\$ 7,256.07	\$ 496,932.29
\$ 6,500.00	Auctions - Non-Lapsing	WI Surplus	\$0.00	\$ 5,730.00	\$0.00	\$ -	\$ 6,876.90
<b>TOTAL REVENUE:</b>			<b>\$902,965.19</b>	<b>\$787,866.20</b>	<b>\$156,561.66</b>	<b>\$83,872.06</b>	<b>\$1,214,276.60</b>

WOOD COUNTY, PARKS & FORESTRY - FOREST ADMINISTRATOR  
REVENUE REPORT & TIMBER SALE BALANCES

**SEPTEMBER (August 2022 Revenue)**

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	BALANCE
748	5-16	FUTUREWOOD	*18,522.1	10/06/16	12/31/22		\$0.00	\$0.00	\$0.00
749	6-16	FUTUREWOOD	33,638.00	10/06/16	12/31/22		\$0.00	\$0.00	\$0.00
758	13-16	FUTUREWOOD	37,074.50	11/14/17	12/31/22		\$0.00	\$0.00	\$0.00
775	9-18	COUNTRY F.P.	37,260.00	03/29/19	04/01/23		\$31,003.52	\$31,003.52	\$0.00
779	8-19	LAMBERT	15,255.00	06/10/20	06/01/23	\$1,827.79	\$20,331.20	\$14,029.84	-\$6,301.36
780	2-16	YODER	42,886.00	07/10/20	06/01/23		\$0.00	\$0.00	\$0.00
781	5-19	YODER	9,720.00	07/10/20	06/01/23		\$0.00	\$0.00	\$0.00
784	2-20	LAMBERT	12,900.00	06/01/21	12/01/23	\$1,097.28	\$16,149.21	\$15,677.52	-\$471.69
785	4-20	KOERNER	136,058.00	06/01/21	12/01/23		\$146,076.45	\$146,076.45	\$0.00
788	2-21	YODER	35,900.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
789	3-21	KOERNER	10,570.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
790	4-21	SCHREINER	15,600.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
792	6-21	YODER	27,870.00	11/24/21	12/03/23		\$24,037.58	\$24,037.58	\$0.00
793	7-21	NW HARDWOODS	163,302.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
794	8-21	SCHREINER	28,965.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
795	1-22	LAMBERT	46,070.00	05/27/22	06/30/24	\$8,895.92	\$45,717.93	\$8,895.92	-\$36,822.01
796	2-22	KOERNER	110,780.80	05/27/22	06/30/24	\$38,939.11	\$54,915.56	\$38,939.11	-\$15,976.45
797	3-22	SCHREINER	30,770.00	05/27/22	06/30/25		\$0.00	\$0.00	\$0.00
798	4-22	KOERNER	194,468.10	05/27/22	06/30/24		\$0.00	\$0.00	\$0.00
799	5-22	SCHREINER	20,200.00	05/27/22	06/30/24		\$0.00	\$0.00	\$0.00
800	6-22	SCHREINER	16,440.00	05/27/22	06/30/24		\$0.00	\$0.00	\$0.00
801	7-22	WILSON	11,750.00	08/04/22	07/30/25		\$0.00	\$0.00	\$0.00
755		FIREWOOD				\$20.00	\$0.00	\$0.00	

Payments Received This Month: **\$50,780.10**      AMOUNT BILLED TO DATE      AMOUNT RCVD TO DATE      **(59,571.51)**

						\$ RECEIVED CURRENT MONTH			
<b>2022 Budgeted Total Revenues</b>						<b>\$350,000</b>	Jobs Finished		
<b>2022 Total County Forestry Revenues this month (90%)</b>						<b>\$45,702.09</b>	Jobs Started		
<b>2022 Total Township Revenues this month (10%):</b>						<b>\$5,078.01</b>	Jobs Continuing/Reactivated		
							Jobs Gone Inactive		
<b>2022 TOTAL NET FORESTRY REVENUE TO DATE:</b>						<b>\$286,289.67</b>			

## **PROPERTY & INFORMATION TECHNOLOGY COMMITTEE**

**DATE: Tuesday, August 23, 2022**

**TIME: 8:30 a.m.**

**LOCATION: Room 114, Wood County Courthouse**

Members Present: Chairman Al Breu, Dennis Polach, Jeff Penzkover, William Winch, Brad Hamilton (via WebEx)

Also present: See attached sheet

1. Chairman Breu called the meeting to order at 8:30 AM.
2. There was no public comment.
3. Review Printer/Copier needs for District Attorney's Office. IT Director Kaup explained the printer management system and how the number of printers within an office are calculated. This calculation resulted in a decrease of the number of printers needed for the District Attorney's office. District Attorney Lambert discussed how his office is set up and that they would like the number of printers to remain as it is. Discussion ensued. Motion by Hamilton/Penzkover to approve the District Attorney's request to keep the number of printers/copiers the same and request the appropriate funding be placed into the IT budget to cover the expense. Motion carried unanimously.
4. Chairman Breu adjourned the meeting at 8:41 AM.

Minutes taken by County Clerk Trent Miner and are in draft form until approved at next meeting.



**Property & Information Technology Committee**  
**August 23, 2022**

[illegible]

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, September 6, 2022  
**TIME:** 1:00 p.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Al Breu, Dennis Polach, Brad Hamilton, Bill Winch, Jeff Penzkover

**OTHERS PRESENT** (for part or all of the meeting): **See attached list**

1. The meeting was called to order at 1:00 p.m. by Chair Breu.
2. Public Comments: None
3. Approve minutes from the previous meetings. Supervisor Polach indicated the Seventeenth property should be listed as Seventeenth Avenue. It was incorrectly listed in the minutes as Seventeenth Street.

**Motion (Hamilton/Polach) to approve the minutes from the previous meetings. Motion carried unanimously.**

4. (a) Supervisors Winch, and Polach, asked for clarification on items within the Information Technology vouchers. IT Director Kaup answered general questions pertaining to her department's vouchers.

**Motion (Hamilton/Penzkover) to approve the vouchers for the Information Technology Department. Motion carried unanimously.**

(b) IT Director Kaup highlighted her monthly report and answered questions.

(c) IT Director Kaup presented the IT 2023 Budget. Discussion ensued.

**Motion (Hamilton/Penzkover) to approve the IT Budget and to move it on to the Operations Committee. Motion carried unanimously.**

(d) Kaup shared information regarding the anticipated disruption the Jail construction is going to cause to her department. She indicated a request to relocate her department. Discussion ensued.

**Motion (Breu/Hamilton) to direct IT Director Kaup to create a Resolution to negotiate a potential lease for office space at a special meeting prior to County Board on 9/20/2022. Motion carried unanimously.**

- Item 8 was moved up in the agenda with no objection.

8. Planning & Zoning Director, Jason Grueneberg, shared information regarding the Seventeenth Avenue property and its potential use to the County. Highway Commissioner, Rowland Hawk, shared his space needs as it relates to the Seventeenth Avenue property. Discussion ensued.

- Item 6 was moved up in the agenda with no objection.

6. Jason Hausler, Area Extension Director, shared background information regarding a Resolution for the sale of former 4-H Meadowbrook property.

**Motion (Hamilton/Penzkover) to approve the Resolution to authorize the sale of former 4-H property for \$7,500 and to allocate the sale proceeds to the 4-H program. Motion carried unanimously.**

5. (a) Supervisors Winch, Hamilton and Polach asked for clarification on items within the Maintenance vouchers. Facilities Manager Van Tassel answered general questions pertaining to his department's vouchers.

**Motion (Hamilton/Polach) to approve the vouchers for the Maintenance Department. Motion carried unanimously.**

(b) There were no questions or comments regarding the maintenance monthly report.

(c) Facilities Manager Van Tassel presented the Maintenance 2023 Budget. Discussion ensued.

**Motion (Hamilton/Penzkover) to approve the Maintenance Budget and to move it on to the Operations Committee. Motion carried unanimously.**

7. Twelfth Street property was discussed earlier in the agenda as part of 4(d) – Disruption to IT operations due to construction.

9. Agenda items for the next meeting:

- Kaup indicated the need for a special meeting before County Board on 9/21/22 regarding a resolution authorizing the IT Director to negotiate a potential lease for office space.
- Twelfth Street Property
- Seventeenth Avenue Property

10. The next Committee meeting will be Tuesday, October 3, 2022 at 9:00 a.m. in meeting room 114.

11. Chair Breu declared the meeting adjourned at 3:20 p.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next PIT meeting.

**Property & Information Technology Committee Meeting  
September 6, 2022**

[illegible]



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### August 2022

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed. Multiple website updates are being performed by our newly trained programmer analyst intern.
2. Continued development on automation of Incident Based Reporting (IBR) file acquisition for all agencies.
3. Fixed process for importing data from eTime into Tracs for Sheriff's Department to allow for a more efficient data entry.
4. Applied updates to Avigilon, Door Control, Integration with Active Directory (AD) to check for potential security concerns and report them to maintenance.
5. Worked with Finance and Coroner to get deputy Coroners off their personal PCs for work. Items have been ordered and received.
6. Enhanced Avigilon AD Integration to provide more meaningful updates to IT.
7. New wireless access points were deployed at North, South, and Dexter Parks.
8. Provided technical support for Questica budgeting software for 2023 budget preparation. Worked with Finance department staff to identify and resolve any technical issues that came up.
9. Continued work with the Parks and Forestry department to update the remote gate control and monitoring systems for Dexter and Wazeecha dams. The Wazeecha dam portion of the project is complete and in good working order. New controller hardware at the Dexter dam gate control building will be installed starting Sept 1.
10. Continued work on developing an updated internal employee web portal with a new, easier to update and easier to navigate design. Created a new website area for the Maintenance Department to keep staff up to date on the Jail construction project with announcements and project files.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

11. Continued work with the Treasurer's office on historical tax roll scanning. Documents continue to be added as our scanning partner picks up tax roll books and imports the digital version into Laserfiche.
12. Worked with vendor and ROD to find a replacement scanner for the vault.
13. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. New hire Electronic Health Record (E.H.R.) system user accounts are being created by our newly trained programmer analyst intern. System support documentation has been created and improved by our programmer analyst intern. Super user accounts have been refreshed and training documentation updated and resent to Super users in order to provide the best possible E.H.R. system support.
14. RtVision, Highway Department time and material tracking system, discussions concerning the future of security and setup of the Wood County RtVision servers concluded. Migration to the RtVision AWS has been approved and scheduled for early October.
15. Discovery phase is scheduled for a system to provide an online property tax lottery credit search for property owners. The search utility will help reduce tax payer expense and increase county revenues.
16. Support for GCS property tax systems is ongoing. IT attended the GCS LandNav, now Catalis company, Wisconsin clients meeting that shared the new company's future support and migrations plans. A second demo to further discuss the upgrade of the property tax software is scheduled for IT and Treasurer. The current property tax software version end-of-life is set for Fall of 2023. The existing property tax system is on-prem, servers at Wood County, the upgraded version will be cloud based.
17. Development for adding new well water permits into the Planning & Zoning Department system continues.
18. Substantial time continues to be spent transitioning to the new Human Services Electronic Health Record System, SmartCare. Started trial runs to migrate legacy service records out of TCM as PDFs to be imported into Smartcare. Go Live to the new system began on March 1. This software replaces their previous Electronic Health Record software, TCM. Work continues to finalize the State Reporting system. IT Staff work to resolve various issues with go live and to create custom reports for SmartCare. Access to TCM and IMS have been restricted to read only. Converted Aspirus NRC Health report from TCM to Smartcare.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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19. The TimeStar, electronic time card and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities.
  20. Support and upgrades for multiple departmental use of Quicken software is ongoing.
  21. The final 2022 order for the PC Replacement was placed. Equipment continues to arrive from previous orders. Deployment of devices has been a top priority. In August 68 computers have been imaged, and most were also deployed. The rest will be placed within the next couple of weeks.
  22. Network staff have been working with the Communications Center and Sheriff Department to complete their Wisconsin CIB (Criminal Information Bureau) audits related to the handling of Criminal Justice data. These audits are completed every three years and covers every aspect of protecting this data including staff training, physical and electronic data handling both at rest (in storage) and in transit (while being accessed via electronic means), and disposal of data after it is no longer needed.
  23. Staff has also been working with the Safety & Risk specialist to complete the annual cyber survey required by Wood County's insurance company.
  24. Hardware has been ordered to upgrade the video conference system in room 114. This includes a large screen, new projector with easier access to inputs, and multiple microphones to make the conversation easier to hear for virtual attendees no matter where anyone is talking in the room. A new projector is also being placed in the Training Room, as the current projector is no longer functioning.
  25. A video conference unit similar to the one currently in room 114 was requested to be placed in conference room 115. This hardware was purchased and will allow another space for holding meetings.
  26. Staff continue to work on implementing PortBlocker, a software that will stop unapproved storage devices from being used on County hardware. Portable storage drives, like USB Drives, are a very easy and common method for viruses and other malicious software to infect our network. Implementation includes meeting with managers to understand why USB drives are used and look for alternative ways to securely transport data.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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27. Thorough investigations of several reported possible phishing attacks were completed. Some were identified as viable threats and eliminated before anything malicious could happen.
  28. The IT Security Team continues the Security Awareness Program. To remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month.
  29. The new hire security training required for access to Wood County systems was reviewed and updated. The Wood County Technology Security Training page on the employee intranet has also been updated to include newsletters, tips, and trainings to further assist staff in protecting the Wood County network as well as their home networks.
  30. Staff was on site to assist with the power outage created with the moving of utilities in preparation for the new jail project.
  31. Providing continual support of Webex Meetings and Webex Room Kit. The County has been using Cisco Webex Meetings, Teams, and Room kits for video conferencing and Cisco Jabber for phone access.
  32. For the month of July, 475 helpdesk requests were created, with staff completing 479 tickets and leaving 150 open requests. These numbers represent service requests from departments throughout the County. There are currently 394 project requests from departments.
  33. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
  34. At the end of August, we will be losing two of our interns. Chi You Vang will be leaving to complete his education at UW-Stout. James Curran has completed his studies at Mid-State Technical College and is currently looking for a position in Cyber Security. Andrew Bliet will continue his internship with Wood County while continuing his studies at Mid-State Technical College.
  35. IT Programmers Analyst team works to train the new Programmer Analyst and Programmer Analyst intern.
  36. Worked on budget related items to provide information to Departments for budgets. Compiled IT budgets and promoted to Finance.





# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

### Letter of Comments August 2022

#### Ongoing Projects and Planning

**Jail** – Construction documents have been released to prospective bidders; the project team is spending a significant amount of time answering questions and providing clarifying information to contractors.

Bids will be received and evaluated prior to the September County Board meeting. A bid summary and an updated project cost report will be prepared for the Jail Construction Adhoc Committee and County Board to review on September 21<sup>st</sup>.

**Courthouse** – Utility relocation has begun. There has been a lot of coordination between contractors, service providers, and County departments in order to make this project a success; I am proud of our County staff involved in this relocation as it is off to a great start.

**River Block** – All materials for the access and security update at River Block have been ordered; some materials may arrive late September or early October. We will begin working on portions of the update as materials arrive. In order to complete these updates as quickly as possible, a small project that is planned for Human Services had to be delayed; Director Vruwink has been very understanding of this schedule adjustment.

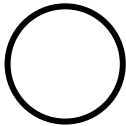
**Budget** – Like all other departments, I have been working to finalize the 2023 budget. As always, there are challenges when estimating costs for items outside our control. For example, while I continue working to improve our facility's mechanical/electrical systems to reduce our energy consumption, utility rates are outside our control and tend to increase over time, including occasional spikes that exceed any projected cost increase. We will do our best and adapt to market volatility as much as possible.

#### Miscellaneous

Attended PIT, HIRC, Public Safety, Operations, County Board, Jail Construction AdHoc, HHS, and numerous project meetings.

Met with Courthouse departments to review the jail project and identify concerns related to site conditions, parking, noise, deliveries, etc. Information has been posted on the employee intranet.

Met with Health Department staff to discuss current and upcoming projects.



RESOLUTION#

Introduced by  
Page 1 of 1

Property & Information Technology Committee

ITEM# 7-  
DATE September 21, 2022  
Effective Date September 21, 2022

Committee

<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: PAK, Corp Counsel		
Reviewed by: _____, Finance Dir.		

INTENT & SYNOPSIS: To authorize staff to negotiate for the acquisition of leased property to be utilized by the Information Technology Department to ensure IT operations are not disrupted by construction. Final approval of any negotiations would require a resolution passed by the county board.

FISCAL NOTE: None; the authority being conveyed by the resolution is limited to negotiations.

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

WHEREAS, the Sheriff’s Department Construction project is expected to break ground soon, and have a duration of approximately three years. The current location of the IT Department in the Courthouse is in space that will be highly disrupted by construction throughout the lifespan of this project, and

WHEREAS, during construction receiving shipments to the Courthouse will be affected and limited, and the IT department relies on the ability to receive hardware frequently throughout the year, and

WHEREAS, the new Sheriff’s Department will be connected to the Courthouse. The space the Sheriff’s Department will connect to the Courthouse, will share a wall with the current IT Space. During the construction four windows in the IT Department will need to be removed. Having the space vacant would allow for easier construction to these areas, and

WHEREAS, Wood County Board Rule #42 requires permission from the county board to negotiate the acquisition of real property.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to authorize the Information Technology Director and other County staff under her direction, to negotiate for the lease of the properties that would provide sufficient square footage and support the operations of the IT Department.

BE IT FURTHER RESOLVED that the authority conveyed here is only to negotiate and that any lease would have to be pre-approved by resolution of the Wood County Board.

{ }

ALLEN BREU (Chair)  
DENNIS POLACH  
BRAD HAMILTON  
WILLIAM WINCH  
JEFF PENZKOVER

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

County Clerk

County Board Chairman

**South Central Library System Board of Trustees Minutes**  
**7/28/2022, 12:15 p.m.**  
**Chester Room**  
**4610 S. Biltmore Lane, Suite 101, Madison, WI 53718**  
**Meeting held via BlueJeans & in person**

**Action Items:**

**Accepted the recommendation from BNAW to divest SCLS from continuing work on the plan for a decreased size building at 2801 Walton Commons (\$7.6 million - \$8.1 million).**

**Did not accept the recommendation to continue discussions with Keller regarding having Keller owning 25% of the Walton Commons building and constructing the original full sized Walton Commons facility.**

**Present:** S. Ballhorn-Wagner, B. Clendenning, P. Cox, S. Elwell, S. Feith, N. Foth, M. Furgal, J. Healy-Plotkin, J. Honl, M. Nelson, G. Poulson, L. Ross, T. Walske, K. Williams

**Excused:** N. Brien, T. Teelin

**Recorder:** H. Moe

**SCLS Staff Present:** M. Van Pelt, K. Goeden

**Guests:** Devin Flanigan, Keller, Inc.

**Call to Order:** 12:15 p.m. G. Poulson, President

- a. Introduction of guests/visitors: Shannon Ballhorn-Wagner, newly appointed Dane County Trustee, was introduced.
- b. Requests to address the Board: None

**Approval of previous meeting minutes:** 6/24/2022

- a. Motion: P. Cox moved approval of the 6/24/2022 minutes. T. Walske seconded.
- b. Changes or corrections: S. Feith moved to amend the minutes to include the approved formal resolution. Seconded by P. Cox. Motion carried.
- c. Vote: Motion carried of amended minutes.

**Financial Statements:** K. Goeden provided an overview of the financial statements. S. Feith inquired about how the legal fees are being recorded and questioned why legal fees for the building project are not being put into account 7630 (building expense). S. Feith also inquired why the BCPL loan is being recorded as an asset without a balancing liability.

K. Goeden noted SCLS has one legal fee account regardless of what the legal fees are for. It is also an internal management decision about how to record expenses. All legal fees are being recorded under legal fees because we don't have a specific account for every legal situation. S. Feith feels it would appropriate to separate the costs of the building project into account 7630.

J. Honl noted if the current process is working for SCLS then why change that.

M. Nelson noted it is possible to pull all building related expenses year to year to keep track.

T. Walske noted SCLS has been recording items this way for four years during the building project, so why change it now. She also noted that the prior year books have been closed. The last 4 years of reporting can't be "undone".

Chair G. Poulson noted that as long as SCLS can identify where the fees come from he would be satisfied.

The BCPL loan is recorded as an asset because our auditors noted we need to record it as income. Whatever isn't spent during the year is moved into a carryover contingency account. Because we are a government entity, we have to record it as income.

**Bills for Payments:** The payment amount is \$371,235.24

- a. Motion: T. Walske moved approval of the bills for payment. M. Furgal seconded.
- b. Discussion: K. Williams thanked T. Walske for reviewing the bills and said she would do them next month.
- c. Vote: Motion carried.

**Presentation:** How to review SCLS Financial Statements – K. Goeden – You may view the PowerPoint presentation in the documents online.

S. Feith inquired about the member holding accounts and if it is part of the SCLS Foundation. K. Goeden noted the foundation is separate from SCLS holding accounts. Historically, member library holding accounts were earning interest, which they are not any longer. Once the remaining libraries close or empty their holding account funds, we won't be opening any new accounts.

S. Elwell inquired what the 2021 year end income amount was. Revenue \$5.5 million loan with BCPL, \$6 million of regular revenue, and \$1.1 million of grant income. Contingency fund amounts are not included. There is an intended use for contingency funds, which we report to DPI.

T. Walske noted that all 2021 year end income amounts may be found in the 1/2022 Financials on the website.

B. Clendenning noted he felt the agenda should be provided a week in advance of the meeting date. The current SCLS Bylaws were changed to reflect the agenda be sent within 3 days prior to the meeting.

S. Feith inquired how the restricted funds are recognized as part of revenue. They are identified on the audited documents. The only restricted funds we have are for the building. Grants don't go into contingency funds since they are spent within the current year.

### **Committee Reports**

a. Advocacy: No report.

b. Building Needs Assessment Work Group: M. Van Pelt noted the attorney sent his review of the ground lease for Lot 3. G. Poulson is attending the BNAW meetings and signed the counter offer, which was accepted by the seller, and we have 90 days to research contingencies. We can pull our offer at any time. Inspections are being held at Lakeland, estimated remodeling costs, timelines, and ALTA survey, which our attorney recommended, are underway.

Because of the delay in the timeline with Walton Commons and the Lakeland property, Delta Properties has approved extensions for our delivery lease for one year. Delivery will stay in the current building until 11/30/2023. The headquarters lease with St. John's Properties ends Memorial Day 2023. We can go on a month to month lease, but it will be 1 ½ times the highest rent. We will not receive any savings with St. John's. K. Goeden spoke with Richard Sneider regarding restructuring options for the BCPL loan to push back payments. SCLS doesn't want to pay rent and a mortgage. Interest rates are higher now so refinancing is not a good option. K. Goeden and M. Van Pelt met with the Keller, Inc. CFO to discuss the possibility of Keller purchasing 25% of the Walton Commons building. The Lakeland remodel sketches were over budget. In order to make numbers work, we would have to limit the internal build out cost to \$1 million. We provided feedback of our space needs and priorities and asked for a new sketch for the estimated cost. The internal building structure has to be under budget and if it can't be done, then it won't work. The BNAW is working through all of the questions and gathering as much information as they can to provide the Board with their findings at the September board meeting. The board will make a determination at that meeting of what to pursue or not.

S. Elwell said we cannot exceed a prior year fiscal income so \$7 million is the maximum amount we can put toward the new building.

J. Healy-Plotkin inquired why we are still pursuing Walton Commons? If Keller owns 25% is it financially feasible for us?

S. Feith noted she had requested legal documentation from SCLS regarding the building project. She was asked to request the information at the SCLS Board meeting so the rest of the board was informed

as well. She expressed her frustration that she wasn't provided the documents and felt under Public Records the request should have been granted.

K. Goeden referenced the trustee essentials documentation whose purpose is that all information and decision making is done as a full board, not as an individual acting on behalf of the full board. The board has to act as a full body, not independent members, and no trustee should independently ask staff for information.

B. Clendening noted he is "in this war" and has taken this up with corporation counsel.

Chair G. Poulson noted we can take these questions to DPI to get answers.

M. Nelson requested that the action items be addressed since there are time constraints.

S. Feith inquired whether the board was provided with the most current ground lease for the Lakeland property. Does the board feel comfortable in creating a deal for property that doesn't include land? The most recent ground lease will be sent to the board. Attorneys have reviewed it.

D. Flanigan addressed the contractual information with Keller. SCLS signed an agreement in the amount of \$1,500. Keller has not been paid anything other than the \$1,500 regardless of the amount of time they have put into the plans created. Keller is committed to find a solution that works for SCLS.

S. Feith expressed concern that if we go ahead with the Lakeland property and it's on leased land, it could be taken back from SCLS in 50 years.

K. Williams noted the Lakeland property was originally ruled out since it was on leased land. She researched the assessed value of the leased land and noted the realtor provided comparables, but they were with land owned, not leased properties. In our rush to quickly fill our need, she feels that we are overpaying for our site. If we were getting a good deal, that would be fine. She raised questions about parking spaces as well. She noted the BNAW may not be a good group to do this work regarding financial information. She would like the board members to discuss money.

S. Feith acknowledged the investment of time the BNAW has put into this project, however there are certain board versus BNAW decisions. G. Poulson inquired if S. Feith would like a vote of no confidence to stop the project.

S. Feith noted she would like the board to take back ownership and be in the driver seat of expenditure of money and control of building authorization.

J. Honl noted some people have been on this board a long time and others are newer. There has been a huge amount of time and planning that has gone into the project with staff and the board and the goals haven't changed. Because a board member hasn't been here since the beginning of the project doesn't mean everything has to start over. She would like to see us be able to move forward. We have the funding, we have staff, and we have board members that have put in so much time. It's been 4 years. We need to move forward.

## Action Items

- a. Accept recommendation from BNAW to divest SCLS from continuing work on the plan for a decreased size building at 2801 Walton Commons (\$7.6 million - \$8.1 million).
  - i. Motion: M. Nelson moved approval to accept the recommendation from BNAW to divest SCLS from continuing work on the plan for a decreased size building at 2801 Walton Commons (\$7.6 million - \$8.1 million). L. Ross seconded.
  - ii. Discussion: None
  - iii. Vote: Motion carried unanimously.
- b. Accept recommendation to continue discussions with Keller regarding having Keller owning 25% of the Walton Commons building and constructing the original full sized Walton Commons facility.
  - i. Motion: M. Nelson moved approval to accept the recommendation to continue discussions with Keller regarding having Keller owning 25% of the Walton Commons building and

constructing the original full sized Walton Commons facility. P. Cox seconded.

ii. Discussion:

J. Healy-Plotkin asked for clarification of the recommendation.

S. Feith questioned whether the contract with Keller was still in effect after the board rejected the bids for Walton Commons construction. The contract with Keller is in effect, the contractor bids for the new building were rejected. K. Goeden noted the proposal that came from Keller, Inc.

S. Elwell stated the budget needs to stay within \$ 7 million.

iii. Vote: Motion did not pass.

Roll Call Vote:

S. Ballhorn-Wagner: No

N. Brien – Absent

B. Clendenning: No

P. Cox: Yes

S. Elwell: No

S. Feith: No

N. Foth: No

M. Furgal: Yes

J. Healy-Plotkin: No

J. Honl: No

M. Nelson: No

G. Poulson: No

L. Ross: No

T. Teelin - Absent

T. Walske: No

K. Williams: No

#### **SCLS Foundation Report:**

**System Director's Report:** You may view the System Director report online.

#### **Discussion:**

- a. Ask DPI for a review and response to questions in regard to purchasing/leasing property by a system under Chapter 43.

Chair G. Poulson requested the board provide specific questions prior to the next board meeting. Please email your questions to him directly.

**Administrative Council (AC) Report:** All Directors met 7/21/2022. You may view the minutes online.

**Other Business:** None

**Information sharing:** T. Walske requested that the effort is made to keep the October board meeting to an hour since the SCLS Foundation board starts at 1:30.

**Adjournment:** 2:29 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt  
BOT/Minutes/7/28/2022

## **ARPA ADHOC FUNDING COMMITTEE**

### **MINUTES**

**DATE: Tuesday, September 6, 2022**

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

**LOCATION: Room 114, Wood County Courthouse**

Members present: Lance Pliml, Laura Valenstein, Ed Wagner, Adam Fischer, Joseph Zurfluh, Bill Leichtnam, Bill Clendenning, Jake Hahn

Member excused: Al Breu

Others present: See attached sign in sheet

1. Chairman Pliml called the meeting to order at 10:16 AM.
2. There were no public comments.
3. The minutes from the previous meetings were presented. Motion by Fischer/Leichtnam to approve the minutes as presented. Motion carried unanimously.
4. Norwood Administrator Kornack presented a \$30,000 request for the generator project at Norwood. This is a part of the 2022 CIP project. The actual bid amount of \$80,000 ended up being \$30,000 over all the quotes received when preparing for the CIP budget. Motion by Wagner/Clendenning to support this request and forward it to the county board for approval. Motion carried unanimously.
5. Parks & Forestry Director Schooley presented a request for \$270,000 for a 3-mile multi-use trail to connect up with the 7-mile bike trails within the north portion of the Powers Bluff Park. He provided maps showing the location of the trails within this portion of the park and described how these trails were in the long range plan of the park that was put together in 2005. He also discussed ROI on the project. In addition to the \$270,000 for this request, Chair Pliml asked that the \$80,000 already budgeted be included in this motion, as it does not appear that this committee had formally approved it previously. Motion by Hahn/Clendenning to support the \$350,000 request and forward it to the county board for approval. Motion carried unanimously.
6. Chairman Pliml declared the meeting adjourned at 10:42 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at next meeting.

ARPA Adhoc  
September 6, 2022

[illegible]



## **Minutes of the Jail Construction ADHOC Committee**

**DATE:** August 23, 2022

**PRESENT:** Laura Valenstein, Lee Thao, David LaFontaine, Adam Fischer, Jake Hahn, Al Breu, John Hokamp

**EXCUSED:**  
**NOT**

**PRESENT:**

**OTHERS** Quentin Ellis, Shawn Becker, Reuben VanTassel, Kelli Trzinski, Kurt Berner, Ed  
**PRESENT:** Newton, Jeff Penzkover, Bill Clendenning, Dennis Polach, Mike Feirer, Jason Grueneberg, Heather Gehrt, Bill Voight, Ed Wegner, Phil Kalman, Tim Nordlund, Jason Conrad, Nike Flugaur, Amy Kaup, Jason DeMarco

**LOCATION:** Wood County Courthouse

### **1. Call to Order:**

Supervisor Valenstein called the meeting to order at 10:26 a.m.

### **2. Review minutes of June 21, 2022:**

**Motion by LaFontaine, second by Breu to approve the minutes of the June 21, 2022 meeting as presented. Motion carried unanimously.**

### **3. Public Comments:**

No Public Comments.

### **4. Samuels Group Updates:**

#### **a. Bid Package Status:**

Kurt Berner from Samuels Group spoke to the committee regarding the bid package status. Kurt stated there would be a pre-bid meeting tomorrow, August 24, 2022, and bids would need to be in by September 12, 2022. Kurt talked about an addendum to the bids going out after the pre-bid meeting.

Kurt talked about the committee taking the necessary steps to make sure Reuben VanTassel has authorization to enter into contracts beyond the original amount of money borrowed. Kurt stated a resolution should be done and completed before the next County Board meeting in September.

#### **b. Updated Schedule:**

August 24, 2022-prebid meeting; September 12, 2022 bids are due; September 21, 2022 committee will be presented with bids for full cost of project.

Reuben VanTassel talked about the relocation of the utilities and the boring that will take place in the next couple of weeks.

**5. Bid Approval Schedule and Referral to County Board:**

Kurt Berner talked about the need for the Committee to have a resolution ready for September 21, 2022 County Board meeting. This resolution will be for the authorization of Reuben to be able to enter into contracts and not to exceed a specific amount of money.

**6. Groundbreaking Ceremony Planning:**

Laura Valenstein stated the groundbreaking ceremony is tentatively scheduled following the October County Board meeting.

Jason Grueneberg stated there would be a tent, speakers, a food truck, and refreshments.

**7. Review Finalized Design:**

Supervisor Valenstein stated the plans were at the meeting if anyone wanted to look at them. She said at this time everything is designed and just minor modifications are left.

**8. Discuss Possibility of Adding Lights at the Baker Street Crosswalk:**

Jason Grueneberg discussed the options for putting up lights at the midblock crossing on Baker Street. Jason stated the County would have to pay to have the lights put up now or wait until the City of Wisconsin Rapids has the money in their budget for the project, which could take until sometime next year. Jason stated that with the majority of courthouse parking being diverted to Baker Street during the construction of the jail, he suggested the county pay for the lights to be installed and not wait until the City of Wisconsin Rapids could install the lights. The approximate cost of this project would be \$14,000.

**Motion by Breu, second by Fischer to approve the install of the crossing lights on Baker Street with the County covering the costs. Motion carried unanimously.**

**9. Set Next Meeting Date:**

**September 21, 2022 at 8:00 a.m.  
Wood County Courthouse Room 114**

**10. Adjourn:**

**Meeting adjourned at 11:28 a.m. by Supervisor Valenstein.**

Minutes taken by Wood County Sheriff's Department



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholtz*  
CORPORATION COUNSEL

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## MEMORANDUM

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholtz, Corporation Counsel

DATE: September 21, 2022

RE: Taxpayer Appeal of Late Fee

An owner of real property in Wood County, Eric J. Shortt, LLC (Shortt), was assessed a 7% late fee upon his payment of property taxes to the Wood County Treasurer's Office. Wood County Treasurer, Heather Gehrt (Treasurer), imposed the late fee as the tax payment was late. Shortt now appeals to the county board the imposition of that fee, alleging that the reason for the delay in payment was due solely to the postal service. Wisconsin Statute s. 74.69, see below, provides that a county board is to act on such appeals and, therefore, this matter is being presented to you for consideration and action at the September 21, 2022, county board meeting.

Attached hereto are the following:

- Shortt's August 29, 2022, letter of appeal.
- The Treasurer's Memo to the Board responding to the appeal, with attachments.

I ask that you carefully read over all of the attached materials as well as s. 74.69, stats., before the county board meeting so that you understand the facts and the law. It would also be appropriate to hold off on asking any questions you have of Mr. Shortt, Ms. Gehrt, or of myself until the county board meeting.

Thank you.

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### **74.69.** Timely payment

**(1) General rule.** If payment is required by this chapter to be made by a taxpayer on or before a certain date, the payment is timely if it is mailed in a properly addressed envelope, postmarked before midnight of the prescribed due date for making the payment, with postage prepaid, and is received by the proper official, regardless of when it is received.

**(2) Postal service delay.** A payment which fails to satisfy the requirements of sub. (1) solely because of a delay or administrative error of the U.S. postal service shall be considered to be timely.

**(3) County determination of postal service delay or error.** (a) In this subsection, “late payment” means a payment required under s. 74.11 or 74.12 which is not timely made under sub. (1).

(b) Any person required to pay interest or a penalty because of a late payment may, within 10 days of payment of interest or a penalty, but not later than December 1 of the year that the general property tax, special tax, special charge or special assessment was due, file a written request with the county treasurer requesting that the county board find that the late payment was timely under sub. (1) because the sole reason it was not timely was a delay or administrative error on the part of the U.S. postal service. The county board shall act on the request within 30 days after receipt of the request by the treasurer.

(c) The county board shall find that a late payment was timely under sub. (1) if it determines that the sole reason the payment was not timely was a delay or administrative error by the U.S. postal service. If it so finds, the county board shall direct that any interest or penalty paid because of the late payment be reimbursed to the taxpayer by the taxation district or county which collected the interest or penalty. A taxation district treasurer or county treasurer shall comply with a directive issued under this paragraph within 10 days.

(d) The county board may delegate the authority to make a determination under this subsection to any committee of the county board or committee or official of the county.

(e) This subsection does not affect the authority of a taxation district treasurer or county treasurer to consider payment timely under sub. (1) if the treasurer concludes that the payment fails to satisfy the requirements of sub. (1) solely due to a delay or administrative error by the U.S. postal service.

(f) This section does not apply to a city authorized to proceed under s. 74.87.

**Eric J. Shortt LLC  
8286 Heritage Drive  
Marshfield, WI 54449  
715-384-3137**

August 29, 2022

Wood County Treasurer  
Attention: Heather L. Gehrt  
P.O. Box 8095  
Wisconsin Rapids, WI 54495-8095

Re: Notice of Real Estate Tax Due: Property Number: 1100217

Dear Madam,

I am writing you response to the "Notice of Real Estate Tax Due" dated August 10, 2022, from your office. It is my understanding that your office is seeking a payment of \$821.64 due to claiming my payment was not submitted "timely".

I am requesting that you submit this written request to the county board requesting that they find that the late payment was in fact timely pursuant to Wis. Stat. 74.69 sub (1) "GENERAL RULE. If payment is required by this chapter to be made by a taxpayer on or before a certain date, the payment is timely if it is mailed in a properly addressed envelope, postmarked before midnight of the prescribed due date for making the payment, with postage prepaid, and is received by the proper official, regardless of when it is received".

I am hereby disputing this notice pursuant to Wis. Stat. 74.69 (2) which states "POSTAL SERVICE DELAY. A payment which fails to satisfy the requirement of sub. (1) solely because of a delay or administrative error of the U.S. postal service shall be considered to be timely".


The envelope/payment was postmarked on July 25, 2022, from Marshfield, Wisconsin which clearly shows the payment was made in a timely manner. Given the fact that the next postmark was in Green Bay, WI on August 4, 2022, is clearly out of my control as I have no supervision over the U.S. Postal Service and their actions or mistakes. I am hereby attaching a copy of the envelope for your reference as well.

Please review my payment history with your office and you will find that I have not made any late payments in the past. I would hope that we can agree this is clearly an error made by the U.S. Postal Service. Once again, I cannot control errors made beyond my supervision.

Given the above information I have provided you in this letter I request that you remove any monies owed regarding the claim of the untimely payment.

Please contact my office to discuss your findings of this letter or should you have any questions.

Sincerely,



Eric J. Shortt, LLC  
Encls.



# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

**TO:** Wood County Board of Supervisors  
**FROM:** Heather L Gehrt, Wood County Treasurer  
**DATE:** September 8, 2022  
**SUBJECT:** Response to Letter from Eric J Shortt LLC

On September 1, 2022, I received a letter from Eric J Shortt LLC along with a check for delinquent taxes owed on Parcel 1100217. Stated within Mr. Shortt's letter was a request to bring the issue of Wisconsin State Statute 74.69(2) Postal Service Delay in front of the County Board per 74.69(3). (See attached statute) I considered his payment delinquent and charged him interest.

A tax payment is considered timely if it is received on or before a certain date. In this case, it was July 31<sup>st</sup>. If the 2nd installment of taxes on real property is not received by the proper official on or before 5 working days after the due date of July 31, the entire amount of the taxes remaining unpaid is delinquent as of August 1 and interest and penalties are due.

As you can see by envelope, (attached), Mr. Shortt used a company owned postage machine with the metered date of July 25 which would be considered timely. However, the United States Postal Service (USPS) date reads August 4 and this office did not receive the envelope until August 8, making it delinquent.

This office and many other County Treasurer's across the state use the USPS stamp as the official date when determining if a payment is timely or not, as metered mail can be manipulated. Per the USPS, metered mail is examined to detect irregularities in preparation and dating. If stale dated metered mail is identified by a postal employee (machines do not catch stale meter dates) the mail piece(s) will be canceled with the correct date.

As you can see by the second envelope received from Mr. Shortt, (attached) the company owned postage machine metered date of August 30 and the USPS date August 30 are both the same. Mail goes to the Green Bay facility to get sorted ever since the Wausau facility was closed down, so it doesn't matter that his postage mark said Marshfield that is where his zip code is from per his machine.

Past practice has always been the Treasurer makes the decision on if a tax payment is timely or not based on the USPS stamp. If the board decides to waive the interest on this issue and not treat every taxpayer the same, then I would caution the board in the future they may have many cases brought in front of them month after month due to the service of the post office. Wood County offers alternate payment options such as online payments or in person payments.

Thank you.

NDY HILL  
OLIAGE INC.

P.O. Box 839  
field, WI 54449-0839

ic

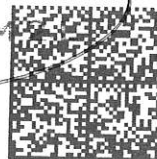
384-3137

Wood County Treasurer  
Heather Gehrt  
Po Box 8095  
Wisconsin Rapids, WI 54495-8095

GREEN BAY WI 543

4 AUG 2022

FIRST-CLASS



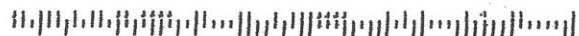
US POSTAGE

\$ 000.57<sup>0</sup>

02 1P  
0001180549 JUL 25 2022  
MAILED FROM ZIP CODE 54449

AUG 8 10:51AM

54495-809595



NDY HILL  
OLIAGE INC.

P.O. Box 688  
field, WI 54449-0839

GREEN BAY WI 543  
30 AUG 2022

FIRST CLASS



US POSTAGE

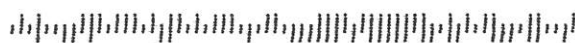
\$ 000.57<sup>0</sup>

02 1P  
0001180549 AUG 30 2022  
MAILED FROM ZIP CODE 54449

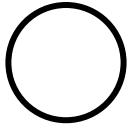
Wood County Treasurer  
Attn: Heather Gehrt  
P.O. Box 8095  
Wisconsin Rapids WI 54495-8095

SEP 1 2:27PM

54495-809595







RESOLUTION#

Introduced by Jail Construction Committee  
Page 1 of 1

ITEM# 8-  
DATE September 21, 2022  
Effective Date September 21, 2022

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

Adopted:  
Lost:  
Tabled:  
Absent:

Number of votes required:  
☒ Majority ☐ Two-thirds

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

LAD

INTENT & SYNOPSIS: To authorize the Facilities Manager to execute contracts on behalf of Wood County directly related to the construction of the new jail and the demolition of the old jail despite the lack of full funding at this time.

FISCAL NOTE: None.

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

WHEREAS, County staff generally have authority to enter into contracts where the funds therefor have been budgeted and the scope of the contractual services fall within the purview of the position description of the employee, and

WHEREAS, the Facilities Manager has been authorized by Resolution 21-8-7 to execute contracts related to the design and construction of the new jail and the removal of the old one but that authority doesn’t clearly grant the power to execute contracts that exceed funds currently committed to the project, and

WHEREAS, inflation has significantly impacted the projected costs for building the new jail and the plan is to authorize the borrowing of roughly half of the additional necessary funds now and the rest next year, and

WHEREAS, the Facilities Manager needs to be able to approve entry into contracts that will exceed the amount borrowed as of this point in time and vendors may want to know that the Facilities Manager has the authority to enter into these contracts.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to authorize the Facilities Manager to enter into contracts for the design and construction of the new jail and the demolition of the old jail that exceed the funds secured for the full project.

{ }

LAURA VALENSTEIN (Chair)

LEE THAO

DAVID LAFONTAINE

ADAM FISCHER

JAKE HAHN

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

AL BREU

JOHN HOKAMP

County Board Chairman

County Clerk

RESOLUTION #

Introduced by: WOOD COUNTY BOARD OF SUPERVISORS

RELATING TO THE LIFE AND PUBLIC SERVICE OF VERNON “BUD” VERJINSKY

WHEREAS, it has pleased the Almighty to call from this life former County Board Supervisor Vernon “Bud” Verjinsky, and,

WHEREAS, Supervisor Verjinsky was born July 23, 1930, and passed from this world on September 3, 2022, and,

WHEREAS, Supervisor Verjinsky was first employed by Preway, Inc., and then City of Wisconsin Rapids, and,

WHEREAS, Supervisor Verjinsky was elected to the Wood County Board of Supervisors in April 1992, and served until April of 1994, and,

WHEREAS, Supervisor Verjinsky served with honor and distinction on the Public Property, Transportation and Economic Development Committees, and the Marshfield Fairgrounds Commission, and

WHEREAS, Supervisor Verjinsky’s public service also included service in the U.S. Air Force from 1951-1959, and as Mayor of the City of Wisconsin Rapids from 1994-2002 and,

WHEREAS, Supervisor Verjinsky enjoyed the respect of his colleagues, and,

NOW, THEREFORE, BE IT RESOLVED, that the Wood County Board of Supervisors commend Vernon “Bud” Verjinsky’s public service and express their sorrow at his passing and extend condolences to his family and friends.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to his family.

BE IT FURTHER RESOLVED, that we stand in silence for one minute in respect to his passing.

WOOD COUNTY BOARD OF SUPERVISORS


Adopted by the Wood County Board of Supervisors this 21<sup>st</sup> day of September, 2022.