

**AGENDA FOR JANUARY 16, 2018 – 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: none

RESIGNATIONS: none

APPOINTMENTS/Re-APPOINTMENTS: none

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS:

Peter Manley – UWEX Community Resource Development Director – Retirement  
Plaque

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

**SPECIAL ORDERS OF BUSINESS:**

UW-Stevens Point Chancellor, Bernie Patterson – Reorganization of 2- and 4-year campuses

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

SET DATE FOR NEXT COUNTY BOARD MEETING – February 20, 2018

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

December 19, 2017 - 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on December 19, 2017.

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

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Fischer, Hamilton, Henkel, Hokamp, Kremer, LaFontaine, Leichtnam, Machon, Pliml, Polach, Rozar, Wagner, Winch, Zurfluh.

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

Motion by Feirer/Curry to approve the minutes of the previous meeting. Motion carried by voice vote.

Plaque presentation to retiring Register of Deeds Susan Ginter, retiring employee Pam Piotrowski and long term employees, Carl Werner, Crystal Tiffany, Jack Farris, William Van Meter, Jacalyn Evenson-Kreuser, Lee Ann Boden, Debra Kaminski, JoAnn Gottung, Kathleen Zellner, Marc Cross.

Motion by Henkel/LaFontaine to approve the appointments of; ADRC-CW – Dona Schwichtenberg, Veterans Service Commission - Tom Heiser (3 year term), Civil Service Commission – Lee Garrels (5 year term) Ethics Committee – Jeffrey Conradt and Robert Whitrock (3 year terms). Motion carried by voice vote.

There were extensive public comments. All centered on the proposed ordinance related to animal drawn vehicles that will be addressed today. All speakers spoke against adoption of the ordinance. Each person expressed their opinion within their three minute allotted time frame.

Without objection, Chairman Pliml moved Items 3-1 and 3-2 to this point.

**ORDINANCE 17-12-1**

Introduced by: Public Safety, Judicial & Legislative, and Highway Infrastructure & Recreation Committees

INTENT & SYNOPSIS: Establishing regulations for the use of animal-drawn vehicles so as to protect public safety.

FISCAL NOTE: Nothing direct; as with the establishment of any regulation there are the costs of publication in creating the ordinance and potential nominal costs and revenues associated with its enforcement but the true fiscal impact to the ordinance is the savings to the public by the enhancement to the safety of roads in the county by compliance with the provisions in the ordinance. As with other vehicular safety measures, like airbags and seatbelts, the savings to individuals and to society are difficult to measure but they certainly exist.

Motion by Winch to adopt Ordinance 17-12-1. Motion died for lack of a second.

**RESOLUTION 17-12-2**

Introduced by: Public Safety, Judicial & Legislative

INTENT & SYNOPSIS: To encourage the state legislature to enact comprehensive regulations within the motor vehicle code pertaining to the use of animal-drawn vehicles on public roads within the state.

FISCAL NOTE: The proposed regulations are designed to protect people and property but in doing so there will be significant but unknown savings to individuals, businesses, and to the government.

Motion by Winch to adopt Resolution 17-12-2. Motion died for lack of a second.

Short recess called at 10:55 a.m.

Motion by Wagner/Zurfluh to rescind the amendment to the budget which transfers funding for the Recruiter position from the Human Resources Department budget to the contingency fund which occurred at the November 14, 2017 county board meeting. Discussion ensued. Supervisor Wagner explained this motion procedurally and what his proposal is for reversal of that decision. Extensive discussion as to the merits of the position, delegation of the work to department heads, and staffing needs in the Human Resources department. Motion failed. Voting no were Fischer, Ashbeck, Kremer, Winch, Curry, Machon, Hokamp, Polach, Clendenning, Hamilton, Leichtnam.

Committee minutes presented: Executive, Ad Hoc Property Committee

With no objection heard, Chairman Pliml announced that the next 10 resolutions will be acted on together as they are all budget amendments.

### **RESOLUTION 17-12-3**

Introduced by: Executive Committee

INTENT & SYNOPSIS: To amend the 2017 budget for County Aid to Libraries (55112) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$2,565 from available balance in contingency (51590) to the County Aid to Libraries (55112). At the time of this request the funds available in contingency are \$367,782. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
55112	County Aid to Libraries		\$2,565
51590	Contingency	\$2,565	

Motion by Zurfluh/Kremer to adopt Resolution 17-12-3. Motion carried unanimously.

### **RESOLUTION 17-12-4**

Introduced by: Executive Committee

INTENT & SYNOPSIS: To amend the 2017 budget for the expenditures incurred in 2017 related to the 2017A General Obligation debt issuance costs for the 2018 capital projects:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is the portion of the \$5,415,000 debt proceeds that expended in 2017 for the debt issuance costs:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
58295	Paying Agent & Fiscal Costs		\$50,000
49110	Proceeds from Debt	\$50,000	

Motion by Zufluh/Kremer to adopt Resolution 17-12-4. Motion carried unanimously.

## **RESOLUTION 17-12-5**

Introduced by: Executive Committee

**INTENT & SYNOPSIS:** To amend the 2017 budget for Finance (51510) for the purpose of funding higher than anticipated expenditures.

**FISCAL NOTE:** To transfer \$50,000 from available balance in contingency (51590) to Finance (51510). At the time of this request the funds available in contingency are \$367,782. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
51510	Finance		\$50,000
51590	Contingency	\$50,000	

Motion by Zurfluh/Kremer to adopt Resolution 17-12-5. Motion carried unanimously.

## **RESOLUTION 17-12-6**

Introduced by: Health & Human Services and Executive Committee

**INTENT & SYNOPSIS:** To amend the 2017 Healthy Smiles Grant budget for additional revenue and expenditures unanticipated during the original budget process

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

<u>Function</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54130	Dental Sealants		13,568
46510	MA Revenue	13,568	

Motion by Zurfluh/Kremer to adopt Resolution 17-12-6. Motion carried unanimously.

## **RESOLUTION 17-12-7**

Introduced by: Health & Human Services and Executive Committee

**INTENT & SYNOPSIS:** To amend the 2017 WIC Grant budget for additional revenue and expenditures unanticipated during the original budget process

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

<u>Function</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54122	WIC		19,684
43554	State Grants	19,684	

Motion by Zurfluh/Kremer to adopt Resolution 17-12-7. Motion carried unanimously.

## **RESOLUTION 17-12-8**

Introduced by: Executive Committee



INTENT & SYNOPSIS: To amend the 2017 budget for Information Technology, PC Replacement (51452) for expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is the non-lapsing PC Replacement Designated Fund Balance. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
33900	PC Replacement Designated Fund Balance	\$59,000	
51452	PC Replacement		\$59,000

Motion by Zurfluh/Kremer to adopt Resolution 17-12-8. Motion carried unanimously.

## **RESOLUTION 17-12-9**

Introduced by: Executive and Public Safety Committees

INTENT & SYNOPSIS: To amend the 2017 budget for the Humane Officer (54129) for the purpose of funding higher than anticipated costs.

FISCAL NOTE: To transfer \$4,000 from available balance in contingency (51590) to the Humane Officer (54129). At the time of this request, the funds available in contingency are \$367,782. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54129	Humane Officer		\$4,000
51590	Contingency	\$4,000	

Motion by Zurfluh/Kremer to adopt Resolution 17-12-9. Motion carried unanimously.

## **RESOLUTION 17-12-10**

Introduced by: Public Safety Committees and Executive

INTENT & SYNOPSIS: To seek County Board approval to amend the 2017 budget of Building Numbering Identification (BNI) for additional expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is unanticipated revenues from projects for Wood County townships. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
52530-341	BNI Operating Supplies & Expenses		\$1500
47391-000	BNI Materials	\$1500	

Motion by Zurfluh/Kremer to adopt Resolution 17-12-10. Motion carried unanimously.

## **RESOLUTION 17-12-11**

Introduced by: Public Safety Committees and Executive

INTENT & SYNOPSIS: To amend the 2017 budget for the Emergency Management Admin function (52520)

for additional expenditures that was not anticipated during the original budget process:

**FISCAL NOTE:** No additional cost to Wood County. The source of the funding is unanticipated revenues from State Aid. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
52520	Emergency Management Admin		\$21,800
43528	State Aid Emergency Government	\$21,800	

Motion by Zurfluh/Kremer to adopt Resolution 17-12-11. Motion carried unanimously.

## **RESOLUTION 17-12-12**

Introduced by: Highway Infrastructure & Recreation and Executive Committees

**INTENT & SYNOPSIS:** To amend the 2017 budget of various Highway functions listed below for additional expenditures of \$571,790 not anticipated during the original budget process.

**FISCAL NOTE:** No additional cost to Wood County.

**Source of Money:** Available appropriations in revenues in excess of budget of \$148,788 and functions under budget of \$423,002.

The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
43531	State Aid – Transportation	148,788	
53266	Bituminous Operations – Production/Maintenance Fund	182,588	
53240	Machinery Operations	240,414	
53120	Engineer		13,682
53191	Other Administration		1,367
53311	Maint CTH Patrol Sections		315,585
53314	Maintenance Gang-Materials		742
53230	Shop Operations		43,865
53260	Bituminous Ops-Machinery		46,192
53266	Bituminous Ops-Production/Machinery Fund		47
53270	Buildings & Grounds		150,310

Motion by Zurfluh/Kremer to adopt Resolution 17-12-12. Motion carried unanimously.

## **RESOLUTION 17-12-13**

Introduced by: Executive Committee

**INTENT & SYNOPSIS:** To show additional elements of committed and assigned governmental fund balance projected as of December 31, 2017:

**FISCAL NOTE:** Total committed and assigned governmental fund balance as of December 31, 2017 is projected to be \$7,113,382 detailed as follows:

Account	Account Name	Actual 12/31/16	Projected 12/31/17
<b>General Fund</b>			
<b>Committed</b>			
51316	Victim Witness Task Force	5,289	5,714
51433	Labor Relations	42,941	66,141
51440	Elections	197,980	248,648
51451	Voice-Over IP	21,103	30,183
51711	Register of Deeds-Redaction	71,513	40,526
51931	Property & Liability Insurance	231,329	154,719
52131	Indian Law Enforcement	73,459	69,767
52712	Electronic Monitoring	284,635	261,421
52721	Jail Surcharge	269,687	166,324
52130	Police Radio	10,852	10,852
52601	Dispatch	147,580	-0-
52616	Building Numbering	7,535	8,985
54710	Veteran's Relief	5,598	2,337
54730	Veteran's Relief Donations	3,145	3,145
55660	UW Extension Projects	76,469	85,030
55661	Farm Technology Days	43,000	43,000
54122	Health Department WIC	4,239	7,736
54128	Health Grants	36,192	35,765
54130	Health Dental Sealants	73,362	52,117
56121	Land/Water Conservation	3,944	5,005
59210	Land/Water Conservation		
	Permits & Fees	8,607	1,226
56315	Census Redistricting	4,500	4,500
	<b>Total Committed</b>	<b>1,622,959</b>	<b>1,303,141</b>
<b>Assigned</b>			
	Subsequent Year Budget	-0-	1,122,180
	<b>Total General Fund</b>	<b>1,622,959</b>	<b>2,425,321</b>

Other Governmental Funds Assigned	Actual 12/31/16	Projected 12/31/17
County Highways	1,931,779	3,085,724
Human Services Fund (before deferral of revenues)	445,826	433,982
ADRC	82,477	82,477
Parks and Forestry	703,544	690,069
Land Records and Private Sewage	163,457	153,568
Land Conservation	39,474	37,576
Transportation and Economic Development	83,257	83,272
Sheriff and corrections	121,393	121,393
<b>Total Other Governmental</b>	<b>3,571,207</b>	<b>4,688,061</b>
<b>Total Governmental Funds Committed and Assigned</b>	<b>5,194,166</b>	<b>7,113,382</b>

Motion by Feirer/Breu to adopt Resolution 17-12-13. Questions asked and answered regarding this resolution.  
Motion carried unanimously.

#### RESOLUTION 17-12-14

Introduced by: Executive Committee

**INTENT & SYNOPSIS:** To formally adopt the "Social Media Policy".

**FISCAL NOTE:** None

Motion by Hamilton/Henkel to adopt Resolution 17-12-14. Questions asked and answered regarding the Social Media Policy. Motion carried. Voting no was Machon.

### **RESOLUTION 17-12-15**

Introduced by: Executive Committee

**INTENT & SYNOPSIS:** To join with the City of Marshfield in approving a contract authorizing the placement of a communications tower on the UW Marshfield-Wood County campus by a private entity with the revenues generated going to the UW Marshfield-Wood County Commission.

**FISCAL NOTE:** The City of Marshfield and Wood County jointly own the UW Marshfield-Wood County campus in Marshfield and fund the maintenance of the property via a Commission (the Commission); the revenues generated through the communications tower would go to the Commission and thereby reduce the dependency of the Commission on funding by the county and city.

Motion by Zurfluh/Breu to adopt Resolution 17-12-15. Discussion regarding use of revenues, timing of this resolution vs. City of Marshfield taking up this matter. Motion by Clendenning/Hamilton to refer this matter to the Ad Hoc Property Committee to further address this issue. Motion failed. Voting no were LaFontaine, Rozar, Feirer, Fischer, Breu, Ashbeck, Kremer, Winch, Henkel, Machon, Hokamp, Zurfluh. Further discussion as to course of action. Motion by Curry/Rozar to postpone this issue to the January county board meeting for decision. This will be after the Marshfield City Council meets. Motion carried unanimously by voice vote.

### **RESOLUTION 17-12-16**

Introduced by: Executive Committee

**INTENT & SYNOPSIS:** To accept the offers to purchase the Peach Avenue and Adams Avenue group homes in Marshfield for \$260,000 each.

**FISCAL NOTE:** \$520,000 in revenues minus some sale costs, such as title insurance.

Motion by Breu/Feirer to adopt Resolution 17-12-16. Motion carried unanimously.

Committee minutes presented: Health and Human Services, NCCAP, Public Safety, Civil Service Commission

Chairman Pliml had to leave the meeting and turned over the gavel to Vice-Chairman Wagner.

Committee minutes presented: Conservation, Education & Economic Development, ITBEC, Judicial & Legislative, Criminal Justice Task Force

### **ORDINANCE 17-12-17**

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: An ordinance updating the Wood County Code of Ordinances.

FISCAL NOTE: Publication costs.

Motion by Hamilton/Clendenning to adopt Ordinance 17-12-17. Motion carried. Absent was Pliml.

Committee minutes presented: Highway, Infrastructure & Recreation, Aging & Disability Resource Center of Central Wisconsin, Fairgrounds Commission, Central Wisconsin State Fair, South Central Library Board of Trustees, University Commission.

#### **RESOLUTION 17-12-18**

Introduced by: County Board of Supervisors

INTENT & SYNOPSIS: To recognize these Wood County employees for years of devoted and faithful service to Wood County.

Motion by Hamilton/Rozar to adopt Resolution 17-12-18. Motion carried unanimously by voice vote.

#### **RESOLUTION 17-12-19**

Introduced by: County Board of Supervisors

INTENT & SYNOPSIS: Relating to the Life and Public Service of Raymond L. Kreeger

Motion by Clendenning/Hamilton to adopt Resolution 17-12-19. Motion carried unanimously by voice vote. Those present stood for a minute of silence in respect to his passing.

Motion by Henkel/LaFontaine to adjourn at 12:40 p.m. Next scheduled county board meeting is January 16, 2018.

Respectfully Submitted  
Cynthia Cephress  
County Clerk

## **REFERRALS FOR JANUARY 16, 2018 – COUNTY BOARD**

- None

(1)

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, January 2, 2018

**TIME:** 8:30 a.m.

**PLACE:** Room 114, Wood County Courthouse

**PRESENT:** All Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar

**EXCUSED:** Ed Wagner

**OTHERS PRESENT** (for part or all of meeting): Marla Cummings, Lacey Bell, PaNyia Yang, Brenda Nelson, Reuben Van Tassel, Cindy Cephress, Sue Kunferman, Adam Fandre, Amy Kaup, Heather Gehrt, Brandon Vruwink, Cindy Robinson, Steve Kreuser, Kim McGrath, Warren Kraft, Dennis Polach

The meeting was called to order by County Board Chairman Pliml.

**Public Comment** – No public comments

### **Consent Agenda**

**Motion (Rozar/Feirer) to approve the consent agenda minus the December 5, 2017 Executive Committee (EC) meeting minutes, the November 14, 2017 Ad Hoc Property Committee minutes, and the Maintenance/Purchasing vouchers. Motion carried unanimously.**

Clendenning requested that the minutes from the December 5, 2017 EC meeting and the November 14, 2017 Ad Hoc Property Committee meeting as well as the Maintenance/Purchasing vouchers be pulled for further discussion. An update regarding the homeless shelter in Marshfield was requested. Rozar stated that Wood County is not involved and more specifically Wood County Human Services has no involvement other than providing their usual services. Clarification regarding the UW Marshfield/Wood County communications tower was requested, specifically regarding the payment for \$5,000/2 years to hold the property for possible construction. Rozar stated discussions are ongoing regarding who the money will be paid to, the UW Commission, or ½ to the City and ½ to the County. Clendenning requested an update on the preparation of the 12<sup>th</sup> Street building so it can be listed for sale. Van Tassel stated Emergency Management is working on it as time permits. Questions were answered regarding electricity charges for the Courthouse versus River Block as well as charges from the different vendors that clean the Courthouse and River Block.

**Motion (Rozar/Clendenning) to approve the December 5, 2017 EC meeting minutes, November 14, 2017 Ad Hoc Property Committee minutes, and Maintenance/Purchasing vouchers. Motion carried unanimously.**

Discussion was held regarding the resolution for a communications tower on the UW Marshfield/Wood County campus. Rozar stated negotiations are ongoing. The contract regarding the \$5,000/2 years payment will be a separate document from the lease agreement. The money may go to the Commission and could be used for campus operational costs, or it could be split between the City of Marshfield and Wood County.

County Clerk Cephress reviewed her Letter of Comments with the Committee. The deadline for filing nomination papers for County Board positions is today at 5:00 p.m.

Cephress presented a resolution to amend the 2017 budget for County Board for the purpose of funding higher than anticipated expenditures.

**Motion (Clendenning/Feirer) to approve the resolution to amend the 2017 budget for County Board for the purpose of funding higher than anticipated expenditures. The resolution will be forwarded to County Board for consideration. Motion carried unanimously.**

Discussion was held on the County Clerk's request to transfer \$3,500 from the Information and Communications budget function to the County Clerk budget function due to a vacation payout to the Deputy County Clerk who retired in 2017.

**Motion (Rozar/Breu) to approve the transfer of \$3,500 from the Information and Communications budget function to the County Clerk budget function. Motion carried unanimously.**

Maintenance Manager Van Tassel reviewed his Letter of Comments. He reported that the sale of the two CBRFs in Marshfield was finalized last week and the County will be receiving the sale proceeds today.

Risk Management Director Stelzer is still out on medical leave. Chairman Pliml provided an update on some key issues currently being handled by that Department.

IT Director Kaup discussed her Letter of Comments, stating that the top priority of the IT Department at this time is security awareness. Supervisor Henkel inquired as to when the sanitary permit system for Planning and Zoning would be complete as it has been an ongoing project for a number of years.

Wellness Coordinator Fandre reported the 2018 Wellness Program is underway with biometric screenings being scheduled. Clendenning asked for clarification regarding two parts of the Wellness Board November 7<sup>th</sup> minutes. Clarification was given regarding the policy/process for dealing with rude or uncooperative employees and the concerns regarding smoking outside the River Block building.

Treasurer Gehrt discussed her Letter of Comments with the Committee.

Gehrt presented a resolution to accept the transfer of tax deeded property to an adjacent landowner in the City of Marshfield along with a resolution to accept the transfer of five (5) tax deeded properties to the School District of Nekoosa.

**Motion (Feirer/Rozar) to approve the resolutions to accept the transfer of tax deeded property to an adjacent landowner in the City of Marshfield and the transfer of five (5) tax deeded properties to the School District of Nekoosa. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.**

Finance Director Cummings reviewed her Letter of Comments. Payroll Administrator PaNyia Yang was introduced. Cummings stated that implementation of the new payroll software is at a standstill as Finance has not received all the information needed from IT and Human Resources. The data needs to be cleaned up and errors corrected before it can be imported into the Dynamics software system. Chairman Pliml stated he will facilitate a meeting with Finance, IT, and Human Resources to make the payroll system implementation a priority with those Departments. Cummings stated she offered to take over payroll earlier but HR Director Kraft declined that offer. Pliml will facilitate discussion regarding the possibility of moving payroll to Finance sooner than originally planned. Kraft did state that the confidentiality agreement he requested from Wipfli is in place. Cummings informed the Committee that Deputy Finance Director Bell has been working on issues with the payroll withholding accounts and has been able to pinpoint problems so; hopefully, the ongoing issues with those accounts can be resolved.

Finance Department correspondence was discussed as outlined on the agenda.

### **Human Resources (HR)**

HR Director Kraft answered questions relating to the Department's Letter of Comments regarding the payroll transition to Finance and the review of the Humane Officers work hours. Discussion was held regarding the EC Chairman's involvement in a review of the draft report of market review for the Wood County Compensation Plan versus the Committee as a whole.



The Committee acknowledged Kraft's submitted letter of resignation which included a 2 weeks' notice. Kraft extended his last day of employment with Wood County until January 19, 2018 to provide 30 days' notice.

**Motion (Clendenning/Breu) to appoint Kim McGrath as Acting Human Resources Director with a temporary salary increase of 10%. Motion carried unanimously.**

The realignment of the HR department was discussed at length. Rozar believes this is the time for Wood County to discuss the possibility of hiring a County Administrator with the possibility of eliminating the position of HR Director and having a Deputy HR Director function under the supervision of a County Administrator. Although that is certainly a future possibility, Pliml is more concerned with getting HR to the point of functioning with the employees they have. Henkel reminded the Committee that twice in the past, Ad Hoc Committees were formed to look into the possibility of an Administrator and recommendations were presented to the County Board from those Committees. Pliml proposed having an all-day meeting off-site with the entire County Board to begin discussions regarding hiring a County Administrator. Furthermore, Pliml stated he wished he had seen the memo Kraft sent out to departments regarding no longer assisting with recruitment due to the elimination of the Recruiter position as he believes it does not make sense to put the burden of handling what are essentially HR functions on to the individual departments. Additional discussion will be had regarding recruitment functions.

Educational Reimbursement was discussed. The difference between continuing education (education needed to continue doing an effective job in your current position) versus educational reimbursement (pursuing a degree to prepare for advancement to a different position) was discussed. There was also a review of current policies in place in other counties. Answers were given to questions regarding what requirements should be made to qualify an employee for reimbursement, possible cap on the dollar amount allowed, and requirements regarding continued employment by Wood County after the reimbursement is allocated. Kraft will draft a policy to include points discussed including pre-approval by department head and oversight committee, County-wide availability, 50% reimbursement up to \$1,500 per semester, and an agreement by the employee to continue employment with the County for 36 months following any reimbursement or repay of the reimbursement amount in full.

With regard to the grievance from the Wood County Deputy Sheriffs' Association, Kraft reported that Sheriff Reichert rescinded the portion dealing with deputy call-in when subpoenaed for court, but left in place the direction that if a deputy calls in and is told the case is still scheduled but the case ends up not going to court, the deputy will be assigned to court security unless the deputy chooses to opt out.

**Motion (Breu/Feirer) to sustain the grievance from the Wood County Deputy Sheriffs' Association. Motion carried unanimously.**

Agenda item for next meeting: Market Review for Wood County Compensation Plan

**Motion (Rozar/Henkel) to adjourn the Executive Committee meeting at 11:00 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

*Donna M. Rozar*  
Secretary

Minutes taken and prepared by Brenda Nelson and reviewed by the Executive Committee secretary.  
Minutes in draft from until approved at the next EC meeting.

Comments from the County Clerk  
January 2018 Executive Committee Meeting

There are two items within the Finance portion of the agenda that relate to this office, both of which have been discussed previously and now need action. The first is a resolution to transfer \$20,000 from contingency to the County Board budget. This is related to the increased number of per diems being claimed and the addition of ad-hoc committees. This should not be an issue for 2018 as the budget for that function was increased by 18.95% from \$170, 246 to \$202,513.

The other item is an overage in the county clerk's budget. This past year saw the retirement of the Deputy County Clerk, a 25 year employee who had a large unused vacation payout that amounted to approximately \$9,250.40. The motion being requested of the committee will be to transfer \$3,500 from the Information & Communications function to the County Clerk function within our budget.

Election season is starting to ramp up. All nomination papers and associated forms for those seeking a county board supervisor position need to have those in our office no later than Tuesday, January 2<sup>nd</sup> at 5:00 p.m. Our office will be open until that time on that day.

Please remember to get your per diem vouchers to Sheri as soon as possible so we can close out 2017 with the January payroll. There is a new mileage amount for 2018, so once we have all of the 2017 vouchers submitted, we will upload the new form for 2018 into DropBox. All of your December meetings need to be put on the 2017 voucher even though it will be paid out in 2018.

I have been talking with IT about a new system for supervisors to obtain the materials they need via their iPad. We continue to see where supervisors have saving their altered documents back to the original location that my office placed it. We constantly need to check documents in DropBox to see if this is the case. A new software will prevent this. Watch for updates on this. Perhaps we'll roll this out with the new county board in April.



# Wood County

## WISCONSIN

MAINTENANCE  
DEPARTMENT

### **Maintenance Monthly Comments From the Desk of Reuben Van Tassel**

**January 2, 2018**

Work has resumed on the Veterans Office now that the old data center has been completely vacated by IT.

Remodeling on second floor in the Sheriff's Department's expanded office space has been completed.

Continued work on layout options, pricing and information gathering for options to alleviate space needs issues with the Courthouse and River Block.

Maintenance has been completed on both River Block elevators and the Courthouse elevator was load tested and work completed to resolve issues.

The annual fire inspections for the Courthouse and Jail were conducted by Complete Control.

Several meetings with architect regarding Edgewater capital improvement projects for 2018.

Attended Executive Committee, County Board, Employee Feedback, Health and Human Services Committee and Executive Committee Ad Hoc Public Property Committee meetings.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

---

December, 2017

- ◆ The IT Security Team launched a Security Awareness Program. In December all employees with a County email address were enrolled in an Initial Security Training Program, *The Top 10 Security Awareness Fundamentals*. Several future CyberSecurity campaigns and training will be scheduled as the IT Security Team works to train and educate users in an effort to protect staff and the County network from Cyber related events. All IT staff have completed this initial training. Training documentation was created and provided to all staff to assist with participating in the online training.
- ◆ GCS property tax system, vendor for replacement property tax software, has been implemented and functioning successfully for a full year. The 2017 real and personal property tax bills were generated and distributed by the County Treasurer's Office.
- ◆ RtVision, Highway Department time and materials tracking software, payroll export file is now updated with new earnings codes. These codes will map to new payroll software, HRMS, new codes that will alleviate a rounding issue. The RtVision server will be moved from a company owned hardware server to a County owned virtual server, as contracted and scheduled, in January 2018. Work creating the VM server will begin early in January.
- ◆ The TimeStar, electronic time card and time tracking, system configuration is complete. IT works continually to address some remaining issues related to holiday worked calculations and department change requests. The PBJ reporting for CMS (Centers for Medicare & Medicaid) is being adjusted to meet needs and requirements for the Norwood facility. PBJ reports were submitted met the November deadline.
- ◆ Time Simplicity, the add on module that will provide scheduling software to select department, training will continue. The addition of the TimeStar & Time Simplicity software eliminated the need for manual paper time card tracking and entry and will provide a staff scheduling solution for select departments.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Zoning permit data entry into the SCO Unix system needs to be replaced with added functionality in the sanitary permit web application. Sanitary permit entry into the web based system is complete.
- ◆ Discovery phase of conversion for the remaining 5 systems on the SCO Unix server is complete. Replacement system creation and implementation of these system continues as we plan to decommission the SCO Unix server early in 2018.
- ◆ Setup and configured a complete CIS Training environment for Dispatch and the Sheriff's department. This will help our CIS users with training and testing new features within the program.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
- ◆ Applied some new Breastfeeding updates for the health department to help out the users when making calls to breastfeeding mothers.
  - ◆ Worked with Sheriff's department to apply the latest TraCS fall update.
  - ◆ Installed Category 6 network cabling and jacks per standards in the new Dexter Park Garage. Tested and labeled each drop.
  - ◆ Configured, tested and installed switch/router and wireless access point in Dexter Park Garage. Tested phone, wireless and wired network connections. Facility is ready for full deployment of network devices.
  - ◆ Recycled a UPS unit from the old data center. Reinstalled it in the Jail "Door Control" network rack to replace a failing unit. The Courthouse Maintenance department provided modification and testing of the existing building wiring to accommodate the increased capacity of the new device. Connected UPS to the network allowing remote monitoring and management.
  - ◆ Two FALSE low-temp alarms were generated by the Health Department Vaccine Monitoring System. Adjustments were made per the Health Departments advise, to a lower operating temperature without generating an alert.
  - ◆ Working to configure new phones for the UW Extension Department to replace current desk phones.
  - ◆ Provided assistance to Maintenance Department. Removed and recycled network racking and other equipment from the old Data Center in preparation of building remodeling.
  - ◆ Provided Windows 10 training via video to staff that were interested. New PC's are being deployed with Windows 10.
  - ◆ 11 new PC's have been deployed. Several other computers have been imaged and will be deployed in January. The PC setup area within the IT department setup was completed in December. This will allow IT staff to image a higher number of computers more efficiently.
  - ◆ 465 helpdesk requests were created in September, with staff completing 486 tickets leaving 325 open requests. These numbers represent service requests from departments throughout the County.
  - ◆ Identified and resolved additional erroneous PPS, Program Participation System, data. This system is utilized in the Human Services Department.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
- ◆ Continue to work with the vendor, Clinical Data Systems to address lingering erroneous PPS data.
  - ◆ Setup new service codes for Mental Health to become compliant in PPS SPC code reporting.
  - ◆ Attended the Multi-County Project Managers meeting in Appleton.
  - ◆ Developed preliminary auditing for TCM database, still in testing phase.
  - ◆ Installed and configured 3 new Fujitsu scanners in the Veteran's Wisconsin Rapids location. An additional scanner will also be installed soon in Veteran's Marshfield location.
  - ◆ Director and Network Administrator met with several departments to discuss current and upcoming IT projects. The main projects being Security Training, replacement of the County webfilter, Public WiFi Self-enrollment, and PC replacement.
  - ◆ Director participated in the WCA Educational Webinar Series – Employee Engagement in a Post-Act 10 Wisconsin on December 18<sup>th</sup>.

## **TREASURER'S REPORT**

01-02-2018

By: H. Gehrt

- Worked with Sheriff's Department and local locksmith to lock up remaining properties that had businesses or homes on them.
- Attended Executive Committee meeting on December 5.
- Helped new treasurer for local municipality with computer program download and going through the program one on one in my office on December 6.
- Attending Special Executive Committee meeting on December 13.
- The office was very busy with tax bill creation. There were about 5 municipalities that didn't have their budget meeting until well into December. With that being said, the final municipality's bills were printed on December 13.
- All Statement of Taxes were due to the State by December 18 and a copy submitted to the County. I have been busy compiling the numbers to make sure all tax rolls are in agreement and amending the incorrect ones after speaking with the Clerk of those municipalities.
- Attended County Board on December 19.
- I met with the IT Director and Network Administrator to discuss how the department would like to receive information going forward with cyber security/training. We also discussed open tickets the department has, computer replacement/printers, and other general concerns.
- This office has been busy answering phone calls about people wanting to pre-pay their 2018 property taxes due to the new tax bill that was signed by the President. Unfortunately, this is not an option for Wisconsin residents due to State Statute 74.13 that states pre-payment of taxes can only be made August 1 through the 3<sup>rd</sup> Monday of December. So pre-payment of 2017 taxes could only be made August 1-December 18, 2017 and pre-payment of 2018 taxes can only be made August 1-December 17, 2018.
- As the year comes to an end, I feel that we are in a good place with our investments and liquidity. I hope to be able to diversify our portfolio a bit more this next year and enter into some longer term investments that will generate more revenue in future years.



# Wood County

## WISCONSIN

Office of  
Finance Director  
**Marla A. Cummings**  
Finance Director

December 28, 2018

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

---

### Departmental Activities

#### State Trust Fund Loans

January 2, 2018 we will pay the two outstanding State Trust Fund Loans; one for \$1,000,000 and one for \$750,000 plus incurred interest. These were refunded with the 2018 G.O. Debt.

#### Update on Payroll Project

We hired PaNya Yang to be the Payroll Administrator She starts on January 2, 2018. She has an Associate Degree and is currently working on her Bachelor Degree. She has worked for the County since August of 2013 and we are excited for her to join the Finance team.

The next step on the payroll project is to continue to clean up the payroll data base prior to the migration of the data to the Dynamics GP test company. Finance has requested the data and has only received partial data that is required to move forward from Human Resources. The rest we will have to be hand input which will be very time consuming so the go live date will most likely be pushed back to April 1<sup>st</sup> unless we can get a script or report from IT pulling the data that we require.

Once again I would like to offer for this department to take over payroll starting in January after some training on the current system.

Finance would also like access to any payroll data we need so we can get the withholding accounts cleaned up and reconciled.

#### 2017 Budget Resolutions

- 1) County Board (51120) – This resolution is transferring \$20,000 from contingency to cover higher than anticipated County Board per diems, mileage and associated costs being claimed has greatly increased beyond what was anticipated during the original budget process due to additional committee meetings being held and additional ad hoc committees being formed.

#### Motions to amend the 2017 budget

Wisconsin Statutes (65.90) and the Wood County Budget Policy Statement allow for budget transfers within a department to be approved through a motion by the Executive Committee as long as they are not greater than the



lesser of \$5,000 or 10% of the function receiving the transfer. There is one transfer needed for 2017 that meet that criterion.

- 1) Transfer of \$3,500 from Information & Communications budget (51453) to County Clerk budget (51420)  
(10% of budget is \$32,200)

#### Budget to Actual Income Statement

Budget and actual reports for 12 months ending December 31, 2017 and budget to actual reports on both of the State Trust Fund Loans.

12/28/2017

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
41110 General Property Taxes	\$24,886,359.93	\$24,886,360.00	(\$0.07)	0.00%
41120 Tax Increments	15,199.45		15,199.45	0.00%
41150 Forest Cropland/Managed Forest Land	37,735.70	20,000.00	17,735.70	88.68%
41220 General Sales and Retailers' Discount	208.22	180.00	28.22	15.68%
41221 County Sales Tax	4,920,942.10	5,330,606.00	(409,663.90)	(7.69%)
41230 Real Estate Transfer Fees	211,599.72	85,000.00	126,599.72	148.94%
41800 Interest and Penalties on Taxes	535,436.84	378,000.00	157,436.84	41.65%
41910 Payments in Lieu of Taxes	18,370.24	13,350.00	5,020.24	37.60%
Total Taxes	30,625,852.20	30,713,496.00	(87,643.80)	(0.29%)
<b>Intergovernmental Revenues</b>				
43211 Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210 Federal Grants-General Government		1,250.00	(1,250.00)	(100.00%)
43410 State Aid-Shared Revenue	3,069,185.36	3,059,556.00	9,629.36	0.31%
43430 State Aid-Other State Shared Revenues	212,236.00	291,141.00	(78,905.00)	(27.10%)
43511 State Aid-Victim Witness	38,626.41	75,372.00	(36,745.59)	(48.75%)
43512 State Aid-Courts	405,265.79	378,464.00	26,801.79	7.08%
43514 State Aid-Court Support Services	59,411.00	57,000.00	2,411.00	4.23%
43516 State Aid-Modernization Grants	60,352.00	59,752.00	600.00	1.00%
43521 State Aid - Law Enforcement	134,205.30	131,500.00	2,705.30	2.06%
43523 State Aid-Other Law Enforcement	18,027.00	18,000.00	27.00	0.15%
43528 State Aid-Emergency Government	73,950.23	111,050.00	(37,099.77)	(33.41%)
43531 State Aid-Transportation	1,823,123.43	1,823,123.00	0.43	0.00%
43549 State Aid-Private Sewage	15,799.00	25,000.00	(9,201.00)	(36.80%)
43551 State Aid-Health Immunization	69,137.06	67,843.00	1,294.06	1.91%
43554 State Aid-Health WIC Program	237,660.00	365,542.00	(127,882.00)	(34.98%)
43557 State Aid-Health Consolidated Grant	64,675.00	69,879.00	(5,204.00)	(7.45%)
43560 State Aid-Grants	55,092.00	62,477.00	(7,385.00)	(11.82%)
43561 State Aids	9,437,060.32	10,875,471.00	(1,438,410.68)	(13.23%)
43567 State Aid-Transportation	199,367.15	203,436.00	(4,068.85)	(2.00%)
43568 State Aid-Child Support	705,062.34	912,617.00	(207,554.66)	(22.74%)
43571 State Aid-UW Extension	2,688.00	6,000.00	(3,312.00)	(55.20%)
43572 State Aid-ATV Maintenance	6,715.00	6,715.00		0.00%
43574 State Aid-Snowmobile Trail Maint	79,326.09	67,925.00	11,401.09	16.78%
43576 State Aid-Parks		69,330.00	(69,330.00)	(100.00%)
43581 State Aid-Forestry	45,596.88	45,858.00	(261.12)	(0.57%)
43586 State Aid-Land Conservation	31,488.72	374,692.00	(343,203.28)	(91.60%)
43640 State Aid-Co Share Managed Forest Lands	20,822.17	20,000.00	822.17	4.11%
43690 State Aid-Forestry Roads	3,277.19	3,280.00	(2.81)	(0.09%)
Total Intergovernmental	16,868,149.44	19,183,073.00	(2,314,923.56)	(12.07%)
<b>Licenses and Permits</b>				
44100 Business and Occupational Licenses	182,039.77	170,000.00	12,039.77	7.08%
44101 Utility Permits	1,300.00	1,050.00	250.00	23.81%
44102 Driveway Permits	1,225.00	860.00	365.00	42.44%
44200 DNR & ML Fees	22,328.18	22,500.00	(171.82)	(0.76%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	1,725.00	1,025.00	700.00	68.29%
44300 Sanitary Permit Fees	48,375.00	45,000.00	3,375.00	7.50%
44410 County Planner Document Sales	193,615.75	154,658.00	38,957.75	25.19%
44411 County Planner Plat Review Fees	1,855.00	1,650.00	205.00	12.42%
44412 Wisconsin Fund Application Fees	600.00		600.00	0.00%
44413 Shoreland zoning Fees & Permits	6,075.00	3,850.00	2,225.00	57.79%
44415 HT Database Annual Fee	85,760.01	75,000.00	10,760.01	14.35%
Total Licenses and Permits	544,898.71	476,593.00	68,305.71	14.33%
<b>Fines, Forfeits and Penalties</b>				
45110 Ordinances Violations	2,724.60	1,700.00	1,024.60	60.27%
45115 County Share of Occupational Driver	280.00	200.00	80.00	40.00%
45120 County Share of State Fines and Forfeitures	137,574.71	159,000.00	(21,425.29)	(13.48%)
45123 County Parks Violation Fee	550.40	750.00	(199.60)	(26.61%)
45130 County Forfeitures Revenue	94,578.17	120,000.00	(25,421.83)	(21.18%)
45191 Private Sewage Fines	16,945.69	20,000.00	(3,054.31)	(15.27%)
Total Fines, Forfeits and Penalties	252,653.57	301,650.00	(48,996.43)	(16.24%)

12/28/2017

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
<b>Public Charges for Services</b>				
46110 County Clerk-Passport Fees	21,750.00	20,000.00	1,750.00	8.75%
46121 Treasurer Fees-Redemption Notices	5,626.40	2,500.00	3,126.40	125.06%
46122 Property Conversion Charges	1,417.60	100.00	1,317.60	1,317.60%
46130 Register of Deeds-Fees	312,240.58	309,000.00	3,240.58	1.05%
46135 Land Record-Fees	91,776.00	91,248.00	528.00	0.58%
46140 Court Fees	170,224.35	175,000.00	(4,775.65)	(2.73%)
46141 Court Fees and Costs-Marriage Counseling	15,477.67	15,000.00	477.67	3.18%
46142 Court/Juvenile	19,499.89	25,000.00	(5,500.11)	(22.00%)
46143 Other Professional Reimbursements	14,577.62	12,890.00	1,687.62	13.09%
46144 Circuit Court Branch I	31,517.59	28,600.00	2,917.59	10.20%
46146 Circuit Court Branch III	9,430.99	4,835.00	4,595.99	95.06%
46191 Public Charges-Clerk	7,940.00	8,000.00	(60.00)	(0.75%)
46192 Public Chgs-Temp Licenses	7,495.60	7,000.00	495.60	7.08%
46194 County Clerk Copy Fees	140.50	410.00	(269.50)	(65.73%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	1,246,801.43	1,372,400.00	(125,598.57)	(9.15%)
46210 Sheriff-Public Charges	375.00	500.00	(125.00)	(25.00%)
46211 Sheriff Revenue-Civil Process Fees	64,565.01	60,000.00	4,565.01	7.61%
46212 Sheriff Cost Reimbursement/Witness Fees	50,509.03	53,000.00	(2,490.97)	(4.70%)
46214 Reserve Deputy Revenue	12,626.30	12,000.00	626.30	5.22%
46215 Sheriff Escort Service	25,908.82	30,000.00	(4,091.18)	(13.64%)
46216 Restitution	434.80	600.00	(165.20)	(27.53%)
46217 OWI Restitution	1,616.59	1,500.00	116.59	7.77%
46221 Public Chgs-Coroner Cremation	45,300.00	66,000.00	(20,700.00)	(31.36%)
46230 Death Certificates	12,800.00	15,000.00	(2,200.00)	(14.67%)
46241 Jail Surcharge	32,937.75	42,000.00	(9,062.25)	(21.58%)
46242 Huber/Electronic Monitoring	206,716.69	262,044.00	(55,327.31)	(21.11%)
46243 Inmate Booking/Processing Fee	16,775.64	23,000.00	(6,224.36)	(27.06%)
46244 Other County Transports	20,587.85	22,000.00	(1,412.15)	(6.42%)
46245 Jail Stay Fee	40,286.06	44,895.00	(4,608.94)	(10.27%)
46330 Public Chgs-Ho Chunk/AODA	27,500.00	27,500.00		0.00%
46510 Public Chgs-Crisis Stabilization	337,407.69	768,918.00	(431,510.31)	(56.12%)
46520 Institutional Care-Private Pay	901,534.35	1,470,975.00	(569,440.65)	(38.71%)
46521 Institutional Care-Other Pay	7,579.30	6,800.00	779.30	11.46%
46525 Public Chgs- Medicare	2,582,341.65	3,394,973.00	(812,631.35)	(23.94%)
46526 Public Chgs- Medicaid	4,668,232.63	5,236,812.00	(568,579.37)	(10.86%)
46527 Public Chgs-Veterans EW	8,541.12	64,747.00	(56,205.88)	(86.81%)
46530 Public Charges	4,483,629.55	5,873,370.00	(1,389,740.45)	(23.66%)
46531 Public Chgs- Private Insurance	1,358,790.61	1,239,799.00	118,991.61	9.60%
46532 Public Chgs-County Responsible	149,892.05	230,716.00	(80,823.95)	(35.03%)
46533 Public Chgs-NW Mental Health Inpatient	233,741.86	262,581.00	(28,839.14)	(10.98%)
46534 Public Chgs-NW Mental Health Inpatient	1,365,604.40	1,698,900.00	(333,295.60)	(19.62%)
46536 Third Party Awards & Settlements	108,000.00	224,087.00	(116,087.00)	(51.80%)
46537 Contractual Adjustment	(3,668,240.87)	(4,583,724.00)	915,483.13	(19.97%)
46590 Provision for Bad Debts-Edgewater	(11,000.00)	(12,000.00)	1,000.00	(8.33%)
46621 Child Support-Genetic Tests	2,810.39	4,500.00	(1,689.61)	(37.55%)
46622 Child Support-Application Fees		70.00	(70.00)	(100.00%)
46623 Child Support-Filing Fees	70.00	200.00	(130.00)	(65.00%)
46624 Child Support-Service Fees	11,473.29	14,000.00	(2,526.71)	(18.05%)
46625 Child Support-Extradition Charges	742.30	500.00	242.30	48.46%
46721 Public Chgs-Parks	530,785.53	475,000.00	55,785.53	11.74%
46771 UW-Extension Publication Revenue	1,314.00		1,314.00	0.00%
46772 UW-Extension Project Revenue	9,729.32	4,100.00	5,629.32	137.30%
46813 County Forest Revenue	213,532.31	385,000.00	(171,467.69)	(44.54%)
46825 Land Conservation Fees & Sales	68,660.37	68,745.00	(84.63)	(0.12%)
46826 Private Sewage Charges	1,740.00	3,000.00	(1,260.00)	(42.00%)
46901 Contractual Adjustment-Other	264.00		264.00	0.00%
Total Public Charges for Services	15,882,031.61	19,564,191.00	(3,682,159.39)	(18.82%)
<b>Intergovernmental Charges for Services</b>				
47210 Intergovernmental Charges	489,375.78	564,877.00	(75,501.22)	(13.37%)
47230 State Charges	1,272,447.66	1,343,223.00	(70,775.34)	(5.27%)
47231 State Charges-Highway	215,786.29	250,030.00	(34,243.71)	(13.70%)
47232 State Charges-Machinery	2,163,210.33	2,186,893.00	(23,682.67)	(1.08%)

12/28/2017

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Sunday, December 31, 2017

		2017		
	Actual	Budget	Variance	Variance %
47250	Intergovernmental Transfer Program Rev	558,400.00	589,760.00	(31,360.00) (5.32%)
47300	Local Gov Chgs	451,325.79	494,154.00	(42,828.21) (8.67%)
47310	Local Gov Debt Service Charges		22,000.00	(22,000.00) (100.00%)
47320	Local Gov Chgs-Public Safety	27,526.30	32,000.00	(4,473.70) (13.98%)
47330	Local Gov Chgs-Transp	1,180,667.65	1,075,471.00	105,196.65 9.78%
47332	Local Gov Chgs-Roads	275,488.31	377,467.00	(101,978.69) (27.02%)
47333	Local Gov Chgs-Bridges	51,798.09		51,798.09 0.00%
47350	Local Gov Chgs-Hlth & Human Svcs	56,526.50	21,050.00	35,476.50 168.53%
47360	Local Gov Chgs-Other Governments		6,996.00	(6,996.00) (100.00%)
47391	Local Gov Chgs-BNI (Materials)	1,552.85	5,000.00	(3,447.15) (68.94%)
47392	Local Gov Chgs-BNI (Staff)	361.50	1,250.00	(888.50) (71.08%)
47393	Local Gov Chgs-Work Relief	4,662.30	3,500.00	1,162.30 33.21%
47395	Local Gov Chgs-EM Vehicles	5,482.69	4,500.00	982.69 21.84%
47396	Local Gov Chgs-EM Equipment	2,161.00	800.00	1,361.00 170.13%
	<b>Total Charges to Other Governments</b>	<b>6,756,773.04</b>	<b>6,978,971.00</b>	<b>(222,197.96) (3.18%)</b>
<b>Interdepartmental Charges for Services</b>				
47410	Dept Charges-Hlth Benefits & Other	9,180,873.38	9,351,977.00	(171,103.62) (1.83%)
47411	Dept Charges-Purchasing	28,374.81	2,000.00	26,374.81 1,318.74%
47412	Dept Charges-Insurance	420,183.63	486,200.00	(66,016.37) (13.58%)
47413	Dept Charges-Gen Govt	1,123,672.52	997,500.00	126,172.52 12.65%
47415	Dept Charges-Systems	275,428.58	285,170.00	(9,741.42) (3.42%)
47421	Dept Charges-Public Safety	16,279.90	27,000.00	(10,720.10) (39.70%)
47430	Dept Charges-Bldg Rent	870,898.11	872,364.00	(1,465.89) (0.17%)
47432	Dept Charges-Rent Unified	708.00	704.00	4.00 0.57%
47435	Dept Charges-Sheriff Lockup Rent	15,996.00	16,000.00	(4.00) (0.03%)
47436	Dept Charges-CBRF Rent		30,000.00	(30,000.00) (100.00%)
47438	Dept Charges-Riverblock Rent	430,291.42	562,320.00	(132,028.58) (23.48%)
47440	Dept Charges	3,398.00	3,298.00	100.00 3.03%
47460	Dept Charges-Drug Court	73,000.00	40,000.00	33,000.00 82.50%
47470	Dept Charges-Highway	3,742,080.78	3,615,000.00	127,080.78 3.52%
	<b>Total Interdepartmental Charges</b>	<b>16,181,185.13</b>	<b>16,289,533.00</b>	<b>(108,347.87) (0.67%)</b>
	<b>Total Intergovernmental Charges for Services</b>	<b>22,937,958.17</b>	<b>23,268,504.00</b>	<b>(330,545.83) (1.42%)</b>
<b>Miscellaneous</b>				
48000	Miscellaneous	165,734.00		165,734.00 0.00%
48100	Interest	167.55	220.00	(52.45) (23.84%)
48110	Interest-Capital Projects	1,404.25	1,395.00	9.25 0.66%
48113	Unrealized Gain/Loss on Investment	(24,514.91)	40,000.00	(64,514.91) (161.29%)
48114	Interest-Investment	126,233.13	86,000.00	40,233.13 46.78%
48115	Interest-General Investment	73,725.10	25,000.00	48,725.10 194.90%
48116	Interest-Section 125 & Health	305.29	1,003.00	(697.71) (69.56%)
48117	Interest-Clerk of Courts	251.93	300.00	(48.07) (16.02%)
48200	Rental Income	130,365.90	140,124.00	(9,758.10) (6.96%)
48201	Rental Income- CSP/CCS	50,400.00	50,400.00	0.00% 0.00%
48300	Gain/Loss-Sale of Property	32,806.21	55,500.00	(22,693.79) (40.89%)
48301	Occupational Therapy Misc Rev		100.00	(100.00) (100.00%)
48320	Gain/Loss-Sale of Surplus Property	403.20	500.00	(96.80) (19.36%)
48340	Gain/Loss-Sale of Salvage and Waste	30,249.10	6,700.00	23,549.10 351.48%
48440	Insurance Recoveries-Other	1,186,448.20	412,000.00	774,448.20 187.97%
48500	Donations	4,030,661.06	397,050.00	3,633,611.06 915.15%
48501	Donations-Designated Projects	1,410.20		1,410.20 0.00%
48502	Donations-Veterans Loan Repayment	1,830.00		1,830.00 0.00%
48503	Donations-Services ATV Club	3,984.52	6,000.00	(2,015.48) (33.59%)
48540	Donations & Contributions	129,075.61	85,402.00	43,673.61 51.14%
48830	Recovery of PYBD & Contractual Adj	38,979.32	32,000.00	6,979.32 21.81%
48860	Revenue from Meals	17,821.12	16,900.00	921.12 5.45%
48880	Food Vending Machine Income	3,953.00	4,500.00	(547.00) (12.16%)
48900	Other Miscellaneous Revenue	20,765.63	46,895.00	(26,129.37) (55.72%)
48901	Other/Miscellaneous Revenue	5,130.09		5,130.09 0.00%
48910	Vending/Cafeteria Revenue	8,576.88	7,400.00	1,176.88 15.90%
48920	Vending Machine Revenue	4,315.22	9,000.00	(4,684.78) (52.05%)
48940	Canteen Income	39.00	500.00	(461.00) (92.20%)
48960	FSP Parental Fees	822.00	1,200.00	(378.00) (31.50%)
48970	Rental Income- NHC, Health Annex	17,309.04	17,309.00	0.04 0.00%
48980	Misc/Other Workshop Revenue	36.52	2,500.00	(2,463.48) (98.54%)

12/28/2017

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Sunday, December 31, 2017

		2017		
		Actual	Budget	Variance
				Variance %
48990	Other Operating Income	2,529.74	3,100.00	(570.26)
48991	Copier Revenue	1,595.34	2,000.00	(404.66)
	Total Miscellaneous	6,062,813.24	1,450,998.00	4,611,815.24
	<b>Other Financing Sources</b>			
49110	Proceeds from Long-Term Debt	7,165,000.00	1,896,999.00	5,268,001.00
49210	Transfer from General Fund		188,969.00	(188,969.00)
49220	Transfer from Special Revenue	4,386,583.78	5,356,535.00	(969,951.22)
49270	Transfer from Internal Service		266,256.00	(266,256.00)
	Total Other Financing Sources	11,551,583.78	7,708,759.00	3,842,824.78
	<b>TOTAL REVENUES</b>	<b>104,725,940.72</b>	<b>102,667,264.00</b>	<b>2,058,676.72</b>
				<b>2.01%</b>

**EXPENDITURES**

	<b>General Government</b>			
51120	Committees & Commissions	176,519.69	170,246.00	(6,273.69)
51212	Circuit Court Branch I	351,692.59	382,751.00	31,058.41
51213	Circuit Court Branch II	104,455.96	117,844.00	13,388.04
51214	Circuit Court Branch III	117,384.70	120,051.00	2,666.30
51215	Drug Court	209,029.21	211,835.00	2,805.79
51217	Clerk of Courts-Divorce Mediation	9,800.00	20,000.00	10,200.00
51220	Family Court Commissioner	92,338.52	103,480.00	11,141.48
51221	Clerk of Courts	1,239,388.83	1,308,163.00	68,774.17
51231	Coroner	120,224.74	132,769.00	12,544.26
51310	District Attorney	257,925.62	281,899.00	23,973.38
51315	Victim Witness Program	141,730.70	147,819.00	6,088.30
51316	Task Force	689.28	900.00	210.72
51320	Corporation Counsel	215,974.26	226,995.00	11,020.74
51330	Child Support	924,125.36	990,221.00	66,095.64
51420	County Clerk	312,729.63	322,026.00	9,296.37
51424	County Clerk-Postage Meter	12,683.45	14,300.00	1,616.55
51430	Health Benefit Payments	11,259,737.99	10,900,069.00	(359,668.99)
51431	Health-Wellness	228,603.42	266,256.00	37,652.58
51433	Human Resources-Labor Relations		28,200.00	28,200.00
51435	Human Resources-Personnel	484,182.69	501,754.00	17,571.31
51436	Human Resources-Programs	198.72	3,452.00	3,253.28
51440	County Clerk-Elections	39,657.78	51,884.00	12,226.22
51450	Data Processing	1,303,435.26	1,344,214.00	40,778.74
51451	Voice over IP	116,254.44	127,000.00	10,745.56
51452	PC Replacement	200,740.85	201,000.00	259.15
51453	Co Clerk-Inform & Commun	12,928.81	18,500.00	5,571.19
51510	Finance	303,931.12	335,095.00	31,163.88
51520	Treasurer	332,973.35	429,486.00	96,512.65
51550	Purchasing	47,340.13	54,454.00	7,113.87
51590	Contingency		311,217.25	311,217.25
51611	Bldg Maint-Courthouse and Jail	764,631.22	747,101.00	(17,530.22)
51620	Bldg Maint-Courthouse Annex	1,047.18	2,306.00	1,258.82
51630	Bldg Maint-Unified Svcs Building	40,072.59	51,946.00	11,873.41
51640	Bldg Maint-Joint Use Building	18,576.90	63,049.00	44,472.10
51650	Bldg Maint-Sheriff Lockup	3,633.92	9,111.00	5,477.08
51660	Bldg Maint-CBRF's	13,367.58	41,826.00	28,458.42
51670	Bldg Maint-River Block	187,754.97	562,320.00	374,565.03
51710	Register of Deeds	382,232.76	404,716.00	22,483.24
51711	Register of Deeds-Redaction	29,146.40	30,987.00	1,840.60
51931	Property and Liability Insurance	531,080.98	612,622.00	81,541.02
51933	Workers Comp Insurance	282,625.57	485,578.00	202,952.43
51934	Sick Leave Conversion	293,096.46	500,000.00	206,903.54
	Total General Government	21,163,943.63	22,635,442.25	1,471,498.62
	<b>Public Safety</b>			
52110	Sheriff-Administration	2,241,093.82	2,481,864.00	240,770.18
52130	Radio Engineer	153,781.23	223,835.00	70,053.77
52131	Sheriff-Indian Law Enforce	23,940.47	33,137.00	9,196.53
52140	Sheriff-Traffic Police	2,747,159.07	3,019,764.00	272,604.93
52150	Sheriff-Civil Svc Comm		1,000.00	1,000.00
52510	Emer Mgmt-SARA Title III	31,764.74	50,132.00	18,367.26

12/28/2017

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
52520 Emergency Management	252,825.56	261,599.00	8,773.44	3.35%
52601 Dispatch	1,689,740.83	1,849,095.00	159,354.17	8.62%
52530 Emer Mgmt-Bldg Numbering	2,352.92	3,000.00	647.08	21.57%
52540 Emer Mgmt-Work Relief	169,304.83	174,661.00	5,356.17	3.07%
52710 Sheriff-Jail	2,208,940.52	2,432,886.00	223,945.48	9.20%
52712 Sheriff-Electronic Monitoring	113,017.75	123,188.00	10,170.25	8.26%
52713 Sheriff-PT Transp/Safekeeper	1,024,261.65	1,066,215.00	41,953.35	3.93%
52721 Sheriff-Jail Surcharge	95,378.45	214,090.00	118,711.55	55.45%
Total Public Safety	10,753,561.84	11,934,466.00	1,180,904.16	9.89%
<b>Public Works-Highway</b>				
53110 Hwy-Administration	269,472.86	284,066.00	14,593.14	5.14%
53120 Hwy-Engineer	210,243.68	221,920.00	11,676.32	5.26%
53191 Hwy-Other Administration	311,546.38	332,882.00	21,335.62	6.41%
53210 Hwy-Employee Taxes & Benefits	(550,031.68)		550,031.68	0.00%
53220 Hwy-Field Tools	4,935.17	12,778.00	7,842.83	61.38%
53230 Hwy-Shop Operations	278,517.75	298,247.00	19,729.25	6.62%
53232 Hwy-Fuel Handling	4,413.84	9,600.00	5,186.16	54.02%
53240 Hwy-Machinery Operations	894,524.28	1,640,056.00	745,531.72	45.46%
53260 Hwy-Bituminous Ops	226,913.78	219,095.00	(7,818.78)	(3.57%)
53262 Hwy-Bituminous Ops	4,214.83	49,123.00	44,908.17	91.42%
53266 Hwy-Bituminous Ops	2,527,033.48	3,139,553.00	612,519.52	19.51%
53270 Hwy-Buildings & Grounds	288,509.61	311,845.00	23,335.39	7.48%
53281 Hwy-Acquisition of Capital Assets	100,768.84		(100,768.84)	0.00%
53310 Hwy-Maintenance CTHS	2,514.98	7,325.00	4,810.02	65.67%
53311 Hwy-Maint CTHS Patrol Sectn	1,307,009.54	1,419,369.00	112,359.46	7.92%
53312 Hwy-Snow Remov	835,706.31	934,885.00	99,178.69	10.61%
53313 Hwy-Maintenance Gang	119,679.74	135,691.00	16,011.26	11.80%
53314 Hwy-Maint Gang-Materials	1,406.36	1,607.00	200.64	12.49%
53315 Hwy-Maint Gang		765.00	765.00	100.00%
53320 Hwy-Maint STHS	1,267,105.89	1,327,258.00	60,152.11	4.53%
53323 Hwy-Maint STHS PBM	64,308.80	15,965.00	(48,343.80)	(302.81%)
53330 Hwy-Local Roads	1,068,457.19	1,054,383.00	(14,074.19)	(1.33%)
53340 Hwy-County-Aid Road Construction	342,605.07	444,502.00	101,896.93	22.92%
53341 Hwy-County-Aid Bridge Construction	126,979.52	200,000.00	73,020.48	36.51%
53490 Hwy-State & Local Other Services	378,532.76	485,636.00	107,103.24	22.05%
Total Public Works-Highway	10,085,368.98	12,546,551.00	2,461,182.02	19.62%
<b>Health and Human Services</b>				
54121 Health-Public Health	1,869,476.04	1,966,697.00	97,220.96	4.94%
54122 Health-WIC Program	331,625.99	365,542.00	33,916.01	9.28%
54128 Health-Public Health Grants	76,678.36	78,890.00	2,211.64	2.80%
54129 Humane Officer	37,154.50	34,764.00	(2,390.50)	(6.88%)
54130 Health-Dental Sealants	120,765.57	128,053.00	7,287.43	5.69%
54210 Edgewater-Nursing	3,861,667.78	4,199,014.00	337,346.22	8.03%
54211 Edgewater-Housekeeping	130,804.91	155,400.00	24,595.09	15.83%
54212 Edgewater-Dietary	642,501.50	796,159.00	153,657.50	19.30%
54213 Edgewater-Laundry	137,552.08	146,073.00	8,520.92	5.83%
54214 Edgewater-Maintenance	333,162.75	401,929.00	68,766.25	17.11%
54217 Edgewater-Activities	158,587.18	181,959.00	23,371.82	12.84%
54218 Edgewater-Social Services	133,979.82	140,152.00	6,172.18	4.40%
54219 Edgewater-Administration	636,011.97	652,662.00	16,650.03	2.55%
54315 Mental Health/AODA Ho Chunk	27,500.00	27,500.00	0.00	0.00%
54316 Mental Institutions State Charge	423.93	424.00	0.07	0.02%
54317 Human Services Crisis Stabilization	365,483.43	388,863.00	23,379.57	6.01%
54324 Norwood-SNF-CMI	880,632.44	928,828.00	48,195.56	5.19%
54325 Norwood SNF TBI	804,816.85	864,870.00	60,053.15	6.94%
54326 Norwood-Inpatient	3,261,301.60	3,512,791.00	251,489.40	7.16%
54330 Norwood-Nursing Administration	214,208.72	218,758.00	4,549.28	2.08%
54350 Norwood-Dietary	986,194.67	975,655.00	(10,539.67)	(1.08%)
54351 Norwood-Plant Ops & Maint	587,898.92	680,489.00	92,590.08	13.61%
54363 Norwood-Medical Records	179,229.39	190,765.00	11,535.61	6.05%
54365 Norwood-Administration	1,188,857.13	1,199,775.00	10,917.87	0.91%

12/28/2017

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Sunday, December 31, 2017

		2017 Actual	2017 Budget	Variance	Variance %
54401	Human Services-Child Welfare	3,202,685.84	3,745,101.00	542,415.16	14.48%
54405	Human Services-Youth Aids	2,968,555.14	3,031,172.00	62,616.86	2.07%
54410	Human Services-Child Care	121,360.09	140,564.00	19,203.91	13.66%
54413	Human Services-Transportation	360,094.80	429,270.00	69,175.20	16.11%
54420	Human Services-ESS	1,241,294.25	1,223,127.00	(18,167.25)	(1.49%)
54425	Human Services-FSET	2,337,662.96	2,061,246.00	(276,416.96)	(13.41%)
54430	Human Services-FSET 50/50	38,517.80	590,180.00	551,662.20	93.47%
54435	Human Services-LIEAP	112,890.62	123,351.00	10,460.38	8.48%
54440	Human Services-Birth to Three	432,287.56	445,739.00	13,451.44	3.02%
54445	Human Services-Childrens COP	287,466.32	371,669.00	84,202.68	22.66%
54450	Human Services-Childrens Waivers	178,464.12	204,866.00	26,401.88	12.89%
54455	Human Services-CSP	513,702.58	542,324.00	28,621.42	5.28%
54460	Human Services-OPC MH	1,123,495.43	1,307,679.00	184,183.57	14.08%
54465	Human Services-CCS	1,646,507.61	1,629,561.00	(16,946.61)	(1.04%)
54470	Human Services-Crisis Legal Svc	667,303.70	692,722.00	25,418.30	3.67%
54475	Human Services-MH Contr COP	1,064,215.59	1,555,300.00	491,084.41	31.57%
54480	Human Services-OPC AODA	478,894.79	483,066.00	4,171.21	0.86%
54485	Human Services-OPC Day Treatment	73,360.59	76,128.00	2,767.41	3.64%
54495	Human Services-AODA Contract	70,315.55	104,900.00	34,584.45	32.97%
54500	Human Services-Administration	2,983,066.28	3,096,908.00	113,841.72	3.68%
54611	Aging-Committee on Aging	146,261.24	198,278.00	52,016.76	26.23%
54630	Aging-Alzheimer's Contrib Exp	4,482.32		(4,482.32)	0.00%
54674	Aging-Trust Fund Schmidt	53,400.93		(53,400.93)	0.00%
54710	Veterans-Veterans Relief	7,189.65	8,161.00	971.35	11.90%
54720	Veterans-Veterans Service Officer	290,547.47	314,448.00	23,900.53	7.60%
54730	Veterans Relief Donations		300.00	300.00	100.00%
54740	Veterans-Care of Veterans Graves	2,860.93	2,865.00	4.07	0.14%
54750	Veterans-WDVA Grant	5,940.02	11,300.00	5,359.98	47.43%
	<b>Total Health and Human Services</b>	<b>37,379,339.71</b>	<b>40,626,237.00</b>	<b>3,246,897.29</b>	<b>7.99%</b>
	<b>Culture, Recreation and Education</b>				
55112	County Aid to Libraries	889,668.00	889,668.00		0.00%
55210	County Parks	1,497,727.51	1,597,796.00	100,068.49	6.26%
55441	Maintenance Snowmobile Trails	86,490.58	67,925.00	(18,565.58)	(27.33%)
55442	ATV Maintenance	9,375.74	12,715.00	3,339.26	26.26%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	456,857.63	510,670.00	53,812.37	10.54%
55630	UW-Extension Center-Marshfield	47,727.00	47,727.00		0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	23,553.56	27,700.00	4,146.44	14.97%
55661	UW-Ext Farm Technology Days		43,000.00	43,000.00	100.00%
	<b>Total Culture, Recreation and Education:</b>	<b>3,068,400.02</b>	<b>3,254,201.00</b>	<b>185,800.98</b>	<b>5.71%</b>
	<b>Conservation and Development</b>				
56111	State Forestry Roads	2,819.26	4,000.00	1,180.74	29.52%
56121	Land Conservation	198,884.44	224,183.00	25,298.56	11.28%
56122	DATCP Grant	285,663.38	327,148.00	41,484.62	12.68%
56123	Wildlife Damage Abatement	73,353.51	83,975.75	10,622.24	12.65%
56125	Non-Metalic Mining Reclamation	29,340.91	36,771.00	7,430.09	20.21%
56127	Don Aron Memorial Fund	20,709.34	25,000.00	4,290.66	17.16%
56310	County Planner	307,383.43	362,464.00	55,080.57	15.20%
56320	Land Record	127,642.50	225,164.00	97,521.50	43.31%
56340	Surveyor	35,263.11	44,750.00	9,486.89	21.20%
56730	Transp & ED-Airport Aid	15,000.00	15,000.00		0.00%
56740	Payment in Lieu of Tax	77,344.60	77,345.00	0.40	0.00%
56750	Transp & Economic Develop	109,110.00	109,110.00		0.00%
56780	CDBG-ED	63,551.42	40,000.00	(23,551.42)	(58.88%)
56911	State Wildlife Habitat	2,000.00	2,000.00		0.00%
56913	Park & Forestry Capital Proj	39,121.72	313,660.00	274,538.28	87.53%
56943	Private Sewage System	182,252.80	235,070.00	52,817.20	22.47%
	<b>Total Conservation and Development</b>	<b>1,569,440.42</b>	<b>2,125,640.75</b>	<b>556,200.33</b>	<b>26.17%</b>
	<b>Capital Outlay</b>				
57120	Cap Projects-Gen Government	921,083.07	925,000.00	3,916.93	0.42%

12/28/2017

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
57140 Cap Projects-Gen Gov Land	2,904,320.17	3,058,487.00	154,166.83	5.04%
57210 Cap Projects-Communications	497,998.76	542,850.00	44,851.24	8.26%
57310 Highway Capital Projects	4,899,627.67	4,730,000.00	(169,627.67)	(3.59%)
57410 Cap Projects-Human Services	184,945.58	255,429.00	70,483.42	27.59%
57510 Cap Projects-Rec & Ed Bldg Impr		15,000.00	15,000.00	100.00%
57610 Cap Projects-Cons & Dev-Vehicles	30,000.00	30,000.00		0.00%
57640 UW Remodeling/Construction	4,372,344.13		(4,372,344.13)	0.00%
57940 Depreciation & Amortization	244,397.23		(244,397.23)	0.00%
Total Capital Outlay	14,054,716.61	9,556,766.00	(4,497,950.61)	(47.07%)
<b>Debt Service</b>				
58110 Debt Service Principal-Gen Gov	460,000.00	460,000.00		0.00%
58140 Debt Service Principal-Highway	1,908,900.00	1,908,900.00		0.00%
58210 Debt Service Interest-General Gov	72,154.65	72,155.00	0.35	0.00%
58240 Debt Service Interest-Highway	343,573.06	343,574.00	0.94	0.00%
58295 Paying Agent & Fiscal Charges	46,232.84	50,000.00	3,767.16	7.53%
Total Debt Service	2,830,860.55	2,834,629.00	3,768.45	0.13%
<b>Other Financing Uses</b>				
59210 Transfers to General Fund	4,386,583.78	5,796,479.00	1,409,895.22	24.32%
59220 Transfer to Special Revenue		15,281.00	15,281.00	100.00%
59270 Transfer to Internal Service		(158,843.00)	(158,843.00)	100.00%
Total Other Financing Uses	4,386,583.78	5,652,917.00	1,266,333.22	22.40%
<b>TOTAL EXPENDITURES</b>	<b>105,292,215.54</b>	<b>111,166,850.00</b>	<b>5,874,634.46</b>	<b>5.28%</b>
<b>NET INCOME (LOSS) *</b>	<b>(566,274.82)</b>	<b>(8,499,586.00)</b>	<b>7,933,311.18</b>	<b>(93.34%)</b>



System: 12/28/2017 9:02:42 AM County of Wood Page: 1  
 User Date: 12/28/2017 TRIAL BALANCE SUMMARY BUDGET VS ACTUAL FOR 2017 User ID: MCUMMINGS  
 General Ledger

Ranges: From: To:  
 Date: 1/1/2017 12/31/2017  
 Account: 401- - -200- 401- - -299-

Sorted By: FUND  
 Include: Posting, Zero Balance/No Trx

^ Inactive Account

Account	Description	Current Balance	Revised Budget
401-1210-57412-210-822	Edgewater Admin Building Architec	\$0.00	\$0.00
401-1210-57412-220-822	Edgewater Admin Building Construc	\$0.00	\$0.00
401-1210-57412-230-822	Edgewater Admin Building Other-EW	\$0.00	\$0.00
401-1403-49110-200-000	Debt Proceeds STFL 02-FINANCE-Cap	(\$1,000,000.00)	(\$1,000,000.00)
401-1403-57120-227-811	Capital Projects-Gen Gov Furnitur	\$93,364.71	\$107,000.00
401-1403-57120-227-814	Capital Projects-Gen Gov-Computer	\$304,212.07	\$293,000.00
401-1403-57210-208-814	Capital Projects-Pub Safety-Compu	\$284,775.00	\$284,775.00
401-1403-57210-213-813	Capital Projects-Pub Safety-Vehic	\$24,000.00	\$24,000.00
401-1403-57210-213-814	Capital Projects-Pub Safety-Compu	\$0.00	\$9,075.00
401-1403-57410-212-811	Capital Projects-Hlth & HS-Furnit	\$0.00	\$10,000.00
401-1403-57410-212-822	Capital Projects-Hlth & HS-Buildi	\$73,322.78	\$97,500.00
401-1403-57410-220-819	Capital Projects-Hlth & HS-Oth Eq	\$62,244.80	\$97,929.00
401-1403-57410-220-823	Capital Projects-Hlth & HS-Bldg I	\$49,378.00	\$50,000.00
401-1403-57510-299-823	Capital Projects-Rec & Ed-Bldg Im	\$0.00	\$15,000.00
401-1403-57610-218-813	Capital Projects-Cons & Dev-Vehic	\$30,000.00	\$30,000.00
Grand Totals:		(\$78,702.64)	\$18,279.00

Total Accounts: 15

Ranges: From: To:  
 Date: 1/1/2017 12/31/2017  
 Account: 401- - -100- 401- - -199-

Sorted By: FUND  
 Include: Posting, Zero Balance/No Trx

^ Inactive Account

Account	Description	Current Balance	Revised Budget
401-1205-57412-110-822	Edgewater Therapy Building-Archit	\$0.00	\$0.00
401-1205-57412-120-822	Edgewater Therapy Building Constr	\$0.00	\$0.00
401-1205-57412-130-822	Edgewater Therapy Building Other-	\$0.00	\$0.00
401-1403-49110-100-000	Debt Proceeds-STFL 01	(\$750,000.00)	(\$750,000.00)
401-1403-49120-105-000	Capital Projects-Proceeds from LT	\$0.00	\$0.00
401-1403-57120-119-822	Capital Projects-Gen Gov Bldg	\$98,449.97	\$100,000.00
401-1403-57120-127-101	Capital Projects-Wages	\$364.80	\$0.00
401-1403-57120-127-115	Capital Projects-FINANCE-Capital	\$11,630.78	\$0.00
401-1403-57120-127-120	Capital Projects-FICA	\$857.45	\$0.00
401-1403-57120-127-130	Capital Projects- Health Insuranc	\$0.00	\$0.00
401-1403-57120-127-132	Capital Projects-Post Employment	\$0.00	\$0.00
401-1403-57120-127-133	Capital Projects-Vision Insurance	\$0.00	\$0.00
401-1403-57120-127-140	Capital Projects-Life Insurance	\$0.00	\$0.00
401-1403-57120-127-151	Capital Projects-Retirement	\$0.00	\$0.00
401-1403-57120-127-160	Capital Projects-FINANCE-Capital	\$0.00	\$0.00
401-1403-57120-127-814	Capital Projects-Gen Gov Comp Eq	\$264,373.22	\$275,000.00
401-1403-57120-127-822	Capital Projects-Gen Gov Bldg	\$147,830.07	\$150,000.00
401-1403-57210-108-814	Capital Projects-Pub Safety-Compu	\$79,707.25	\$100,000.00

Account	Description	Current Balance	Revised Budget
401-1403-57210-108-822	Capital Projects-Pub Safety Bldg	\$109,516.51	\$125,000.00
401-1403-57640-105-814	Capital Projects-FINANCE-Capital	\$0.00	\$0.00
401-1403-57640-105-822	Capital Projects-Building	\$0.00	\$0.00
Grand Totals:		(\$37,269.95)	\$0.00
Total Accounts: 21			



# Wood County

## WISCONSIN

## HUMAN RESOURCES DEPARTMENT

### Interdepartmental Memo

December 27, 2017

To: Ed Wagner, Donna Rozar, Hilde Henkel, Al Breu, Mike Feirer, Bill Clendenning and Lance Pliml

From: Warren Kraft, Director of Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – December 2017

---

#### **General Highlights:**

- Met with Conservation, Education & Economic Development Committee to review performance review process. Attended Judicial & Legislative Committee meeting to listen to discuss of HR realignment. Attended special Executive Committee to process grievance filed by Wood County Deputy Sheriff's Association. (Provided follow-up with Sheriff as directed by Committee.) On standby to participate, if called, in the Health & Human Services Committee concerning educational reimbursement policy and HR realignment.
- Review and upheld denial of prescription coverage, as recommended by the County's third party administrator.
- Continued payroll transition efforts and secured signed confidentiality agreement with Wipfli to permit access to personal and confidential employee information.
- With one HR staff member on continuing intermittent medical leave, continued adjusting and distributing work responsibilities on an as-needed basis.
- With safety/risk manager on medical leave, amended and distributed revised Emergency Contact Roster.
- At the request of the chair of the Public Safety Committee, reviewed and provided summary of work hours for Humane Office, regarding qualification for participation in the Wisconsin Retirement System.
- Reviewed with consultant and Executive Committee chairperson the draft report of Market Review for Wood County Compensation Plan. Discussed process for further consideration and potential implementation ideas.
- Continuing response to a records request from an investigative reporter for the USA Today Network (Gannett) the request seeks discipline and roster records from the Sheriff's Department. Quentin Ellis responded on the Department's behalf and referred the reporter to the Human Resources Department for follow up records requests.
- Under guidance of corporation counsel, provided records and documentation for EEOC claim filed by former employee.
- Met with Department Head concerning personnel matters. Met with Department Head regarding hiring concerns. Discussed with administrator and supervisor the potential ADA and FMLA concerns raised by employee and established protocol to follow.
- Resolved administrator concerns regarding former employee.

- Participated in webinars “Proving - or Disproving - Employee Discrimination Claims”, “Intermittent FMLA Leave and Other Complicated Leave Issues” and “Employee Engagement in a Post-Act 10 Wisconsin”.
- Met with IT staff regarding the continuing educational efforts about phishing and email security, and reviewed program for 2018.

#### **Administrative – Kim McGrath**

- Conducted, completed, and documented three separate employee conduct investigations, including one onsite in Marshfield. Corrective actions are being or have been implemented in two of the cases; the third is being handled by the department.
- Created and implemented a “Request for Medical Accommodation Form” for employee’s seeking accommodations under the Americans with Disabilities Act.
- Conducted five exit interviews.
- Spent time with the Recruitment Coordinator, before her departure, learning the Cyber Recruiter system and recruitment process.
- Attended a special Executive Committee to discuss a grievance filed by Wood County Deputy Sheriff’s Association
- Met with IT staff to discuss educational efforts regarding phishing and systems security.
- Attended the Stevens Point Area Human Resources Association December Board Meeting and Monthly Membership Meeting.
- Held conversations with several department heads and supervisors concerning employee relations and HR practices. Provided HR guidance and support.

#### **Payroll and Benefits – Jodi Pingel**

WPK note: Limited staff time and the impact of redistributed duties do not permit going through Jodi’s activity logs to itemize her tasks prior to medical leave. Though these are from her August report to the Committee, essentially these are the same tasks that she performed until medical leave and are provided for the Committee’s information. (Dates withstanding.) Thank you for your understanding.

Updated with working limited hours while on medical leave

- Processing Family Medical Leave requests.
- Vacation awards.
- Terminations – Cancel insurance benefits, COBRA notification, report final earnings and hours to WRS, PEHP.
- November COBRA remittance and vendor payments.
- Unemployment charges for November 2017.
- Update Reusable timecards in HRMS with Basic Life enrollments.
- Answer employee questions on concerns related to 2018 insurance plans including the new option for short-term disability
- Completion of payroll for 12/7/17 12/21/17
- Employment Verifications
- Payroll Updates including Tax changes, employee transfers, deductions, etc.
- Cobra Renewal with new 2018 rates
- Vendor set-up with Finance for AXA (Life Insurance) and Mutual of Omaha (Short Term Disability)
- New Hire Entries and Benefit Elections

- AXA Census file for Term Life and Long Term Disability Insurance
- Update New Hire/Termination forms with Short-Term Disability Enrollment forms
- Update Flexible Spending Contributions for the 12/21/17 to reflect actual contribution election for 2017
- Medical enrollments 1/1/18 sent to WPS for open enrollment changes
- Mailing list sent to Wellness for 2018 mailing
- Reports for Finance for data migration for payroll (4 hrs obtaining information)
- EAP – Q4 2017 payment
- Employee insurance term letters
- EOI – scanned/saved/mailed EOI forms to AXA
- Worked w/IT on WC Double Check Report
- Sheriff Deputy correction checks
- Payroll Integration files 11/22/17 (corrected) and 12/7/17
- WRS Monthly Remittance – Nov 2017
- Update WC percentage for 2018
- Update WRS percentage for 2018
- TimeStar
  - Assisting with employee and supervisor questions related to the usage of TimeStar
  - Working with IT on configuration updates and verifying data export

**Recruitment – Angel Butler-Meddaugh**

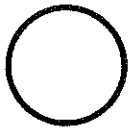
- Per the November 2017 Wood County Board of Supervisors meeting, this position has been eliminated from the budget effective January 1, 2018.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<b>Refilled Position</b>	<b>Department</b>	<b>Position</b>	<b>Status</b>
Replacement	Child Support	Administrative Services 4	Filled (start date 1/15/17)
Replacement	Clerk of Courts	Small Claims- Branch 2 Clerk	Deadline 12/31/17
Replacement	Edgewater	CNA (2 FT, Multiple Casual)	Recruitment by Edgewater
Replacement	Edgewater	Dietary Aide (Casual)	Recruitment by Edgewater
Elig List	Edgewater	RN's (1 PT, 1 Casual)	Recruitment by Edgewater
Replacement	Edgewater	LPN (1 PT)	Recruitment by Edgewater
Replacement	Edgewater	Minimum Data Set Coordinator	Recruitment by Edgewater
New	Finance	Payroll Administrator	Filled (start date 1/2/18)
Replacement	Highway	Mechanic (2)	1 Filled (start date 1/2/18), 1 Deadline 12/31/17
Replacement	Human Services	Accounting Clerk	Deadline 12/31/17
New	Human Services	Bus Driver- Casual	Deadline 1/5/18
Replacement	Human Services	CCS/CSP Service Facilitator	Deadline 12/31/17
Replacement	Human Services	Crisis Interventionist	Deadline 1/30/18
Replacement	Human Services	Family Resources Coordinator	Deadline 1/14/18
Replacement	Human Services	Residential Aides (1 FT and 1 Casual)	Deadline 12/31/17 & 1/14/18
Replacement	Human Services	Secretary (Marshfield)	Deadline 12/31/17
Replacement	Maintenance	Maintenance Technician I	Deadline 12/31/17
Replacement	Norwood	Dietary Aide (1 PT, 1 Casual)	Recruitment by Norwood
Replacement	Norwood	RN (1 FT, 1 Casual)	Recruitment by Norwood
Replacement	Norwood	CNA (2 FT, 1 PT, 3 Casual)	Recruitment by Norwood
Replacement	Norwood	Mental Health Technicians (1 FT, 3 PT, 2 Casual)	Recruitment by Norwood
Replacement	Norwood	Receptionist (Casual)	Recruitment by Norwood
Replacement	Norwood	Discharge Case Manager	Recruitment by Norwood
Replacement	Sheriff	Part-Time (Reserve) Deputies	Eligibility List Established
Replacement	Sheriff	Corrections Officers-Female (Elig list)	Deadline 12/31/17

### **Administrative Services – Kelli Quinnell**

- Continue to fill in for the Payroll & Benefits Coordinator as needed.
- Conducted three new hire orientations in the month of December for eight new hires.
- Entered New Hires and accompanying New Hire paperwork into HRMS.
- Entered FSA elections and Life Insurance/Disability changes for Open Enrollment for all employees into HRMS.
- Continue to assist and educate employees on TimeStar timekeeping system as they call or email for assistance.
- Responded to multiple requests for information from employees and supervisors.
- Responded to multiple Verification of Employment requests.
- Completed numerous payroll-related changes – W-4 Updates, Direct Deposit changes, etc.
- Copied, scanned and sent an employee personnel file per request from Warren Kraft.
- Collecting and entering 2017 Performance Evaluations throughout the month of December to prepare for January Step Increases.

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



ITEM# 1-1  
 DATE January 16, 2017  
 Effective Date Upon County Board approval and publication

**RESOLUTION#**

Introduced by Executive Committee  
 Page 1 of 1

TDM

<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 type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds
Reviewed by: <u>PAK</u> , Corp Counsel	
Reviewed by: <u>mac</u> , Finance Dir.	

**INTENT & SYNOPSIS:** To amend the 2017 budget for County Board (51120) for the purpose of funding higher than anticipated expenditures.

**FISCAL NOTE:** To transfer \$20,000 from available balance in contingency (51590) to County Board (51120). At the time of this request, the funds available in contingency are \$ 311,217. 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	Kremer, B			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Account	Account Name	Debit	Credit
51120	County Board		\$20,000
51590	Contingency	\$20,000	

**WHEREAS**, the amount of per diem, mileage, and associated costs being claimed has greatly increased beyond what was anticipated during the original budget process due to additional committee meetings being held and additional ad hoc committees being formed, and

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

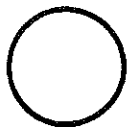
**WHEREAS**, the budget for the contingency account was adopted for the purpose of funding unanticipated expenditures, and

**THEREFORE BE IT RESOLVED**, to amend the Wood County budget for 2017 to transfer \$20,000 from the Contingency Account (51590) to

the County Board (51120) function, and

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





## RESOLUTION#

Introduced by

EXECUTIVE COMMITTEE

Page 1 of 1

Committee

CAK

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

**INTENT & SYNOPSIS:** To accept the transfer of tax deeded property to an adjacent landowner

**FISCAL NOTE:** \$1

**WHEREAS,** Wood County owns tax deeded property in the City of Marshfield since 1987,

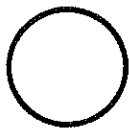
**WHEREAS,** the adjacent landowner has agreed to take this property for \$1 as it is only .07 acres and he has been maintaining the property,

**NOW THEREFORE BE IT RESOLVED** that Wood County transfer the below described property to David W. Kroening.

**City of Marshfield**

**33-00462** That part of Lots 1 & 2 laying Northwesterly of Becker Road, being former Chicago & Northwestern Railroad right of way Block 23, City of Marshfield, Wood County, Wisconsin.

		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	Kremer, B			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			



## RESOLUTION#

Introduced by

EXECUTIVE COMMITTEE

Page 1 of 1

Committee

CAK

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

**INTENT & SYNOPSIS:** To accept the transfer of tax deeded property to the School District of Nekoosa

**FISCAL NOTE:** \$5

**WHEREAS,** Wood County owns tax deeded property in the City of Nekoosa that is located in a flood zone and wetlands, and,

**WHEREAS,** the School District of Nekoosa has agreed to take this property for \$1 for each parcel to use for conservation projects and education,

**NOW THEREFORE BE IT RESOLVED** that Wood County transfer the below described property to the School District of Nekoosa.

**City of Nekoosa**

**30-00940 Lot 6 of Votava Subdivision, City of Nekoosa, Wood County, Wisconsin**

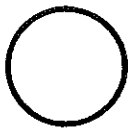
**30-00941 Lot 7 of Votava Subdivision, City of Nekoosa, Wood County, Wisconsin**

**30-00942 Lot 8 of Votava Subdivision, City of Nekoosa, Wood County, Wisconsin**

**30-00943 Lot 9 of Votava Subdivision, City of Nekoosa, Wood County, Wisconsin**

**30-00944 Lot 10 of Votava Subdivision, City of Nekoosa, Wood County, Wisconsin**

		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	Kremer, B			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			



## RESOLUTION#

ITEM#

1-4

DATE

January 16, 2018

Effective Date

January 16, 2018

Introduced by Executive Committee  
Page 1 of 1

LAD

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

**INTENT & SYNOPSIS:** To join with the City of Marshfield in approving a contract authorizing the placement of a communications tower on the UW Marshfield-Wood County campus by a private entity with the revenues generated going to the UW Marshfield-Wood County Commission.

**FISCAL NOTE:** The City of Marshfield and Wood County jointly own the UW Marshfield-Wood County campus in Marshfield and fund the maintenance of the property via a Commission (the Commission); the revenues generated through the communications tower would go to the Commission and thereby reduce the dependency of the Commission on funding by the county and city.

**WHEREAS,** PI Tower Development, LLC (PI Tower) is seeking to construct a communications tower on the UW Marshfield-Wood County campus in Marshfield for the purpose of having an antenna placed on the tower for its client Verizon, with the possibility of there being additional antennas placed on the tower in the future, and

**WHEREAS,** PI Tower has retained the services of Begley Wireless Consulting Services, LLC (Begley) out of Gordon, WI, to work with the Commission in siting the communications tower on the UW property, just off the north end of the parking lot on West 5<sup>th</sup> Street, and

**WHEREAS,** the Commission has been working with Begley for over a year in identifying an appropriate location for the communications tower

and in negotiating the terms of the attached Ground Lease Agreement, and

**WHEREAS,** the UW Board of Regents has consented to the location of a communication tower on this campus by releasing the approximate one acre parcel from a lease the Commission has with the UW System, and

**WHEREAS,** there is reportedly a need for local residents as well as staff and students at the campus to have improved cell phone service, and

**WHEREAS,** the location of the communications tower on the northern edge of the campus, just to the south of the Mid-State campus, will not impede the ability of the Commission to fully utilize the property for the educational needs of the students, which is the mission of the Commission.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to direct the County Clerk and County Board Chairman to execute originals of the attached Ground Lease Agreement with the revenues generated thereby going to the UW Marshfield-Wood County Commission.

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** December 21, 2017

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

**PRESENT:** Donna Rozar, Adam Fischer, Dennis Polach, Jessica Vicente, Marion Hokamp, Brad Kremer, Tom Buttke, Lori Slattery-Smith, R.N.

**EXCUSED:** Eric Quivers, M.D.

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Cindy Robinson, Jo Timmerman, Beth Ferdon, Steve Budnik (Human Services Department); Sue Kunferman, Kathy Alft (Health Department); Rock Larson (Veteran Services); Doug Machon, Bill Clendenning (County Board Supervisors)

**1) Call to Order**

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

**2) Quorum**

The Chair declared a quorum.

**3) Public Comments**

- There were no comments from the public.

**4) Presentation by North Central Community Action Program (NCCAP) Executive Director Diane Sennholz regarding Homeless Initiatives**

Chair Rozar described areas served by NCCAP and introduced Diane Sennholz. Diane described the mission of the NCCAP and shared a summary of services provided in Wood County. Furthermore, she described the different sources of funding for the programs provided. NCCAP provides more than just housing. It also provides case management to create opportunities and increase self-sufficiency for individuals and families.

**5) Consent Agenda**

Health Department and Edgewater Haven narratives pulled from the consent agenda. Motion (Buttke/Slattery-Smith) to approve the consent agenda. All ayes. Motion carried.

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

- **HEALTH:** Sue Kunferman provided additional explanation of how the WIC program is implementing different methods of nutrition education to address the increased caseload. One of these methods includes the reclassification of a Program Coordinator to a Nutritionist/Health Educator position. The reclassified employee meets the position requirements. The position is 100% grant funded, and there is no budgetary impact since the employee will go from a 0.8 to a 0.5 FTE.
- **EDGEWATER:** Cindy Robinson responded to questions regarding the issue with Facebook. Since social media is a significant part of marketing Edgewater Haven, the Committee asked that Cindy work with IT to gain access to Facebook in a timely manner. The Chair stated she would contact Amy Kaup to understand the issue more fully. It was stated that St. Joseph's Hospital, Marshfield was bought July 1<sup>st</sup> and is now Marshfield Medical Center.

Motion (Hokamp/Vicente) to approve the Health Department and Edgewater Haven narratives as presented. All Ayes. Motion carried.

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

Financial statements were reviewed with specific questions answered by appropriate department staff.

**8) Discussion of educational reimbursement draft policy**

The Committee addressed the question of whether or not Wood County should have an educational reimbursement policy. Chair Rozar clarified that the discussions are with tuition reimbursed educational programs, not budgeted, continuing education or certification requirements. Motion (Buttke/Fischer) to not support educational reimbursement for those departments for which this Committee provides oversight, and to further recommend to the Executive Committee that the County not have an educational reimbursement policy. All ayes. Motion carried.

**9) Discussion of realignment of recruitment services**

Sue Kunferman, Brandon Vruwink, and Rock Larson shared concerns with the memo from Human Resources (HR) that outlines the shifting of several recruitment services to county departments. Several Committee

members expressed frustration and concern with the lack of support with recruitment services by the HR Department. There was Committee consensus that the duties assigned to HR before the recruiter position, remain in HR after the elimination of this position. There were concerns regarding the lack of department head input with this drafted memo expressed. Motion (Kremer/Fischer) to direct Brandon Vruwink to schedule a department head meeting as soon as possible for the specific reason of discussing realignment of recruitment duties. All ayes. Motion carried.

**10) Human Services presentation of Family Services Division Plan**

Beth Ferdon shared overall goals of the Wood County Human Services Plan for Family Services Division and responded to Committee member questions.

**11) Clarification of Human Services job description requirements**

Brandon Vruwink spoke with Peter Kastenholz regarding liability concerns expressed by Committee members during the October meeting. There is no liability when the individual employed meets eligibility requirements of the position. Brandon provided an explanation of eligibility requirements and timelines for obtaining necessary certifications after hire.

**12) Edgewater Haven discussion of CIP**

Chair Rozar provided a brief update regarding Edgewater Haven's capital improvement project.

**13) Health Department proposal for in-house water lab**

Sue Kunferman explained the purpose of an in-house water lab for bacteria testing, describing efficiencies and significant cost-savings. Supervisor Kremer asked if nitrate testing would be part of this proposal. Sue responded by stating nitrate testing is more involved and tedious, requiring more capital expenditures in equipment, but is a future possibility. She furthermore explained additional time is required to conduct a fiscal analysis, assuring that offering nitrate testing would not increase overall costs. Motion (Buttke/Slattery-Smith) to authorize the setup of an in-house water lab for bacteria testing. Seven ayes, one opposed (Kremer wants comprehensive in-house lab to include nitrate testing). Motion carried.

**14) Health Department out-of-state travel request to attend Wisconsin Children's Healthy Weight Collaborative Improvement & Innovation Network (COLIN) Learning Session in Bethesda MD, January 8-11, 2018 with all expenses paid from grant funds**

Conference details and learning objectives were included in the Committee packet. Motion (Buttke/Vicente) to authorize attendance to the COLIN Learning Session in Bethesda, MD with all expenses paid with grant funds. All ayes. Motion carried.

**15) Legislative Issue Updates**

Department heads provided updates regarding issues pertaining to their departments.

**16) Items for Future Agenda**

The Chair noted items for future agendas.

**17) Next Meeting(s)**

- January 25, 2017, 5:00 pm, Wood County Annex & Health Center Classroom – Marshfield

**18) Committee may go into closed session pursuant to 19.85(1)(c) Wis. Stats. to discuss annual evaluation of Veterans Service Officer**

Motion (Buttke/...) to convene into closed session pursuant to 19.85(1)(c) Wis. Stats. to discuss the annual evaluation of the Veterans Service Officer. Motion failed for lack of a second.

**19) Return to open session**

n/a

**20) Adjourn**

Chair Rozar declared the meeting adjourned at 7:17 p.m.

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

Minutes subject to Committee approval

---

Marion Hokamp, Secretary  
Health and Human Services Committee

**Health Department Report****December 21, 2017**

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

2

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

- We completed all staff performance evaluations prior to the December 8 deadline.
- Public health preparedness work is taking a significant amount of my time these days as I review and update policies and plans, work with long term care and other providers on their planning efforts, and prepare for a coalition surge test that will occur with the Marshfield Clinic system in early 2018. I will be attending an active shooter train-the-trainer in January. Emergency Management is assisting me in scheduling incident command trainings for health department staff in early 2018 as well.
- We are in the process of updating our strategic plan with new strategies that will get us through the life of the plan (2020).
- You may recall discussion of AB 507 which would allow youth to sell any type of food item to the general public without a license or inspection. There has been an amendment to this bill that would only allow youth to sell “nonhazardous food items” under the legislation.
- I had the opportunity to serve as a guest speaker for the Medical College of Wisconsin medical students at their Wausau campus.

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

The Oral Health Action Team has secured funding from Delta Dental to provide oral health packets at Aspirus Doctors Clinic. The pediatrics department at Aspirus is doing assessments and referring to dental homes as needed.

The Family Support Action Team is currently working to create promotional materials for programs that serve pregnant women and families with young children. A new referral form is being developed that encompasses a variety of programs, making it easier for providers and families to understand what services are available in Wood County.

The coalition is also moving forward in the early stages of planning a business event in collaboration with the Early Years coalition. More details to come!

**Mental Health Matters**

November served as the first month of standing sub-committee meetings. Though the attendance was lower than expected, each group was able to brainstorm tangible action items and start mobilizing them.

The Healthcare Integration sub-committee, which is the only sub-committee without a standing meeting, agreed to meet on December 1<sup>st</sup> in Marshfield. We are looking to start a conversation between the larger health organizations within the county on how they may best work together to serve the mental health needs of Wood County.

From the Adverse Childhood Experiences and Trauma Informed Care sub-committee, a Trauma Informed Care Toolkit workgroup has been developed. This workgroup will help the continual development of the toolkit with the hope of being someday implemented in the health department and partnering organizations. The purpose of implementing a toolkit like this one is to make the organization more trauma sensitive and trauma responsive. Outside of the Mental Health Matters coalition, work within Human Services around Trauma Informed Care is continued. They are looking to implement a fidelity scale for their employees to analyze employee stress, resiliency, compassion fatigue, and burnout. The health department's Trauma Informed Care Champions team is working alongside the developing toolkit to start implementing more immediate Trauma Informed Practices. Currently there is work around making infographics to remind staff of self-care and ways to build resiliency against compassion fatigue. For December, the group wants to do a walkthrough of the River Block building to identify possible areas/objects/signage among other things that could re-traumatize clients.

**AOD Prevention Partnership**

The AOD Prevention Partnership held a full coalition meeting on Thursday, November 2<sup>nd</sup>. Coalition partners were brought together to determine how full coalition meetings will be structured, and the group determined it would be beneficial to have a presentation or educational component. Partners were invited to share what AOD-related activities are going on in the community and to review what the coalition will provide as orientation materials to new coalition members. The full coalition decided to meet quarterly and set meeting dates for the 2018 calendar year.

The AOD Prevention Partnership Steering Committee met prior to the Wood County Drug Task Force meeting on November 8<sup>th</sup>. The Steering Committee briefly discussed their meeting structure and purpose, but spent the majority of the meeting to determine what menu projects Healthy People Wood County (HPWC) would apply for on behalf of Wood County Drug Task Force (WCDF). HPWC applied for prescription drug lock boxes and print materials from the state-wide DOJ campaign, Dose of Reality. This funding goes through April 2018, and additional funding will be available beginning in May 2018.

WCDF heard from Sheila Weix, Addictions Manager, Marshfield Clinic Health System, about Neurobiology of Addiction on the Brain, Medication Assisted Treatment, and Stigma of Addiction. The 5 pillars (Prevention/Education, Harm Reduction, Workplace, Law Enforcement, Treatment) broke out to meet individually. Report-outs from the pillars were from the previous month's meeting, so pillars reported the following updates from the October meeting:

- Prevention/Education pillar had a pillar co-chair step down and sought nominees to fill the co-chair position. There was discussion about the upcoming presentation on November 13<sup>th</sup>, and maintaining the Wood County Resource Guide for Mental Health and Substance Abuse
- Workplace pillar reviewed survey results from workplaces. A presentation was held at Verso to show different aspects of the work environment and tour of the mill. This group will be action planning January/February sessions with Wood County Adult Drug Treatment Court participants.
- Harm Reduction pillar continued to discuss the Peer Recovery Coach program and the Call to Action Summit.
- Law Enforcement and Treatment pillars did not meet.

The WCDF hosted a community presentation on November 13<sup>th</sup> titled *Your Choice to Live: A Family's Journey from Addiction to Recovery*. In total, 80 people attended one of two presentations offered to tour a mock adolescent bedroom and hear a family share their story of living through a loved one's addiction.

The Alcohol Workgroup met November 21<sup>st</sup>. They heard a presentation from Marshfield C.A.R.E.S. and reviewed a questionnaire that will be going out to Wood County liquor license establishments about what kind of support and resources are needed from the coalition. The group also discussed working with one community festival in Wood County to see if support and resources are needed before extending the invitation to other community festivals.

#### Recreate Health

The coalition has received a \$50,000 Catalyst grant from the University of Wisconsin Partnership Program. This grant is health equity based and will help to facilitate community conversation about bike rider memberships, challenges, safety, and opportunities for improvement in the Wisconsin Rapids community.

Recreate Health has also presented the option of a more robust bike share system called Zagster in Wisconsin Rapids to the Legacy Foundation. If grant funding is received bikes will be implemented in April of 2018.

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

##### New Business and Change of Operators

Pre-licensing inspections were conducted at the new Kwik Trip in Wisconsin Rapids and with the new owner of Tropical Smoothie in Wisconsin Rapids. Locals on First opened as a retail food operation selling locally produced items at Karen's Wines and Steins in Wisconsin Rapids.

##### Staff Training

All Environmental Health staff members attended the DATCP Retail Food Fall Road Show. The conference covered proposed changes to ATP 74 Agent Contract and ATP 75 Retail Food Establishments. A proposed change includes a fee schedule based on risk for all food establishments, including grocery stores and convenience stores. The terms *temporary food establishment* and *traveling mobile establishments* will be changed to *transient retail food operations*. There will also be a section on the license holder responsibility including compliance with ATP 75, reporting illness of a food employee, immediate discontinuance of operation if an imminent health hazard is present, and replacement of equipment. All new establishments that intend to serve meals must have a plan review of their facility before licensing. There is also a proposal to require a certified food manager for all retail food services except pre-packaged food establishments and transient retail food operations. Logan, Tim, Greg, and Mariah attended a 2-day pool training offered by DATCP. The training covered pool code, testing, and inspections. A DATCP trainer did a standardization exercise with Greg Kolodziej, who is our program standard. Greg, in turn, will conduct standardization exercises with our staff members. The purpose of standardization is to have inspections throughout the state be done in the same manner with individual violations noted under the proper code citation.

### Farm Technology Days

Environmental Health Staff are involved in planning for the safety of food service at this summer's Farm Technology Days Event. They are working on determining the source of some of the food, safety needs, and water supply safety. Planning will continue as more details become available.

### Investigations

Kate accompanied a Department of Safety and Professional Services investigator on an inspection of a medical facility that may be operating without a license. This is still under investigation. We are involved in an investigation of illnesses that occurred following a catered event. The source of the illnesses is still not determined. Potential causes could be a contaminated product (from another source) being used in food preparation, cross contamination, or person to person spread of illness. The WI Department of Health services is assisting.

### Complaints

Sixteen complaints were received and investigated in Wood County in November.

- 3 mold cases were logged in November. One complaint is pending more information from the complainant. Another case had mold in the attic area but no one in the home had documented illness from mold exposure and the tenants moved out. The landlord plans to clean and repair the home once they are gone. There was a dispute between landlord and the tenants. An abatement order was issued for a third mold complaint that also included structural issues and garbage.
- 3 bed bug complaints and 4 other insect complaints were received. One complaint was resolved by the landlord and tenant working together. Another was a parent whose child had bed bugs when returning from a visit with the other parent. That family does not have funding for treatment so the child will not visit until the bed bugs are addressed. An elderly couple had bed bugs. Pest control was contacted and cleanup needs to occur before it will be effective. The relative feels the health department should take care of that. Bugs were identified as mites from a family pet. A visitor to a home reported a flea infestation. EH visited the home and provided information on flea control; tenant denied a flea problem. Another caller had fleas again, and asked that we re-send info regarding flea control/elimination. An apartment had cockroaches. The tenant was moving and called to make sure they didn't take them with them in their belongings.
- A complaint of unsafe housing was a roommate dispute. Landlord made repairs.
- The toilet in a gas station is damaged and there is a sewer gas smell. We spoke with the owner and the plumber will be making repairs this week.
- A complaint was received regarding a raw hamburger being served at a buffet at a conference. The food manager was contacted. They are aware of the issue and are taking steps to make sure all are cooked thoroughly for buffet service.
- A complaint came in regarding a restaurant worker who didn't wash hands after cleaning and then handled table service. Manager was notified and will look into who was working that day and address the issues.
- A dog was brought into a restaurant and a worker touched the dog without washing hands after. The manager was aware of the incident and will review policy with employees.
- A person called DHS to report illness right after eating at a restaurant. We attempted to contact the person for more information, but our call was not returned. Illness was too soon to be likely caused by this restaurant.

### HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS

#### Oral Health Program – Wendy Ruesch, RDH, CDHC

The initial oral screening and fluoride treatment for 300 children in Wood County Head Start Centers has been completed. Two more screenings and fluoride treatments will be provided during the remainder of the school year. The initial visit for North Wood County second graders and Wisconsin Rapids Area Middle School sealant program has been completed. A follow-up visit has been completed for South Wood County third graders. So far this school year, 944 children have received preventive dental services including 1229 sealants placed on 280 of those children.

### COMMUNICABLE DISEASE TEAM REPORTS

#### Communicable Disease Update – Jean Rosekrans and Alecia Pluess

- During the month of November, Wood County had 24 cases of chlamydia and 4 cases of gonorrhea reported.
- Three confirmed cases of Hepatitis C and 1 case of Hepatitis B were also investigated.



- Three cases of campylobacter, 2 cases of giardia, 6 cases of salmonellosis, 1 case of cryptosporidiosis, and 1 case of E. coli were investigated. Jean assisted Environmental Health staff with a gastrointestinal illness outbreak.
- During November, Wood County had 1 probable and 12 suspect cases of Lyme disease. One suspect case of West Nile Virus was also received.
- Influenza activity is increasing statewide. Influenza A/H3 is the predominant flu virus along with B/Yamagata. During November, Wood County had one confirmed case of influenza-associated hospitalization. Pertussis testing is also increasing. There was one confirmed case of pertussis during November.
- A presentation was done for participants in the Human Services Day Treatment Program on the topics of Hepatitis C and sexually transmitted infections.
- Data from the Immunization School Report to Local Health Department reports was collected from Wood County schools and submitted to the Department of Health Services on November 14<sup>th</sup>. This is an annual requirement.
- Two public health nurses met with a physician group from Aspirus Riverview Clinic to discuss strategies to increase immunization rates in Wood County.

#### Lead Update – Jean Rosekrans

Jean accompanied Environmental Health staff on two home visits for children with elevated lead levels during November.

### FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS

#### Lactation – Amber France

- I am participating on the leadership team for the Children's Healthy Weight Collaborative Improvement and Innovation Network for Wisconsin. This is a quality improvement collaborative to promote nutrition, physical activity, and breastfeeding in Title V programs.
- I have been working with the Aspirus System (both Wisconsin and Michigan facilities) and Marshfield Clinic System to implement materials for consistent prenatal breastfeeding education. A variety of materials are being reviewed and both are considering the option of implementing Coffective to be consistent with what is being provided in WIC and at the health department. Both Aspirus and Marshfield Clinic in Wood County have been piloting Coffective in 2017.
- The Wood County Health Department created and finalized a Breastfeeding Friendly Business Toolkit that is being adopted by the Wisconsin Department of Health Services.

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

- Wood County WIC caseload continues to increase. We have been accommodating by adding WIC clinics and providing nutrition education via phone appointments.
- The farmer's market season ended with a WIC Farmer's Market Voucher redemption rate of 54%, which is up from 52% in 2016. Phone calls will be made to participants who did not redeem their vouchers in order to implement quality improvement for 2018.
- Camen Haessig attended Car Seat Technician training. This will allow us to better meet the needs of our WIC participants.
- Lynz Jordan became a board member of the Wisconsin WIC Association.

#### Caseload for 2017 (Contracted caseload 1382)

	<u>Dec</u> <u>2016</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>
<b>Active (initial)</b>	<u>1336</u>	<u>1348</u>	<u>1368</u>	<u>1394</u>	<u>1371</u>	<u>1368</u>	<u>1388</u>	<u>1367</u>	<u>1454</u>	<u>1444</u>	<u>1394</u>	<u>1475</u>
<b>Active (final)</b>	<u>1343</u>	<u>1368</u>	<u>1380</u>	<u>1394</u>	<u>1371</u>	<u>1391</u>	<u>1389</u>	<u>1423</u>	<u>1454</u>	<u>1446</u>	<u>1463</u>	
<b>Participating</b>	<u>1411</u>	<u>1439</u>	<u>1474</u>	<u>1467</u>	<u>1475</u>	<u>1482</u>	<u>1472</u>	<u>1496</u>	<u>1539</u>	<u>1512</u>	<u>1510</u>	<u>1526</u>

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

**Meeting Date:** December 22, 2017

Caseload activity for November - 22 new veterans served. During the month of November we completed 340 federal forms:

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

**Activities:**

1. Completed as of December 13, 2017:
  - a. November 11 – Wood County Veterans Memorial ceremony/dedication program at the Courthouse.
  - b. November 16 – State Assembly Committee on Veterans and Military Affairs hearing on:
    - i. Assembly Bill 436 Relating to reducing the eligibility threshold for disabled veteran's property tax credit.
    - ii. Assembly Bill 520 Relating to state hunting and fishing fees for the Conservation Patron license fees for resident and no-resident veterans awarded the Purple Heart or awards of higher precedent.
    - iii. Assembly Bill 585 Relating to adding certain at risk veterans to the Department of Justice Alert Network.
  - c. November 29 – UW Extension Visioning Session.
  - d. December 7 – Pearl Harbor Day ceremony at Wisconsin Rapids VFW.
  - e. December 8 – CVSO Northeast and Northwest regional training in Neillsville.
  - f. December 12 – Presentation to Ascension/Ministry Hospice staff topic Vet Center
  - g. December 12 – Presentation to the Crisis Intervention Team training class at Midstate topic Veteran & PTSD
  - h. December 13 – Presentation to Ascension/Ministry Hospice staff topic Disability & DIC
  - i. December 13 - Tomah VAMC quarterly update to CVSOs and Legislator staff.
2. Near Future:
  - a. December 20 – Presentation to Ascension/Ministry Hospice staff topic VA Non Service Connected Pension and Survivor Pension.

**Office updates:**

1. Wood County veteran hiring initiative: No progress in this reporting period

2. New Veterans Office remodel goes into phase II. The old data center has been reduced to bare/no walls with all the equipment removed. Maintenance staff are working to update/change heating and electrical and we look forward to the build out.
3. The work and access to the Wood County Veteran Services Facebook page has hit a snag and we hope IT will soon figure out how to configure a corporate Facebook page. They do not want to tie it to a personal account which is how most appear to be done.
4. National Hospice and Palliative Care Organization We Honor Veterans Campaign (see attached Fact sheet). Ascension/Ministry Hospice has asked our office to assist them in reaching the Level 2 in this program. We will be providing presentations to their staff on the VA Vet Center counseling, VA disability compensation/presumptive disabilities, Service connected death/Dependency & Indemnity compensation and Non service connected pension and survivor pension. These programs assist the veteran in hospice care with issues related to service and follow on benefits for the survivors.
5. Case Study-in March 2017, we started a new claim for a Coast Guard Vietnam veteran who was just denied updating of his Department of Transportation Commercial Drivers License because he had ischemic heart disease (Agent Orange presumptive illness). He came into our office with being told no to Agent Orange claims before because he was Coast Guard and we assured him we would file a claim for him. The claim was research intensive because we had to prove that his ship was on the VA ship list for Naval and Coast Guard ships, show that he was in the brown water (inland waterways) and/or on land in Vietnam, and the VA still did a separate review on him to verify that he was indeed exposed to Agent Orange. During this claim process because the veteran had lost his supplemental income they were having some distress. In late September the veteran had his compensation and pension exams for all of the issues that he claimed and it took them until December 1, 2017 to finalize his claim. Not only did they rate the veteran on his Agent Orange exposure related conditions they gave him ratings for them back to March 2004 when he first filed a claim for hearing loss. This process was part of the Nehmer Court of Veterans Appeals decision. Thus bringing over \$40,000 in back pay to the veteran. The veteran went from financial distress to paying all his back dated bills (saving his home from foreclosure) and having a cushion to live on. The veteran is currently rated 100% disabled due to his heart disease, he will receive \$3,139 per month, his spouse will receive CHAMPVA healthcare insurance (premium free) and they are entitled to the Wisconsin veteran property tax credit.
6. The new application & requirements for the Wisconsin Department of Veterans Affairs grant to Counties and Tribes for improvement of services has been created. All applications must be received by January 31, 2018 for the grant covering the period of July 1, 2017 to June 31<sup>st</sup> 2018. The grant requires end of calendar year 2017 information. Our application will be completed using the 2017 & 2018 veteran service office budgets (which included the \$11,500 grant) and signed by the Veteran Service Officer and the County Board Chairman. A copy of the completed grant will be included in the January packet.

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

### **December 12, 2017**

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

The Behavioral Health and Family Services Divisions are half-way through the facilitated portion of the Organizational Effectiveness Project. This project is focused on improving the working relationship between the Behavioral Health and Family Services Teams. A great deal of work has started as we work towards improving relationships and creating a more collaborative culture. This project will continue through the facilitated phase into January. Once this phase is completed it will be imperative that the "OE Team" continues to meet regularly to ensure that we work towards our goals.

The WCHSA Fall Conference was held on November 30<sup>th</sup> and December 1<sup>st</sup> in Stevens Point. Wood County was well represented at the conference with Elisabeth Ferdon, Jodi Liegl, Steven Budnik and I attending. We were also represented by Health and Human Services Committee members Supervisor Adam Fischer and Supervisor Brad Kremer, in addition Supervisor Doug Machon attended as well. The primary focus of the conference was on Child Welfare and the impact that drug use has had on the system. Additional updates were provided by the Department of Children and Families and the Department of Health Services.

The transition shelter that was operated by St. Vincent de Paul in Marshfield closed on December 5<sup>th</sup>. I was asked as the Human Services Director to participate in a meeting with various community stakeholders on December 4<sup>th</sup> to discuss the future of the shelter. This meeting was informative and provided information on the possible options for future use of the shelter space. St. Vincent de Paul is working with interested organizations to find the best use of the shelter. I reaffirmed Wood County Human Services position of providing services to those that are in need of transitional services. WCHSD has a very strong Employment and Training program that can assist those in need with skill enhancement, resume writing, job search assistance, educational assistance, transportation assistance and work readiness supplies. I will continue to monitor this process and look forward to working with the future provider to ensure that we are prepared to provide services to shelter residents.

I have been working with the City of Marshfield to extend our lease at the City Hall Building in Marshfield. In discussion with the City they were willing to extend the lease through August 31, 2018. After consulting with Corporation Counsel Peter Kastenholtz, this lease was signed on November 21<sup>st</sup>. I will continue working with the Health and Human Services Committee to discuss our future space needs in Marshfield.

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

The last half of November and early December have continued to be busy in Family Services Division as we are continuing to receive an increased level of referrals, both in the Initial Assessment and Juvenile Justice units. We are monitoring this trend, and are noting that many of these referrals, especially in Child Welfare, involve cases in which there is parental drug use. At this point the increases are within our ability to provide quality services to clients; however we are still experiencing some challenges in being able to match youth in need of out of home placement to appropriate resources.

At the end of November, Division Administrator Beth Ferdon, Ongoing unit Supervisor Jodi Liegl and

Human Services Director Brandon Vruwink, as well as some other Wood County employees and County Supervisors, attended the WCHSA (Wisconsin County Human Services Association) Conference in Stevens Point. It was great to be able to spend some time together sharing information and receiving information from the State! We received a great deal of information about how the "drug epidemic" has affected the ability of counties to provide services to children and families. In examining the data given by the state, it appears that Wood County is not experiencing as dramatic of an increase in referrals and out of home placements as some counties in Wisconsin have experienced within the last year. Overall it appears that Wisconsin is doing well compared to some other states in addressing drug concerns, especially those related to addiction to opiates such as pain pills and heroin.

Family Services has achieved a successful transition to bringing the services formerly provided by Professional Services Group in house. The transition was official as of 11/01/17 and has been going well, thus far, although workers in the Resource Unit have been stretched to accommodate this work as well as their own workload. These services include providing drug testing, electronic monitoring and in home safety checks. Our current ability to provide more immediate results has resulted in an increased level of referrals for both drug testing and electronic monitoring. We are also planning to implement the expanded services plan for in-home services in 2018 will be implementing the mentoring/intensive services programming beginning in January 2018, after we have hired additional staff.

We have also been continuing to cooperate with statewide efforts to support us in recruiting more foster parents as the need for qualified and skilled foster parents continues to grow. We have identified some foster parents who will assist us in recruitment efforts and are developing a more comprehensive recruitment plan. One of these foster parents has already been trained and has reported that the training she received from the State is very helpful. Our Foster Care Program also had our Winter Event for foster parents and children on 12/5/17. The theme was "The Night Before Christmas". We were excited to be able to provide this fun time for our foster parents and staff. It was a success and both foster parents and children appeared to enjoy the activities.

We at Family Services are looking forward to continuing to grow in our ability to provide quality services to youth and their families throughout the coming year.

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

Personnel: Michelle Krug began employment as a Casual Crisis Interventionist in October. Susan James began employment as a part time Crisis Interventionist on November 6<sup>th</sup>. Cali Schneller has announced her resignation from her position as CCS/CSP Case Manager effective December 28<sup>th</sup>.

Ethics and boundaries is a required training for certified and licensed social workers and professional counselors. Continuing education requirements are 4 hours of ethics and boundaries every 2-year certification cycle. This year we were able to bring the training right to us through the Behavioral Health Training Partnership. There were two trainings in November, one in Marshfield and one in Wisconsin Rapids. 47 staff attended these trainings including the majority of Behavioral Health staff that is required to have ethics and boundaries for certification. There was no additional cost to us to have the trainings at our own facilities, thus saving on staff time and travel expenses.

Bridgeway:

Month- 2017	# Clients served	Total #Days	Crisis Stabilization hours	#Out of county
March	2	10	39	0
April	7	76	212	1
May	13	104	340	0
June	9	96	339	0
July	15	120	395	0
August	18	184	614	2
September	18	143	498	4
October	26	177	566	3
November	23	174	497	3

March- November 2017 financial savings:

Number days of institutional or group home placement prevented: 248

Number days stayed at Bridgeway after discharge from Norwood Admissions: 319

Outpatient Clinic: We continue to work on the plan for expanding the clinic hours to include two evenings per week. Staffing and safety issues must be addressed prior to being able to start. The estimated start date for the new clinic hours is February of 2018. Evening hours will allow for more flexibility of appointments and group therapy services. In November, Dr. Jonathon Snider started having office hours in the Outpatient Clinic in the River Block office. He previously worked solely out of the branch office at Norwood. These additional hours at River Block will help to alleviate the waiting list for Wisconsin Rapids which is considerably longer than the waiting list in Marshfield. This will also allow the opportunity for Dr. Snider to offer psychological testing in both Marshfield and Wisconsin Rapids. Currently, there are 53 people on the waiting list for an intake appointment with a therapist. This includes both mental health and AODA.

**Administrative Services Update by Jo Timmerman**

Norwood: Our Medicaid Rates on the Crossroads Unit increased retroactively 7-1-17 and 10-01-17 \$14.72/day and \$15.85/day respectively. The lower daily rate was used for the 2018 budget projections, therefore this increase in rate is not reflected in either the 2017 07-01-17 through 12-31-17 or 2018 Crossroads' revenues.

Work on bringing Norwood back to Enterprise fund status has begun. The General Ledger has been submitted to the Finance Department for implementation effective 01-01-18. I had a telephone conference with the Finance Director and incoming Finance Director regarding the rebuild of Norwood's General Ledger for this project.

Community: We sent two Fiscal staff members to attend the multi-county TCM meeting on 11-14-17. We have been experiencing several issues with our PPS stating reporting out of the TCM system. These problems have been ongoing for several months where duplicate strips are reporting in the system; also episode overlaps; along with the random ending of episodes and opening new ones that were not input. Our Reporting Clerk had been working with the IT Department for a resolution to the system problems.

We are still waiting for a new AR Aging report for reconciliations. Several requests for a corrected report have been submitted over the last six months. This report is critical to our reconciliation process.

TRIP collections are being prepared for registration to the intercept program. \$160,100 of debt will be registered for the upcoming 2017 income tax season. Collections received in 2017 for currently listed debts totals \$71,432.

Edgewater: Our Medicaid rates for Edgewater also increased retroactively to 07-01-17 and 10-01-17 by \$9.44/day for 7-1-17 and \$10.19/day for 10-01-17. Edgewater's budget projections also used the lower rate for both 2017 and 2018 revenue projections.

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

Independent Living Program (IL Program): The North Central Independent Living Program – Region 1 is excited to complete our first year of regional operation as of 12/31/17! With our first year complete, the 2019 Program Plan has been submitted and approved by the Department of Children & Families for continued services. Congratulations to our entire team and emerging adults served, as we continue to grow our IL Program and services!

The IL Coordinators attended the statewide IL Youth Advisory Council meetings December 1- 2, 2017 in Wisconsin Dells. From our region, two emerging adults attended with one of our representatives elected for a state Youth Advisory Council Historian position, representing our region both locally and for state IL initiatives.

Food Share Employment & Training (FSET) Program: The North Central FSET Program is excited to welcome Hannah Maurer (started 11/27/17) and Olivia Boyd (12/4/17) to our team! Hannah and Olivia are our newest FSET Case Managers working in the Wood County – Wisconsin Rapids office. The region will also welcome Jennifer Anderson, CW Solutions – FSET Program Support Specialist on 12/18/17 to our Wisconsin Rapids office location, offering additional support to the nine-county FSET region and Wood County Community Resources River Block office.

The month of November was exciting for our FSET Program, as this was our 3<sup>rd</sup> highest enrollment month in 2017! For the second month in 2017, our nine-county FSET region exceeded a 50% enrollment rate, enrolling 52.41% of our total referred customers. As of November 30, 2017, our North Central FSET Program is serving a total of 1,179 customers in employment and training to assist in achieving their employment and training goals.

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

We have hired a Psychiatrist for the Inpatient Treatment Director. Dr. George Melnyk will be starting on December 11. He comes to us from Mayo Clinic in Eau Claire. We are excited to have him join our team and are excited for the progress we can move forward with now that we have a permanent provider.

Pathways Update: The month of November we averaged 3.7 overflow mental health patients and one TBI patient. We had three TBI referrals in November.

Our Crossroads census maintains at capacity and our census was full at 16 the entire month.

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

The census on the hospital unit has been around 12 patients per day. We are currently looking at a train the trainer program on the subject of dealing with violent and aggressive behaviors as we have seen an increase in the acuity and number of behaviors on the hospital unit.

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

Our one full-time staff returned to work this month from an injury. He is on light duty and works shortened days. We have adjusted by addressing the highest priority needs and postponing Preventative Maintenance and less pressing tasks.

BSG, our housekeeping vendor, has been addressing floor care needs per the discussion I had with their Manager last month. Some other cleaning deficiencies have come to my attention during routine inspection and have also been discussed with the Housekeeping Supervisor. I will continue to monitor.

Work is completed on converting the Gymnasium light to LED bulbs. Also, a switch was installed close to the entry doors to increase safety as this was not available in the original design. The Focus on Energy incentive application has been submitted.

I presented the annual Fire and Safety training on the 9<sup>th</sup>. This year I added information on new CMS rules.

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

Congregate meals for the month of November totaled 10,571. Year-to-date totals are 118,773 meals. Total revenues through November: \$536,846.

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

As of January 1<sup>st</sup>, we will be changing from the way we do transcription. Previously, our physicians have been dictating their notes and our transcriptionists would transcribe. In January, we will be using a Scribe. This individual will sit with the Physician and patient and document during the encounter. This should result in more efficiency and maximize our reimbursement on the hospital unit.

From a QAPI standpoint, Jerin will be performing a re-assessment that will include seeing where we stand on indicators, going over our current projects, and checking our facility QAPI plan against the guidelines from CMS.

### **November 2017 Referrals for TBI Unit**

Date	From	Patient	Status	Additional Info (Insurance/appropriate)
11/1/2017	Dubuque Mercy Medical Center, IA	55 female	denied	Not TBI, long-term care with psych needs
11/16/2017	Dubuque Mercy Medical Center, IA	77 female	denied	Not TBI, long-term care with psych needs
11/17/2017	Select Specialty Hospital	85 female	denied	Not TBI, palliative care



### **Edgewater Haven Update by Cindy Robinson**

In the month of November we had 15 admissions and 2 readmissions. Current census on the Behavior Wing is 6 residents. Census comparison to last year:

November 2016 – 57.83 average census with 5.76 rehab

November 2017 – 53.43 average census with 8.2 rehab

Admissions/Discharges Comparison:

November 2016 – Admissions 11/Discharges 12/Readmissions 7

November 2017– Admissions 15/Discharges 16/Readmissions 2

November was a roller coaster ride of census highs and lows, either a plethora of referrals and admissions or the opposite. Unfortunately, the month ended with low census and research concluded that was consistent with our neighboring facilities and the hospital also having low census.

CNA shortages are nationwide and we are very aggressive in hoping to capture the audience that is available. We hosted a CNA class here from the tech school in November, treated them with sub sandwiches on their last day here, in an effort to “win” them over. They did comment that no other facility had ever done that before. There is another class scheduled to start in March.

On November 13, another planning session was held for the CIP project and it has continued to progress. Jim Lucas, architect, sent out proposal options. November 29, 2017, Jim Lucas attended the Health and Human Services Committee meeting for a Q&A session and it was approved to proceed with proposal that included Construction Management.

The BSG contract for laundry was finalized and the three staff members currently in that department were notified of the change. The change over date is planned for December 31, 2017.

Marketing: We continue to do on-site visits to hospitals, and our routine monthly and weekly marketing events throughout the community. Brochures were taken to key referral sources and/or locations. Blood Pressure clinic with nursing staff for additional marketing. Social Worker, Jennifer Hoffman, attended a Health fair at St. Joe’s in Marshfield, marketing our facility. NHA had a meeting with Ascension Hospice, going out into the community and was introduced to some of her contacts for referral sources. Facebook process is delayed; due to some issues with Facebook, IT is assisting with this process. The sign replacement for the front of the building is in process. I have been working with the new lead from Greenfield Therapies to develop opportunities for marketing outpatient therapies.

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 WEDNESDAY, JANUARY 3, 2018  
 WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Kenneth Curry, Robert Ashbeck, Bill Leichtnam, Adam Fischer (via teleconference) and Harvey Petersen.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg and Adam Dekleyn

Land & Water Conservation Staff: Shane Wucherpennig

UW Extension Staff: Peter Manley, Jason Hausler, Katie Tomsyck, Jackie Carattini

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Lance Pliml, Sue Kunferman (Wood Co. Health Dept.), Logan Manthe (Wood Co. Health Dept.), Nancy Eggleston (Wood Co. Health Dept.), Kevin Masarik (UW-Extension), Sam Warp Jr. (City of Marshfield) Dale Christiansen (Central WI State Fair), and Jeffry Hartman (Central WI State Fair).

1. **Call to Order.** Chairperson Henkel called the CEED Meeting to order at 9:00 a.m.
2. **Public Comments.** None.
3. **Review Correspondence.**
  - A. Jason Hausler introduced the new UW-Extension Family Living Educator, Jackie Carattini.
  - B. Bill Leichtnam shared a letter from the DNR that is asking for public input. He asked committee members to individually consider providing input by the January 25<sup>th</sup> deadline.
4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the December 6, 2017 CEED meeting, November 29<sup>th</sup> Special CEED Meeting, December 19<sup>th</sup> Special CEED Meeting 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Justin Conner, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Shane Wucherpennig, Tracy Arnold, Adam Groshek, Emily Salvinski, Lori Ruess, Peter Manley, Matt Lippert, Jodi Friday, Chris Viau, Laura Huber and Jeremy Erickson.

*Motion by Ken Curry to approve and accept the minutes of the December 6, 2017, November 29<sup>th</sup>, 2017, and December 19<sup>th</sup>, 2017 meetings, the bills from Planning & Zoning, Land & Water Conservation, and UW-Extension, and the staff activity reports as presented. Second by Robert Ashbeck. Motion carried unanimously.*

5. **Risk and Injury Report.** None.

**6. Land & Water Conservation Department**

- A. Presentation on how Wood County soils vary from north to south in susceptibility to groundwater contamination from Kevin Masarik, Groundwater Education Specialist, UW-Extension. Kevin Masarik gave an overview of groundwater pollution and groundwater contamination susceptibility. Southeastern Wood County is more susceptible than the northwestern part of the county. He also stated that farmers are doing a good job of keeping nutrients in the root system during the growing season, but leeching is occurring during the fall and spring. Cover crops can help during those times. For Wood County, 6% of wells tested exceed the 10mg/L nitrate standard. The Center for Watershed Science has detailed

information available about nitrates on sandy soil. Bill Leichtnam would like to add a discussion about this presentation on the next agenda.

- B. Report on December County Conservationist meeting. Shane Wucherpennig shared that Jim VandenBrook will be retiring; he has been an outstanding leader for the WI Land & Water Organization. He learned that Wisconsin is losing over 20k acres of cropland annually to residential land, and that Wisconsin has lost over half of its wetland capabilities. DNR gave updates on NR151. There was a presentation on what the County's role in Groundwater Quality Protection will be. Shane also shared that the L&WC Department received a notice for a request for a review of the Reclamation for Badger Sandstone, which will tie up staff for much of February.
- C. Discuss Golden Sands RC&D presentation to Wood County. Joel Kuehnhold from Golden Sands RC&D has requested to present to County Boards throughout the Central Sands region. Ken Curry commented that the CEED Committee has historical questions about what value that RC&D brings to Wood County, and suggests that Joel presents to the CEED Committee first. This will be scheduled for the March CEED Meeting.

## **7. UW Extension**

- A. Report from Dale Christiansen, Central WI State Fair Executive Director- Dale Christiansen shared that the 2017 fair was a success. The fair needed to address the declining income with amusements, so they found a new amusement company and moved the fair dates to a week earlier. There has been a positive response to moving the fair dates. Dale shared a report on the Junior Fair financials. The total expense was \$ 40,235. With moving the fair dates, there will be a conflict with the draft horse show, which will now potentially be a stand-alone event. The county provides the Junior Fair with \$32,000 annually. There was a consensus by the committee to release half of amount at this time. The committee will discuss releasing the remaining amount at the February CEED Meeting.
- B. Staffing Update- Jason Hausler shared that the final interviews for 4-H Coordinator position will be held on Tuesday, January 9th, with an expected start date of February 1. Peter Manley is retiring; a reception for Peter will be held on January 15<sup>th</sup> from 1:00-2:30pm in room 114. Jason will be looking at internal UW-Extension applicants to fill Peter's position. He would like to have a discussion at the next CEED committee meeting about prioritization for Peter's position, about potentially filling the third support staff position, and look at how we recruit that position and move it forward.

## **8. Economic Development**

- A. Consider resolution amending the 2017 CDBG-ED Budget (56780). This will not affect the general fund.

*Motion by Bill Leichtnam to amend the 2017 budget for the Community Development Block Grant function (56780) for additional expenditures not anticipated during the original budget process. Second by Robert Ashbeck. Motion carried unanimously.*

## **9. County Surveyor. No update.**

## **10. Planning**

- A. Bill Leichtnam asked Jason Grueneberg if the program fee notices on page 24 of the packet is higher or lower than it was historically. He responded that it was typical and that overall, Wood County has a high percentage of compliance.

**11. Review 2018 goals for County Conservationist and Planning & Zoning Director.**

- A. Jason shared his three 2018 goals with the committee and gave a brief overview.

Goal #1 (15 points): Propose new fee structure for Planning & Zoning Office.

Goal #2 (10 points): Develop approach to scan and index floodplain mapping document and initiate the process in 2018.

Goal #3 (5 points): Conduct teambuilding training and personality type training for all department staff

*Motion by Ken Curry to approve Jason Grueneberg's 2018 goals. Second by Bill Leichtnam. Motion carried unanimously.*

- B. Shane Wucherpennig shared his three 2018 goals with the committee via email and gave a brief overview.

Goal #1 (5 points): Prepare a presentation for the full County Board for the February meeting, highlighting the L&WC Department's work to aid in groundwater quality.

Goal #2 (5 points): to work with a regional team to plan Healthy Soils, Healthy waters conference.

Goal #3 (20 points): to plan, develop, and write the 9-key element plan for the Mill Creek Watershed.

Bill Leichtnam commented that the Central Sand Groundwater Group would like the Healthy Soils, Healthy Water Conference to be larger and include a water summit. Shane spoke to the event's planning committee members about this possibility and they feel that this addition would pull away from the important 1-on-1 famer interactions. However, some of the core group would be willing to assist with planning a separate water summit. There is potential to partner with Portage County for a water summit. Bill Leichtnam would like to see the groundwater summit added to one of Shane's goals. Shane said he would like to be involved with the summit, but cannot take the lead due to time constraints.

Ken Curry was excused at 11:08am.

*Motion by Adam Fischer to accept Shane Wucherpennigs' 2018 goals. Second by Harvey Peterson.*

*Ayes: Hilde Henkel, Robert Ashbeck, Adam Fischer, Harvey Peterson.*

*Nays: Bill Leichtnam; Bill believes Shane's goals should include emphasis on groundwater.*

*Motion carried.*

- 12. Discuss hiring in the future without a recruiter.** Lance Pliml explained that HR will still perform the HR function of recruiting, but will lose the ability to go outside of that building to recruit. Discussion followed.

**13. Schedule next regular committee meeting**

The next regular CEED meeting is scheduled for Wednesday, February 7, 2018 at 9:00am at the Wood County Courthouse, Room 115.

**14. Agenda items for next meeting**

- A. Discuss today's groundwater presentation meeting.  
B. MOU discussion (UW- Extension)

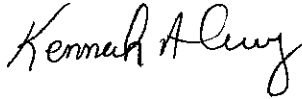
- C. Discuss CNRED position priorities (UW-Extension).
- D. #7, #8, and #9 of Supervisor Leichtnam's 9 recommendations for clean water in Wood County.

15. Schedule any additional meetings if necessary. None.

**16. Adjourn**

*Motion by Harvey Peterson to adjourn at 11:26 am. Second by Bill Leichtnam. Motion carried unanimously.*

Respectfully submitted,

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

Kenneth Curry, Secretary  
Minutes by Katie Tomsyck, UW-Extension  
Review for submittal to County Board by Kenneth Curry (approved on January 09, 2018)

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**November 16, 2017**  
**Golden Sands Office, Stevens Point, WI**

**Call to Order:** Ed Hernandez called the meeting to order at 9:04 a.m.

**Attendance:** Al Barden; Gary Beastrom; Reesa Evans; Ed Hernandez; Denise Hilgart; Joel Kuehnhold; Hugh O'Donnell; Amy Thorstenson. Ed Miller and Deb Jakubek were not present.

**Minutes:** Motion made by Barden, seconded O'Donnell, to approve minutes of the last meeting. Motion carried unanimously.

**Closed Session:** None necessary.

**Treasurer's Report:** Hilgart passed out the treasurer's report, along with separate sheets outlining credit card specifics. There were no dispersals or receipts out of the norm. Barden noted he would like to see the source of deposits noted on the treasurer's report. Motion by O'Donnell, seconded by Barden, to forward to the full council. Motion carried unanimously.

**Financial Procedures:**

**Joe Piechowski Memorial Fund:** unintentionally skipped.

**Tax Filing/Accountant's Review:** This will be discussed in January.

**Business Plan Framework:** Kuehnhold outlined in great detail what categories need to be covered in the business plan. There are still some areas where he need to gather more information. Categories to be covered in the plan include: Mission Statement; Goals (short and long); SWOT analysis for team members and for 5 areas of work (water, forestry, contracted services, agriculture and fiscal sponsorship); Scope of Projects; Capacity Building, including partner survey; Financials, both historical and projected; Grant Projections; Marketing Strategies; Community Involvement.

**Celebrating 45 years:** This is on the website and is also on all materials going out of GS currently.

**Staff & Membership:**

**Membership Dues:** All counties except Monroe and Outagamie have paid something. Dues will remain the same for 2018. However, due to the arrangements previously made, the amounts will be reviewed in 2018 to determine dues for subsequent years.

**Council Purchases:** No further action on Mailchimp. The newsletter still has not gone out.

**Insurance & Benefits:** Nothing new.

**Personnel Policy & Procedure Handbook:** Nothing not already discussed. The “year-end” appeal still has not been sent out.

**Other Business:** The committee agreed by consensus that the domain for the Prairie Chicken Festival should be extended for 3 years. The communication plan completed in 2007 needs to be updated.

**Adjournment:** The meeting was adjourned at 9:58 a.m. upon motion made by Barden, seconded by Beastrom..

Respectfully submitted,

Reesa Evans  
Secretary, Golden Sands RC & D

**Golden Sands Resource Conservation & Development Council, Inc.**  
Forestry / Agriculture / Wildlife Committee Meeting Minutes

**November 16, 2017**

**Golden Sands RC&D Office**  
**Learning Landing- 1<sup>st</sup> Floor**  
1100 Main Street  
Stevens Point, WI

**10:00 – 11:00 AM**

Call to Order -----Barden  
Those in attendance included Brent Tessmer, Al Barden, Hugh O'Donnell, Gary  
Beastrom, Joel Kuehnhold, Denise Hilgart. Meeting was called to order by  
President Barden at 10:03

Introductions -----Committee  
Approve Minutes -----Committee  
Clendenning moved to approve. 2nd by O'Donnell

Project Updates-----Staff

- EAB project - EAB has been found in Rib Mountain, discussion on new marketing strategies-perhaps "how to maintain canopy" or another name change to get communities to buy in.
- Bluebird/Bat houses - scheduled meeting with tech ed teacher at Tomorrow River High School to discuss supplies needed and timeline for the project. Clendenning will be sending additional information regarding Bluebird house maintenance and such that can be included with each house that is sold.
- Tree Shelter Sales - Reminder mailing was sent out to county conservationists
- Neighborhood Gardens - Funds continue to be difficult to obtain. Discussion on if we might be able to get that project to a church group or join forces to get the work done that needs to happen to keep the project going.
- Technical Service Provider Work - Josh Benes will be working on getting training to write MFL and FSP plans. Need to double check to see if this will work for him to do TSP forestry work with NRCS.



- Woods & Wildlife for Today & Tomorrow - Josh Benes has taken over the project and has been working diligently on getting it rolling along. He has been making contacts with LCC's and at the state level and learning about the project.
- Grassworks Grazing Grant - Gave update on the pasture walks in September and the one in December.

New Projects Ideas/Approval-----Committee  
None

Other Business -----Open

- Fern Island - was held October 13th, the project will be on going. 18 students participated in the project. Were short students this year. Typically would have 25 students helping on the project.
- Adjourn ----- Committee  
Clendenning moved. O'Donnell seconded at 10:40

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Water Committee Meeting**  
**November 16, 2017**  
**Golden Sands Office, Stevens Point, WI**

**Call to Order:** Al Rosenthal, acting chair, called the meeting to order at 10:04 a.m.

**Attendance:** Anna Cisar; Bob Ellis; Reesa Evans; Chris Hamerla; Brian Haase; Ed Hernandez; Bill Leichtnam; Paul Pisellini; Al Rosenthal; Amy Thorstenson; Joe Tomandl; Shane Wucherpfennig.

**Minutes:** Motion made by Pisellini, seconded by Wucherpfennig, to approve minutes of the last meeting. Motion carried unanimously.

**New Projects:** Thorstenson discussed the plan apply for a WDNR grant for funds to cover a Regional AIS Coordinator for 8 counties. The grant is due by 12/10/17. She read the required resolution aloud. She was informed that the grant last time barely made it, so she has been seeking commitments for cash contributions from each county. In order to get the additional ranking point, the commitments needs to come to 10% of the state share requested. She is still \$4000 short and is asking the affected counties to seek more funds from each county. Motion made by Evans, seconded by Hernandez, to approve the application and send to full council for authorization.

**Update on Groundwater Protection:** Leichtnam reported that the Wisconsin Legislature is not in session and won't return until January 2018, so nothing official has occurred.

**Updates:**

**Hernandez:** He attended a public hearing last night about the \$400,000 approved by the legislature to study the connection between high capacity well pumping and water levels in the Central Sands. The WDNR stated that it expects to find a connection. It is required to report study results to the legislature within 4 years.

**Evans:** Repairs on Fawn Lake dam are completed; the lake is not back up to its usual level due to the lack of rain. Easton Lake has been drawn down over 3 feet in an attempt to encourage growth of aquatic plants. There is a new county manager; voting on the 2018 county budget will occur next Tuesday. She completed the field work for 15 lakes using the WDNR protocol for shoreland and shallow habitat assessment and is currently analyzing and mapping results. A recent visit to the Sand Valley Golf Resort revealed several unaddressed stormwater runoff issues. Ownership of the Friendship Lake Dam is expected to pass to the Friendship Lake District later this month; the dispute has been ongoing for about 6 years.

**Ellis:** He has been receiving a number of calls from unhappy landowners around the lakes regarding the whole lake treatment for invasives that occurred in summer 2017. People are not happy with the negative effect on some native species. They would prefer to return to the methods used previously.

**Haase:** Passed because he has been "on vacation for a month."

**Pisellini:** The Town of Rome and the Tri-Lakes Management District are working together towards the Fourteen-Mile Creek Watershed Plan. This so far has included sampling of lawns and regular surface water testing. Another study of septic systems may also occur.

**Cisar and Hamerla:** They have both been working on wrapping up old AIS grants, entering data and writing reports, plus help prepare the new AIS grant application. Hamerla will be preparing an AIS plan for Taylor County. The Wisconsin Waterfowl Association has agreed to pay booth fees for GS at several events to allow education about AIS for waterfowl hunters. The trapper brochure previously completed has been popular; the WDNR is now printing another found of 2000, with the state trappers association putting up \$250 towards the printing costs. Hamerla is working with Baseman's shoe store in Wausau to distribute free boot brushes with the purchase of certain types of boots or waders.

**Leichtnam:** passes.

**Wucherpennig:** He expanded on the 9 Key Element plan—a grant was recently received by Adams County, but will include also input from Portage, Waushara and Wood Counties. He is looking into applying for some MDB money; there is a concern that such could be completed because of the 14 month from application deadline. Mapping of wild parsnip in Wood County was ongoing during 2017. Now there will be education and outreach on the locations and management in spring 2018. Local fertilizer entities have indicated they would spray wild parsnip for the towns at a reduced rate.

**Tomandl:** Taylor is preparing for its annual tree/shrub sale. The testing of private wells for nitrates is wrapping up; about 70 wells were tested. A runoff issue from a local mink ranch was recently referred to the WDNR for possible prosecution. There is a gold deposit in the National Forest in Taylor County that may be mined. Taylor County plans to take stream water sampling up and down stream of the site to have baseline information in case mining does occur.

**Rosenthal:** A causeway for shore fishing was recently completed. Marquette County is having a problem with people drastically altering their waterfront shores, sometimes with the use of heavy equipment, because the local zoning says it cannot stop such activity.

**Thorstenson:** The environmental education student has been working on lessons and contacts about education in schools on groundwater and AIS. Not all counties have funded both sets of lessons, so she needs to correct some misunderstandings about which county is covered for which lessons. Thorstenson is working on determining whether there are other direct services that GS could offer, such as chemical treatment for invasives such as Japanese knotweed or cattails where handpulling is not practical.

**Adjournment:** Upon motions by Wucherpennig/Hernandez, the meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Reesa Evans

4

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**  
**November 16, 2017**  
**Golden Sands RC & D Office, Stevens Points, WI**

**Attendees:** Al Barden (Member-at-Large); Gary Beastron (Marathon); Steve Bradley (Portage); Bill Clendenning (Wood); Bob Ellis (Waupaca); Reesa Evans (Member-at-Large); Ed Hernandez (Waushara); Brian Haase (Waupaca); Denise Hilgart (Golden Sands); Joel Kuehnhold (Golden Sands); Bill Leichtnam (Wood); Hugh O'Donnell (member-at-large); Paul Pisellini (Adams); Al Rosenthal (Marquette); Brent Tessmer (Taylor); Amy Thorstenson (Golden Sands); Joe Tomandl (Taylor); Shane Wucherpennig (Wood).

**CALL TO ORDER:** The meeting was called to order by President O'Donnell at 11:05 a.m.

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

**APPROVAL OF MINUTES:** Motion made by Clendenning, seconded by Leichtnam, to accept the minutes of the September 2017 meeting as written. Motion carried unanimously.

**TREASURER'S REPORT:** The treasurer's report for September and October 2017 was passed around. Hilgart indicated there were no out-of-the-ordinary expenses. Dispersals and receipts were fairly standard. No use of the contingency fund. Motion made by Wucherpennig, seconded by Rosenthal, to accept and file the treasurer's reports. Motion carried unanimously.

**OLD BUSINESS:**

**Wisconsin RC & D Update:** Barden reported on the October 27, 2017 state meeting which 4 councils attended. Discussions were had about the Emerald Ash Borer and recommendations for dealing with it in various locations. The U.S. Forest Service is working on EAB outreach and may have some money for education. 4 states formed the Urban Wood Network to distribute wood affected by EAB. Research will be conducted about the value of having display booths at different meetings. The next meeting will be January 26, 2018.

**3-Year Plan Steering Committee:** Kuehnhold noted that he had gone over the categories covered by the business plan in detail in the Personnel/Finance Committee meeting today. There is still some work on gathering information through various surveys before some sections can be completed.

**Joe P Memorial:** Thorstenson said the final sign design has been approved, with the final estimate recently received. The interpretive sign may not be able to be installed until spring 2018, depending on the condition of the ground. She is looking into the costs of a plaque at the smoke tree planted to honor Joe Piechowski. Clendenning and Evans reported that there was a lot of trash evident in the green space as they entered the building this morning.

**Update on Groundwater Legislation:** Leichtnam noted that with the legislature in recess until January 2018, nothing much has been going on in the legislative area.

## **NEW BUSINESS**

**45<sup>th</sup> Anniversary Celebrations:** The tagline about the anniversary continues to be on materials going out. A newspaper article about the anniversary was passed around for attendees to review.

**Meeting Dates for 2018:** January 18, March 15, May 17, July 19, September 20, November 15. Unless otherwise notified, meeting places and times will remain the same as in 2017.

**Other:** Thorstenson passed around a list of the current delegates she is aware of. Also, each county was sent a list of ongoing projects in the particular county recently. She will bring a list of the current projects in January for review.

## **COMMITTEE REPORTS:**

**Personnel/Finance Committee Report:** Evans reported on the meeting this morning. Hilgart distributed the most recent treasurer's report. In the future, source of deposits will be noted on the report. Otherwise, there were no out-of-the-norm dispersals or receipts. Kuehnhold reviewed, in detail, sections that needed to be in the business plan and outlined the status of each area. There is still information to be gathered for some sections. All counties have paid some amount of membership dues except for Monroe and Outagamie. The dues will remain the same in 2018 as in 2017. Pursuant to an earlier motion, the amount of dues will be reviewed in 2018 for following years. The newsletter and issue with Mail Chimp are still outstanding. No new information on insurance issues, and nothing new on personnel policy & procedures not already discussed. The communication plan completed in 2007 needs to be updated. The committee agreed to extend the domain name for the Prairie Chicken Festival for another 3 years.

**Forestry/Agriculture/Wildlife Committee Report:** Kuehnhold outlined today's meeting. He is wrapping up 2017 projects. The UWSP is updating its campus tree inventory. There is one grazing student for GS. Bluebird and bat house kits will be available; work is going on to update the instructions. Tree shelter information went out recently; there have been several purchases already. They are looking for money for improvements on the Neighborhood Garden project. At least \$1000 is needed, but up to \$3000 would be better because a supervisor could then be employed to revive interest and coordinate the project. The new forestry employee has been doing well. TSP training for NRCS forestry plans will be finished in March 2018. NRCS is looking at its overload for options to handle what it can't cover. There will be a pasture walk in Amherst on December 2, 2017. An article about the new GS forester appeared recently in Woods & Wildlife.

**Water Committee Report:** Evans reported on today's water meeting. The committee approved a new project to be sent on to the full council: application for the renewal of regional AIS positions to cover 8 counties. The project is about \$4000 short of what is needed to gain more points on the application. Leichtnam noted that nothing is going on in the legislature because it is not in session. Hernandez reported briefly on the public meeting held on 11/15 about a study of high capacity well-pumping on water levels. The WDNR must report to the Wisconsin legislature within 4 years about the results of the study. Evans remarked that work on the Fawn Dam was completed, but the water was not up to full level yet. Easton Lake is currently drawn down. Adams County recently received a grant to prepare a 9 Key Element Plan that will involve 3 other counties as well. There are unaddressed issues of stormwater runoff in the Sand Valley Golf Resort. She completed field work for habitat studies on 15 lakes this year. The ownership of Friendship Dam may soon pass to the Friendship Lake District. Ellis said he has been receiving a lot of complaints from landowners about the effect of the whole lake chemical treatment tried this year; many people are not satisfied with the results and would like to return to the methods previously used. Cisar and Hamerla jointly reported that they were wrapping up old grants, recording data, and writing reports. An AIS plan for Taylor County will be prepared in the coming months. The Wisconsin Waterfowl Association has agreed to pay booth fees for various events to allow GS to present AIS information. The Trapper AIS brochure is being reprinted by the WDNR. Wisconsin Trappers are donating \$250 towards the publication costs. Hamerla is working with a Wausau shoe store to have free boat brushes distributed with the purchase of certain boots. Wucherpfennig described the coming 9 Key Element Plan for the 14-Mile Creek and Mill Creek watersheds and also noted that he intended to file for MDB funds. The latter plans have to be completed within 14 months of the application date. Mapping of wild parsnip is wrapping up; the next step will be education and outreach. Some local fertilizer businesses have offered to spray it for towns at a reduced rate. In Taylor County, Tomandl said the private well water testing for nitrates in wrapping up, with about 70 sites tested. Runoff from a local mink ranch has been so egregious that the issue has been referred to the WDNR for possible prosecution. The county tree sale is ongoing. There is a gold deposit in the National Forest that may be mined; the county plans to take stream samples up and down from the site to have base chemical and biological information. Rosenthal outlined the completion of a causeway for shore fishing in the Town of Packwaukee. Several people are altering their shores, sometimes with heavy equipment, but the local zoning office says it can't take any action to stop the process. Thorstenson said that the environmental education student is working on school lessons and letters about groundwater and AIS education. Not all counties are funded for both. She is exploring option for expanding some of the AIS direct services.

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

**NEW PROJECTS:** The Waters Committee sent on to full council the gold sheet and resolution to apply for AIS Coordinators and students for 2018. The total cost is \$200,000, with about \$150,000 from the grant and the other \$50,000 from match. She asked the counties present that would be covered by the grant to see if another \$4000 for cash match could be obtained; this would give GS an extra point in the ranking and make awarding of the grant more likely. The

grant is due to the WDNR by 12/10/17. Motion made by Rosenthal, seconded by Ellis, to approve the new project and apply for the grant. Motion carried unanimously.

**STAFF/PROJECT UPDATES:** Written staff reports were in the packet sent out before the meeting.

**AGENCY/PARTNER REPORTS:** None.

**OTHER REPORTS:** None.

**NEXT MEETING:** The next meeting will be January 18, 2018.

**ADJOURNMENT:** The meeting was adjourned at 11:50 a.m. on motion by Rosenthal, seconded by Wucherpennig.

Respectfully submitted,

Reesa Evans  
Secretary, Golden Sands RC & D



*Activities Report for Shane Wucherpennig December 2017*

- **December 1** – Attended County Conservationist mgt. At the Mead in WI Rapids.
- **December 6** – Attended CEED meeting..
- **December 7**– Farmers of Mill Creek, annual fall dinner and cover crop field tours.
- **December 8**– Attended PACRS meeting - Northern Bay Island -Arkdale, WI. 54613
- **December 11** – 14 Mile Joint Rome/TriLakes Watershed Committee mgt
- **December 12** - Joan Arnold Open Records Request Landowner contracts
- **December 13** – 14 mile Creek 9 key element plan meeting
- **December 14 & 15** – Cost Share contracts with landowners, project inspections.
- **December 18** – Central Sands Groundwater Group meeting
- **December 19** – County Board, Eron Toe wall
- **December 20 & 21**– Cost Share contracts with landowners & construction projects, 2017 Extension request
- **December 22 – Jan 2** – Vacation & Holidays



## *Activities Report for Tracy Arnold 12-2017*

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

- Maintaining DNR database with current Wood County information
- Inspections Ken Rezin Cranberry permanent woven wire fence progress
- Drafting up Ken Rezin Cranberry fence contract
- Submitting paperwork to Lori to get checks cut for Ken Rezin Cranberry fence contractors
- 1 fences failed inspections for the year, working on getting back into compliance
- Met with 1 additional landowners interested in permanent fences
- Conducted site visit for a failed fence, repairs were made and it now passes. Submitted required paperwork
- Coordinated the WDACP Venison Donation program for Wood County
- 2017 crop prices to be approved by CEED
- Entering all 2017 field appraisals into DNR database for damage claims

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

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- Following up on the status of financial assurance on those expiring soon
- Downloading data from the GPS of all the inspections, uploading them into ArcMap, generating maps for every permitted site, generating the active acres and financial assurance requirements for each permitted site and sending those in the map as completed.
- Tracking permit fees and checking financial assurance as they are submitted
- Received "Request for Review of Determination" from Joan Arnold, landowner of former Badger Sandstone site.
- Met with Shane W and Peter K regarding logistics of the Joan Arnold hearing

### **Land and Water Conservation**

- Entering stream flow data into the SWIMS database for 16 sites (authorized by state to enter data)
- Completed stream flow on Two Mile, Blood Run and Five Mile
- Chair of the Youth Education Committee for the WI Land+Water
- Secretary of the North Central Land and Water Conservation Area Association
- Continue planning the North Central Land and Water Conservation Area Association February meeting in Wisconsin Rapids.
- Highlighted the Tree Sale program and environmental education programs on both WDLB in Marshfield and WFHR in Rapids with Lori
- Attended meeting regarding Regional Pollinator Partnership
- Met with City of Wisconsin Rapids and Bird City about a potential pollinator project
- Answer questions from general public about trees as they come in
- Processing tree order numbers as they come in
- Requested new tree sale program from IT, current one is from 1995

## **Activities Report for Adam Groshek – December 2017**

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

- ~Well decommissioning asbuilts and follow-up for Dan Hollar.
- ~CREP paperwork and follow-up of questions.
- ~MDV application for 2018.
- ~Assisting with field drainage issues.
- ~Survey and site investigation for abandoning a pre-ordinance concrete manure storage facility for Daryl Sternweis.
- ~Planning, cultural resource review, and design for Mike Duckett and his 2018 Slurrystore manure storage, 2 liquid transfer systems, and a solids stacking pad.
- ~Stakeout, construction inspection, asbuilt documentation for Craig Brandl's 2017 new concrete manure storage pit.
- ~As-built documentation and final payment for Tom Hamus's newly reconstructed manure storage facility.
- ~Final manure storage facility fence check and payment to Ryan Wayerski for cost-share on new pit.
- ~As-built documentation for Lee DeBoer, finalization of and closing out of the Notice of Discharge grant money for this project.
- ~Lee Accola site checks and asbuilt documentation for the closure of his pre-ordinance manure storage facility. Coordinating with him and contractor on proper manure spreading on his winter solids spreading field according to his nutrient management plan.
- ~Attendance of the Farmers of Mill Creek field day showcasing cover crops, no-till, and other conservation friendly practices in the Mill Creek watershed.
- ~Brad Kremer asbuilt pit volume questions, pit capacity, spreading, etc.
- ~Nonmettalic mining question investigation for site in Town of Dexter for Lance Pliml.
- ~Investigation of under-barn manure pit abandonment and cost-share contract signing for remaining 2017 \$ to rollover to 2018 for Steve/Jon Pankratz.
- ~Discussion and site check of John Eron's water way control structure construction.
- ~NE Area Engineering technician meeting in Oshkosh with Shane and other county technicians.
- ~Required KnowBe4 IT training taken to become more educated on technology security.

**Activities Report for Emily Salvinski  
December 2017**

---

- **Friday, December 1.** Read through Fenwood Creek 9 Key Plan, looked at what could be similar for our plan.
- **Monday, December 4.** Attended pollinator meeting over the phone. Added Mike Sabel's edits and suggestions to slideshow presentation.
- **Tuesday, December 5.** (Half Day). Middle Mill Creek data gathering.
- **Wednesday, December 6.** Middle Mill Creek data gathering. Attended mini pollinator meeting. Went with Tracy on fence installation inspection.
- **Thursday, December 7.** Mill Creek end of season tour. Cost share mapping.
- **Friday, December 8.** Helped teach the ag class at MSTC in Marshfield.
- **Monday, December 11.** Cost share mapping. Updated DATCP NM checklist excel form.
- **Tuesday, December 12.** Worked on new 590 standard review form. Downloaded STEPL and started to figure it out.
- **Wednesday, December 13.** 14-Mile Creek Planning meeting
- **Thursday, December 14.** SnapPlus Training in Wausau.
- **Friday, December 15.** Helped ag students with nutrient management plans at MSTC in Marshfield.
- **Monday, December 18.** Gathered 3 most common soil types in each sub-watershed of Mill Creek Watershed. Attended Groundwater Group meeting.
- **Tuesday, December 19.** Finished gathering info on percent paved barnyards in upper and middle mill creek.
- **Wednesday, December 20.** Data gathering for lower mill creek and bear creek.
- **Thursday, December 21.** Staff Meeting. Organized all the data.
- **Friday, December 22.** Holiday
- **Monday, December 25.** Holiday
- **Tuesday, December 26.** Participated in IT's online security training. Updated cost share shapefiles.
- **Wednesday, December 27.** Verified/edited mailing list. Farm visit.

### ***Activities Report for Lori Ruess – December 2017***

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Wednesdays & Fridays.
- Compiled non-lapsing account information requested by Finance.
- Reviewed general ledger and payroll registers and completed journal entries to correct payrolls.
- Completed November sales tax report and submitted report to Finance.
- Mailed MDV application to DNR.
- Attended North Central Wisconsin Pollinator Partnership meeting via conference call.
- Pollinator meeting with Penny VanTassel, Tracy Arnold & Emily Salvinski
- Completed cost-share contracts for:
  - Bulgrin Grand View Farms – Zajackowski
  - Otter Creek Farms
  - Stephen & Barbara Pankratz
- Completed reimbursement requests for:
  - Bulgrin-Zajackowski
  - James & Leslie Jagodzinski
  - Brian & Jodi Otto
- Attended staff meeting and took notes.
- Completed 2017 to 2018 SWRM Grant extension and submitted to DATCP along with copies of the signed and notarized cost share contracts.
- Received CREP incentive checks and mailed to the following landowners:
  - Al Weiler
  - Triple "P" Dairy
  - Russ & Elaine Bauer
  - Frank Huser
  - Catherine Warnecke
  - Marlin Laidlaw
  - Fred Miller
- Organized County Board and CEED packet information and took to County Clerk's office.
- Entering tree and shrub orders as they come in.
- Logging of non-metallic mine permit fees as they come in.

## **Conservation, Education & Economic Development Committee Report for the month of December 2017**

### **PETER MANLEY**

*Wood County UW-Extension, Community Resource Agent*

- I attended and processed paperwork related to the December 3rd CEED meetings.
- I made a presentation to the Wood County Towns Association, December 1, about the changing demographics of Wood County.
- I chaired a day-long workshop, December 6, for a leadership group about diversity in Wood County. Participants learned about Hmong and Ho Chunk culture and their personal perceptions of diversity.
- I met with my mentee, Kenzie Payne, and discussed her programming, December 12.
- The quarterly report of the Central Wisconsin Economic Research Bureau was on December 15 and focused on the issue of attracting and retaining young adults in communities.
- I facilitated the Central Sands Groundwater Group, December 18. We discussed how to appropriately discuss controversial issues related to agriculture and heard from Kara O'Conner from the Wisconsin Farmers Union.
- I facilitated progress on the Nekoosa Community Strategic Plan and made progress on developing strategies to address their two top strategic issues. We also reviewed results from a recently completed community survey.
- I was on two call-in radio shows, December 19 and 21.
- I also worked on year-end reports, budget updates and took some vacation time.

---

### **MATT LIPPERT**

*Wood County UW-Extension, Agriculture Agent*

- I met with the all committee group for the Farm Technology Days Event
- I met with the Central Sands Ground Water committee
- I presented at a program sponsored by Mid State Technical College on surviving the current economic problems in the dairy industry
- I attended a nutrient management update from the department of Soil Science at UW-Madison
- I met with the Wood County Holstein Breeders as they plan their activities for the upcoming year.
- I participated in a field day sponsored by the Farmers of the Mill Creek Group. It included a bus tour featuring the planting of various cover crops such as winter wheat, triticale, brassicas such as tillage radish and some minimum tillage practices.
- The Wisconsin State Cranberry Growers Education committee met and we planned for the upcoming Cranberry School.
- I finalized plans for several Pesticide Applicator Training Sessions to be held this winter. Some will be specifically for Cranberry Growers and others will be for general farm crops.
- The MACCI Agri-Business Committee met and made plans for scholarship programs, tours and other activities.

- I developed a script for a farm transition workshop that will be a component of our upcoming Heart of the Farm program to be held with Clark, Marathon, and Taylor Counties
- I interviewed with WDLB and WFHR radio
- I made an article for the Central Wisconsin Agriculture Specialization
- I met with the Wood County Farm Bureau Board

---

## **JODI FRIDAY**

*Wood County UW-Extension, FoodWise Nutrition Educator*

- Taught in 8 classrooms to over 160+ 5th graders to finish our series of lessons (12/5, 7 & 8). I am scheduling lessons with 3rd graders to begin in January.
- Participated in the UW-Extension All Colleague Programming meeting at Chula Vista (12/6)
- Attended the Mead Healthy Families Committee meeting at Mead Elementary (12/8)
- Taught at the South Wood County Emerging Pantry on the selection, storage and use of fresh fruits and vegetables (12/11)
- Participated in the FoodWise Golden Apple Employee Recognition Committee Hangout (12/12). The committee is working hard to establish eligibility and criteria for multiple awards.
- Meet with Emily Stieve from the United Way to discuss the 2018 United WE Can event (12/15).
- Taught the final lessons in the new series Eating Smart Being Active (12/6, 13 & 20). In January, I will begin a 2nd series with Bizzy Bee's Daycare in Nekoosa and a 3rd series is being offered at the YMCA.
- Taught a lesson on "Bring New Life to Leftovers" at the Mead Family Night at Mead Elementary (12/21).
- Participated in the Wood/Portage County FoodWise team meeting (12/19). Our group completed a book discussion training on diversity titled "What If I Say the Wrong Thing."
- Participated in weekly Wood County Staff meetings (12/4, 11, 18) along with the Staff Christmas Pot Luck.

Comment from Little Dears Daycare Owner Caroline Casper regarding the Eating Smart Being Active lessons:

*"Thank you again for offering the class. Even though we 'knew' some of the information it brought to our attention several new factors. You were a great presenter!"*

---

## **CHRIS VIAU**

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

The following is a summary of Youth Development activities:

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

- Trip and Award Application Review and Interviews
  - Coordinate Judges, Schedule Interviews, Post Interview Correspondence
- VIP (New Volunteer Training) 6 new volunteers attended
- Leadership Washington Focus Trip Planning and Logistics
  - 2018 program start-up. Answer questions, Reservations
- 4-H Club and Volunteer Management concerns
  - Annual Enrollment

- Volunteer Background Check support (new process implementation)
- 4-H Club transitions
- Leadership changes and club dissolution
- 4-H Club annual Charter Review and File Uploads

Central WI State Fair

- 2017 Fair evaluation, Judge selection process, potential schedule changes
- Market Sale Committee Meeting- Fair Date changes discussion, YQCA implementation

Administrative

- State and Regional Phone Conferences and Meetings
- UW-Extension All-Colleague Meeting
- 4-H Program Coordinator Hiring process
- 4-H Youth Development Liaison Responsibilities- 25% FTE

---

**Laura Huber**

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

- Attended and assisted with the Central WI 4-H Shooting Sports organizational meeting on 3 December at the Central WI Sportsmens Club, Marshfield.
- Facilitated National 4-H e-Forum training for Wood County volunteers on 7 December at the Wood County Courthouse.
- Assisted with and attended the Jr. Fair Board's Home Environment meeting on 14 December at the Arpin Public Library. Discussed fair book changes as well as planning 2018 Foods & Cake Revue and 2018 Clothing Revue.
- Worked on 2017 end of year reporting for UW-Extension, which includes impact statements.
- Worked on 2018 Civil Rights Action Plan (in response to November's UW-Ext civil rights review)
- Assisted with Jan/Feb issue of Youth Connections, Wood County 4-H newsletter
- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 685 followers.
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
- Ongoing coordination of Bowling Tournament (2 Feb), Project Discovery Day (10 Feb), and Creative Arts Day (14 Apr)

---

**Jeremy Erickson**

*Wood County UW-Extension, Horticulture Educator*

- Appear on WDLB Radio-Marshfield
- Appear on WFHR Radio-Wisconsin Rapids
- Attend all UW-EXT staff conference in Wisconsin Dells
- Assist with horticultural inquiries
- Meeting with Master Gardener President

- Finalize Master Gardener Criminal Background Check requirements
- Was a guest speaker for the Community Conversation Podcast series at McMillian Library
- Met with Dale from SWEPS Food Pantry for consultation on building raised garden beds on site
- Schedule upcoming meetings and workshops
- Prepare for CEED Committee Presentation



## 2017 Junior Fair Account Details

Premiums	Total: 725	\$14,618.00
Judges		\$6,250.00
Mileage Paid		\$9,213.60
Manure		\$3,200.00
Ribbons		\$1,825.00
Fair Entry		\$2,000.00
Utilities		\$1,128.50
Free or Discounted Tickets		\$2,000.00

Junior Fair Total Fee for 2017:	<b>\$40,235.10</b>
---------------------------------	--------------------

TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for January 3, 2018

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

- a. Central Wisconsin Economic Development Fund (CWED) – On December 7<sup>th</sup>, I participated in a CWED Executive Committee meeting. Agenda items included a loan subordination request, discussion on a strategic planning process for CWED, and exploring the creation of an executive director position.
- b. Marshfield Interviews – On December 15<sup>th</sup>, I participated in the interview process for the Marshfield Director of Development Services position. Three candidates were interviewed by 2 panels, and they each presented to the people in the interview process.

**2. Planning (Adam DeKleyn)**

- a. City of Nekoosa Comprehensive Outdoor Recreation Plan (C.O.R.P.) – Final section of plan is being developed. Goals and objectives will be discussed and identified at the next committee meeting.
- b. Plat Review Officer – (2) CSM's were submitted for review/approval. (1) CSM was approved/recorded. (3) CSM's are pending approval.
- c. Wood County Parks, Recreation, and Open Space Plan – 500 community surveys and postcards are being finalized. Tentative date for survey distribution is the beginning of the year. Survey will be administered online.
- d. Nekoosa Strategic Planning – Survey data was entered into a database to be analyzed. A Community Survey Summary was developed and presented before the committee. The summary presents numeric tabulation and graphic representation of the questions and answers in the survey.
- e. CTH U Reconstruction Project – Attended the local officials meeting with OMNNI Associates Inc. to review and provide formal comment on the proposed project.

- f. Heart of Wisconsin (HOW) Leadership Training Program – Attended the HOW leadership session at the Ho-Chunk Community Building. UW Extension, Incourage, Ho-Chunk, and The Family Center presented on diversity in the community.
- g. 2018 South Wood County Community Survey – Assisting in the distribution of a community survey prepared by Incourage. This survey is incorporated into many community planning documents.
- h. Wisconsin County Code Administrators – Attended the WCCA - Central District Meeting. WI-DNR presented on floodplain topics. Discussed legislative updates and changes.
- i. POWTS Inspection Reports – Completed for the year 2017.

### 3. Land Records (Justin Conner)

- a. Village of Port Edwards Zoning Map – Updating the Port Edwards zoning map after many years without updates.
- b. PLSS Remonumentation – Quest has completed the 2017 remonumentation project. Work has begun to process the tie sheets and incorporate them into GIS mapping.
- c. Parcel Mapping – Updated mapping website data. Continue parcel editing as new deeds and CSMs arrive.
- d. WLIP - Submitted and was granted approval of 2018 WLIP grant.
- e. Deer Camp Map Requests – Numerous requests to create hunting land maps to hang at deer camp.

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

- a. Private Sewage Program, Permitting, Maintenance and Violations
  - i. (82) on-site investigations/inspections/compliances
  - ii. (3) septic system verification letters & failing system investigations
  - iii. (0) failing septic system orders, (0) holding tank maintenance violations & settlements
  - iv. (8) soil tests reviewed, (0) soil on-sites, (1) hydrograph reports reviewed, (2) interpretive soils report reviewed
  - v. (1) holding tank plan reviews, (1) conventional plan reviews, (3) mound plan review
  - vi. (7) sanitary permits reviewed
  - vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals servicing, (0) referrals invoices
  - viii. (0) sanitary system easements
  - ix. (0) camper complaints

- x. Stevana Skinner took and passed her Certified Soil Tester License Exam on December 6.
- xi. Conducted Stevana Skinner's Probationary Review
- xii. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (0) site inspections, meetings or enforcement
- ii. (0) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. Evaluated and Discussed Senate Bill 601 with State Floodplain Manager
- vi. Facilitated meeting for Central Wisconsin District of the Wisconsin County Code Administrators
- vii. Jeff was elected to another 1 year term as Central District Representative
- viii. Answered questions from citizens regarding building in floodplain and shoreland areas.

c. Shoreland Ordinance Investigations and Permitting

- i. (0) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (2) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (0) navigability determinations
- v. (2) wetland evaluation
- vi. Answered phone calls and met with various people at the counter regarding shoreland zoning requirements.

5. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity. There were 10 sanitary permits issued in November 2017 (2 New, 71 Replacements, 1 Reconnect and 0 Non-Plumbing) with revenues totaling \$2,475. There were 9 sanitary permits issued in November 2016 (3 New, 6 Replacements, 0 Reconnects and 0 Non-Plumbing) with revenues totaling \$3,400.

There were 187 sanitary permits issued through November 2017. For comparison purposes, following are totals through the same period for the previous five years: 2016 – 158, 2015 – 186, 2014 – 187, 2013 – 202 and 2012 – 185.

- b. 2017 Tax Refund Intercept Program (TRIP) – To date, Wood County has received \$6,173.19 on nine outstanding cases.
- c. 2017 Maintenance Notices

- i. Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight Maintenance Notices and Farmer Exempt Holding Tank Maintenance Notices were mailed on Monday, April 24<sup>th</sup> with a due date of Friday, August 11<sup>th</sup>. There were 2,413 mailed between the four notices.
  - ii. On September 18<sup>th</sup>, 387 2<sup>nd</sup> notices were mailed to those owners who did not meet the August 11<sup>th</sup> deadline.
  - iii. On November 14<sup>th</sup>, Wood Co Corp Counsel letters were mailed to those owners for failure to provide servicing documentation. As of December 27<sup>th</sup>, there were 30 property owners who haven't serviced for 2017.
- d. 2017 Program Fee Notices
  - i. A new exciting feature this year is that the \$20 program fee can be paid online with an electronic check, debit card or credit card. There will be a convenience fee if making payment this way. Cash or check is available for those property owners who want to avoid paying the convenience fee. As of December 27<sup>th</sup>, there have been 553 property owners who have paid the program fee for 2017 on the Point & Pay online system.
  - ii. Program fee postcard invoices were mailed on Friday, November 3<sup>rd</sup> with a due date of Wednesday, December 6<sup>th</sup>. There were 4,551 postcard invoices mailed.
  - iv. On December 18<sup>th</sup>, 756 2<sup>nd</sup> program fee invoices were mailed to those owners who did not meet the December 6<sup>th</sup> deadline. As of December 27<sup>th</sup>, there were 466 property owners who haven't paid the \$20 program fee for 2017.
- e. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2016 are available for viewing on the Wood County's website [www.co.wood.wi.us/Departments/PZ](http://www.co.wood.wi.us/Departments/PZ). 2017 Sanitary Permits will be prepped and scanned in fall 2018.
- f. Survey Document Imaging Project Status. Survey documents are being prepped and scanned tentatively scheduled for completion by the end of 2017.
- g. Enforcement Activities Update.
  - i. Small Claims Nothing scheduled.
  - ii. Contempt Hearing Nothing scheduled.

- h. Wisconsin Fund Grant Program – The Joint Finance Committee on Thursday, May 11<sup>th</sup> on a 12-4 vote adopted ongoing funding for the Wisconsin Fund Grant Program through June 30, 2021. Please encourage those who may qualify to complete and submit applications for funding.
  - i. (4) Wisconsin Fund Applications FY2018 – State of Wisconsin Fund Grant Program payout was received on Friday, December 15<sup>th</sup> with property owner checks cut on Wednesday, December 20<sup>th</sup>. All applicants have received there Wisconsin Fund check.
  - ii. (6) Wisconsin Fund Applications FY2019

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: January 5, 2018  
 TIME: 1:30 p.m.  
 PLACE: Room 115, Wood County Courthouse  
 TIME ADJOURNED: 4:02 p.m.  
 MEMBERS PRESENT: Chairman William Clendenning, Ed Wagner, Bill  
 Leichtnam, Kenneth Curry, Dave LaFontaine  
 OTHERS PRESENT: Peter Kastenholz, see attached list

1. At 1:30 p.m., Chairman Clendenning called the meeting to order.
2. Public comments. None at this time but quite a bit of commentary by attending supervisors and others took place during the course of the meeting.
3. Chairman Clendenning asked if there were any objections to the minutes for the December 1, 2017, meeting; there were none. The minutes were accepted as drafted.
4. The Committee reviewed monthly voucher and department reports of the departments they oversee. Moved by Curry, seconded by Leichtnam, to approve the reports and payment of department vouchers. All ayes.  
 The Corporation Counsel gave an update on the Waite litigation in federal court, the financial risks to the county being low but the case proceeding to trial in federal court on 1/8/18.
5. The Committee reviewed the claims of Wanda Anderson, Peggy Sullivan, and David Krezinski. These claims will be provided to the county board.

There was some discussion on the Sullivan claim and if a response was necessary. Some supervisors expressed concern about culpability on the county's part and the number of employees leaving a relatively small department; others were satisfied with the changes. Ultimately the Committee accepted that this claim would be handled like any other, that being, left to the insurance company to address.

6. There were no new animal claims against the County.
7. The Committee reviewed correspondence and legislative issues.
  - a. Discussion on legislation that sunsets administrative code provisions after seven years unless renewed by legislature. Supervisor Leichtnam addressed AB 384 that forces the sunseting of administrative rules within seven years unless reapproved. Although unlikely to progress in the legislature this session, per Leichtnam's understanding, he wanted the Committee to weigh in because one representative could object to

the continued existence of a rule and force the review of the rule from scratch. Brent Vruwink advised that the WCA is monitoring this as it is a concern. Kulp and Spiros are co-sponsors. Moved by Wagner, seconded by LaFontaine to send a letter on behalf of the committee opposing the legislation. All ayes. Supervisor Wagner will prepare the letter.

- b. Sulfide mining bill. It was pointed out that the governor signed this bill but there is a seven month wait before its implementation. Discussion led into the conference later this month the Towns Association and the Counties Association are putting on, which is the next matter.
  - c. Mining 101 educational seminar. Chairman Clendenning expressed a desire to send Leichtnam and Curry to the conference. All ayes.
  - d. Resolution on LRB 3991. Moved by Leichtnam, seconded by Clendenning, to approve the resolution to support LRB 3991, a DNR program to provide grants for testing of privately owned wells. 4 ayes, 1 no. Supervisor Wagner voted no as the changes he suggested to the legislation were not incorporated into it.
  - e. Corporation Counsel memorandum entitled "Intellectual Property Law" will be forwarded to the County Board.
8. Courthouse security committee report. Judge Brazeau explained the purpose of the committee which is mandated by the State Supreme Court, that being security of the courts. The first priority is securing Branch I as has been done with Branches II and III. Then, manned security posts likely at the front door. The group is also interested in securing the maintenance entrance and garage door. The Branch I updates are budgeted. The U.S. Marshall's Service is providing guidance. The Maintenance Department is looking into costs, including decommissioned metal detectors.
9. County Board rules.
- a. Terminating a position on county board floor. The Corporation Counsel opined that any rule prohibiting a budget modification at the county board meeting where the budget is reviewed is not in conformance with Wisconsin Statute section 65.90. Apparently Marshfield has a rule along these lines. Supervisor LaFontaine will bring a copy of the Marshfield rule to this Committee's attention as he feels Marshfield's rule is a good one. The Committee will further consider the issue next month.



- b. Establishment of a Public Property Committee. General discussion had on the functioning of the Public Property Subcommittee. Executive Committee Chairman Wagner expressed an intention to pursue adding two additional members to the ad hoc committee. Moved by Leichtnam, seconded by LaFontaine, to study the creation of a standing Public Property Committee. 4 ayes, 1 no. Supervisor Wagner opposed as he doesn't think there is a need for a standing Public Property Committee.
10. Attendance at WCA Legislative Exchange in Madison on February 6-7, 2018. Moved by Curry, seconded by Leichtnam, to send the Committee Chairman and another Committee member to the WCA Legislative Exchange in Madison. All ayes.
11. Educational reimbursement for employees. There is no opposition to continuing education and training. The issue is whether the county should fund employees pursuing advanced degrees (career advancement). Moved by LaFontaine, seconded by Curry, that the Committee does not support using county funds to pay for employees obtaining an advanced degree. All ayes.
12. Realignment of Human Resources Department/County Administrator or Coordinator. Wagner supports a full-time Administrator but not in conjunction with the Human Resources Department. Wagner supports professional management. Supervisor LaFontaine supports this as well. Leichtnam doesn't support it; the proposal would need more study and justification. Clendenning opposes paying a lot of money for someone else doing his job, so he adamantly opposes this. Curry has no position at this point. The Committee did agree that it would not be appropriate to consolidate the Human Resources Director position with an administrator or administrative coordinator position.
13. Discussion on resolution 17-2-14 regarding Social Media Policy. General discussion had on the Social Media Policy. The question seems to be whether too much authority is placed in the control of the Social Media Administrator, an employee within the IT Department. Explanation was given that the Administrator of the policy does not have the authority to discipline employees for violation of the policy. That information seemed to satisfy the Committee.
14. Discussion on resolution regarding communication tower placement on UW Marshfield/Wood County campus and distribution of revenues. Brief discussion had on the tower proposal. The city and county continue to work with the third party tower builder to finalize the contract terms.

15. Agenda items for the February 2018 meeting:
  - LRB 4305 Water Pollution Notification Act
  - Discussion of recruiting supervisors and interesting constituents.
  - Adding items under correspondence.
  - Terminating a position via board action at the budget meeting.
  - Electing committee chairs.
16. The next committee meeting will be February 2, 2018, at 1:30 p.m.
17. Moved by LaFontaine, seconded by Wagner, to adjourn. All ayes. Meeting adjourned at 4:02 p.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry  
Kenneth Curry, Secretary (signed electronically)

Judicial & Legislative Committee  
JAN 5, 2018

Shane Wachtermanig  
De Zurek  
Adam FISCHER

DENNIS POLACH

Brent Vinwiler

BRAD KRAMER

NICK BRAZELAN

AMY KANT

Marka Cummings

BRANDON VINWILER

LANCE PRIME

R. VANTASSEL

Ed Reed

LWCD

WCB-VI7

WC DOS

WCB-14

CSA

WCB-8

IT

Finance

WCHSD

WCD

WC

Citizen

## WOOD COUNTY CRIMINAL JUSTICE TASK FORCE MINUTES

December 6, 2017

**PRESENT:** Todd Wolf, Branch 3; Craig Lambert, District Attorney; Trisha Anderson, Victim Witness; Ted Ashbeck, Wood County Jail; James Wunrow, Wood County Jail; Lori Heideman, Wood County Dispatch; Jackie Arnold, Clerk of Courts; Dan Schroeder, Dept. of Corrections; Caitlin Saylor, Dept. of Corrections; Kate Frigo Drury, Public Defender; Adam Stublaski, Dept. of Corrections; Melvin Pedersen, Grand Rapids PD; Suzanne O'Neill, Public Defender; Bill Clendenning, Wood County Board.

12:00 - Judge Wolf called meeting to order. No corrections made to minutes of 9/20/17. Motion by Todd Wolf to approve minutes, second by Kate Frigo Drury. Minutes are approved.

No public comment.

**ADDITIONS TO AGENDA:** Trisha Anderson indicates there is an issue regarding motions being set and she is not notified and, therefore, victims are not notified. They are contacting her saying they are seeing them on CCAP. Judge Wolf explains procedure and how motion dates are given and entered. Trisha indicates that there are dates entered, but motions are not filed. Judge Wolf says he will check on this. Craig Lambert states that there is a problem sometimes with attorneys getting dates for motion hearings, but motion is not filed until day before hearing. James Wunrow also indicates there is a problem of the jail not being advised of motion dates. Suzanne O'Neill states some of the surrounding counties will not give dates until the attorney has motion in hand.

Suzanne O'Neill introduces herself to the group. She is manager at the Public Defender's Office.

Judge Wolf says that defendants are writing to him saying that Jail is telling them to write to court about waiving DNA fee. Judge Wolf says that he waives it on extra counts. Some judges waive it entirely and some judges impose it on every count. Jail feels that this may be coming from other inmates.

**NEW PRE-TRIAL/JURY PROCESS:** Judge Wolf says that Fridays are very busy, but the system seems to be working and many cases are being disposed of on that day. Kate Frigo Drury restates her preference for informal PTC times and that they are set by the Court. Judge Wolf says that she should send out a survey to Bar defense attorneys on how they feel about an informal PTC. Jail questions if in-custody defendants would need to attend. Kate says that they would not. Suzanne O'Neill advises of Marathon County process. Kate says that PTC's would be informal, but a notice would come from the Court. Warrants are issued if the defendants do not appear. But the Court would not have any other involvement in the informal PTC's. She suggests that informal PTC be set 30 days after initial appearance, FPTC set 60 days after initial and jury trial set 90 days after initial appearance. Trisha states that victims would need to be notified of the informal PTC. Both PTC dates would be given in Court. Jackie says that Minute Sheet order has been placed for next year already. Judge Wolf questions Suzanne if Marathon County's procedure is in writing and if it is can she forward it to him.

**RESTORATIVE JUSTICE:** Trisha says the Victim Impact Panel is set for 12/12/17 and there are 45 people registered. She does not have the dates confirmed for 2018. The second Tuesday of March is the first tentative date.

**DRUG COURT:** Judge Wolf states that State grant was approved for 2018. Marshfield City Council approved money for 2018. They may be seeking some private funding. Drug Court is now at full capacity and may have a waiting list. Kate will review procedure for defendants when they are on the waiting list and get results to Judges by meeting in February.

**ROUND TABLE:** Kate indicates that she sent a letter to the Ethics Committee regarding the local rules. She has not received an opinion yet.

Ted Ashbeck says that there is an issue with VINE and a fix is being worked on. The program shows that a defendant is in jail, but they are on Huber or EMP. It then needs to be entered manually, but then it sends out an alert. Jail inmate number is still high.

Judge Wolf says that there was a sustainability meeting for drug court and only 3 people showed up. Adam Stublaski says he will be at the next meeting.

Meeting adjourned at 12:40 p.m.

Submitted 12/19/17

Jackie Arnold  
Deputy Clerk of Courts



# Wood County WISCONSIN

CHILD SUPPORT  
AGENCY

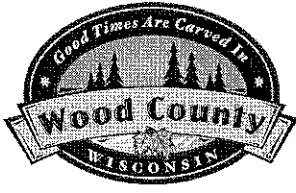
5

JANUARY 2018

## MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I attended the Joint Legislative Committee meeting on December 11<sup>th</sup> in Mosinee. WCA followed up with me after the meeting in regards to AB 384 which relates to the sun setting of Administrative rules. They believe the legislation will not be taken up by the Senate this session. They are monitoring this and will update me if things change.
- Vicki Stoflet, Tiffany Ringer and I attended the WCSEA board meeting on December 14<sup>th</sup> in Madison. While there we stopped by Representative Krug's office to discuss the Administrative Paternity legislation.
- The 2018 Children First Plan was submitted. We are requesting 80 slots for the year.
- The yearly IRS training has been completed.
- I have drafted the cooperative agreements and sent them to the various department heads for their signatures.
- We have filled the vacant Intake position in the agency.
- I will be attending the Department Head meeting on January 5<sup>th</sup>.
- The final payment for 2017 will arrive at the end of January.
- The performance numbers continue to be on target. The current support numbers are 1.76% higher than they were last year at this time.
- The current IV-D case count is 3,908.



# Wood County

## WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

---

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
January 2018

5

1. Staffing. Please be advised that I am carefully considering requesting an additional half-time legal secretary position in this office. This communication is to give you notice of what is being considered so that you can provide input on the assessment process and to get you acclimated to the proposal, should it come. The primary issue is the number of guardianship and protective placement cases that come through this office and the expectation that the number of cases isn't likely going to decrease in the future. Years ago we didn't have the multiple hearings that we now have on many of the cases due to requests for temporary guardians and emergency protective placements and having a much higher percentage of the cases be contested. Much of the work done on the cases handled by this position are time-sensitive in that, for instance, pleadings must be filed before people can be moved from home and hospital settings into nursing homes and CBRFs. I have delegated the work to prepare the pleadings to the Adult Protective Service workers assigned to the cases and the legal secretary has been assigned the duty of reviewing the petitions, preparing and filing notices, service documents, arranging witnesses and generally coordinating all aspects of the case so that I can review the file on the day of the hearing and have everything set to go. Much of the work being done by the legal secretary here would be done by an attorney or a paralegal in other offices, but that isn't an option here and if it were, it wouldn't be the best option. As many of you know, the current legal secretary is an efficient, self-motivated and hard-working individual. I do want you folks to understand the problem because if I do request an additional half-time legal secretary, I will be expecting you to be able to answer questions of your fellow supervisors as to why this is necessary. I'll have additional information at the committee meeting but will be hoping that there are questions and concerns about this that you folks will express as well.
2. Memo on spending money. I was asked (directed?) by the committee a while back to prepare a memo to the county board that addresses the authority to authorize the expenditure of funds. The memo was to be built around the Health and Human Services (H&HS) Committee's approval of funds for an architect to design a building on the North Wood County (Norwood) campus. The premise being the H&HS Committee did not have the authority to expend the funds it did in that they were not designated in the budget for that purpose. I think you folks wanted all of the supervisors to understand what happened and then to learn from that experience. In looking into the matter I copied in Finance Director Mike Martin so that he and I would be in sync on what took place and how the statutes and internal rules applied to the situation. At one point during this investigative process Mike wrote to me that although funds had not been specifically budgeted for architectural services, such funds were available in the Norwood Plant Operation & Maintenance Fund (account #54351) and since the county formally budgets at the function level and funds were in the budget at the function level at the time they were committed, he didn't see a problem with the H&HS Committee's actions.

Mike was technically correct but the reason he is correct (that money was in the budget at the function level that reasonably covered the reason behind the expenditure) has been a point of contention over the years. For instance, if I have an account that covers outside professional services that is typically used to hire outside counsel when I am on vacation and my oversight committee uses 90% of those funds in the first month of a budget year to hire an accountant to

audit my department's books, technically the expenditure is not a violation of the law or county rules, but if the expectation is that the funds will still be needed to hire outside counsel during the next 11 months, well, then the system has been abused.

I do recognize that the county is a large and vibrant business that must address unanticipated needs and accompanying expenses in a businesslike manner and waiting for a committee or two and then the county board to meet to approve reallocation of funding can be problematic, costly, and can even look stupid. Yet, the need to avoid what appears to be stupid to one person can seem like an abuse of process and authority to another. So, where do we go from here?

My intent in addressing this matter at this time is to let you know I haven't ignored your charge and to suggest that this issue is one that really should be studied by the Executive Committee and the Finance Director. There are lots of other governmental entities in Wisconsin that face the same situation we face here and maybe they have identified other ways of addressing it that the county board would find more palatable.

3. The county, specifically, the Sheriff and two of his staff have been sued in federal district court along with our contracted medical service provider for the jail and one of their agents, Dr. Butler. The plaintiff is a former resident of the jail, David Krezinski, who claims that his constitutional rights were violated by denying him treatment. There are several components to the complaint but in essence, Krezinski was on several different types of medications when he came into the jail and the jail's health care contractor allegedly did not keep him on the same medications he was prescribed by outside physicians and Krezinski claims that he suffered as a result of the changes to his treatment.

Krezinski is proceeding pro se. He is asking for \$75,000 in damages. He sought preliminary injunctive relief, which was denied. The Western District Court also dismissed one of the county employees from the complaint since reading the complaint in a light most favorable to Krezinski, the court found there was still no basis for liability by the actions of that employee.

The complaint has been forwarded on to the insurer as well as to the medical service provider pursuant to our contract with that entity. Our insurer will appoint counsel and proceed appropriately and in the county's interests. As per the normal procedures, the complaint (as well as the 15-page informative Opinion and Order of the court) will be routed through the committee to the county board itself.

Sometimes we will have an insurer that will advise the county that there is not coverage under a policy for one type of claim or another. That hasn't happened here, at least at this juncture, but in light of the types of claims made, I am wondering about it. If it does happen, I will let you know. At this point I just want you to be aware that the complaint is being addressed properly; it does not appear at first blush that the county did anything wrong for which damages will flow. Either my office or that of our insurance administrator will keep you updated with respect to the case as it wends its way through the litigation process.

Update. The Federal District Court dismissed the case as Mr. Krezinski was released from jail and has left no forwarding address for the court to use in communicating with him. The court has treated this as an abandonment of the case and dismissed the matter without prejudice (in other words, it could be recommenced by Krezinski).



4. Opioid Litigation. This is some complex litigation that we have signed on to with about 50 or so other counties in Wisconsin and I want to share some procedural developments that I suppose may be more interesting to me than you, but it is an opportunity to remind you of this case. There are about 150 or so of these cases that have recently been brought in federal district courts, primarily in the Midwest but also on the east coast and these cases have been consolidated for purposes of venue in the District Court for the Northern District of Ohio. The cases are not joined in the sense of a class action but are consolidated in one court for purposes of motions and other proceedings for reasons of efficiency to the parties and courts. Our primary counsel, Crueger and Dickinson, is developing a plan to utilize a third-party vendor to gather specific data from counties that relate to the damages we will be claiming. The goal being to minimize the burden to counties in promulgating this data.

This case is likely to be reported on in the media so I plan on keeping you updated in regards to it.

5. Prohibiting the removal of a position via amendment to the budget resolution. At last month's committee meeting one of the committee members wanted Wood County to consider adopting a rule similar to that self-imposed by the city of Marshfield, which, as I understand it, prohibits the modification of the budget when it is presented to the council (board) for adoption that would eliminate a position of employment. Although the county board could adopt such a rule, Wis. Stat. s. 65.90 would make enforcement of such a rule illegal. The essence of the statute as applied to this issue is that that county board has an obligation to approve a budget and consequently, any member of the board has the right to move to amend that budget any way they want. It simply is a prerogative that a member of the board has and the right to make the motion cannot be taken away by prior consensus of the county board.

NOTICE OF INJURY AND CLAIM  
(APPENDIX Q)

5

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

Mailing Address: Wood County Clerk  
PO Box 8095  
Wisconsin Rapids WI 54495.

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

THE INCIDENT

RECEIVED

Date: 12-22-17

JAN 03 2018

Time: Around 8:30

WOOD CO. CORP. COUNSEL

Place: 3799 County Rd. N, Milladore, WI

The circumstances giving rise to my claim are as follows:

I was in my bathroom, which faces the road where my  
mailbox is located and I seen the plow truck go by and  
witnessed him hitting my mailbox which sent the box itself  
flying into the ditch and cracked the post it is attached  
to. It is temporarily re-attached but will need to be  
replaced.

The names of county personnel involved are: Bernard Karaliunas came out and  
confirmed that it was hit by the plow.

The name of other witnesses are: \_\_\_\_\_

THE CLAIM

I request the following monetary or other relief money to replace mailbox - \$50.00  
The amount told to me by Candy Carmody who I talked to  
on the phone.

12-27-17  
Date

Wanda J. Anderson  
Signature  
Print Name: Wanda Anderson  
Address: 3799 County Road N  
Milladore, WI 54494  
Phone: 715-652-0252

RECEIVED

JAN -2 2018

Wanda J. Anderson, Risk Mgr, Hwy  
94



**Hawks  
Quindel** S.C.  
ATTORNEYS AT LAW

MADISON OFFICE

P.O. Box 2155

Madison, WI 53701-2155

PH: 608-257-0040 FAX: 608-256-0236

RECEIVED

DEC 04 2017

WOOD CO. CORP. COUNSEL

5

December 1, 2017

Attorney Peter A. Kastenholtz  
Wood County Corporation Counsel  
Wood County Courthouse  
400 Market Street  
Wisconsin Rapids, WI 54495

**Re: Peggy Sullivan – Confidential Offer to Settle**

**This correspondence constitutes an offer to compromise a claim and is inadmissible pursuant to Fed. R. Evid. 408 and Wis. Stat. § 904.08.**

Dear Attorney Kastenholtz:

I represent Wood County's former employee, Peggy Sullivan. Ms. Sullivan has hired our law firm to represent her in her employment claims against Wood County arising out of her July 17, 2017 termination. The bases for these claims are laid out below.

Ms. Sullivan is willing to release all claims related to her employment in exchange for \$111,000. The basis for this figure is explained below. If this offer is not accepted by December 15, 2017, the offer will be withdrawn and we will proceed to file those claims on Ms. Sullivan's behalf.

#### Background Facts

Ms. Sullivan began working for Wood County in 1994 as an IT Specialist. Since 2000, she has been the only IT Specialist in the Department of Human Services, serving 150 employees.

Throughout her employment, Ms. Sullivan received consistently positive performance reviews. Between 2008 and 2011, she received ratings of all "4"s – "usually exceeds position requirements" – and "5"s – "consistently and substantially exceeds position requirements. Demonstrates leadership skills in this area."

In Ms. Sullivan's 2014 and 2015 performance reviews, she was rated above expectations in all but two performance factor categories ("creativity" and "safety," in which she received a rating of "3" or "meets position requirements and occasionally exceeds"). In a December 3, 2015 email regarding Ms. Sullivan's 2015 performance review, Ms. Sullivan's supervisor, IT Director Amy Kaup, said "I hope you know how much I value you as an employee and how I appreciate you making me look good ☺."

On May 11, 2016, Ms. Sullivan was issued a "written warning & performance improvement plan (PIP)" which referenced alleged "serious concerns regarding [her] job performance." She was given eight weeks to resolve three alleged issues: 1) timely completion of job duties; 2) lack of professionalism, and 3) communication. Ms. Kaup indicated that she would meet with Ms. Sullivan every two weeks to review her progress towards the goals of her performance improvement plan. Prior to the issuance of this performance improvement plan, Ms. Kaup never discussed any alleged



Confidential Settlement Communication

5

Attorney Peter Kastenholz  
Wood County Corporation Counsel  
Page 2 of 4

performance deficiencies with Ms. Sullivan. The last time Ms. Kaup reviewed Ms. Sullivan's performance was her outstanding annual review in December 2015. Indeed, Ms. Kaup felt no need to discuss Ms. Sullivan's performance in December 2015, issuing her performance review via email only.

Ms. Sullivan submitted a written response to her performance improvement plan on May 24, 2016. In her response, she explained that she had been given too many extra job duties addition to her full-time IT support work for the Department of Human Services to complete all of her work. She further explained that she had raised this issue with Ms. Kaup and her workload was not reduced. She also explicitly stated "[b]ecause there are no specifics listed in the Improvement Plan, I am left to wonder if I have received a PIP due to my age. . ."

Following her performance improvement plan, Ms. Sullivan sent weekly updates to Ms. Kaup. She never received a response to any of these emails. Ms. Kaup did not meet with her biweekly to review her progress.

Following the eight week performance improvement period in July 2016, Ms. Kaup and Ms. Sullivan met to discuss her progress. At this meeting, Ms. Kaup thanked Ms. Sullivan for her professionalism throughout the performance improvement period. Ms. Kaup informed Ms. Sullivan that she was doing a good job and no longer needed to send her weekly updates, but that she would keep the performance improvement plan in Ms. Sullivan's file for another six months.

Ms. Kaup did not have any conversations with Ms. Sullivan regarding any performance concerns between the July 2016 meeting and her December 6, 2016 performance review. At that time, Ms. Kaup gave Ms. Sullivan a "3" rating in all but two performance categories: customer service, in which she received a "4" rating, and dependability, in which she received a "2." Ms. Kaup did not issue another performance improvement plan following this performance review and did not schedule any check in meetings with Ms. Sullivan.

On May 8, 2017, Ms. Sullivan had surgery for carpal tunnel release and ulnar nerve repair. She took FMLA-qualifying leave for this surgery from May 8, 2017 until July 17, 2017.

On July 17, 2017, the day Ms. Sullivan returned from FMLA leave, she was terminated. Ms. Kaup alleged that her performance had allegedly not improved since her previous year's performance improvement plan. She was not provided any details regarding her alleged performance deficiencies. Ms. Kaup never raised any concerns regarding Ms. Sullivan's performance between her December 6, 2016 performance evaluation and her July 17, 2017 termination.

**Violations of the Age Discrimination in Employment Act  
and Wisconsin Fair Employment Act**

In a disparate treatment theory of discrimination under the Wisconsin Fair Employment Act and the Age Discrimination in Employment Act, the burden of proof shifts between the parties under the *McDonnell Douglas* paradigm. *Puetz Motor Sales, Inc. v. LIRC*, 126 Wis. 2d 168 (1985)(citing *McDonnell Douglas v. Green*, 411 US 792 (1973)); *Reeves v. Sanderson Plumbing Prods.*, 530 U.S. 133, 140

Attorney Peter Kastenholtz  
Wood County Corporation Counsel  
Page 3 of 4

(2000). Under *McDonnell Douglas*, the complaining party has the burden to establish a prima facie case of discrimination. The burden then shifts to the defendant to show a legitimate, nondiscriminatory reason for the action, and then back to the complaining party to establish that this reason is pretextual. *Puetz Motor Sales, Inc. v. LIRC*, 126 Wis. 2d 168 (1985).

To prove a prima facie case, Ms. Sullivan must show only that 1) she was a member of the protected class, 2) that she was qualified for the position, 3) that she suffered an adverse employment action, and 4) either she was replaced by someone not within the protected class or others not in the protected class were treated more favorably. *Id.* at 173 (citations omitted). It cannot be disputed that Ms. Sullivan is a member of the protected class (57 years old) or that she suffered an adverse employment action by her July 17, 2017 termination.

Wood County can offer no credible non-discriminatory reason for Ms. Sullivan's termination. She performed her job with overwhelmingly positive reviews for 23 years, even receiving a glowing review from Ms. Kaup less than six months before being placed on a performance improvement plan. Further, Ms. Kaup never discussed any performance concerns with Ms. Sullivan except for issuing Ms. Sullivan's performance improvement plan and giving her a "2" rating in dependability in her 2016 annual review (still achieving an overall score of "satisfactory"). Even if Ms. Kaup did have concerns regarding Ms. Sullivan's performance, she never attempted to bring these concerns to Ms. Sullivan and never attempted to coach her to improve.

Based on these facts, a reasonable jury could find that Ms. Sullivan's alleged performance issues were mere pretext for age discrimination. See *Reeves v. Sanderson Plumbing Products, Inc.*, 530 U.S. 133, 147 (2000) ("Proof that the defendant's explanation is unworthy of credence is simply one form of circumstantial evidence that is probative of intentional discrimination, and it may be quite persuasive. . . the trier of fact can reasonably infer from the falsity of the explanation that the employer is dissembling to cover up a discriminatory purpose"); *O'Neal v. City of New Albany*, 293 F.3d 998, 1005 (7th Cir. 2002) (Explanations that "are factually baseless, did not actually motivate the defendants, or were insufficient to motivate the adverse employment action" are unworthy of credence).

#### Violations of the Federal Family and Medical Leave Act

An employee who takes protected leave under the FMLA is entitled to either be restored to the position he held when the leave commenced or restored to an equivalent position. 29 U.S.C. § 2614(a)(1). The Seventh Circuit has explicitly acknowledged that firing an employee to prevent him from exercising his right to return to his prior position interferes with his FMLA rights. See *Simpson v. Office of the Chief Judge of the Circuit Court of Will County*, 559 F.3d 706, 712 (7th Cir. 2009).

To present a claim of FMLA interference, a plaintiff must show that "(1) he was eligible for the FMLA's protections; (2) his employer was covered by the FMLA; (3) he was entitled to leave under the FMLA; (4) he provided sufficient notice of his intent to take leave; and (5) his employer denied him FMLA benefits to which he was entitled." *Burnett v. LFW, Inc.*, 472 F.3d 471, 477 (7th

5

Confidential Settlement Communication

Attorney Peter Kastenholtz  
Wood County Corporation Counsel  
Page 4 of 4

Cir.2006). No finding of discriminatory intent is required to prove an interference claim. *Pagel v. TIN Inc.*, 695 F.3d 622, 626 (7th Cir. 2012).

Additionally, under the terms of the Federal Family and Medical Leave Act ("FMLA"), 29 U.S.C. § 2601 *et seq.*, it is also illegal for an employer to retaliate against an employee for exercising rights protected under the FMLA. To prove a claim of FMLA retaliation, an employee must show that she exercised rights protected under the FMLA, that she was qualified for his position, that she suffered an adverse employment action, and that the adverse employment action occurred under circumstances giving rise to an inference of retaliatory intent.

Based on the above facts, Ms. Sullivan will be able to establish that Wood County both interfered with her restoration rights under the FMLA and retaliated against her for her use of FMLA. Ms. Sullivan was terminated the very day she returned from FMLA-qualifying medical leave. This suspicious timing alone constitutes circumstantial evidence of intentional retaliation. See *Hunt-Golliday v. Metro. Water Reclamation Dist.*, 104 F.3d 1004, 1011 (7th Cir. 1997). Further, based on Ms. Kaup's statements to the Unemployment Division, it is clear that she based her decision to terminate Ms. Sullivan at least in part based on Ms. Sullivan's inability to complete projects while she was on medical leave. There is ample evidence for a jury to find that Ms. Kaup terminated Ms. Sullivan based on an impermissible motivator – her use of FMLA leave.

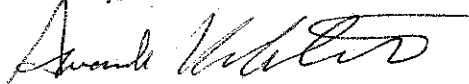
Demand

Ms. Sullivan has authorized us to commence claims against Wood County for its violations of state and federal law. We will seek all available remedies, including reinstatement, back pay, pre-judgment interest, attorney's fees, employment benefits, liquidated damages, and other equitable relief.

Since her termination, Ms. Sullivan has been unable to find comparable work. She is currently accruing lost wages at a rate of approximately \$3,800 per month. If she is forced to engage in protracted litigation, Wood County's exposure for her claims will accumulate rapidly.

In order to avoid the significant time and expense of a lawsuit, Ms. Sullivan is willing to accept a lump sum total of one and a half years of salary, or \$111,000, in exchange for a release of all claims against Wood County. Please advise on or before December 15, 2017 whether Wood County is interested in entering into a settlement agreement on the proposed terms.

Sincerely,



Amanda M. Kuklinski  
Attorney for Peggy Sullivan

cc: Ms. Peggy Sullivan

5

IN THE UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF WISCONSIN

---

DAVID KREZINSKI,

Plaintiff,

JUDGMENT IN A CIVIL CASE

v.

Case No. 16-cv-298-wmc

KAREN BUTLER,  
ADVANCE MEDICAL SERVICES,  
THOMAS REICHERT,  
MELISSA SIMCAKOWSKI, and  
SUSANNA KNAPP,

Defendants.

---

This action came for consideration before the court with District Judge William M. Conley presiding. The issues have been considered and a decision has been rendered.

---

IT IS ORDERED AND ADJUDGED that judgment is entered dismissing this case without prejudice for plaintiff David Krezinski's failure to prosecute it.

/s/

12/08/2017

---

Peter Oppeneer, Clerk of Court

Date

5

IN THE UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF WISCONSIN

---

DAVID KREZINSKI,

Plaintiff,

ORDER

v.

16-cv-298-wmc

KAREN BUTLER, *et al.*,

Defendants.

---

Plaintiff David Krezinski filed this proposed civil action alleging violation of his constitutional rights at the Wood County Jail. On November 22, 2017, the court entered an order granting Krezinski leave to proceed on several claims in this case. The court's order, however, has been returned because Krezinski was released from the Waupaca County Jail and has failed to provide an updated address. Dkt. # 18.

It is not the obligation of either this court or the clerk's office to search for litigants. Rather, it is the litigant's responsibility to advise the court of any change to his or her contact information. *See Casimir v. Sunrise Fin., Inc.*, 299 F. App'x 591, 593, 2008 WL 4922422 (7th Cir. 2008) (affirming the denial of a Rule 60(b) motion where movants claimed they did not receive notice of summary judgment due to a house fire, adding that "all litigants, including pro se litigants, are responsible for maintaining communication with the court"); *see also Soliman v. Johanns*, 412 F.3d 920, 922 (8th Cir. 2005) ("[A] litigant who invokes the processes of the federal courts is responsible for maintaining communication with the court during the pendency of his lawsuit."). Krezinski has failed to provide the court with an accurate, current



5

address. Because Krezinski has failed to provide a current address, it appears that he has abandoned this case.

Accordingly, under the inherent power necessarily vested in a court to manage its own docket, the complaint will be dismissed without prejudice for want of prosecution. *See* FED. R. CIV. P. 41(b); *Link v. Wabash R.R. Co.*, 370 U.S. 626, 630-31 (1962); *Ohio River Co. v. Carrillo*, 754 F.2d 236, 238 n.5 (7th Cir. 1984).

ORDER

IT IS ORDERED that the complaint filed by plaintiff David Krezinski is DISMISSED without prejudice for want of prosecution. Relief from this order may be granted upon a showing of good cause.

Entered this 8th day of December, 2017.

BY THE COURT:

/s/

\_\_\_\_\_  
WILLIAM M. CONLEY  
District Judge

# UNITED STATES DISTRICT COURT

for the

Western District of Wisconsin

David Krezinski

*Plaintiff*

v.

Karen Butler, et al.

*Defendant*

Civil Action No. 16-cv-298-wmc

## SUMMONS IN A CIVIL ACTION

To: *(Defendant's name and address)*

Thomas Reichert, Sheriff  
Wood County Jail  
400 Market Street  
Wisconsin Rapids, WI 54494

A lawsuit has been filed against you.

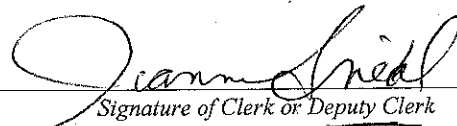
Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

David Krezinski  
Waupaca County Jail  
1402 Royalton St  
Waupaca, WI 54981

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

CLERK OF COURT

Date: 11/27/2017

  
Signature of Clerk or Deputy Clerk

RECEIVED-MADISON  
2017 NOV 27 PM 3:16  
USDS WESTERN WISCONSIN

5

DOC NO  
REC'D FILED  
IN THE UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF WISCONSIN  
SEP 21 AM 10:55

DAVID KREZINSKI  
Plaintiff,

PETER OPPENEER  
CLERK US DIST COURT  
WD OF WI

AMENDED COMPLAINT

Case NO: 16-CV-298-WME

KAREN BUTLER et al  
Defendants,

#### A. PARTIES

1. Plaintiff is a citizen of Wisconsin, and is located at Wood County Jail 400 Market Street Wisconsin Rapids, Wisconsin. 54494

2. Defendant Karen Butler citizen of Wisconsin address unknown and while working under Color of State for Wood County Jail did cause defendant Deliberate Indifference to a Serious medical need.

3. Defendant, "ADVANCE MEDICAL Services" a private Contractor hired by Wood County to provide medical and mental health services at Wood County Jail. "Address Unknown".  
IN Which Provides "Policies and Procedures" To its employees to carry out.

4. Defendant. Sheriff Thomas Reichert, who is legally responsible for the overall operation of the Wood County Jail where Plaintiff is confined. Citizen of Wisconsin official address 400 Market Street Wisconsin Rapids, Wisconsin 54494.

5. Defendant Melissa Simcakowski Administrative Lead Programs officer. Citizen of Wisconsin address unknown.

6. Defendant. Lt. Susanna Knapp citizen of Wisconsin address unknown.

RECEIVED-MADISON  
2017 NOV 27 PM 3:16  
USDS WESTERN WISCONSIN

7. Each defendant is employed BY wood county Jail and acting under color of the State of Wisconsin law. Each defendant is sued individually and of His/Her official Capacity.

### B. STATEMENT OF CLAIM:

8. ON March 3<sup>rd</sup> 2016 the Plaintiff was Booked into the wood county Jail Pursuit a 90 day Sanction on his extended supervision. The Plaintiff stated he was on several Medications for His Mental health issues. The Plaintiff in the Past has been diagnosed with, severe Panic disorder, Major Depression disorder, and Borderline Personality Disorder. He was then Placed in a holding cell For an unremembered amount of time. The Plaintiff then suffered a Major Panic attack. Passed out for an unremembered amount of time he came to with blood all over his head, hands, face he hit his head when he passed out. About 8:15pm on the 3<sup>rd</sup> of March the nurse came to the door seen all the Blood on the Floor, wall and the Plaintiff, and asked him what was going on he Stated he doesnt know whats going on and that he is hearing his Brother who committed suicide in the Racine County Jail voice telling him to "Come Join him, then you wont have to deal with Panic attacks and depression anymore." Medical File is attached as Exhibit A

9. ON March 4<sup>th</sup> 2016 Defendant Karen Butler ask the Plaintiff to Sign a release of information to obtain Medical records about his medication and diagnoses from The Department of corrections and his family Doctor Bradley Beettcher @ ASPIRUS Doctors clinic in Wisconsin Rapids, Wisconsin. after obtaining the records Defendant Karen Butler denied two of the four Medications ordered from Doctor Beettcher.

10. on March 4, 2016 the Plaintiff was seen By Connie Virnig from Wood county Human Service Clinic. The consult was very Brief, about "five minutes". The Plaintiff stated he was hearing voice. The Plaintiff was very Confused & didn't know what was happening and that he would like to go to Norwood Heath Center to see a Psychiatrist so he could get the diagnoses Doctor Karen Butler was not specially trained to do. The Plaintiff was suicidal and was screaming for help. The Plaintiff was then Placed on Suicide watch @ wood county Jail and denied his Eighth Amendment right to adequate Psychiatric care. See attached medical record Exhibit B

11. The Plaintiff has repeatedly requested to see a Psychiatrist and denied. His Mental Health because of the lack of medications treatment resulted in his mental illness to spin out of control. The Plaintiff was experiencing bizarre delusions that the Jail staff were martians that were plotting against him so he was scared to ask for help anymore.

12. Because of the Plaintiffs delirium and bizarre behavior on 5/20/16 they placed him back on the medication ordered from his doctor but cut the dose in half.

13. Just as the Plaintiff was getting his Mental health some what level the Jail administration transferred the Plaintiff to waupaca County Jail. This was retaliation for his filling Section 1983 Claim a Protected conduct and a right of The First Amendment. Because they knew waupaca would stop his Medication, and they did causing his Mental health to ~~spin~~ spin out of control yet again. Plus the Plaintiff was on a extended SUPERVISION Sanction in which he should Not of Been trasferred Because The Deptment of Corrections is Paying wood county for his 90 day stay because that is where the department of corrections has contracted with for wood county. The Plaintiff knows the Jail official's adverse action was directly related to the Plaintiffs Protected conduct.

14. Defendant Karen Butler Says she was treating my mental health But ALL she was doing was juggling around his same medication. The Plaintiff came in on 60mg of Propranolol Butler then dropped it down to 10mg of Propranolol and as the Plaintiff would complain she slowly increased the dose that way she could say she was treating his ~~Serious~~ medical need. which was depression and severe panic disorder that was causing suicidal thoughts. whether a particular medical action qualifies as "treatment" depends on whether it is medically necessary and whether it will substantially help or cure the medical condition. Medical necessity usually involves a serious medical need (suicidal) which could well result in the deprivation of life itself "if untreated". See Exhibit A

15. On March 5<sup>th</sup> 2016 @ about 12:30PM the Plaintiff was very distressed because he and had several panic attacks because on the 4<sup>th</sup> of March the Plaintiff watch the jail staff wheel out a man DEAD from "suicide" right before his eyes. This caused the Plaintiff great emotional distress. Because his Brother Michael Krezinski committed suicide in the Racine County Jail in 2006. It took the Plaintiff several attempts to get someone to help him over a period of 4hrs he just wanted to talk with him but instead they called the Doctor Karen Butler who just ordered some medication to put him asleep and "shut him up". See Exhibit C and D

"Advanced Correctional Healthcare"  
or

16. The defendant "Advance Medical Services" The Plaintiff is unsure if that's the correct name of the Private Contractor hired by Wood County to provide medical health services at Wood County Jail. The Policies and Procedures of "AMS" to only allow an approved medication list including psychotropic medication to cut financial costs has caused

Appalling human suffering and at times loss of life itself. For some they're the only drugs that work. "AMS" has only one nurse and she is only there a few hours a day and not at all on weekends and holidays. And it takes weeks sometimes a month or more to due medical and mental health screenings because of the severe lack on medical staff on duty. The guards take over medical and mental health screenings of arrestees during that period. The guards screening was just a checklist-oriented and they don't seem to research it any more than that. If you weren't exhibiting some kind of a problem, they say "he's fine" until it becomes a crisis call. The guards also pass out all medication to inmates and at times they give out the wrong medication. The Plaintiff on several occasions was given the wrong doses or the wrong medication that was not his. This is outrageous and a direct result from AMS not providing adequate numbers of medical staff. The guards are NOT qualified to be able to pass medications. The medical screening/medical questions for the Plaintiff are to say the least inferior and incumbent. See "Exhibit E" (Wood County Booking sheet) when the Plaintiff requested to do a medical file review Lt. Susanna Knapp just made copies of what she "saw fit" and not letting him see the file for himself which is a violation of the Plaintiff's "patients" rights. The Medical Doctor treated the Plaintiff as a nuisance and not a patient. Doctor Butler is very unmannerly and offensive. Butler seems unconcerned about the Plaintiff's well-being, unadvised about the Plaintiff medication, she tried to put the Plaintiff on two of the medications he was already on until LPN/Jeanne the nurse at Wood County Jail had informed her I was currently on those two medication. The Plaintiff strongly believes defendant Karen Butler is inadequate from her long hours on the road for B.C.H. providing healthcare all over the state of Wisconsin.

17. Defendant Sheriff Thomas Reichert was informed by the Plaintiff of his serious medical need. On or around April the Plaintiff wrote the Defendant asking him to intervene but never got a response. The defendant Thomas Reichert is legally responsible for the overall operation of the Wood County Jail.

108



19. Defendant Lt. Susanna Knapp did retaliate against the defendant by shipping him to Waupaca County Jail on his last ten days of his 90 day sanction right after the Doctor placed him back on his medication, only to have Waupaca to stop it again, causing him to have painful withdrawals and panic attacks so bad they had to keep him in observation for fear he will have seizures.

## 20. Legal Claims,

Defendant Karen Butler caused the Plaintiff Deliberate Indifference by not letting a suicidal inmate, the Plaintiff to see a Psychiatrist. was a violation of the Eighth amendment. Defendant, Butler knew the Plaintiff had a serious medical need. She had records from the D.O.C., my family doctor and old records of past times of being in Wood County Jail. Just because the Plaintiff wasn't successful <sup>@ suicide</sup> don't mean she didn't cause Deliberate Indifference. The defendant has been reprimanded many times by the Medical Examining Board.

21. Defendant "Advanced Correctional Healthcare" written policies and procedures conclude that A.C.H tolerated if not encouraged the custom or practice that encompassed was deliberate indifference to the substantial danger posed to the life and health of suicidal inmates. ACH Formulary, or list of approved medications just to cut cost is appalling, forces suffering and at times loss of life. They have only one nurse for the jail that is so overworked, at times has month long back logs of medical intake screenings and T.B tests. If this Court let this case move forward the Plaintiff will be able to prove a list of violations.

22. Sheriff Thomas Reichert has violations under the Eighth and Fourteenth Amendments for failing to provide adequate medical and mental health care, inferior screening procedures and inadequate physicians oversight and substantial barriers <sup>for</sup> for inmates to access mental health services that solitary confinement was improperly used for mentally ill inmates, causing the Plaintiff pain,

23. Defendant Lt. Susanna Knapf did retaliate against the Plaintiff and shipped him to another jail for filling a Section 1983 protected conduct and a right of the First Amendment. The defendant repeatedly denied the Plaintiff his request to see a psychiatrist a Eighth Amendment right.

24. Defendant Melissa Simiakoski did violate the Plaintiff's right to be in their persons, houses, papers and effects against unreasonable searches and seizures. Shall not be violated. a fourth amendment right. The Plaintiff was degraded and humiliated.

25. Prayer For Relief,

A.) That the named defendants of the Wood County Jail set up and in place adequate mental health services, with adequate numbers of qualified mental health staff. Adequate preliminary screening upon intake and policies put in action for mental health inmates.

B.) That each defendant pay the Plaintiff for the amount of \$75,000<sup>00</sup> individually and of his/her official capacity. Court costs and whatever else this court deems necessary. The Plaintiff would like to leave this open for an attorney when he finds one to take his place.

C.) A preliminary injunction ordering defendants named above to cease the practice of inadequate healthcare.

D.) Plaintiff also seeks a jury trial on all issues triable by jury.

E.) Any additional relief this court deems just, proper and equitable.

Dated: Sept. 11, 2016

Respectfully Submitted,

David Krezinski

400 Market St

Wisc. Rapids, WI 54494

*David Krezinski*

Exhibit A

### Narrative Progress Note

Inmate's Name

Kuzinski, David

ID Number



Date / Time	SOA	PLAN
[Redacted Content]		

Revised: 11/2010

Revised: 07/2012



Exhibit B

**PROGRESS NOTE**

Name: David Krezinski  
DOB: -84  
Date: March 4, 2016

**WOOD COUNTY JAIL CONSULT**

Jailers reported that David is acting very strange and then he is normal. He keeps stating that hears voices. They went to his cell and he had blood all over. He says he kind of blacks out from it. When this clinician met with him, he states last time hearing voices happened 7 years ago and then half way through he stated it was 2 years ago he started to hear the voices and he feels it is from his siblings that have passed away. There was a confusion prior because he thought they were still alive. David is very inconsistent with relating what is happening with him. He states he wants to get help. He sat for 10 years, "It has nothing to do with me wanting to sit here. I overdosed in July of 2015. I was gone for 12 minutes. It was so peaceful so I thought about doing that again." "Can I go to Norwood? I have insurance so I can go." He continued to ask when he could go to Norwood Health Center. He admitted prior to being on his probation hold on THC, alcohol, cocaine, and opiates I do not know if they were all in his system when he was brought in.

*This is NOT TRUE She asked about MY drug use IN the past.*

Assessment: David definitely demonstrates being seeking qualities throughout the session with him. He continuously asked when he could go to Norwood Health Center, he had insurance, why can't people take him now. When it was discussed he would only sit for a 72 hour hold to see what was going on with him, "Can I stay longer? In Norwood?" He wanted to know what time he would be leaving and when can he be seen because he feels he needs help and no one is listening to him. This clinician observed while waiting for other individuals to be brought up to talk with that he was observing this clinician, seeing if she was making calls to her supervisor and trying to see what was happening with himself. He continues to demonstrate several thinking errors and a lot of personality disorder traits. He did state, "If I don't get out of here today, somehow through the weekend I will do something to myself."

Plan: The plan for David is to be placed on suicide watch and staff was willing to do that as this clinician was leaving and all paperwork will be completed and faxed to the jail as of this afternoon.



	0
Blank Documentation Sheet	00-01

David Vezinski  
 Detainee Name

[REDACTED] [REDACTED]  
 Date of Birth

[REDACTED]

[REDACTED]  
 Time

Allergies: None Know

**S. Ask the Detainee**

What problems are you having? Very high anxiety is just causing major issues for staff.

**Q. Examine the detainee:**

Vitals: [REDACTED] BP: [REDACTED] Temp: [REDACTED] Pulse: [REDACTED] Resp: [REDACTED]

**P. Treatments:**

**Practitioner's orders:**

Give 100 mg benadryl now if

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Reviewed: 09/2013

Revised: 09/2013

Source: Medical Advisory Board

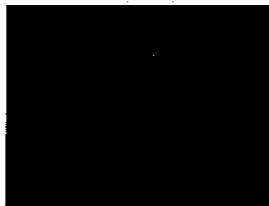
These Protocols are designed to assist the staff in the gathering of information to be communicated to the medical staff. The Protocols are not intended to establish a standard of medical care and are not standing orders. All treatments must be ordered and approved by a Nurse Practitioner, Physician Assistant or Physician.

00-01 Blank Documentation Sheet

Page 1 of 1

## County officer fired over policy violation

Karen Madden, USA TODAY NETWORK-Wisconsin 1:19 p.m. CDT March 30, 2016



(Photo: USA TODAY NETWORK-Wisconsin file photo)

WISCONSIN RAPIDS - A Wood County corrections officer who was fired after an inmate apparently committed suicide said the policy she violated is commonly ignored by other corrections officers.

Wood County jail administrator Capt. Theodore Ashbeck Jr., fired Amanda Miller, who had been a corrections officer with Wood County since January 2009, the day following the March 4 suicide, according to reports on the investigation obtained by USA TODAY NETWORK-Wisconsin through an open-records request. He fired her because she failed to enforce a jail policy that prohibits inmates hanging things from cell bars, leading to an inmate's death.

The inmate who killed himself had hung a sheet in his cell that prevented Miller and other officers from monitoring him, records said.

In a note Miller added to the documents provided in the open records request, she said there was nothing about the inmate's behavior that would have made her or any other corrections officer believe he was suicidal.

Ashbeck was able to use surveillance video of the inmate's cell, as well as an interview with Miller, to determine that at 1:42 a.m. March 4, Miller saw the inmate putting up a sheet across his cell doorway, according to documents. Miller watched the inmate, then she opened the cell block door and asked him what he was doing. Miller said the inmate told her he was using the bathroom in his cell, according to the report.

Miller said she told the inmate to take the sheet down and then left, according to the report written by Ashbeck. Less than an hour later, at 2:24 a.m., Miller checked on the inmate and found he had hanged himself in the jail cell.

The video shows corrections officers, a Wisconsin Rapids police officer and members of the Wisconsin Rapids Fire Department trying to revive the inmate, according to the report, but they were unsuccessful.

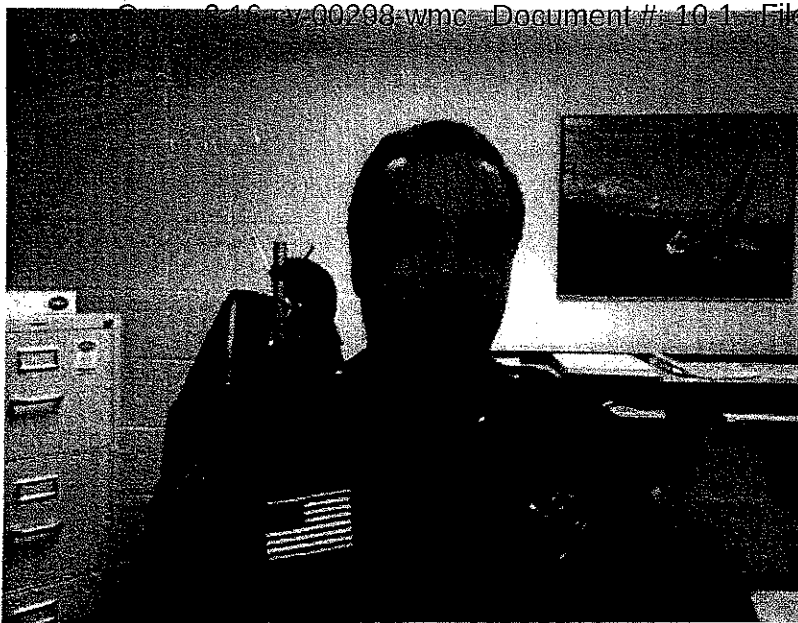
When Ashbeck asked Miller why she hadn't enforced the department's policy on not allowing inmates to hang anything from cell bars, she said she didn't think the sheet was a big deal, according to the report. When Ashbeck asked her why she didn't ask another officer to watch a video feed of the inmate to ensure he took down the sheet and was OK, she said she didn't think of it.

In Miller's written note, she said it was not uncommon for inmates to hang items in their cells.

"Many corrections officers, or their superiors, for that matter, do not strictly enforce this policy and have inmates immediately remove the items," Miller said in her note.

When Miller told Ashbeck that firing her for ignoring the police was too harsh a punishment, he said her disregard for enforcing the policy resulted in a man's death, according to the reports.

"No one policy should be taken so lightly that violating it isn't a big deal when the result of that violation could lead to injury or death," Ashbeck said in the reports. "Policies are put in place to help minimize that possibility."



Ashbeck (Photo: USA TODAY NETWORK-Wisconsin file photo)

Ashbeck declined to comment to a reporter specifically on Miller's firing or on her allegations that other officers violate the same policy for which she was singled out.

The documents sent to USA TODAY NETWORK-Wisconsin included a copy of a Sept. 28 email to all corrections officers saying that Jail Lt. Susanna Knapp had seen towels and sheets hanging over bunks officers had to enforce the policy prohibiting them.

"These rules are in place to keep officers and inmates safe," Knapp said in the email.

The county's insurance carrier, Wisconsin Counties Mutual, has hired an attorney in case the county is sued in connection with the incident, Wood County Corporation Council Peter Kastenholz said in his April report to the Wood County Judicial and Legislative Committee. The attorney is working with the Ashbeck, Wood County Sheriff Thomas Reichert and Kastenholz to maintain records regarding the incident, the report said.

 DAILY TRIBUNE MEDIA

Wood County officer fired after jail suicide

(<http://www.wisconsinrapidtribune.com/story/news/2016/03/11/wood-county-officer-fired-after-jail-suicide/81637668/>)

You can contact reporter Karen Madden at 715-424-7308, [karen.madden@gannettwisconsin.com](mailto:karen.madden@gannettwisconsin.com) or follow her on Twitter @KMadden715 ([https://twitter.com/KMadden715?ref\\_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor](https://twitter.com/KMadden715?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor)).

Read or Share this story: <http://wrtnews.co/1MTIdly>

2 of 2

**Wood County Jail Booking Sheet**

03/03/2016 18:04

BOOKED: 03/03/2016 16:27

Screening/Medical Questions for Inmate: KREZINSKI, DAVID WAYNE

1984

1 arresting/transport officer observe suicide risk?	N
1 arresting/transport officer observe medical problems?	N
1 arresting/transport officer observe violent behavior?	N
1 arresting/transport officer observe any other problems?	N
the inmate unconscious?	N
the inmate in pain, bleeding, or otherwise need emergency attention	N
sible signs of trauma or illness requiring medical attention?	N
vious fever, swollen lymph nodes, jaundice or evidence of infection	N
re they any signs of vermin or skin condition indicating a disorder?	N
oes inmate appear to be under the influence of alcohol or drugs?	N
re there visible signs of alcohol or drug withdrawal?	N
oes inmate's behavior suggest risk of suicide?	N
oes inmate's behavior suggest a risk of assault?	N
oes inmate show inappropriate moods? If so, describe:	N
oes inmate show any odd gestures of behaviors? If so, describe:	N
o speech patterns indicate mental problems? If so, describe:	N
Does the inmate exhibit paranoid behavior (excessive fear)?	N
Does the inmate seem depressed? Express helplessness?	N
Does the inmate appear agitated? Anxious? Upset?	N
Are there any indications of self mutilation or harm?	N
Are there any signs of contagious diseases? If so, describe:	N
Does the inmate's behavior suggest mental illness?	N
Are you currently in the Armed Services or a veteran?	N
Was a copy of the JAIL RULES given to the inmate?	Y
Was a FINANCIAL DISCLOSURE FORM filled out by the inmate.	Y

C 3/3/16  
6 pm  
J

Booked by:	WC727SM	03/03/2016	16:44
Searched by:	WC715JK	03/03/2016	16:44



**Wood County Jail Booking Sheet**

03/03/2016 18:04

BOOKED: 03/03/2016 16:27**Screening/Medical Questions for Inmate: KREZINSKI, DAVID WAYNE**

1984

Do you have any problems sleeping? Y STAYING ASLEEP AND FALLING ASLEEP BEEN ON MEDS FOR 15 YEARS NOT ON SOME NOW

Do you have any problems with appetite or weight loss? N

Are you having thoughts of suicide at this time? N

Have you ever seen a mental health professional/psychiatrist? Who? Y DR COX IN CHIPPOWAW ABOUT 1 YEAR AGO GETS MEDS THOROUGH DR BECHER AT ASPRIS

Have you had any psychiatric hospitalizations? If so, when and where? Y RACINE COUNTY FOR HEARING VOICES ABOUT 5 YEARS

Have you ever attempted suicide? Y OVERDOSE IN 2009 AND ACCIDENTAL OVERDOSE LAST JULY

Does inmate have trouble distinguishing current date/time/place? N

Are you having any hallucinations? Hearing voices? Y HEARING VOICES A LITTLE BIT HEARS PEOPLE CALLING NAME

Are you on prescribed medications? If so, what? Are they with you? Y ZOFLOF 200 MG PROPANAL 60MG MEPERZOL 20MG 2 TIMES DAILY TRANADOL 50MG 2 TIMES DAILY CALAMANPEN 1MG 2 TIMES DAILY AND CALAMPAN IS ON PERSON

Is this your first time in secured custody? N

Are you sick or injured in any way? If so, describe: N

Do you have any flu like symptoms? If so, describe: N

Are you currently under a doctor's care? If so, why? Doctor's name? Y DR BENCHER AT APSRIS FOR MEDS

Have you been hospitalized or injured in the past year? If so describe Y ACCIDENTAL OVERDOSE OF HERION IN JULY

Have you fainted recently or had a recent head injury? If so describe: N

Do you have any cuts or bruises? If so, describe: N

Are you allergic to any medications? Food? Other substance? Describe: N

Do you abuse alcohol or drugs? Y STREET DRUG ANYTHING BEEN CLEAN FOR 6 MONTHS

Do you have heart problems? High Blood Pressure? Diabetes? Y HBP

Do you have epilepsy or seizures? Y SEIZURES ONLY WHEN TAKEN OFF CLARAZPAN

Do you have kidney disease? Hepatitis? Tuberculosis? Asthma? Y HEP C

Do you have gonorrhea? Syphilis? Herpes? AIDS/HIV? N

Do you have pneumonia? Ulcers? Y STOMACH ULCERS NOT TAKING MEDS FLARES THEM UP

Do you have a painful dental condition? Y BACK FRONT FILLINGS ARE COMING LOOSE

Do you have any other medical condition that we should know about? Y KIDNEY ISSUES SOMETIMES PEEING BLOOD LOWER BACK PAIN STATES NOT KIDNEY STONES SEEN DOCTOR AND INPROSSE OF GOING TO SPEICALIST FOR IT

Do You have health insurance? (If Yes obtain insurance info and copy o N

Do you have dental insurance? (If Yes obtain insurance info and copy o N

**WOOD COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION**  
**REPORT OF VIOLATION OF JAIL RULES**

Administrative Lead Programs  
Officer

Reported by: Simcakowski Date: 4-19-16 Time: 1:56pm

Inmate's Name: David Krezinski DOB: -84

Date and Time: 4-19-16 1:54PM

Details of Rule Violation:

On the above date at approximately 13:00 I spoke to A block about covering up lights and having items outside of their crates. When walking in I saw that Inmate Green was going to put up a sheet in his cell to cover himself while using the toilet. I advised Inmate Green that he needed to have the sheet down and watched him remove it. I then advised the entire block they can not put up sheets. I was then informed by C.O. Sheena Lube that she just told Inmate Green to take down the sheet. I went to speak with Inmate Green and asked C.O. Stephanie Montag to come with me so I could talk to Inmate Green about the incident. While speaking to Inmate Green I saw that Inmate Krezinski had a sheet up and was using the toilet. I advised Inmate Krezinski to take down the sheet and watched him and advised him it needs to stay down or he will be locked down or in holding. Inmate Krezinski stated that "I was a bitch" and there will be "a lot of people in holding."

Rule violated:

215.14.

2. Disrespectful behavior, such as cursing, name calling toward jail staff, outside agency staff, or visitors, will lead to disciplinary action. Disciplinary action may be taken when inmates are disrespectful toward each other.

215.17

5. No items will be placed on the doors, windows, walls, bars, camera or bunks. Covering of lights is prohibited. If night lights are covered or knocked out, the full cell lighting will be left on to help us observe you better. Accumulations of newspapers and magazines will not be allowed. No papers of any type are allowed to be placed on the bars.

Action Taken to Maintain Security and Order: Inmate told to take sheet down if it continues he will be locked down or in holding.

Recommendation for Additional Action: Report forwarded to his Probation Officer.

Reporting Officer: \_\_\_\_\_

IN THE UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF WISCONSIN

---

DAVID KREZINSKI,

Plaintiff,

OPINION AND ORDER

v.

16-cv-298-wmc

KAREN BUTLER,  
ADVANCE MEDICAL SERVICES,  
THOMAS REICHERT,  
MELISSA SIMCAKOWSKI, and  
SUSANNA KNAPP,

Defendants.

---

Plaintiff David Krezinski brings this action *pro se* under 42 U.S.C. § 1983, alleging that the defendants violated his constitutional rights during his incarceration at the Wood County Jail. In particular, plaintiff claims that he was denied access to medical care for his mental health issues and privacy in his cell while using the bathroom, as well as that defendants retaliated against him for filing this lawsuit (dkt. #11). Plaintiff further requests preliminary injunctive relief. (*Id.*) Having been permitted to proceed *in forma pauperis*, Krezinski's complaint requires screening. 28 U.S.C. § 1915A. After considering Krezinski's original and amended complaints, he will be allowed to proceed with some, but not all, of his claims and his request for preliminary injunctive relief will be denied as moot.

ALLEGATIONS OF FACT<sup>1</sup>

Krezinski is currently in the custody of the Waupaca County, but the allegations in

---

<sup>1</sup> Courts must read allegations in *pro se* complaints generously. *Haines v. Kerner*, 404 U.S. 519, 521 (1972). Some of Krezinski's allegations in his amended complaint appear to contradict others in

the original and amended complaints took place while he was housed at the Wood County Jail. Defendant Thomas Reichert is the Wood County Sheriff and ultimately responsible for jail operations. Defendant Karen Butler is a physician who provides medical services at the jail through her employer, defendant Advance Medical Services (“AMS”), a private contractor hired by Wood County to provide medical and mental health services; Lieutenant Susana Knapp and Administrative Lead Programs Officer Melissa Simcakowski work for Wood County at the jail. Because the order of events described in the complaint and the amended complaint is not always clear, the court will attempt to set out its understanding of Krezinski’s allegations as they pertain to each defendant, rather than chronologically.

**A. Dr. Karen Butler**

On March 3, 2016, Krezinski arrived at Wood County Jail. At the time, Krezinski was taking four different medications to address his mental health issues, which included severe panic disorder, major depression disorder, and borderline personality disorder. Krezinski was placed in a holding cell, where he suffered a “major panic attack” and passed out. Upon awakening, Krezinski found blood on his face, head and hands, which he believes to be the result of hitting his head. When a nurse came to check on Krezinski, she saw the blood and asked him what was going on. He told the nurse that he did not know and that he was hearing his deceased brother’s voice.

---

his original complaint. For purposes of screening, the court has construed these inconsistencies in Krezinski’s favor and viewed the facts in a light most favorable to him, including drawing all reasonable inferences in his favor.

The next day, Dr. Butler asked Krezinski to sign a release form allowing the jail to obtain his medical records. Dr. Butler subsequently denied Krezinski access to two of his four medications and changed some of his doses, even though other detainees have received the same medications he was denied. Krezinski alleges that on one occasion, Dr. Butler also tried to prescribe him two medications that he was already taking, and the nurse had to correct her, although he does not provide any details about this incident, including when it occurred. Krezinski also felt that Dr. Butler's demeanor while treating him was inappropriate.

Later on March 4, a Wood County Human Services Clinic employee saw Krezinski for "about five minutes." Krezinski told the employee that he was hearing voices, was confused about what was happening, and wanted to see a psychiatrist. While Krezinski's request was denied, Dr. Butler placed him on suicide watch. After this, Krezinski repeatedly asked to see a qualified psychiatrist to evaluate his mental health because he felt that the jail's mental health staff were not spending an adequate amount of time with him, apparently due to a month-long backlog of intake evaluations at the jail. Dr. Butler denied his requests.

At some point, Krezinski also saw jail staff remove the body of an inmate who committed suicide. This event triggered additional mental distress, Krezinski's brother having committed suicide in a jail ten years before. For four hours after that incident, Krezinski attempted to speak with Wood County Jail staff, but was unsuccessful. Instead, Dr. Butler ordered medication to "shut him up." Although Krezinski started receiving all four of his medications beginning on May 20, some two and a half months after requested,

even then he only received a half dose of each medication.

**B. Lieutenant Susana Knapp**

Krezinski alleges that Lieutenant Knapp also denied his requests to see a qualified psychiatrist to evaluate his mental health. When Krezinski requested to see his medical record, Lieutenant Knapp would not allow him to review his complete file, although she did provide Krezinski copies of some of his medical records.<sup>2</sup>

After he filed his original and amended § 1983 complaints, Krezinski was transferred to Waupaca County Jail where he stopped receiving his medications. Krezinski claims that Lieutenant Knapp knew that Waupaca County Jail would stop giving him his medications when transferred and did nothing about it. Krezinski experienced severe physical withdrawal symptoms as a result of being taken off of his medications.

**C. Sheriff Thomas Reichert**

After Dr. Butler and Lieutenant Knapp denied Krezinski's requests to see a qualified psychiatrist, Krezinski wrote to Sheriff Reichert directly to inform him of his "serious medical need" and to ask for help. Sheriff Reichert never responded.

**D. Melissa Simcakowski**

At some point during his time in Wood County Jail, Officer Simcakowski told Krezinski to take down a sheet he had hung up to shield himself from the waist down while

---

<sup>2</sup> As reflected in his amended complaint, Krezinski is plainly frustrated that he could not review his full medical file to investigate the merits of his legal claims. As Krezinski will now be allowed to proceed with some of his claims, he will be able to submit discovery requests to defendants in accordance with the Federal Rules of Civil Procedure. In particular, he will have the ability to serve defendants' counsel by mail with a request for production of documents under Federal Rule of Civil Procedure 34, which should aid in his investigation.

he used the bathroom. Krezinski asked if he could finish using the bathroom before taking the sheet down, but Simcakowski told him to take the sheet down immediately or he would be "locked in holding." Krezinski then stood up, fully exposing his genitals, took down the sheet, and asked Simcakowski to leave so he could finish using the bathroom. Simcakowski allegedly responded by "screaming" at Krezinski.

#### E. AMS

More generally, Krezinski claims that AMS has policies and procedures in place to cut financial costs, which led to inadequate mental and medical healthcare at Wood County Jail. In particular, Krezinski alleges that AMS only provides an approved list of medications and one nurse who is present for "a few hours" each day, excluding weekends and holidays. As a result, sometimes the guards are responsible for conducting arrestees' medical and mental health screenings using only a brief checklist. Due to the minimal medical staff at the jail, Krezinski further alleges that the guards pass out all of the detainees' medication, resulting in Krezinski receiving incorrect medications and doses.

#### OPINION

Plaintiff claims that his mental health has significantly deteriorated because inadequate medications and mental health counseling afforded at the Wood County Jail amount to violation of the Due Process Clause of the Fourteenth Amendment of the United States Constitution. He also claims that Officer Simcakowski violated his Fourth Amendment right to protection from unreasonable searches and that Lieutenant Knapp retaliated against him for exercising his First Amendment right to access the judicial

system. In addition, Krezinski requests a preliminary injunction denying defendants from treating him for his mental health conditions, requiring defendants to permit him to receive all of his necessary medications, and allowing his family doctor to treat him instead. For the following reasons, the court will permit plaintiff to proceed on his deliberate indifference and First Amendment retaliation claims, but will deny him leave to proceed on his Equal Protection Clause and Fourth Amendment claims for failure to state a viable claim.

Regardless, the court will deny plaintiff's request for injunctive relief. Specifically, plaintiff requests a preliminary injunction against defendants and a temporary restraining order against Dr. Butler. If an inmate is transferred to another prison, however, that inmate's request for injunctive relief against defendants based on conduct at the first prison is moot, unless the inmate can demonstrate that he is likely to be retransferred. *Higgason v. Farley*, 83 F.3d 807, 811 (7th Cir. 1996) (citing *Moore v. Thieret*, 862 F.2d 148, 150 (7th Cir. 1988)). Because plaintiff was transferred from Wood County Jail to Waupaca County Jail, and his filings do not suggest that he is likely to be transferred back, plaintiff's request for injunctive relief is moot.

#### **I. Deliberate Indifference**

Plaintiff first claims that defendants' failure to provide him with all of his medications and adequate mental healthcare amounted to deliberate indifference. As it appears plaintiff was a pretrial detainee at the time of the events at issue, his claim falls under the Due Process Clause of the Fourteenth Amendment, which provides that "a



pretrial detainee may not be punished.” *Bell v. Wolfish*, 441 U.S. 520, 535 n.16 (1979). Like claims alleging denial of adequate medical care brought by convicted prisoners, the Eighth Amendment standard for deliberate indifference applies.<sup>3</sup> *Smith v. Dart*, 803 F.3d 304, 310 (7th Cir. 2015).

Prison officials violate a detainee’s right to medical and mental healthcare when they act with deliberate indifference toward a serious mental health need. *Estelle v. Gamble*, 429 U.S. 97, 104 (1976). A “serious medical need” may be a condition that a doctor has recognized requires treatment or one for which the necessity of treatment would be obvious to a lay person. *Johnson v. Snyder*, 444 F.3d 579, 584-85 (7th Cir. 2006). The condition does not have to be life-threatening. *Id.* A medical need may be serious if it: “significantly affects an individual’s daily activities,” *Gutierrez v. Peters*, 111 F.3d 1364, 1373 (7th Cir. 1997); causes significant pain, *Cooper v. Casey*, 97 F.3d 914, 916-17 (7th Cir. 1996); or otherwise subjects the prisoner to a substantial risk of serious harm, *Farmer v. Brennan*, 511 U.S. 825 (1994). “Deliberate indifference” means that the officials are aware the prisoner needs medical treatment, but are disregarding the risk of withholding reasonable measures by consciously failing to act. *Forbes v. Edgar*, 112 F.3d 262, 266 (7th Cir. 1997).

Under this standard, therefore, the plaintiff’s claim has three elements:

- 1) He needed medical treatment;
- 2) Defendants knew that he needed medical treatment; and

---

<sup>3</sup> After *Kingsley v. Hendrickson*, 135 S. Ct. 2466 (2015), there remains a question whether a “cruel and unusual punishment” under the Eighth Amendment applies to a pretrial detainee’s conditions of confinement claim under the Fourteenth Amendment Due Process, but the Seventh Circuit continues to treat “the protection afforded under [the Due Process Clause] [a]s functionally indistinguishable from the Eighth Amendment’s protection for convicted prisoners.” *Smith*, 803 F.3d at 310. Accordingly, the court applies this standard for screening purposes.

- 3) Despite their awareness of the need, defendants consciously failed to take reasonable measures to provide the necessary treatment.

As an initial matter, plaintiff's allegation that he has been previously diagnosed with a number of mental health disorders requiring him to take four medications is sufficient to permit an inference that he has a serious medical need that requires medical treatment. *Meriwether v. Faulkner*, 821 F.2d 408, 413 (7th Cir. 1987) ("Courts have repeatedly held that treatment of a psychiatric or psychological condition may present a 'serious medical need' under the *Estelle* formulation."). Moreover, at least as to Dr. Butler, plaintiff included several allegations that permit an inference of her deliberate indifference. In particular, plaintiff alleges that Dr. Butler knew that he had previously taken four different medications, but refused to give plaintiff two of those four while placing him on suicide watch, are sufficient to permit an inference that Dr. Butler was crediting his mental health disorders but refusing the prescribed treatment.<sup>4</sup> Similarly, plaintiff's allegation that his mental health has declined since being denied access to these two medications permits an inference that Dr. Butler either failed to properly follow up with plaintiff to assess how he reacted to the change in medications or disregarded the serious negative effects of the change. The same is true as to plaintiff's allegation that Dr. Butler denied his request to see a psychiatrist despite knowing about his mental health deterioration.

Additionally, plaintiff's allegation that he wrote to Sheriff Reichert to inform him

---

<sup>4</sup> Of course, Dr. Butler may have an explanation for this, including possible dangers in introducing certain drugs into the institution or belief in her superior knowledge of the continued combination of those drugs in the jail context. But that inquiry is for another day, especially given plaintiff's allegation that Butler allowed prescriptions of the same medication for other inmates.

of his condition is sufficient to permit an inference that Sheriff Reichert had knowledge of plaintiff's mental health disorders. Sheriff Reichert's alleged failure to respond in *any* manner to plaintiff's letter is sufficient to permit an inference that he did not take measures to provide plaintiff with necessary treatment. This is the case even though non-medical personnel often may defer to the decisions of medical personnel. *See Dobbey v. Mitchell-Lawshea*, 806 F.3d 938, 941 (7th Cir. 2015) ("If a prisoner is writhing in agony, the guard cannot ignore him on the ground of not being a doctor; he has to make an effort to find a doctor, or in this case a dentist, or a technician, or a pharmacist—some medical professional."); *Smego v. Mitchell*, 723 F.3d 752, 758 (7th Cir. 2013) ("[E]ven non-medical personnel cannot stand by and ignore a detainee's complaints of serious medical issues."). At this point, it is unclear why Reichert failed to respond to plaintiff's letter, and so, in viewing plaintiff's allegations in his favor, it is reasonable to infer that Reichert's failure to act was not the result of deference to medical personnel, but deliberate indifference.

As to defendant AMS, reading the amended complaint generously, plaintiff has included sufficient allegations to create an inference of deliberate indifference. First, plaintiff's allegation that the jail contracts with AMS to provide mental and medical health care suggests that AMS was acting under color of state law. *See Shields v. Ill. Dep't of Corr.*, 746 F.3d 782, 789 (7th Cir. 2014). As such, AMS can be held liable for policies and practices that implicate plaintiff's constitutional rights. Second, plaintiff alleges that AMS had policies and practices in place that prevented him from receiving the necessary mental health treatment. *See King v. Frank*, 328 F. Supp. 2d 940, 948 (W.D. Wis. 2004). Accordingly, he will be permitted to proceed against AMS.

Moving forward, however, plaintiff should understand the significant burden he will have to overcome to prevail on this claim. Plaintiff will be required to garner evidence establishing that AMS had institutional knowledge that its policies and procedures violated his Fourteenth Amendment right to receive medical care *and* that AMS failed to take action to correct those policies and procedures. For example, if members of the AMS Board of Directors knew, after implementing these policies and procedures, that inmates were not receiving the mental health or medical treatment they needed or were not receiving necessary treatment in a timely manner, and AMS failed to take corrective action, AMS may have been deliberately indifferent.

As for establishing Reichert's and Dr. Butler's liability, it will be plaintiff's burden to show that a reasonable jury could find in his favor on each element of his claim. *Henderson v. Sheahan*, 196 F.3d 839, 848 (7th Cir. 1999). It will not be enough for plaintiff to show that he disagrees with defendants' conclusions about the appropriate treatment, *Norfleet v. Webster*, 439 F.3d 392, 396 (7th Cir. 2006), or even that defendants could have provided better treatment. *Lee v. Young*, 533 F.3d 505, 511-12 (7th Cir. 2008). In particular, he will have to show that defendants' conduct was "blatantly inappropriate" and that defendants knew about obvious, reasonable alternatives, but refused to consider them. *Snipes v. DeTella*, 95 F.3d 586, 592 (7th Cir. 1996) (internal quotations omitted).

Finally, as for defendants Simcakowski and Knapp, plaintiff has not alleged that either defendant was aware that he suffered from mental health disorders, nor that they ignored his mental health disorders. Plaintiff only alleges in his original complaint that Knapp denied his request to see a psychiatrist, which is insufficient to state a claim that

she was deliberately indifferent to his actual mental health needs.<sup>5</sup> Accordingly, plaintiff will be permitted to proceed on this claim against Dr. Butler, Sheriff Reichert, and AMS, but not against defendants Simcakowski or Lieutenant Knapp.

## II. Equal Protection

Plaintiff also claims that Dr. Butler violated his rights under the Fourteenth Amendment's Equal Protection Clause by refusing to give him two of his medications while permitting other detainees to receive the same medications. To state a claim under the Fourteenth Amendment's Equal Protection Clause, a plaintiff must show "intentional discrimination against him because of his membership in a particular class." *Huebschen v. Dep't of Health and Soc. Servs.*, 716 F.2d 1167, 1171 (7th Cir. 1983). Even assuming Dr. Butler's discrimination was intentional, plaintiff fails to allege that he is a member of a protected class, much more that Butler discriminated because of his membership in the class. Accordingly, he has no class-based Equal Protection Clause claim.

Plaintiff's allegations also fail to state a claim under a "class of one" analysis. The standard in the Seventh Circuit for "class of one" discrimination requires plaintiff to "plead and prove intentional discriminatory treatment that lacks any justification based on public duties and that there be some improper personal motive for the discriminatory treatment."

---

<sup>5</sup> Plaintiff's amended complaint similarly fails to describe the specific content of his request to see a psychiatrist, nor even to whom these requests were made. If plaintiff made this request to Knapp, as alleged in the original complaint, or to Simcakowski, and if the request contained more information than just his desire to see a psychologist, such as facts about the severity of his mental health condition, he may have claims against Lieutenant Knapp and Ms. Simcakowski. Plaintiff can seek leave to amend his complaint to include more details, and if he does, the court will reevaluate whether he may proceed on his Fourteenth Amendment claim against Knapp and Simcakowski.

*Marcelle v. Brown Cnty. Corp.*, 680 F.3d 887, 899 (7th Cir. 2012). Again assuming that Dr. Butler's discrimination was intentional, plaintiff has not alleged that she had an improper motive in denying him two of his medications or refusing to allow him to see a psychiatrist. Accordingly, plaintiff's Equal Protection Clause claim may not proceed.

### III. Fourth Amendment Claim

Plaintiff next alleges that Deputy Simcakowski violated his Fourth Amendment protection from unreasonable searches when she required him to take down the sheet he had hung in his cell to shield himself from the waist down while he was using the bathroom. While plaintiff's desire for privacy is understandable, the United States Supreme Court has held that the Fourth Amendment's protection from unreasonable searches and seizures does *not* extend to a prisoner's living quarters. *Hudson v. Palmer*, 468 U.S. 517, 525-26 (1984). The Seventh Circuit reiterated this holding in finding that cross-sex monitoring of nude inmates is permissible. *Johnson v. Phelan*, 69 F.3d 144, 149 (7th Cir. 1995).

After its ruling in *Hudson*, however, the United States Supreme Court held that prisoners can use the Eighth Amendment to supplement their Fourth Amendment protections. *Id.* at 147 (citing *Graham v. Connor*, 490 U.S. 386, 392, 394 (1989)). Because plaintiff is a pretrial detainee and cannot be punished before he is convicted, however, this claim must be analyzed under the Fourteenth Amendment's Due Process Clause. *Bell*, 441 U.S. at 535-36. Substantive due process is implicated when the government exercises power without reasonable justification, and it is most often described as an abuse of government power that "shocks the conscience." *Tun v. Whitticker*, 398 F.3d 899, 900 (7th Cir. 2005).

Unfortunately, plaintiff's allegations do not support a finding that he suffered from such an abuse of power, at least in an actionable sense. While plaintiff alleges that the incident left him feeling "humiliated and embarrassed," he does not allege that Simcakowski's actions were intended to harass him; nor does he allege that Simcakowski's actions were unrelated to the jail's needs. On the contrary, Exhibit D in the amended complaint, a news article providing details about the March 2016 inmate suicide at Wood County Jail, indicates that the jail had a policy prohibiting inmates from hanging items in their cells and over their cell bars. (Ex. D. (dkt. #10) at 1.) Although the article suggests that the policy was not strictly enforced, it is a common one among prisons for both the safety of detainees and guards. Absent some allegation that Simcakowski was enforcing this policy as a power play, there is no basis to proceed, particularly where an inmate's recent suicide provides a ready explanation for Simcakowski strictly enforcing this policy. Regardless, Simcakowski's behavior cannot be said "to shock the conscience," and plaintiff's Fourth Amendment claim cannot proceed.

#### IV. First Amendment Retaliation

Finally, in his amended complaint, plaintiff claims that Lieutenant Knapp retaliated against him for exercising his First Amendment right to access the judicial system when she transferred him from Wood County to Waupaca County Jail. Retaliation claims are usually filed separately from actions brought under 42 U.S.C. § 1983, but because defendants have not filed answers to plaintiff's amended complaint and because plaintiff's retaliation claim is so closely related to his § 1983 claims, the court will address plaintiff's

retaliation claim here.

To successfully state a First Amendment retaliation claim, plaintiff must show the following:

- 1) he was engaged in an activity protected by the First Amendment;
- 2) he suffered an adverse action that would likely deter a person of ordinary firmness from engaging in the protected activity in the future; and
- 3) the protected activity was a motivating factor in defendant's decision to take retaliatory action.

*See Kidwell v. Eisenhower*, 679 F.3d 957, 964-65 (7th Cir. 2012); *Bridges v. Gilbert*, 557 F.3d 541, 546 (7th Cir. 2009).

Here, plaintiff was plainly engaged in an activity protected by the First Amendment. Moreover, plaintiff's allegations that his mental health condition deteriorated and that he experienced painful physical withdrawal symptoms after transfer without his medications also supports the conclusion that he suffered an adverse action likely to deter an ordinary person. Based on the timeline of events, it is further possible that plaintiff's initiation of his § 1983 lawsuit was a motivating factor in defendant Knapp's decision to transfer him to another facility. Accordingly, plaintiff will be permitted to proceed on this claim against Knapp.

Again, however, plaintiff is reminded of his significant burden moving forward. Inferences that can be drawn based on the timeline of events will not be enough to prevail on this claim. For example, plaintiff is responsible for gathering and submitting admissible evidence that Lieutenant Knapp transferred him without ensuring he would receive his medications, at least in part, *because* he filed this lawsuit.



ORDER

- 1) Plaintiff David Krezinski is GRANTED leave to proceed on his Fourteenth Amendment Due Process claim for deliberate indifference to a medical need against Dr. Karen Butler, Sheriff Thomas Reichert, and Advance Medical Services (AMS).
- 2) Plaintiff is GRANTED leave to proceed on his First Amendment retaliation claim against Lieutenant Susanna Knapp.
- 3) Plaintiff is DENIED leave to proceed on all other claims and defendant Melissa Simcakowski is DISMISSED.
- 4) Plaintiff's Motion for Emergency Injunctive Relief (dkt. #11) is DENIED without prejudice.
- 5) For the time being, plaintiff must send defendants copies of every paper or document he files with the court. Once plaintiff has learned what lawyers will be representing defendants, he should serve each defendant's lawyer directly rather than defendants. The court will disregard any documents submitted by plaintiff unless plaintiff shows on the court's copy that he has sent a copy to defendants or to defendants' attorneys.
- 6) Plaintiff should keep a copy of all documents for his own files. If plaintiff does not have access to a photocopy machine, he may send out identical handwritten or typed copies of his documents.
- 7) The clerk's office will prepare a summons and the U.S. Marshal Service shall effect service upon these defendants.
- 8) If plaintiff is transferred or released while this case is pending, it is his obligation to inform the court of his new address. If he fails to do this and defendants or the court are unable to locate him, his case may be dismissed for failure to prosecute.

Entered this 22nd day of November, 2017.

BY THE COURT:

/s/

WILLIAM M. CONLEY

District Judge



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

## MEMORANDUM

5

TO: Wood County Board of Supervisors

FROM: Peter Kastenholz, Corporation Counsel

DATE: January 16, 2018

RE: Intellectual Property Laws

At Article I, Section 8, the U.S. Constitution provides in part that Congress may enact laws to “promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries.” Pursuant to this authority, Congress has established laws that protect patents, trademarks and copyrights. This memo is intended to give the reader a general outline of what these intellectual property laws regulate so as to enhance their ability to recognize when their actions as a county employee may be in violation of the rights of others.

A **trademark** is a distinctive mark, motto, device or implement that a manufacturer affixes in some way to its product so that the product can be recognized as having been produced by that manufacturer. At the federal level trademarks are protected by the Lanham Trade-Mark Act of 1946. The purpose of the Act is to prevent consumers from confusing the product of a manufacturer with those of third party producers that have similar markings that identify their products. When such a third party producer either copies or uses a substantially similar marking as that first used by a manufacturer, then the third party is subject to the imposition of penalties as well as damages. Wisconsin provides for very limited regulation of trademarks as well at Wis. Stat. Ch. 132.

Since the county is generally not in the business of production, there shouldn't be much concern about infringing upon others' patents. We may, however, buy items that we believe are of a certain quality only to find out that they aren't and we were misled as to who made the product due to a misleading trademark. Should this situation arise, contact the Corporation Counsel to discuss the matter.

A **patent** is an approval from the government that gives an inventor the exclusive right to make, use and sell an invention for a period of time. A patent can be obtained for a design as well as an invention but design patents are for a shorter period of time. To obtain a patent for either an invention or a design, an application must be made to the U.S. Patent and Trademark Office that shows the invention, discovery, process or design is novel, useful and not obvious in consideration of current technology.

A few times over the years county staff have seen products and determined we could make the same thing in-house cheaper than we could buy them on the market. For instance, our Frisbee-golf receptacles were made in-house but we had to pay a fee to the inventor once he found out and notified us that we had copied his patented product.

Patents aren't a huge concern for county employees generally but if the nature of your position involves creating or modifying things, a mechanic for instance, anytime you find yourself trying to reverse engineer a product, you are likely infringing upon someone's patent. If such matters come to the attention of the patent holder, then the county will need to settle by paying the patent holder.

If an employee invents a product or a procedure on county time that is worth patenting, they should discuss the matter with their department head as there may be an interest in the county working with the employee in getting a patent. Technically, the employer owns the intellectual property of its employees created during the scope of employment but the county is not interested in squelching the creativity of its employees and could work with the employee to create a benefit for both.

A **copyright** is an intangible right granted by the federal government to the author or originator of a literary or artistic production. It is an exclusive right of the author to publish, print or sell the created work for a limited period of time. A copyright is like a patent or trademark except that it applies to works of art or literature, including plays, movies, musical compositions, written works and computer programs. The Copyright Act of 1976 provides that original works created after 1976 are automatically given copyright protection for the life of the author plus fifty years. Infringement of the copyrights of another can lead to criminal proceedings as well as damages. An author of an original work can register their copyrighted work with the federal government via a simple and inexpensive process and then affix the copyright notice to their work. Such registration is not necessary to protect against the unauthorized use of the work, however.

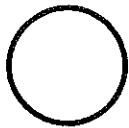
There is a widespread misconception that the unauthorized non-commercial use of a copyrighted work is legal. This notion probably arises from what is known as the "fair use" doctrine, which allows the use of copyrighted work without permission for purposes of criticism, reporting, teaching and research. There are a lot of cases construing and applying the fair use doctrine and if you have questions about it, let me know.

The county has had a number of cases where the author of a work has notified us that we have used their copyrighted work without permission. One such instance was a poem that Edgewater Haven used in a newsletter. The staff thought the author of the poem was unknown and noted such in the newsletter. The author of the poem contacted the county and wanted us to pay her several thousand dollars for our use of the poem in the newsletter. Well, that didn't happen but we did settle the case.

The county has been contacted on several occasions by associations that own the rights to copyrighted work or represent the authors. For instance, the American Society of Publishers and Composers (ASCAP) and the Broadcast Music, Inc. (BMI) collectively represent 98% of all music commercially available in the United States. Any commercial use of music without a license from one or both organizations leads to problems and both ASCAP and BMI have numerous employees whose job it is to identify these unlicensed uses.

When it comes to the use of movies that are rented or owned by the county or its employees, the rights associated with “owning” or renting a movie (or music) in any format does not include the right to play it in front of unrelated people in a business setting, such as a nursing home. If the use of any such recordings is going to be made without a license to do so, then you had best check with my office to verify the use will fall within the fair use doctrine.

In concluding these general comments on intellectual property, it is important for the reader to understand that the penalties associated with the improper use of someone else’s intellectual property are designed to deter potential violators and not to serve as just recompense to the owner of the protected work. Consequently, the damages can easily run into the tens of thousands of dollars for what would seem to be minor violations.



## RESOLUTION#

ITEM#

5- 1

DATE

January 16, 2018

Effective Date

January 16, 2018

Introduced by

Judicial &amp; Legislative Committee

Page 1 of 1

LAD

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

**INTENT & SYNOPSIS:** To go on record in support of LRB 3991, which establishes a program within the DNR to provide grants to counties, cities, villages, and towns for the testing of privately owned wells and make changes to the well compensation grant program currently administered by the DNR.

**FISCAL NOTE:** No direct economic impact to the county itself but funds would be available to assist residents in monitoring and addressing private well contamination situations.

		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	Kremer, B			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

**WHEREAS**, clean drinking water is vital to quality of life and public health and yet 47% of Wisconsin private wells contain contaminants at levels above health standards according to the Environmental Public Health Tracking Program, and

**WHEREAS**, from every perspective it is better to address the issue of contaminated well water than it is to deal with the consequences of residents consuming contaminated drinking water, and

**WHEREAS**, under the existing Well Compensation Grant Program an owner or renter of private property that has a contaminated well may apply for a grant to treat the water and reconstruct the well or build a new one, but to access the funds the income cap is \$65,000 and the proposed legislation known as LRB 3991 increases the income cap to \$100,000, increases the amount of reimbursable expenses, and eliminates the requirement that the homeowner must own livestock, and

**WHEREAS**, LRB 3991 provides \$100,000 annually for the DNR to administer a well testing program by which local governments apply for the funding and disperse grants to eligible residents to help offset the cost of testing their wells, and

**WHEREAS**, the Judicial and Legislative Committee has studied the matter and discussed the legislation with its author, Representative Shankland, and is convinced that the legislation represents an important and cost effective step in dealing with contaminated wells in Wisconsin.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to go on record in support of the state legislature enacting LRB 3991.

**BE IT FURTHER RESOLVED** that the Wood County Clerk shall provide a copy of this resolution to all of the state legislators who represent constituents in Wood County and to the Wisconsin Counties Association

6

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

**DAY & DATE:** Thursday, January 04, 2018  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Ave North,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:** 11:30 A.M.  
**MEMBERS PRESENT:** Chairman Al Breu, Supervisor Marion Hokamp, Supervisor  
David LaFontaine, Supervisor William Winch, Supervisor  
Joseph Zurfluh  
**EXCUSED:** None.  
**OTHERS PRESENT:** Supervisor Lance Pliml, Supervisor Bill Clendenning,  
Supervisor Dennis Polach, Parks and Forestry Director  
Chad Schooley, Highway Commissioner Douglas  
Passineau, Forest Administrator Fritz Schubert, Highway  
Accounting Technician Caitlin Carmody

1. Call meeting to order. Meeting called to order by Supervisor Breu at 8:01 am.
2. Public comments.

Supervisor Winch has received calls from some constituents regarding trains blocking railroad crossings for upwards of 15 minutes. He had called the mayor of the City of Wisconsin Rapid's office to talk about the matter. He is under the impression the City might be in the process of addressing this issue. He requested the matter be added to the next HIRC agenda.

3. Approve minutes of the December 7, 2018 Highway, Infrastructure, and Recreation Committee meeting(s).

Supervisor Winch requested that the minutes be amended to replace the references to "Amish vehicles" or "Amish buggy" to read "animal-drawn vehicle" on page 2, item 12.

**Motion to approve the minutes of the December 7, 2018 Highway, Infrastructure, and Recreation Committee as amended by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion carried.**

**PARKS:**

4. Parks Construction Supervisor report.
  - a. Current projects update.
  - b. Employee matters.

**Motion to approve the Parks Construction Supervisor report by D. LaFontaine and seconded by M. Hokamp. All in favor. Motion carried.**

5. Office Supervisor report.
  - a. Snowmobile/ATV Reports.
  - b. Resolution to amend the 2017 Snowmobile Program budget

C. Schooley advised that this is reimbursement for expenses exceeding the 2017 Snowmobile Program budget for grooming.

**Motion to approve the resolution to amend the 2017 Snowmobile Program budget by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.**

c. Office Update.

**Motion to approve the Office Supervisor report by M. Hokamp and seconded by W. Winch. All in favor. Motion carried.**

6. Park and Forestry Director report.

a. 2018 Work Plan

Schooley advised that there are two goals listed in there and if there were any changes, the committee could make them.

Supervisor Winch inquired about the Powers Bluff notation on page 14. He stated that he believed financing would need to be approved and that he would like to see a finalized plan for the project. Schooley advised that he has already provided the plan to the committee and that he was instructed to move forward with the funding plan he had that included fundraising. Supervisor LaFontaine stated that the only way to get real costs is to approve the department to go to an engineering firm to get plans drawn up. Otherwise, they have to work with the estimates Schooley has provided. Supervisor Winch stated that the committee had not approved any resolution for borrowing. Schooley stated that borrowing was not part of the funding plan as it was approved. He is expected to fundraise the costs.

**Motion to approve the Parks portion of the 2018 Work Plan by D. LaFontaine and seconded by M. Hokamp. All in favor. Motion carried.**

b. Discussion about Department impact from elimination of HR recruiter position

Schooley shared with the committee a memo sent to all department heads by Warren Kraft, Human Resources Director, that discusses the impact to all departments from the elimination of the HR recruiter position. Schooley stated there is a department head meeting being held to address the letter. The letter outlines a number of things that departments could now be responsible for since that position was eliminated by the County Board. Schooley stated that most of the things were always handled by Human Resources in the past and if his department would now be responsible for them, it would be a significant impact and training would have to be provided. Supervisor Zurfluh stated that he felt the change could have waited until the end of 2018 which would have allowed departments time to learn the process. Zurfluh stated he would like to see the matter discussed at the Executive Committee meeting.

c. Special Use Permits.

Jigsaw Run for Autism Awareness  
May 5, 2018 at South Park  
Rent all 3 shelter buildings

**Motion to approve the Special Use Permits by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.**

**Motion to approve the Park and Forestry Director report by D. LaFontaine and seconded by M. Hokamp. All in favor. Motion carried.**

## **FORESTRY:**

7. Forest Administrator report.
  - a. Timber Sale Update

Schubert stated that right now the weather is great for completing sales. The one sale listed was finished last week. Now they are moving into older sales.

- b. Resolution to approve the 2018 Forestry Work Plan

Schubert explained that the Forest Administrator's Grant from the Wisconsin Department of Natural Resources that pays for part of his position requires a county board approved resolution in order for the department to receive the funding. There was discussion regarding how the elimination of the forest mill tax will impact this funding and other forestry grants. Schubert said he wasn't sure but that he believes there is significant benefit to the counties to have their own employees managing their properties instead of a state employee like it used to be.

**Motion to approve the resolution to approve the 2018 Forestry Work Plan by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.**

**Motion to approve the Forest Administrator's report by J. Zurfluh and seconded by W. Winch. All in favor. Motion carried.**

8. Correspondence. None.
9. Approve payment of bills. **Motion to approve the payment of bills by D. LaFontaine and seconded by W. Winch. All in favor. Motion carried.**
10. Revenue report.

Supervisor Winch asked if Schooley did a profit/loss analysis on firewood this year. Schooley said no, but that he could complete that for the committee again.

**Motion to approve the revenue report by D. LaFontaine and seconded by W. Winch. All in favor. Motion carried.**

*Committee took a break at 9:18 AM and resumed at 9:31 AM.*

## **HIGHWAY:**

11. Culvert Quotes

Discussed the culvert quotes that were submitted. The Highway Department uses a variety of culvert types depending on the type of project, so they typically pick and choose from the lists provided. Passineau stated that they must meet a specification sheet provided. The Department tries to replace culverts with plastic culverts because they have a lot longer life span. They have been doing this for about 20 years and Passineau estimates that at least half if not much more than that of the County's culverts are now plastic. Supervisor Winch asked if the department sells culverts to townships. Passineau stated yes and that there is no markup on them.

**Motion to approve the quote deemed most advantageous to the County in price and product quality by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.**



12. Mastic Mixer Quotes

**Motion to approve the purchased of a mastic machine from the lowest quote provided by D. LaFontaine and seconded by W. Winch. All in favor. Motion carries.**

13. Marshfield Shop Light Quotes

**Motion to approve the quote received for the Marshfield Shop Light installation by J. Zurfluh and seconded by M. Hokamp. All in favor. Motion carries.**

14. CTH A Jurisdictional Transfer Resolution

Passineau stated he has spoken with a variety of officials at the Wisconsin Department of Transportation about this proposed jurisdictional transfer. They are aware of the resolution. There is much support throughout the county for this transfer to occur.

**Motion to approve the County Highway A Jurisdictional Transfer Resolution by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carries.**

15. CTH N Bridge

There are two bridges on County Highway N that are going to be replaced under the STP-Rural program. They are under 20' and the department wants to make them 20' so that they are included in the Department of Transportation bridge program.

Passineau also advised that the CTH T County Highway Improvement (CHI) project will not be able to be funded through the CHI program like originally planned. The department was supposed to advertise the project in two consecutive weeks, but there was a full week where it wasn't advertised between the two. This project will still be done, but will have to be done through different funding. The CHI funding can be transferred to another project.

16. Management Training with Fred Prior

Passineau stated that the department is in negotiation with Fred Prior to host a training for the management team and lead persons. It will be around \$3000 and would be held hopefully at the end of February. Passineau stated these seminars are very valuable to the management staff.

**Motion to approve a management training seminar for highway staff with Fred Prior by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.**

17. Open Office Position

The highway department's Administrative Assistant, Diane Bannerman, is still out on approved leave and Passineau stated he would like to hire someone to fill the position until she returns.

**Motion to fill the Administrative Assistant position on a limited term basis by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion carried.**

The committee asked if the Accounting Technician's time could be tracked when it comes to recruitment duties to get a better understanding of how much time is devoted to the process within the Department. Passineau stated that will be done.

18. Public Involvement Meeting – CTH U Project January 11, 2018 5:00 – 7:00 PM

Passineau stated there is a STP – Urban project on County Highway U from State Highway 54 to where the trucks drop off their logs. There will be curb and gutter installed as well as a sidewalk, and this will increase the load capacity for the road as well. There is a public meeting at the Biron Town Hall to discuss this project and all County Board members are invited to attend.

19. Class I Notice – CTH T Bridge Repairs

The repairs to be made to County Highway T are estimated to be under \$25,000. A Class I notice is required.

**Motion to approve a Class I Notice of the bridge repairs on County Highway T by D. LaFontaine and seconded by W. Winch. All in favor. Motion carried.**

20. Frac Sand update.

Passineau stated that he heard Completion is going through foreclosure, but has not heard any updates since. Money from the frac sand agreement will be used on the County Highway H STP-Rural bridge and the County Highway T bridge repairs.

21. Current projects update.

22. Approve payment of bills.

**Motion to approve payment of Wood County Highway bills by J. Zurfluh and seconded by M. Hokamp. All in favor. Motion carried.**

23. Accounting Supervisor's Report.

**Motion to approve the Accounting Supervisor's report by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion carried.**

24. Correspondence.

Passineau stated he is in the process of writing a response to the letter received from the Village of Hewitt Quiet Zone Committee that was discussed at the December committee meeting.

25. Next meeting date: February 1, 2018 at Wood County Highway Department, 555 17<sup>th</sup> Ave. North, Wisconsin Rapids, WI 54495

26. Motion to adjourn.

**Motion to adjourn by D. LaFontaine and seconded by J. Zurfluh at 11:30 AM. All in favor. Motion carried.**

Signed electronically by, Secretary Marion Hokamp

*Marion Hokamp*

Minutes taken by Caitlin Carmody, Highway Accounting Technician

## **PARKS CONSTRUCTION SUPERVISOR REPORT**

January 4, 2017

By D. Quinnell

### CURRENT PROJECTS

- The weather has halted the third loop 50 amp- electrical project in South Park campground. Work will resume as soon as the weather permits us to bury wire.
- We will be starting the remodel of the South Park Ranger cabin in January.

### MAINTENANCE OPERATIONS

- Powers Bluff winter area is prepared for the winter season.
- All parks are closed and crews are working on winter maintenance projects such as cutting dead trees, repairing tables and repairing equipment.

### EMPLOYEE MATTERS

- We had our Employee meeting on December 21, 2017. At the meeting we had annual Powers Bluff operations training for the tow operations. We also had a presentation from Adam of the Wellness Department and an update from Steve Kreuser of the Emergency Management Department on policies when dealing with work release people.

### OTHER

- We will begin getting cost quotes for equipment and projects for 2018.

HAPPY NEW YEAR!

6

## **WOOD COUNTY PARKS & FORESTRY**

### **OFFICE SUPERVISOR REPORT**

January 4, 2018

By: Sandra Green

#### **SNOWMOBILE:**

- I attended the ORV (Off Road Vehicle) Council meeting on December 12 in Milladore at Mead Wildlife Area. I learned a great deal and took many notes. I feel these are very beneficial and I plan on attending more of these meetings as well as the snowmobile council meetings so I can learn more. There are many issues regarding the use of ATV's and snowmobiles in Wisconsin as well as bridges, easements and more.
- I did not attend the December 4<sup>th</sup> Snowmobile meeting in Sherry due to a conflict. However, I received via e-mail signed contracts, completed easements and updated insurance information from many clubs. All clubs but one has their information in to me. All we need is snow and these clubs can open when they are ready.
- We are having an issue with one trail in the Nekoosa under the Sunset Drifters club. The parcel has a new property owner and the trail runs right along the outside of his property line according to Wood County GIS data. However, the landowner states it runs through his property. I am working with the landowner, the snowmobile club president and Justin from Planning & Zoning to resolve this issue.
- Many of the snowmobile clubs are entering their maintenance work into the new SNARS system. This leaves more time for me to review the information to be sure it is accurate before submitting it to the state. There is still one club that I am entering information for as they have no one that is computer literate (at this time).
- I paid out supplemental money from 2016-2017 to each of the snowmobile clubs. This will result in an overage in our revenues and a negative in our expenditures. I have created a resolution to this effect which is present today in the packet.

#### **OFFICE:**

- Provided Wellness materials to employees in the field and office.
- Attended and took minutes at the regular December 7<sup>th</sup> HIRC meeting.
- Completed our Rubi Reds Fundraiser. We earned a little over \$500 for the Parks & Forestry Department Powers Bluff Development Project. We thought our first fundraiser went pretty well.
- Continued to work on setting up a survey on Survey Monkey for our open spaces plan.
- Updated what I was able to in the 2018 Work Plan.
- Began work on the Fixed Assets information for Finance.
- Began organizing the employee and LTE schedule for Powers Bluff as well as updating contact information.
- Worked on sign proposal for our department and Land and Water with Rapids Sign.
- Approved our ad that is run in annually in the WCVB publication.
- Updated the Camping Self-Registration form.
- Attend the employee meeting on December 21<sup>st</sup> at Nepco Shelter. On December 20<sup>th</sup>, met with co-workers to brainstorm fundraising ideas for 2018 for the Powers Bluff Development Project.

## **Parks and Forestry Director Report**

By Chad Schooley, Parks and Forestry Director  
January 4, 2018  
HIRC meeting

- Attended a site visit at Lake Wazeecha with Jennifer Bergman, DNR Fish Biologist, to discuss possible fish habitat improvements on Lake Wazeecha.
- Met with Theresa G., Concessions at Powers Bluff, to discuss upcoming season.
- Met with Amy K. and Jason G. from IT to discuss P&F projects and upcoming security training.
- Staff has been working on the 2018 Parks and Forestry work plan. A copy has been included in the packet. The goals identified at the beginning of the packet are my goals for 2018, which will be included in the 2018 evaluation form. Please let me know if there are other goals that you would like included.
- Attended the Wisconsin Rapids Sports Commission meeting and gave the group a summary of all of the winter recreational opportunities available in Wood County.
- Attended County Board meeting on 12/19/17
- Held our winter employee meeting on 12/21/17

**December** 9 shelter reservations

### **Special Use Permits**

- May 5, 2018, Jigsaw Run/Walk, Autism Awareness Event. South Park shelter buildings (3) are reserved for this event. The walk trail is used for the event as well.

# FOREST ADMINISTRATOR REPORT

January 4, 2018

By: F.Schubert

## Timber Sale Activity

### TIMBER SALE BALANCES AS OF 12/31/2017

JOB NUMBER	CONTRACTOR	ENDING MONTH BALANCE	CONTRACT AWARD	PAYMENTS RECEIVED THIS MONTH	YEAR AWARDED
721	FUTUREWOOD	\$0.00	\$53,265.10	\$8,002.78	2013
742	FUTUREWOOD	(3,344.54)	34,626.30	18,397.44	2016
Payments Received This Month:				<b>\$ 26,400.22</b>	
<b>2017 Forestry Revenue:</b>		<b>\$ 213,532.31</b>			

## Timber Sale Activity - December

**Jobs Started:** None

**Jobs Continuing/Reactivated:** #716 Futurewood

**Jobs Gone Inactive:** None

**Jobs Finished:** None



# Wood County

## WISCONSIN

COUNTY BOARD  
SUPERVISOR

December 19, 2017

### LETTER OF APPRECIATION

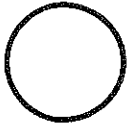
Doug Passineau  
Wood County Highway Commissioner

Chad Schooley  
Parks and Forestry Director

The Highway Infrastructure and Recreation Committee express their appreciation for the assistance of Catlin Carmody and Sandra Green during the past year and especially during the evaluations of HIRC Department heads. The advice and assistance they gave on the proper filling out of the evaluation forms was extremely helpful. The County and your departments are very fortunate to have such dedicated employees.

Sincerely,

Al Breu  
Chairman of HIRC



## RESOLUTION#

Introduced by  
Page 1 of 1

Highway Infrastructure & Recreation Committee

SMG

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

**INTENT & SYNOPSIS:** Approval of the 2018 Wood County Forest Annual Work Plan.

**FISCAL NOTE:** Potential loss of State Aid Revenues in the amount of \$45,718.40.

		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	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

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

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

**WHEREAS,** the Highway Infrastructure and Recreation Committee approved the 2018 Wood County Annual Work Plan (see attached documents) at their monthly meeting held January 4, 2018, and

**WHEREAS,** the Wood County Board of Supervisors adopted the 2018 Wood County Parks & Forestry Budget at its November 14, 2017 County Board Meeting, and

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to, approve and adopt the 2018 Wood County Forest Annual Work Plan.

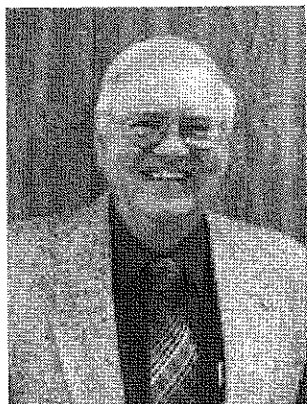


**WOOD COUNTY  
PARKS AND FORESTRY  
DEPARTMENT**

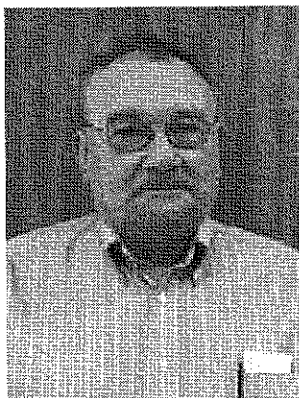


**2018  
WORK PLAN**

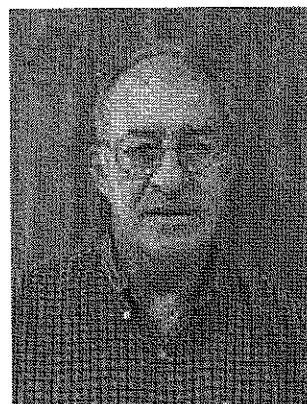
**WOOD COUNTY PARKS AND FORESTRY DEPARTMENT  
2018  
HIGHWAY, INFRASTRUCTURE, RECREATION COMMITTEE (HIRC)  
MEMBERS**



Dave L. LaFontaine (District 1)  
*City of Marshfield-Wards 4 & 13;  
Town of Lincoln-Wards 1 & 2*



Allen W. Breu (District 6)  
*Towns of Arpin-Ward 2, Cameron,  
Marshfield, Richfield Wards 1-3,  
Village of Hewitt*



William Winch (District 9)  
*City of Wisconsin Rapids-Wards 2,  
Towns of Arpin-Ward 3, Hansen,  
Seneca-Wards 1-3, Sigel-Ward 3 &  
Villages of Arpin & Vesper*



Marion Hokamp (District 13)  
*City of Wisconsin Rapids-Wards 3-  
5, 19, 23, Town of Grand Rapids-  
Ward 1*



Joseph H. Zurfluh (District 17)  
*Towns of Grand Rapids-Ward 4,  
Saratoga- Wards 4-6 & 9, Village of  
Port Edwards- Wards 1-3*

## **WOOD COUNTY PARKS AND FORESTRY DEPARTMENT**

### **2018 PERSONNEL**

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

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

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

Forest Technician..... Clyde Dammann

### **2018 SEASONAL EMPLOYEES**

LTE I ..... 2  
LTE II ..... 7  
Camp Rangers ..... 3  
First Responders ..... 3-4

# **WOOD COUNTY PARKS AND FORESTRY DEPARTMENT**

## **"MISSION STATEMENT"**

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

## **PART I**

### **WOOD COUNTY PARKS AND FORESTRY DEPARTMENT**

**2018**

#### **SPECIAL DEPARTMENT GOALS, OBJECTIVES AND ACTIVITIES**

**GOAL 1:** Assist the Planning and Zoning Department with the completion of the Wood County Parks, Recreation and Open Spaces Plan update.

**OBJECTIVE:** Completion of this plan will allow Wood County to continue its eligibility for state and federal outdoor recreation grants. This plan will also help guide Wood County in planning future projects within our outdoor recreation areas.

**ACTIVITIES:**

1. Finalize the public- use survey and solicit public involvement in completion of the survey.
2. Hold open – house, public feedback sessions.
3. Assist Planning and Zoning Department with compiling other supporting information and documents for the plan.
4. Present final plan to County Board for approval.

**GOAL 2:** Continue following through with the Powers Bluff Development Project fundraising plan.

**OBJECTIVE:** Raise funds to go towards the project.

**ACTIVITIES:**

1. Continue applying for grants
2. Meet with possible donors and solicit funds.
3. Provide the HIRC and general public updates on the project.
4. Hold small scale fundraisers and look into larger fundraising opportunities.

## **PART II**

### **WOOD COUNTY PARKS AND FORESTRY DEPARTMENT**

#### **2018 PARK IMPROVEMENT PROJECTS**

##### **SOUTH PARK**

1. Addition to maintenance shop/ removal of old shop
2. Red Sands vault toilet remodel
3. Tuck pointing stone entrance signs
4. Replacement of White Beach retaining wall
5. Willow Run Vault Toilet remodel
6. Upgrade 3<sup>rd</sup> loop campsite electrical to 50 amp
7. Install dog waste receptacles along the walk trail
8. Improve walk trail surfacing in areas prone to erosion
9. Thinning of pine plantation north of Willow Run

##### **NEPCO PARK**

1. Walk trail improvements near beach
2. Exotic species control (honeysuckle)
3. Install aluminum signage at the single track trail head
4. Increase size of single track trail head parking lot

##### **POWERS BLUFF**

1. Continue with fundraising plan for park development
2. Trail signage improvements
3. Continue single track trail development
4. Create trail head signage for single track trail and parking lot
5. Construct a new tow operator's booth on top of the tube hill

##### **DEXTER PARK**

1. Upgrade electric in overflow and group camping areas
2. Improve wet areas along walk trail
3. Transplant trees throughout park
4. Planning for beach house remodel

## **NORTH PARK**

1. Replace shelter wooden doors with fiberglass doors
2. Transplant trees throughout park
3. Tree removal and ditching from cabin to south border.
4. Tuck pointing of stone bridges and abutments
5. Planning for wooded area across from beach area
6. Install exhaust fan in lower shower building
7. Plan for wood fence expansion

## **RICHFIELD 360 AREA**

1. Rebuild the cross country ski bridge decking
2. Paint the vault toilet
3. Update signage to reflect County Forest designation.

## **OTHER**

1. Pursue goose control options for beach areas



## **WOOD COUNTY FOREST 2018 ANNUAL WORK PLAN**

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

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

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

### **ANNUAL DNR TIME STANDARDS**

Each year the county forest administrator and the Department of Natural Resources (DNR) liaison forester meet for an annual meeting. During this meeting one of the discussion topics is the DNR's availability to work on the county forest, also known as "Time Standards". For the 2018 fiscal year (the DNR fiscal year is July 1 through June 30), the agreed upon minimum hours to be provided by the Department of Natural Resources to Wood County Forest for technical assistance is 740 hours. This will be the DNR minimum yearly commitment through 6-30-2018, and is the result of the 2013 Time Standards revision process. Previously the DNR Time Standard commitment was 781 hours, and in the years 2004 - 2007 was 893 hours. The trend over time shows a continual erosion of DNR Time Standard hours to be committed to Wood County and should be a cause for concern. Historically however, the DNR has always exceeded their time standard commitment in Wood County. This past year the DNR contributed 816 hours, thus meeting the 740 hour Time Standard minimum. Wood County is experiencing an increased interest, pressure, and opportunity for land trades that could benefit the county forest. It is possible an adjustment to the Time Standards will be needed to address increased work loads associated with these land trades.

### **TIMBER SALE NEEDS IN 2018**

The timber sale program on the forest continues to generate substantial revenues for the county. Gross timber revenues for 2017 were \$237,258.12 (or \$213,532.31 net). Each year we examine the timber harvest schedule from the Wood County Forest / DNR forest inventory data, and GIS representation of the Wood County Forest to identify areas in need of a harvest or thinning. To maintain a sustainable flow of income to the county, timber sales are established throughout the year and then sold at bid openings, usually targeted for spring and fall. Once contracts have been signed, loggers usually have two years to harvest the timber on each sale. This past year, we established 9

timber sales on 409 acres. Unfortunately, two of these sales remain unsold after two bid openings. These two timber sales may be sold directly to a willing purchaser at appraised value in 2018. Otherwise, they will be reappraised and rebid in 2018.

### Potential Timber Sales for 2018:

#### REGENERATION & FINAL HARVESTS:

COMPARTMENT	STANDS	ACRES	FOREST TYPE	TOWNSHIP
2	1,10	30	ASPEN	REMINGTON
5	3,9	47	ASPEN	REMINGTON
14	7,8	59	ASPEN,OAK	REMINGTON
21	10,14	40	ASPEN,OAK	PORT ED.
23	18	43	OAK	PORT ED.
35	7	54	ASPEN	HILES
37	7	12	ASPEN	HILES
40	16	31	OAK	HILES
42	19,20	60	ASPEN,OAK	HILES
50	13	33	ASPEN	DEXTER
53	1,3,14	30	R. PINE, J.PINE	DEXTER
58	8	66	ASPEN	SENECA
59	4	19	ASPEN	SENECA
62	2,7,11,17	189	ASPEN, R.MAPLE, W.PINE	DEXTER
73	9	60	RED PINE	SENECA

**Total Regeneration Acres = 773**

#### THINNINGS

COMPARTMENT	STANDS	ACRES	FOREST TYPE	TOWNSHIP
5	7	40	OAK	REMINGTON
37	8	98	OAK	HILES
40	8,15	17	OAK	HILES
42	18	21	OAK	HILES
59	11	18	RED MAPLE	SENECA
62	3,8	90	WHITE PINE	DEXTER
63	5,17	23	RED PINE	DEXTER
67	3,6,10,11,21	33	RED PINE	DEXTER
68	6,10	79	OAK	SENECA
72	9,17	35	WHITE PINE	SENECA
76	1,4	83	R.PINE, W.PINE	SENECA

**Total Thinning Acres = 537**

**TOTAL FOR ALL POTENTIAL TIMBER SALES = 1310 ACRES**

## WILDLIFE HABITAT PROJECTS:

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

Wildlife projects, utilizing Nickel-an-Acre monies, identified for the year 2018 include:

Red-Shouldered Hawk: Survey known nest sites and sites of possible concern associated with existing/historical sites and/or planned timber sales. Four general area will be surveyed depending on cost estimates:

- Compartment 45 - stands 3,10,11 (historical nest site).
- Compartment 61 - stands 2,9,13,14 (historical nest site).
- Compartment 67 - stands 7,19,28,29 (past nest site, possibly abandoned).
- Compartment 68 - stands 6,8,10 (historical nest site/potential timber harvest).

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

## 2018 REFORESTATION/CULTURAL PROJECTS:

### a) Reforestation:

- No major tree planting projects are planned for spring 2018.
- Jack pine seeding: The following table is a list of sites that have been identified as suitable for seeding to jack pine. These sites, and possibly others, will be scarified with assistance from DNR dozer(s) equipped with a root rake, followed by direct seeding to jack pine.

Compartment	Stand	Acreage
18	2	9
33	2	40

**TOTAL 49 acres**

### b) Cultural Projects:

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

## CULTURAL PROJECTS

### Non-commercial thinning:

Compartment	Stand	Timber Type	Acreage
73	12	Oak/ Red Pine	19
74	2	Aspen/Oak	9

**TOTAL: 28 acres**

**Release/TSI:**

Compartment	Stand	Timber Type	Acreage
20	16	Red Pine/White Pine	9
34	2	Oak	47
37	1	Oak (ironwood)	56
42	1	Oak	26
70	1	Red Pine/White Pine	25
70	9	Red Pine/White Pine	60

**TOTAL: 223 acres**

**Site Prep:**

- Compartment 28, stands 7 & 17: pre-planting herbicide site prep and trenching for 2019 tree planting project, approximately 20 acres.
- Compartment 70, stand 5: pre-planting herbicide site prep and trenching for 2019 tree planting project, approximately 25 acres.

**TOTAL: 45 acres**

**RECON UPDATING:**

- Routine recon updates due to timber sales (appx. 1000 acres).

**OTHER WORK NEEDS:****a) Forestry Technician:**

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

**b) Road Repairs & Access Management:**

*\*Road repair efforts in 2017 were substantial, however some improvements and regular maintenance will be needed in 2018. Heavily traveled county forest roads open to vehicular travel are in better shape but still vulnerable to wet conditions. Road maintenance and improvements will continue to be a main work priority for the new forest technician.*

- Continue project to repair and protect damaged roads on the county forest. Road repairs and closures will occur throughout the county forest as time and manpower permit.

- Begin project to improve road and install railroad crossing in compartment 46 for the purpose of timber sale access.
- Improve parking and vehicular access control off of Puff Creek Boulevard (south access to the Richfield 360 block of county forest).
- Install boulders and rebuild berms throughout county forest where vehicles are gaining illegal access and damaging roads.

**c) Land Surveying Needs:**

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

**d) Easements, Encroachments, Land Transactions:**

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

**e) Forest Certification:**

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

**f) Wildlife Habitat:**

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

**g) Invasive Species:**

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

**h) Handicapped Hunting Areas:**

- Undertake effort to improve signage, maintenance, and habitat enhancements. Also develop written policies pertaining to reservations, access, and possible enforcement.

**i) Technical Forestry Training & Technology:**

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

**j) Timber Harvests on Other County Lands:**

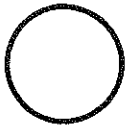
- Highway Department Properties – mixed hardwood thinning on approximately 40 acres.
- Establish timber harvest to thin red pine plantation on park property near Lake Wazeecha, approximately 40 acres.

**k) Drainage Ditch Management:**

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

**l) Hardwood Bombing Range Expansion:**

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



## RESOLUTION#

Introduced by

Highway Infrastructure &amp; Recreation Committee

Page 1 of 1

SMG

<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 type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds
Reviewed by: <u>PAK</u>	, Corp Counsel
Reviewed by: <u>MAC</u>	, Finance Dir.

**INTENT & SYNOPSIS:** To amend the 2017 budget for Snowmobile Maintenance (55441) for additional expenditures that were not anticipated during the original budget process.

**FISCAL NOTE:** No cost to Wood County. The source of the funding is unanticipated revenues from State Aid monies. The adjustment to the budget is as follows:

		<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
		43574	State Aid Revenues	\$23,241.76	
		55441	Snow Maintenance		\$23,241.76

		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	Kremer, B			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

**Source of Money:** Unanticipated revenues in the Snowmobile budget.

**WHEREAS**, the additional revenues were not anticipated as revenue during the 2017 budget process, and

**WHEREAS**, the Snowmobile budget will incur expenses that were not anticipated in the 2017 budget less than the amount of additional revenues, and

**THEREFORE BE IT RESOLVED** to amend the Wood County Parks & Forestry Snowmobile budget for additional unanticipated expenditures by appropriating \$23,241.76 of additional revenue monies to Parks & Forestry Maint Snowmobile Trails (55441), and

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

## RESOLUTION#

Introduced by Highway Infrastructure & Recreation  
Page 1 of 1

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

INTENT & SYNOPSIS: To encourage the State of Wisconsin Department of Transportation to accept a jurisdictional transfer of County Highway A to the State and the jurisdictional transfer of a part of State Highway 80 to the County.

FISCAL NOTE: Unknown.

**WHEREAS**, after the construction of the Veterans Expressway in Marshfield, WI, and the interchange where it joins up with US Highway 10, undue traffic pressure has been put upon County Highway A (CTH A) going south to the intersection of State Highway 73 (STH 73) and State Highway 80 (STH 80). The State of Wisconsin Department of Transportation has in the past pursued a feasibility study of the jurisdictional transfer of this road to the State of Wisconsin but that study was put on hold for various reasons, and

**WHEREAS**, on August 15, 2016, the Wood County Traffic Safety Commission made a motion to urge the Wisconsin DOT to continue the CTH A jurisdictional transfer feasibility study in response to added safety concerns due to an increase in truck and vehicular traffic on CTH A, and on August 23, 2016, Highway Commissioner Passineau followed up on this motion with an email to the DOT regarding the increase in traffic on CTH A and the accidents and deaths that have occurred on CTH A due to that increase, and

**WHEREAS**, research shows that based on accident reports filed from 2005-2015, multiple vehicle, multiple injury, and accidents with fatalities on CTH A all increased following the construction of the Veterans Expressway in 2010, and

**WHEREAS**, the Wisconsin DOT, while aware of Wood County's concerns, did not resume the feasibility study. Additional research was then done by the County Highway Department comparing traffic counts taken by the Wisconsin DOT from CTH A (from US Hwy 10 in the north to STH 13/73 and STH 80 in the south) and STH 80 (from US Hwy 10 in the north to STH 73 in the south). The data shows a drastic increase (63% - 266% increase) in vehicular traffic on CTH A from 2011 to 2016 and a significant decrease (16% - 40% decrease) in traffic on STH 80 in a comparable time frame, and

**WHEREAS**, the Highway Infrastructure and Recreation Committee has studied the matter and believes the county board needs to urge the State once again to resume the process of a jurisdictional transfer of CTH A to the State with a trade of a parallel section of roadway, specifically, the State would take over CTH A from US Hwy 10 in the north to STH 13/73 and STH 80 in the south, and the County would take over STH 80 from US Hwy 10 in the north to STH 73 in the south. The committee feels that this transfer of ownership would be in the best interest of not only the people of Wood County but any traveling public who make use of the north/south routes in this part of the county.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to go on record in requesting the State of Wisconsin Department of Transportation to enter into jurisdictional transfers with Wood County such that CTH A from US Hwy 10 in the north to STH 13/73 and STH 80 in the south would be transferred from the County to the State and STH 80 from US Hwy 10 in the north to STH 73 in the south would be transferred from the State to the County.

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded by the County Clerk to the Secretary of the Department of Transportation and to all state legislators representing any areas of Wood County.



7

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

AMENDED Finance Committee Minutes  
Location: 105 South Maple Ave, Marshfield, WI  
November 9th, 2017

**Finance Committee Members Present:** Will Hascall, Jim Hampton, Tim Buttke

**Excused:** Larry Lebal

**Others Present:** Steve Prell

**1. Call to Order:**

Meeting was called to order at 9:10 a.m. by Jim Hampton

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion by Tim Buttke, second by Will Hascall to approve minutes from 10/12/17.  
Carried.

**4. Financial Report:**

The committee reviewed the September reports. The committee had a discussion about Health Insurance Conversion expense. Steve informed the committee that when an employee retires from Marathon County a portion of their banked time gets converted and put into an account for use during retirement. When this happens the expense for ADRC CW is posted in the year the employee retires. We are not allowed to collect and save funds over their years of employment.

**5. Review monthly disbursements:**

The committee reviewed the reports. Steve pointed out check #702833 Rhinelander Auto Center Inc for the purchase of a bulk food delivery truck for use in south Wood County was purchased with county specific Schmidt funds. Committee asked about check #701773 Menominee Indian Tribe of WI - this is for the purchase of bus tickets or tokens to transport nutrition customers to our current nutrition site in Antigo.

**6. Update – 2017 Budget Adjustments:**

Steve stated that this is an item on the agenda for the full ADRC CW board and the full board will be part of the review and discussion. Most of the adjustments are to various Older Americans Act grants to change the budget to the adjusted grant amount.

**7. Future Agenda Items:**

Director – cover hiring expenses.

**8. Adjournment:**

Motion to adjourn made by Will Hascall; seconded by Tim Buttke. Motion carried, meeting ended at 9:28.

## **Board Meeting Minutes**

Aging & Disability Resource Center of Central Wisconsin

Location: Everett Roehl Marshfield Public Library, 105 S. Maple Avenue, Marshfield,  
Wisconsin

November 9, 2017

---

Board members present: Chairman - Doug Machon, Vice-Chairman –Jim Hampton, Will Hascall, Danielle Yuska, Tim Buttke, Bob Reichelt, Mike Feirer, Kirby Crosby, and Jean Doty.

Board members excused: Vern Cahak, Larry Lebal, and Julie Webb

Board members absent: Joel Lewis and Sharon Rybacki

Others present: Linda Weitz, Steve Prell, Erin Wells, Ronda James, Tim Moe, Jennifer Cummings, Julie Richards, Jennifer Machon, and Angela Hansen.

1. Call to order:
  - a. Meeting was called to order by Chairman Doug Machon, at 9:38am.
2. Public comments:
  - a. No public comments.
3. Approval of minutes:
  - a. October 12, 2017
  - b. Motion to approve minutes by Mike Feirer, seconded by Jim Hampton.  
Motion carried, minutes approved.
4. Discussion/possible action – recommending a new citizen board member:
  - a. Potential new citizen board member, Dona Schwichtenberg.
  - b. Motion to recommend to the four county boards the new citizen board member for appointment by Will Hascall, seconded by Kirby Crosby.  
Motion carried, Dona Schwichtenberg is recommended for appointment.
5. Discussion/possible action – report from the Finance Committee:
  - a. Report presented by Jim Hampton.
  - b. Motion to accept the report by Tim Buttke, seconded by Kirby Crosby.  
Motion carried, report accepted.
6. Discussion/possible action – budget adjustments:
  - a. Adjustments presented by Jim Hampton and Steve Prell.
  - b. Motion to accept the budget adjustments by Tim Buttke, seconded by Will Hascall. Motion carried, budget adjustments accepted.
7. Discussion/possible action – Congregate nutrition program plans:
  - a. Survey statistics presented by Linda Weitz.
  - b. Congregate dining site Park Place in Merrill is temporarily closed.
  - c. Congregate dining site 10<sup>th</sup> Avenue in Wisconsin Rapids is temporarily closed.
  - d. Action is needed from the Board for the ADRC-CW to explore other nutrition program options.

- e. Motion to permanently close dining sites Park Place in Merrill and 10<sup>th</sup> Avenue in Wisconsin Rapids by Danielle Yuska, seconded by Jean Doty. Motion carried, above mentioned dining sites closed permanently.
- 8. Future agenda items and location:
  - a. 9:30 am, December 14, 2017.
  - b. ADRC-CW Wausau office, 2600 Stewart Avenue, Wausau, Wisconsin.
  - c. 2018 meeting schedule.
- 9. Adjournment:
  - a. Motion to adjourn by Tim Buttke, seconded by Danielle Yuska.
  - b. Meeting adjourned by Chairman Doug Machon at 11:04 am

7

Central Wisconsin State Fair  
Executive Committee Minutes  
October 16, 2017

**ROLL CALL:**

Present: Jeff Hartman, Sara McFarland, Scott Karl, Peggy Sue Meyer-Miller, Andy Keogh, John Hartman (Jr. Fair), Bob Ashbeck (County), Dale Christiansen, Dave Urban (6:46)

Absent: Jason Zaleski (City), Jeremy Carolfi, Tim Heeg, Jeff Viergutz

Public Present: Ashlee Sayre, Mike Sabel

The meeting of the Central Wisconsin State Fair was called to order at 6:34pm in the Fair Office at the Central Wisconsin State Fair Grounds.

A presentation was given by North American Midways as a possibility for our 2018 fair.

Mike Sabel gave a history of the company. He explained the company's cardinal principles of long term contracts and commitments, customer service, and preventative maintenance. Koegh asked what types of games were available. Sabel explained that all games are merchandizing games, no pitch games. Meyer-Miller asked what would happen if we received a complaint. Sabel explained that the office manager would be contacted along with other appropriate supervisors. Koegh asked if all the carnival employees will be in specific attire. It was explained that the crew wears t-shirts for set up and take down, but they wear black shorts or pants and specifically colored collar shirts depending on their job. McFarland asked what hours the carnival is typically in operation. All employees are paid hourly with time and a half after 40 hours. Typical wristband hours are from 4pm-midnight on Friday, 10am-midnight on Saturday and noon-midnight on Sunday, these hours are negotiable. Wristbands are \$25 for 4-5 hours. Rides take 2-3 tickets and each ticket is \$1.25. All rides have height requirements with a chart that says what rides they can ride. Koegh asked about food vendors, we would see 4-6 food vendors. We are in charge of advertising, but we have the help of their marketing director. We would get a report at the end of the night of how much they sold for that day. We can also get reports on ride popularity and we can switch rides. It was mentioned that we would have a 1 year contract with a 2 year option.

Keogh made the motion to adjourn and John Hartman seconded the motion. The meeting was adjourned at 7:20pm.

Respectfully submitted



Sara McFarland  
Central Wisconsin State Fair  
Board of Directors Secretary

Central Wisconsin State Fair  
Board of Director Minutes  
November 27, 2017

**ROLL CALL:**

Present: Jeff Hartman, Sara McFarland, Scott Karl, Jeremy Carolfi, Peggy Sue Meyer-Miller, Andy Keogh, Bob Ashbeck (County), Sandy Leonhard (Jr. Fair), Dale Christiansen, Tim Heeg, Dave Urban, Jeff Viergutz

Absent: Jason Zaleski (City)

Public Present: Lori Salzman

The meeting of the Central Wisconsin State Fair was called to order at 7:32pm in the Fair Office at the Central Wisconsin State Fair Grounds.

Meyer-Miller made a motion to approve the minutes and Urban seconded them. The financial update was given by Keogh. It was mentioned that the books from the past were so unclear that the accountant was having trouble putting a budget together. \$30,000 has been used out of the \$50,000 line of credit to pay bills. Christiansen mentioned that we were down \$50,000-\$60,000 at the gate for this year's fair as well as being \$60,000-\$70,000 short on sponsorship. After paying some bills and salaries, we have \$15,000 left in the line of credit, but we have \$17,000 in outstanding bills. Ashbeck offered to have the county's payment of \$32,000 to be paid in December instead of waiting until January.

Christiansen gave his executive report.

- Non-Fair Events – Building rental rates and bathroom rentals has been raised. Some shows have been upset about the price changes and some vendors have gotten the Marshfield Convention Bureau involved. The Bureau will assist with advertising with some of the summer events. It has also been discussed that vendors have been setting up days before their event without paying a building rental or set up fee.

McFarland gave the Jr. Fair report. It was approved to change 200 light bulbs to LED in the Round Barn and Pats barn. Officers: Kitty Bymers – Recording Secretary, George Gilbertson – Treasurer, Romelle Bymers – Secretary, Lisa Blanchard – President, Sandy Leonhard – President Elect. There was talk about considering getting hot spots for the fair, Hartman was going to look into getting them from Sapphire.

There was no Commission report. There was additional discussion about asking for the January county payment early. Christiansen will contact Lance.

**Committee Reports –**

- Nominating Committee - Koegh, Heeg, and Urban's terms will be concluded in December. There has been advertising for applicants to obtain a board position. The application will be due December 15<sup>th</sup>. Koegh announced that he will not re-run for his new term and stated that he found someone to run as his replacement.
- Fairest of the Fair – Still working on the basket for convention. Thank you's are in the process. Christiansen will be talking to Hotel Marshfield about Coronation. The next meeting will focus on the application paperwork for next year. There is work into putting together a pancake breakfast fundraiser.
- Building & Grounds – Urban asked about the banner flags we are looking into before the fair for club donations as well as sponsorships. Heeg will forward the quote to Urban. Carolfi mentioned that sponsors don't have their businesses advertised during the fair and that we need to have a board or banner with a list of sponsoring businesses.

Old Business:

*Grounds Update* – There has been a draft Memorandum of Understanding presented for the Fair Board to take over the fairgrounds. Roughly \$120,000 a year would come to the fair for maintenance and personnel. Also, 100% of the profits of events hosted on the grounds would come to the fair. Christiansen mentioned that they're hoping to take over management of the campus by January 1. We will have to hire a third person in the office to assist with the work of the grounds management. Christiansen will oversee booking events, but a third employee will help free up time for Christiansen to do so. Christiansen would need to be accessible 30 hours/week during the off-season and 40 hours/week during the busy season.

*Carnival Update* – A&P has agreed that the relationship has become sour and should be terminated. There has been a decision that we will let them know that we are changing our fair dates. We will listen to them on the grounds for a settlement, but it will be very minimal either as a cash buy-out or letting them set up Labor Day weekend. The dates are officially August 21-27 for the fair. Banners need to be made to advertise the new date and all signs need to be changed.

*Draft Horse* – There was a discussion about the draft horse show.

New Business:

*Ticket Prices* – Christiansen presented a price packet for entry tickets and grandstand tickets. There will be a change in ticket breakdown, there now is only a child 12 and under and an adult 13 and up. Season prices will include 2 music grandstand shows. Carlofi motioned to accept the admission ticket prices and McFarland seconded. It was unanimously passed. We will discuss grandstand ticketing at the next meeting.

Ashbeck made the motion to adjourn and Koegh seconded the motion. The meeting was adjourned at 9:27pm.

Respectfully submitted

A handwritten signature in cursive script that reads "Sara McFarland". The signature is written in dark ink and is positioned above the printed name.

Sara McFarland  
Central Wisconsin State Fair  
Board of Directors Secretary

**DRAFT**Subject to  
Approval**MINUTES**McMillan Memorial Library  
Board of Trustees  
November 15, 2017

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

**ROLL CALL ATTENDANCE:**

Present: Andrea Galvan, Anne Zacher, Kevin Finbraaten, Craig Broeren, Susan Bovee, William Clendenning, and Scott Kellogg.

Absent: David Farmbrough

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.

Others in attendance: Rick Potter

**CORRESPONDENCE:** A note of thanks was received from the Ares/Races group for the opportunity to hold their annual conference here again this year.

**MINUTES:** A motion to approve the Minutes of the October 18, 2017 Library Board meeting was made by Ms. Bovee, second by Ms. Zacher. Motion carried.

**TREASURER'S REPORT:** Mr. Barnett presented the financial reports for November 2017. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.

**DIRECTOR'S REPORT:**

**Library Use and Events** – Former Governor Martin Schreiber spoke on Nov 6th about his new book. We have the VSA art display for October and November, highlighted by a speaker and concert on October 26th. The Northern Gateway Chorus (central Wisconsin barbershoppers) drew 110. River Cities Jazz performed on November 9th. Monteverdi Chorale will continue our streak of local artists in December. The National Theatre Live presentation of Peter Pan drew 110. The Library again hosted a Red Cross blood drive, which has become a regular event. The Media Studio has been averaging 80 people a week. International Game Day drew 220. Cowboy Union Jam is averaging over 140, not counting the many band members.

**Budget** – Both City and County appropriations have been approved without changes.

**Building & Grounds** – We are installing more LEDs thanks to the recent donation. Remodeling the Processing room has not yet begun, but the service desk will be moved in early December.

**Solar Fundraising** – A donations page is online. A demonstration solar panel will be hung in the Commons.

**Miscellaneous** – We met with the Wood County FoodShare Employment and Training unit to promote use of Library resources by their clients. We are also working with MSTC, who recently revamped their information services, to see how we can work together. Colin McGinnis presented at WLA and has completed the Library's first podcast, which



is now available on iTunes. We are buying a humidifier / dehumidifier for the piano to prevent long term damage and prolong its life. The 2018 concert schedule was discussed.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

NEW BUSINESS: Mr. Clendenning thanked the Library for hosting the Veterans recognition on Saturday, November 11<sup>th</sup>. Mr. Clendenning also noted that the community gardens near Riverview Hospital may have to find a new place in the future. There was discussion on uses for the property near the Library's auxiliary parking lot. Further discussion will take place at a future Buildings and Grounds committee meeting.

**A motion to adjourn was made by Mr. Clendenning, second by Ms. Zacher. Motion carried and the meeting adjourned at 4:35 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on December 20, 2017 at 4:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary

**Draft  
MINUTES  
SCLS BOARD OF TRUSTEES  
November 30, 2017 12:15 p.m.  
SCLS Headquarters**

**Present:** J. Ashford, A. Bhasin, P. Behling, N. Brien, F. Cherney, P. Cox, M. Furgal, J. Harrington, J. Healy-Plotkin, A. Pawlak, N. Long, K. Michaelis, M. Nelson, P. Nelson, R. Owens, R. Seltzer, A. Weier

**Also Present:** K. Goeden

**Absent:** M. Hokamp, L. Sipiorski

**Excused:**

**Call to Order:** K. Michaelis, President, called the meeting to order at 12:15p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

**Minutes:** M. Furgal moved approval of the October 26, 2017 minutes. A. Weier seconded. P. Cox was not present at the October meeting. Motion carried.

**Bills for Payments:** J. Ashford reviewed the bills for payment in the amount of \$153,969.83 and moved approval. Motion seconded and carried.

**Financial Statements:** K. Goeden

**Presentation:** Data Work for Libraries - Jody Hoesly: You may view her power point in the attachments. The board asked a few questions about the different things that can be measured from the libraries. There is a lot of data available, but the right question needs to be asked to find the data to address the question.

**Committee Reports:**

a. Advocacy: M. Nelson noted the National Library Legislative day application is available for the trustees to fill out and return to SCLS prior to the December meeting. The committee will make a determination of who will attend and make the announcement at the January meeting. A. Weier noted WLA library legislative day will take place February 20<sup>th</sup> at the Concourse Hotel. Registration is required.

b. Nomination: P. Behling noted the current officers are willing to continue to serve another term. The board will vote at the December meeting. Judy Ashford will not be seeking another term as a Sauk County supervisor so her term will end April 2018. She is currently the board secretary. Interested parties should contact P. Behling if they wish to serve as secretary.

c. Personnel: N. Long noted the committee met and reviewed M. Van Pelt's 2017 goals and performed an evaluation. The 2018 performance goals were approved as well. The committee approved compensation for K. Goeden, as Interim director in M. Van Pelt's absence, and thanked K. Goeden for stepping in. The employee handbook was reviewed by the coordinators, an attorney, and the committee approved the revisions to the handbook. The majority of the revisions related to legal items, the definition of a work week, and details about insurances offered through the Department of Employee Trust Funds.

d. Budget & Finance: The committee will meet in December to review the contract policy.

**Action Items:**

- a. Approve SCLS Employee Handbook: N. Long moved approval. Nan Brien seconded. Motion carried.
- b. Approve Personnel Committee Recommendations: No approval needed. Just informative to the board.

**SCLS Foundation Report:** Met Oct. 26<sup>th</sup> to approve the payment of the bills, the purchase of two door counters, and nominated the board officers. The Cornerstone event was November 2<sup>nd</sup> and there was a great turn out for Larry Martin, the Cornerstone recipient. Jim and Jessica Doyle attended the event. Four new libraries have joined the foundation portfolio. Two are non-members of the SCLS. Brodhead is investing an additional \$100,000 to the foundation.

**System Director's Report:** The only change is that R. Ziech, Web Services consultant, has slightly altered her maternity leave and will be out until the end of the year.

There was a question about the ILS Evaluation: V. Teal Lovely provided a written summary that was included with the board materials. "Three vendors, Innovative Interfaces, SirsiDynix and PTFS LibLime have provided three day demonstrations of their software for ILS Evaluation committee members and other member library staff. The vendors were provided detailed functionality checklists to follow. Participants entered their evaluations into online versions of the checklists so that the data could be reviewed more easily. We invited participants from neighboring library systems and some sent attendees. We have had some follow-up demos to cover missed material. The ILS Evaluation module work groups are meeting to develop questions for the vendors and for the upcoming site visits to other library system. We will be visiting two systems in Wisconsin and two systems in Illinois. Following this the module work groups will write reports comparing functionality for each vendor. SCLS staff will also prepare reports for various aspects of system administration. The ILS Evaluation Lead Group will take all of the reports and prepare a recommendation for how the vote will be presented to participating libraries."

**Discussion Items:** None

**Administrative Council (AC) Report:** All Directors met November 16<sup>th</sup>.

**Other Business:**

- a. 2018 Committees: start thinking which committees you would like to serve on in 2018; including staying on your current committee. Send requests to Heidi Moe. Openings on the Foundation Board may occur.

**Information Sharing:**

The next board meeting will be held December 28, 2017 at 12:15.

Meeting adjourned at 1: 16 p.m.

Heidi Moe, Recorder

BOT/Minutes/11-30-2017

7

## County of Wood Library Board minutes

Oct. 12, 2017

Board members :

Francis Cherney  
Hugh O'Donnell  
Jane Maciejewski  
Joe Zurfluh  
Brad Hamilton  
Linda Schmidt  
Dave Barth  
Jean Anderson  
Bill Clendenning

Library Directors:

Lori Belongia, Everett Roehl Marshfield Public Library  
Barb Callaway, Pittsville Public Library  
Andrea Halbersma, Lester Public Library of Vesper  
Darla Allen, Charles and Joann Lester Library of Nekoosa  
Andy Bartlett, McMillan Public Library  
Beth Martin, Lester Library of Arpin

Chairman Fran Cherney called the Oct. 12 meeting to order at 7 pm at the Everett Roehl Marshfield Public Library. The minutes from the July meeting were read and approved.

Andy said that it is the bottom line of re-imbursements not the formula that matters. He said that we should ask for a percentage increase. We won't get more if we do not ask for more. Eventually we could receive 100%. There was some discussion on this.

Library reports:

Lori said that there will be an event in Nov. for community services people to come to the library to show the community what services are available. There will also be the dedication of a mural in the children's department.

Barb is continuing her craft day. She also has a book club for readers to read 1,000 books. There already is one young girl who read 1,000 books from May through August 11<sup>th</sup>.

Andrea reported that she will have a T-shirt and book bag sale. Nov. 14<sup>th</sup> will be free hearing tests.

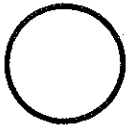
Andrea said that the library will need to change because of Vesper school closing. She said that her story time hour has a huge number of children.

Darla had 120 children sign up for summer reading. She will have a Halloween costume exchange. She will be honored to receive the Standing Up for Rural Award from the DPI and Tony Evers. She is receiving this because of the services she has offered through boxes of things people can use at home such as canning supplies and sewing machines.

Andy is going to move the circulation desk closer to the entrance. The solar panels are in place and working. City businesses and services as well as the library are putting events on a community calendar. Jean has an important conference next week. The \$1.5 million was kept in the budget. Yay!

The next meeting will be Thurs. Jan 11, 2018, at Nekoosa. The motion to adjourn was seconded and carried.

Linda Schmidt



## RESOLUTION#

Introduced by  
Page 1 of 1

County Board Chairman

CLC

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

INTENT &amp; SYNOPSIS: To approve the Wood County Fire Warden list.

FISCAL NOTE: No fiscal impact

**WHEREAS**, in accordance with Section 26.12(3) and Section 26.14(3) of the Wisconsin Statutes, we recommend the following individuals to act as authorized Emergency Fire Wardens for prevention and suppression of forest fires in this County for the 2018 calendar year.

**Towns of Dexter, Hiles, Cranmoor  
and Remington**  
Scott Bloyd

**Town of Remington**  
Ray Gile

**Town of Grand Rapids**  
Jewell Ninneman  
Peggy Doughty

**Towns of Grand Rapids and Saratoga**  
Jenna Baumann

		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	Kremer, B			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

**BE IT RESOLVED** that the above list of fire wardens is approved and the Chairman is authorized to sign the list.

## RESOLUTION # \_\_\_\_\_

Introduced by: WOOD COUNTY BOARD OF SUPERVISORSRELATING TO THE LIFE AND PUBLIC SERVICE OF JACK KAISER

**WHEREAS**, Jack Kaiser was born on August 17, 1934 and died on December 27, 2017, and

**WHEREAS**, Jack operated a dairy farm early in his working career. In May 1984, he began his employment at Wood County Highway Department operating paving equipment. He continued in that career until retirement in December 1996. Jack served on the Wood County Board of Supervisors from 1998 until 2008. He was Vice Chairman of the Legislative Committee and Secretary of Ag & Extension and Land Conservation. He was also a member of Board of Adjustments, Central Wisconsin State Fair, Land Conservation, and Highway

**WHEREAS**, Jack Kaiser enjoyed the respect of his colleagues and service organizations

**NOW, THEREFORE, BE IT RESOLVED**, that the Wood County Board of Supervisors commend Jack'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 County Board of Wood County, this \_\_\_\_\_ day of January 2018.

RESOLUTION # \_\_\_\_\_

Introduced by: WOOD COUNTY BOARD OF SUPERVISORS

RELATING TO THE LIFE AND PUBLIC SERVICE OF FRANK VEITSCHEGGER

**WHEREAS**, Frank Veitschegger was born on November 21, 1921 and died on January 3, 2018,  
and

**WHEREAS**, Frank was a Master Sergeant during World War 2 and served as an Ordinance Supply Warrant Officer in the Occupation of Japan. He also served in Korea during that war. Prior to service, he worked as an automotive mechanic in Morton Washington. Frank served on the Wood County Board of Supervisors from 2006 until 2008. He was a member of the Commission on Aging and Land Conservation Committees.

**WHEREAS**, Frank Veitschegger enjoyed the respect of his colleagues and service organizations

**NOW, THEREFORE, BE IT RESOLVED**, that the Wood County Board of Supervisors commend Frank'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**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____