

**AGENDA**  
**WOOD COUNTY BOARD OF SUPERVISORS**

**DATE: Tuesday, April 16, 2024**  
**TIME: 9:30 AM**  
**LOCATION: County Board Room/Branch 3 Courtroom**

---

CALL TO ORDER

ACKNOWLEDGEMENTS & RECOGNITIONS

2024 Division 5 Boys State Basketball Champions – Columbus Dons (Supervisor Buttke)

SWEARING IN OF COUNTY BOARD OF SUPERVISORS & SIGN OATHS OF OFFICE

ROLL CALL

INVOCATION: Supervisor Hokamp

ELECTION OF CHAIR, FIRST VICE CHAIR, & SECOND VICE CHAIR

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS

**Land Information Council** – 2 year term – Paul Bernard, Nancy Marti, Brian Spranger, Tony Bastien, Kevin Boyer, Allen Breu

**Wood County CDBG Housing Committee** – 2 year term - Nathan Weidman, Allen Breu

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS & RECOGNITIONS

Outgoing County Board Supervisors LaFontaine, Wagner, Fischer, & Winch

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

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

SET DATE FOR NEXT COUNTY BOARD MEETING – Tuesday, May 21, 2024

ADJOURN

---

**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2481 171 1605

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=ma34b19c1d0e81dcb3f7b6d0b34a9896e>

Meeting number (access code): 2481 171 1605

Meeting password: 041624



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

**TO:** County Board of Supervisors

**FROM:** Trent Miner, County Clerk

**DATE:** April 16, 2024

**SUBJECT:** Election of County Board Chair and Vice Chairs

Congratulation to you all on your election to the Wood County Board of Supervisors. My staff and myself stand ready, as always, to assist you in your tasks ahead.

At the organizational meeting of the board, the election of the chair and vice chairs will occur. All county board supervisors, including the incumbent chair and vice chair, shall be seated in the well of the boardroom before the elections. Once elected, the chair and vice chair will assume their seats on the dais.

There are rules that govern those elections, and I felt it would be good to set those forth below for your review before the meeting. If you have any questions in this regard, please do not hesitate to contact me.

### **RULE 35 – Organizational Meeting Procedures**

A. The County Clerk shall chair the organizational meeting of the board in April of even-numbered years until all of the elections being conducted by secret ballot are concluded at which time the county board chair will assume the responsibility of running the meeting. No substantive matters will be brought before the board during the organizational meeting until the elections are concluded.

B. The County Clerk shall handle the elections by identifying in turn each office that is open for election. For each office, the Clerk will declare the floor open for nominations (including self-nominations). A nomination need not (but can) be seconded. The supervisor making a nomination or one supporting a nomination may speak for or against a nominee. After a reasonable time the Clerk will declare the time for making nominations for an office closed.

C. If there is only one nominee, the Clerk will declare the sole nominee as the winning candidate for the office (no motion or vote is necessary).

D. If there are multiple nominees for an office, the Clerk shall conduct votes by secret ballot until one candidate receives a majority of the votes being cast. During the voting process, a candidate may withdraw their name from consideration for election to the office. If a majority cannot be reached, the Clerk may allow speeches for and against candidates as well as breaks to allow the supervisors to speak privately amongst themselves. Votes may be made for any person eligible for an office; they need not have been nominated. The Clerk may appoint tellers for assisting in the election process as the Clerk deems fit.

PROCEEDINGS OF THE WOOD COUNTY BOARD OF SUPERVISORS

March 19, 2024 – 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened in the Wood County Boardroom at the Courthouse in Wisconsin Rapids, Wisconsin on Tuesday, March 19, 2024.

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

Supervisors present: Breu, Buttke, Clendenning, Fischer, Hahn, Hokamp, Hamilton, LaFontaine, Leichtnam, Penzkover, Polach, Pliml, Rozar, Thao, Valenstein, Voight, Wagner, Winch, and Zurfluh.

Supervisor Zurfluh gave the invocation led the Pledge of Allegiance.

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

Motion by Clendenning/Leichtnam to approve the following appointments: Joel Zalewski – ADRC-CW Board; Dennis Martin – McMillan Memorial Library Board of Trustees 3-year term beginning May 2024. Motion carried by voice vote.

Under public comment, Katherine Elchert from McMillan Memorial Library discussed their annual report and statistics, as well as thanking the board for the 100% reimbursement rate they have been paying to the libraries.

Referrals were noted.

Committee minutes presented: Operations

**RESOLUTION 24-3-1**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To establish the rate of pay for the County Clerk, Register of Deeds, and Treasurer for their next terms of office beginning January 2025.

FISCAL NOTE: Unknown. The rates of pay for these elected officials shall be tied to changes made for the non-elected department heads. The estimated compensation for these officials shall be as follows:

2025 Gross Wages:	\$85,155.20*
Benefits Costs:	\$29,320.05**
Total:	\$114,475.25

Motion by Wagner/Breu to adopt Resolution 24-3-1. Motion by Buttke/Winch to amend the resolution to “Option 4”. As point of clarity, “Option 4” was given to the Operations Committee when this item was discussed at their meeting of March 12, 2024. Human Resources Director McGrath was called upon to explain what “Option 4” included. Option 4 is defined as moving these positions to the Grade 12, Step 11 hourly wage, (same as Clerk of Courts) as of January 6, 2025, increasing the hours from 2015 to 2080 (0.97 FTE to 1.0 FTE), with years 2026-2028 being eligible for any cost of living adjustments given to non-represented employees. Motion to amend the resolution carried. Voting no were LaFontaine, Rozar, Wagner, Valenstein, Polach, and Pliml. Resolution 24-3-1, as amended, was called and carried. Voting no were Rozar, Wagner, Winch, and Pliml.

Chairman Pliml declared his intention of taking the next 5 resolutions with one vote. No objections heard.

## RESOLUTION 24-3-2

Introduced by: Health & Human Services and Operations Committees

INTENT & SYNOPSIS: To amend the 2024 CVSO Grants budget to include unspent funds for projects that will be using unspent grant funds.

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent funds from the 2023 CVSO Grants budget. The monies will be expended in 2024. The adjustment to the budget is as follows:

<u>Function</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54760	CVSO Grants		\$3,788
34300	Fund Balance	\$3,788	

Motion by Hamilton/Breu to adopt Resolution 24-3-2. Motion carried unanimously.

## RESOLUTION 24-3-3

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2023 budget for Clerk of Courts budget (51221) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from Clerk of Courts state aid. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
51221	Clerk of Courts		\$2,445
43514	CSC – State Aid	\$2,445	

Motion by Hamilton/Breu to adopt Resolution 24-3-3. Motion carried unanimously.

## RESOLUTION 24-3-4

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2023 budget of various Highway functions listed below for additional expenditures of \$1,451,416 not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding are transfers available and not anticipated to be spent under Highway function (53311) and available funds from Highway capital projects fund balance (34113). The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
53251	Crushing Operations		\$219,346
53340	Cty Aid Road Construction		\$24,246
53341	Cty Aid Bridge Construction		\$29,211
53311	Maint CTHS Patrol Section	\$272,803	
57310	Highway Capital Projects		\$1,178,613
34113	Hwy CP Fund Balance	\$1,178,613	



Motion by Hamilton/Breu to adopt Resolution 24-3-4. Motion carried unanimously.

### **RESOLUTION 24-3-5**

Introduced by: Highway Infrastructure & Recreation and Operations Committees

INTENT & SYNOPSIS: To amend the 2023 Parks and Forestry Department Admin budget (55210) for additional expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from the Forestry (46813) revenue account. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
55210	Parks and Forestry Admin		\$127,000
46813	Forestry Revenue	\$127,000	

Motion by Hamilton/Breu to adopt Resolution 24-3-5. Motion carried unanimously.

### **RESOLUTION 24-3-6**

Introduced by: Highway Infrastructure & Recreation and Operations Committees

INTENT & SYNOPSIS: To amend the 2024 Parks & Forestry Capital Projects budgets to include 2023 unspent funds for projects that will be using America Rescue Plan Acting (ARPA) funding.

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent funds from previously approved ARPA funds. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
57521	Parks Capital Projects (401)		\$483,909
56913	Parks Capital Projects (245)		\$446,268
43300	ARPA Proceeds	\$930,177	

Motion by Hamilton/Breu to adopt Resolution 24-3-6. Motion carried unanimously.

Committee minutes presented: Health & Human Services, Edgewater Haven Donation Adhoc, Public Safety, Conservation, Education, & Economic Development, Golden Sands Resource Conservation & Development Council.

### **RESOLUTION 24-3-7**

Introduced by: Conservation, Education, & Economic Development Committee

INTENT & SYNOPSIS: Authorization to Apply for WEDC CDI Grant for the Former Vesper Elementary School, 6443 S Virginia St, Vesper- Parcel 29-00478.

FISCAL NOTE: No additional cost to Wood County. Stemparosa Estates, LLC, owner of the Former Vesper Elementary School will receive up to \$250,000 in WEDC CDI Grant funding.

Motion by Clendenning/Leichtnam to adopt Resolution 24-3-7. Motion carried unanimously.

Committee minutes presented: Judicial & Legislative

### **RESOLUTION 24-3-8**

Introduced by: Judicial & Legislative Committee

**INTENT & SYNOPSIS:** To increase the hours of the part-time Legal Administrative Assistant in the Corporation Counsel's office from 4 to 5.5 hours per day (.5 FTE to .7 FTE).

**FISCAL NOTE:** The annual wage and benefit implications to the increase in hours totals \$12,783. There currently is \$5,613.71 in the budget for overtime for this position, \$5,000 of which will be allocated to this expense. The deficiency would come from the contingency account. Transfer \$7,783 from available balance in contingency. At the time of this request, the current balance in the 2024 contingency account is \$600,000.

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
51590	Contingency	\$7,783	
51320	Corporation Counsel Wages		\$7,783

Motion by Clendenning/Leichtnam to adopt Resolution 24-3-8. Motion carried unanimously.

Committee minutes presented: Highway Infrastructure & Recreation.

Chairman Pliml declared his intention on taking the following 4 resolution with one vote. No objection heard.

### **RESOLUTION 24-3-9**

Introduced by: Highway Infrastructure & Recreation Committee

**INTENT & SYNOPSIS:** To become eligible for snowmobile trail maintenance monies on the existing trails on County and private lands for 2024-2025 snowmobile year.

**FISCAL NOTE:** No cost to Wood County—Total reimbursement from State Snowmobile Trail Aid account #43574.

Motion by Buttke/Hamilton to adopt Resolution 24-3-9. Motion carried unanimously.

### **RESOLUTION 24-3-10**

Introduced by: Highway Infrastructure & Recreation Committee

**INTENT & SYNOPSIS:** To become eligible for maintenance monies on the existing Wood County ATV Intensive Use Area (All-Terrain Vehicle) trail, the Kimball & Hazelnut Connector Trail, and the Hay Creek-Peterson Road Connector Trail.

**FISCAL NOTE:** No cost to Wood County. Total reimbursement from the State Aid Registration Fund, account #43572, and for the ATV Intensive Use Area, donated services by the Central Wisconsin ATV Riders Club, account #48503.

Motion by Buttke/Hamilton to adopt Resolution 24-3-10. Motion carried unanimously.

## **RESOLUTION 24-3-11**

Introduced by: Highway Infrastructure & Recreation Committee

**INTENT & SYNOPSIS:** To become eligible for 2024 snowmobile trail maintenance monies for the proposed additional 13.64 miles of snowmobile trail for the Rudolph River Rovers Snowmobile Club.

**FISCAL NOTE:** No cost to Wood County—Total reimbursement from State Snowmobile Trail Aid account #43574.

Motion by Buttke/Hamilton to adopt Resolution 24-3-11. Motion carried unanimously.

## **RESOLUTION 24-3-12**

Introduced by: Highway Infrastructure & Recreation Committee

**INTENT & SYNOPSIS:** To become eligible for project development grant funding from the State of WI DNR ATV Trail Aid Program for the following projects: Hwy. 54 to Range Road Trail (1.5 miles) TOTAL: \$72,074.80

**FISCAL NOTE:** If awarded from the State of WI DNR, there would be no cost to Wood County—Total reimbursement from State ATV Aid account #43572.

Motion by Buttke/Hamilton to adopt Resolution 24-3-12. Motion carried unanimously.

Committee minutes presented: Property & Information Technology, Central Wisconsin State Fair Board of Directors, Junior Fair Board, South Central Library System Board of Trustees.

This being the last meeting of the current term, Chairman Pliml thanked everyone for the accomplishments this past term.

Without objection, Chairman Pliml adjourned the meeting at 10:03 AM. Next scheduled county board meeting is April 16, 2024.

Trent Miner  
County Clerk

## **REFERRALS FOR APRIL 16, 2024 – COUNTY BOARD**

- None

## **MINUTES OPERATIONS COMMITTEE**

**DATE:** Tuesday, April 2, 2024  
**TIME:** 9:00 AM  
**PLACE:** Courthouse – Room 115

**MEMBERS PRESENT:** Ed Wagner, Lance Pliml, Adam Fischer, Donna Rozar, Laura Valenstein

**OTHERS PRESENT:** Trent Miner, County Clerk; See attached sign-in list

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Fischer/Valenstein to approve the consent agenda. Motion carried unanimously.
4. Pliml reported of the issue with the water infrastructure at the Wood County Annex & Health Center in Marshfield that may require some adjustments to some ARPA funding. There may be a meeting prior to county board to review some allocations. More information will be forthcoming.
5. Wellness Coordinator Boeshaar provided a departmental update.
6. County Clerk Miner presented a request for rolling election bags to replace the steel boxes that have been in use since the early 1990s. The bags will be easier for poll workers and clerks to maneuver while still providing a sealable container for transporting. Funding will come from the elections non-lapsing fund and will total about \$5,300. Depending how the year unfolds, there may need to be a resolution to backfill the budget. Motion by Pliml/Rozar to approve the expenditure for the purchase of the rolling election bags. Motion carried unanimously.
7. Finance Director Newton provided a departmental update.
8. Newton presented a resolution for the Criminal Justice Coordinator to fund additional expenditures with an increase in state aid revenues. Motion by Rozar/Valenstein to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
9. Newton reminded the committee about the LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUND (LATCF) dollars the county received and how these funds could be used to help fund various projects. The committee will review this as various budgeting allocations move forward.

10. This being his last meeting, Chairman Wagner thanked the committee and staff for their work and stated how he enjoyed serving on this committee during his tenure on the county board.
11. The next meeting date will be determined at a later date.
12. Chair Wagner adjourned the meeting at 9:38 AM.

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

**April 2, 2024**

11



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

---

### Letter of Comments – April 2024

- We are all set to go for the Spring Election and Presidential Preference Vote. Ballots and media went out and testing has begun. After working her first election at the Spring Primary, Katie brought some different ideas on how she would like election night check-in to go with the municipalities and developed a new checklist that will better document items being turned in and items we might be missing that the clerks would need to get to us before the canvass. It's always good to see things through different eyes and she is certainly bringing a fresh perspective to things in our office!
- I will be in the office on Good Friday, for the morning, even though the Courthouse is closed that day. That Friday, at noon, is the deadline for anybody wanting to be a registered write in to file the appropriate paperwork in my office for any office I am the filing officer for.
- I held two election equipment trainings on Saturday, March 23<sup>rd</sup>. In the morning, I went to the Town of Remington and trained them on the proper operation of the DS200 and conducted their public test with them. While they have had their DS200 for a few years now, they have a new clerk and new poll workers, so it was good to have a nice group of folks learning how to work both the DS200 and ExpressVote and get their questions answered. Then, in the afternoon, I trained the Town of Dexter clerk and poll workers on their new DS200. This will be their first election using this equipment, as they were hand count previously. We were able to save the Town of Dexter some money in training and set up costs, as I did all of that for them. We had the unit shipped to my office where I could do the set up and testing before I took it out to them.
- I would like to purchase some rolling election carts for our municipal clerks and election inspectors. The steel boxes we have been using, while durable, etc., are extremely heavy when loaded down, and not easy on the back. I did not budget for them, but after watching some of my clerks and election inspectors trying to haul that thing, I worry about injuries. I have a price of about \$5,200 to get enough carts for all to have. The Towns of Grand Rapids, and Saratoga, already have these, as do our two large cities. We can discuss this more at the meeting.
- As election season gears up, I am asked to do more interviews on that subject. This past month, I did three. WAOW came down and did an interview last Tuesday, one was with Marshfield Communications, along with the Marshfield City Clerk, and one was with WFHR for their afternoon magazine.
- After the Spring Election, we will be well on our way in setting up for the fall election cycles. We will have to do some reprogramming to account for the new assembly and



senate district lines this time.

- I have been in talks with the Facilities Manager about building out an election programming room within the confines of our current office footprint. This would be a key card accessed room, with cameras, that only myself and my deputy would have access to. This is where we would do all the election programming and have our servers stored. While the servers being in the current data center in IT is nice, for better security of the election components, having access even further curtailed would be advantageous, as IT does not have any role in that equipment. This build out would not happen until 2026 or 2027 and would be of minimal cost. This would enable us to be able to design our own ballots and save costs on printing. More information about that will be forthcoming when we get closer to that time.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

March 29, 2024

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – March 2024

---

### Human Resources Activity

	March 2024	2024 Year-to-Date
Applications Received	112	495
Positions Filled	9	39
Promotions/Transfers	8	25
New Hire Orientations	8	26
Terminations, Voluntary	8*	28
Terminations, Involuntary	1	3
Retirements	1	1
Exit Interviews	6	9

\*Four of these are casual

### Human Resources Narrative

#### General Highlights

1. Act 4 went into effect on January 1<sup>st</sup>. This act provides the opportunity for jail staff (Jailers) to opt-in to WRS Protective Status. The deadline for jail staff to opt-out of Protective Status was March 1<sup>st</sup>. All jail staff returned their form prior to the deadline. Changes were entered within the ETF/WRS system on March 4<sup>th</sup>.
2. In regards to the 2024 Market Update on our general county and care facilities wage plans, we provided all requested documents and information required by the consultant to begin work on the project. This included organizational charts, the Employee Policy Handbook, current job descriptions for all positions, current union contract, an employee spreadsheet with current wages, and our current wage plans. Department Heads were provided an opportunity to meet 1:1 with the consultant to discuss their positions and any challenges related to the current pay structure. 19 departments responded and have meetings scheduled on April 17<sup>th</sup> and 18<sup>th</sup>.

#### Meetings & Trainings

1. Attended the Operations Committee meeting on March 12<sup>th</sup>.
2. Attended County Board on March 19<sup>th</sup>.
3. Held the monthly conference call with The Horton Group on March 26<sup>th</sup> to discuss various benefit topics.
4. Attended WCA's "In the Boardroom with Andy Phillips" Webinar titled "Advanced Issues in Open Meetings and Public Records" on March 27<sup>th</sup>.

5. Held individual staff and team meetings to discuss and provide updates on the department's identified 2024 goals.
6. Staff attended various webinars related to benefits, employment law, and compliance.

### **Benefits**

1. Processed Open Enrollments for Medical, Dental, Vision, and Short Term Disability changes with benefit vendors.
2. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
3. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
4. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
6. Processed COBRA notifications for dependents on the health plan reaching age 26.

### **Recruitment**

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

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

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Branch I	Legal Admin Assistant (Floater)	Position posted, deadline 4/1/2024.
Replacement	Clerk of Courts	Information Clerk	Position posted, interviews conducted, references being completed on final candidate.
Replacement	Clerk of Courts	Court Clerk – Branch I	Position posted, interviews conducted, references being completed on final candidate.
Replacement	District Attorney	Legal Admin Assistant	Position posted, interviews conducted, references and background completed, offer extended and pending.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 4/15/2024.
Replacement	Emergency Management	EM Relief Worker	Position posted, interviews conducted, references completed, offer extended and accepted, filled 4/8/2024.

Replacement	Health	Program Assistant – Bilingual	Position posted, deadline 4/1/2024.
Replacement	Highway	Truck Operator	Position posted, interviews conducted, final candidate selected, references and DL check conducted, offer extended and accepted, filled 4/1/2024.
Replacement	Highway	LTE Truck Operator	Position posted, deadline 4/1/2024.
Replacement	Highway	Summer Help	Position posted, deadline 4/1/2024.
Replacement	Human Services	EMH/APS Coordinator	Position posted, deadline 4/1/2024.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 4/1/2024.
Replacement	Human Services	Case Manager/SW – Ongoing/FSET	Position posted, interviews conducted, final candidate selected, references and background completed, offer extended and accepted, filled 3/11/2024.
Replacement	Human Services	Crisis Interventionist – 7 a to 7 p	Position posted, deadline 4/1/2024.
New Position	Human Services	Social Worker – Therapeutic Care	Position posted, interviews conducted, filled internally 6/3/2024.
Replacement	Human Services	Case Mgr/SW-Youth Justice	Position posted, interviews conducted, final candidate selected, references being completed.
Replacement	Human Services	Intake Coordinator – Outpatient	Position posted, deadline 3/29/2024.
Replacement	Human Services	Crisis Interventionist – Casual	Position posted, deadline 4/8/2024.
Replacement	Human Services	Program Assistant – BH/Outpatient	Position posted, deadline 3/29/2024.
Replacement	Human Services	Youth Mentor Case Manager	Position posted, deadline 4/8/2024.
Replacement	IT	IT Intern	Position posted, interviews conducted, final candidates selected, references and background completed, filled 3/18/2024.
Replacement	IT	Systems Tech – Lead	Position posted, interviews conducted, filled internally 3/25/2024.
Replacements	IT	Systems Tech (2)	Positions posted, deadline 4/7/2024.
Replacement	Land Conservation	LWCD Summer Intern	Position filled, interviews conducted, filled 6/3/2024.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 3/18/2024.
Replacement	Parks	Parks Maintenance Worker (South Park)	Position posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 3/25/2024.
Replacement(s)	Parks	Camp Rangers (South & Dexter)	Position posted, interviews conducted, final candidates selected, references completed, offers extended and accepted. Start dates to be determined.
Replacement(s)	Parks	Summer Help – LTE II's	Position posted, interviews conducted, final candidates selected, references completed,

			offers extended and accepted. Start dates to be determined.
Replacement	Planning & Zoning	Code Administrator	Position reposted, interviews conducted, filled internally 3/4/2024.
Replacement	Planning & Zoning	Code Technician	Position posted, deadline 3/25/2024.
Replacements/New	Sheriff	Corrections Officer	Position posted, interviews continually being conducted, and backgrounds being completed by Sheriff's Department. Multiple positions filled, dates vary.
Replacement	Sheriff	Deputy Sheriff	Position posted, deadline 4/14/2024.

### **Safety/Risk Management**

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Corresponded with various insurers regarding claims, including for the River Block power failures in March and September of 2023.
4. Attended Edgewater Safety Committee meeting on 3/6/24 and Norwood Safety Committee meeting on 3/12/24.
5. Conducted N95 fit testing for Edgewater Haven and/or MSTC staff on 3/8/24 (6 students), 3/21/24 (27 staff), and 3/22/24 (14 staff).
6. Met with Emergency Management, Dispatch, IT, Norwood, and Edgewater staff on various dates to discuss messaging and the Everbridge System.

### **OPEN Workers' Compensation Claims (4)**

1. 12/7/23 – Sheriff's – Employee is seeking treatment for mental health conditions as a result of employment with the Department
2. 1/12/24 – Sheriff's – Employee is experiencing lingering effects from conceded WC injury to L shoulder from 2003
3. 2/2/24 – Sheriff's – Employee cut L thumb nailed on uniform pants, became infected
4. 2/13/24 – Parks – Employee struck lower R leg with tool while pulling logs at North Park

### **First Aid Injuries (4)**

1. 3/12/24 – Norwood – Employee was punched in the face and burned by hot coffee thrown by combative resident
2. 3/12/24 – Norwood – Employee was burned by hot coffee thrown by combative resident
3. 3/19/24 – Highway – Employee had lung/throat irritation while applying mastic on County road
4. 3/19/24 – Highway – Employee had lung/throat irritation while applying mastic on County road

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

The claim for the March 2023 power loss at River Block has been accepted by Hartford Steam Boiler and will be paid under the County's equipment breakdown coverage. As of 12/18/23, a total of \$114,645.34 has been received from various property and liability insurance providers.

We received some of the final invoices for replacing HVAC components damaged during the September 2023 River Block power surge, and have now exceeded the County's deductible. A claim will be submitted to Aegis/County Mutual for cost reimbursement. As of 1/24/24, Risk Management has paid \$47,166.16 in repair and replacement costs. This includes repairing control drives in the building's HVAC units, elevator controls, lighting modules, and security panels and various pieces of

equipment within the building, as well as replacing several hundred surge suppressors and three pieces of electronic equipment within departments.

#### Liability Claims (1)

1. Concurrent claims were filed with two of the County's insurers for the incident involving resident funds at Norwood Health Center. Total damages are unknown at this time and both claims remain in the determination stage.

#### OPEN EEOC/ERD Claims (2)

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.
2. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing was held on July 19 & 20, 2023. Hearing decision was received on March 21, 2024. The judge found no probable cause on three counts and probable cause on one count. We are in discussions with counsel and our insurer on next steps.

#### Other

1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community focused announcements.
2. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Reconciled and processed the February Unemployment Insurance payment.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on March 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>.
7. Conducted exit interviews on March 4<sup>th</sup>, 12<sup>th</sup>, 20<sup>th</sup>, 22<sup>nd</sup>, and 28<sup>th</sup>.
8. Completed the annual I-9 Audit.
9. Completed Q1 Employee Recognition- provided letters to employees approaching an eligible service year or retirement and ordered/distributed selected gifts to departments.
10. Created ballots and award letter for the Core Values program.
11. Responded to multiple verifications of employment.
12. Replied to requests from surrounding counties with varied information.
13. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.



# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

---

### LETTER OF COMMENTS—APRIL 2024

1. Attended Wisconsin Counties Association weekly calls on Mondays in March.
2. Attended Wisconsin County Constitutional Officers meeting in Madison on March 5 & 6.
3. Attended Wood County Housing Summit at Mid-State Technical College on March 7.
4. Participated via webex in the Foundation for Rural Housing Board of Directors meeting on March 11.
5. Attended the Operations Committee meeting on March 12.
6. Attended United Way Board of Directors meeting on March 13.
7. Attended United Way Officers meeting on March 14.
8. Attended Legislative Breakfast at Mid-State Technical College on March 15.
9. Attended County Board meeting on March 19.
10. Attended United Way Finance Committee meeting on March 21.
11. Participated in health coaching session, which is the final step to get discounted health insurance through the county for 2025 on March 25.
12. Attended REDI Housing Task Force meeting on March 26.
13. For people that didn't pick up their 90 day certified notice and it was returned, their names will be published in the newspaper and they will be personally served by the Sheriff's Department next week. For those that don't answer the door or are not home, the letter is taped to the door.
14. Municipalities have been sending in personal property chargebacks that are due by April 1 and I have been calculating them to ensure they are correct for payment.
15. I have calculated the interest on the bonding payment and will be setting up a wire transfer by April 1 to pay. Again, the company that collects the payment, does not have the correct amount of interest owed. The company is missing all of the new debt issues for the 2023 debt. I reached out to Baird to assist in getting the missing CUSIP information so I can send this information to the company to get our payment applied correctly.



# Wood County

## WISCONSIN

### Employee Wellness

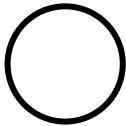
*Ryan Boeshaar*

---

#### Letter of Comments – March 2024

- The deadline for the first two qualifying activities (biometric screening and health assessment) was March 31, 2024. These are the first steps participants needed to complete to potentially earn the reduced health insurance rate for 2025 and be eligible for the wellness program. As of writing this, there are 451 people who completed the biometrics and 425 who completed their health assessment, so my main priority is reaching out to those individuals who still need to complete the assessment.
- To finalize the 2024 biometric screenings, we had 8 onsite screenings this year that totaled 301 participants (*66% of participants chose this option to complete their biometric component*). This was a fortunate year in terms of we did not have to reschedule any of the onsite screenings (thanks to light Winter). I plan to review the biometric screening survey results and report comments at next month's meeting.
- Another big task during March was Health Coaching, the third and final qualifying activity. I met with over 60 employees to review their lab results and strategized with them goals to prioritize for 2024. I also created additional dates/times for health coaching sessions throughout the month of April. All the slots filled up within 3 days, so I plan on adding more in the near future for May.
- The InBody testing is coming back for the month of April. The InBody is a piece of equipment that measures body composition (body fat, muscle mass, water weight, bone mass, etc..). The signups are all created and a kickoff email for this got sent out. There will be a total of 6 InBody testing dates/times scheduled.
- I am working closely with any new hires and/or employees who have previously not enrolled in the Wellness Program to create their wellness portal accounts so they may begin the process of completing the qualifying activities and become more involved with wellness.





RESOLUTION#

Introduced by  
Page 1 of 1

Operations Committee

ITEM#  
DATE April 16, 2024  
Effective Date Upon passage & posting

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Majority

☒

Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

EN

INTENT & SYNOPSIS: To amend the 2023 budget for Justice Coordinator – Drug Court (51242) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from Drug Court Adult Drug Treatment State Aid revenue account. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51242	Justice Coordinator-Drug Court		\$8,550
43512	Drug Court – State Aid	\$8,550	

WHEREAS, the Wood County Justice Coordinator – Drug Court incurred additional expenditures in the Drug Court program that were not anticipated during the 2023 budget; and

WHEREAS, the unanticipated revenues in Drug Court State Aid revenue account is sufficient to cover the additional expenditures, and

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

THEREFORE BE IT RESOLVED, to amend the Justice Coordinator-Drug Court budget for 2023 by transferring \$8,550 from Drug Court Adult Drug Treatment State Aid (43512) to the Justice Coordinator-Drug Court (51242) function, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed is directed to post a notice of this budget change within 15 days.

{ }

ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

LAURA VALENSTEIN

ADAM FISCHER

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

## **MINUTES**

### **HEALTH & HUMAN SERVICES COMMITTEE**

**DATE:** Thursday, March 28, 2024  
**TIME:** 5:00 PM  
**PLACE:** Wood County Annex & Health Center - Classroom

**MEMBERS PRESENT:** Adam Fischer, Donna Rozar, Tom Buttke, Rebecca Spiros (WebEx)  
Lee Thao, Kristin Iniguez, Mary Jo Wheeler-Schueller (arrived 5:04 PM),

**MEMBERS EXCUSED:** John Hokamp, Lori Nordman

**OTHERS PRESENT:** Trent Miner, County Clerk; See attached sign-in list.

1. Chairman Fischer called the meeting to order at 5:00 PM
2. Chair Fischer declared a quorum present.
3. There were no public comments.
4. The consent agenda was presented for approval. Motion by Rozar/Thao to approve the consent agenda. Motion carried unanimously.
5. CVSO Larson presented a PowerPoint reviewing the statutory duties of his office as well as the various clientele they serve. He discussed the various forms of funding available to vets as well as the number of vets served in Wood County and financial implications of the benefits they receive.
6. There are two citizen member positions that expire in April. Motion by Buttke/Wheeler-Schueller to advertise and interview candidates for the openings. Discussion ensued. Motion by Buttke/Spiros to amend the motion to have the application period be 30 days. The motion to amend carried 4-3. Voting no were Thao, Rozar, & Iniguez. The amended motion was called and was carried 4-3. Voting no were Thao, Rozar, & Iniguez.
7. Norwood Administrator Kornack received word that the YMCA will be making a request to possibly place a permanent structure on the Norwood property, but that she has not seen a specific proposal from them as of yet. There is a meeting set up with the YMCA to review their proposal, after which she will report back to the committee.
8. Norwood Administrator Kornack and Maintenance Supervisor Ackerman reported on the Norwood water management status. The filtering that has been done has not seen a complete elimination of the bacteria, so constant flushing of the lines is currently taken place. This has doubled the water bills for the facility since this process began. There is a disinfecting solution that could be rented and installed but is hard on the

existing water lines and only a short term solution. Financing the replacement of the water lines in the entire facility will be discussed.

9. Larson and Rozar provided legislative updates.
10. Future meetings:
  - a. Thursday, April 25, 5:00 PM, River Block - Room 206
11. As this is his last meeting, Chair Fischer wished everyone well and stated he enjoyed his time on the committee.
12. Wheeler-Schueller was excused at 6:01 PM. Motion by Rozar/Buttke to move into closed session pursuant to 19.85(1)(f) Wis. Stats. to consider leave of absence request(s). Motion carried unanimously.
13. Motion by Buttke/Thao to move back into open session. Motion carried unanimously.
14. Chairman Fischer declared the meeting adjourned at 6:12 PM.

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

## Health & Human Services Committee

**March 28, 2024**

[illegible]

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

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

**Opioid Settlement:** Additional information was recently released with some updated settlement numbers. Wood County will be receiving \$366,734 from the Walmart, CVS, Walgreens, Allergan, Teva settlement. We should receive this any day (they said mid-March). Around the same time, we should be receiving \$38,045.58 from the distributor year 7 prepayment allocation. This should total up to around \$910,000. After we take off the \$550,000 for the FQHC, we will have around \$360,000 to look at having the task force allocate to our priorities, with subsequent approval by oversight committees.

The Wisconsin Counties Association Opioid Task Force met on January 30. I continue to serve as Vice Chair of the task force. The next Opioid Summit occurred on March 20 in Wisconsin Rapids. I was on vacation, but several staff were able to attend. One of the larger tasks ahead is to develop materials for county board members about harm reduction efforts that are evidence-based (fentanyl test strips, naloxone, syringe exchange services). There continue to be misperceptions that these efforts encourage or increase drug use and research is very clear that they do not. We discussed developing a toolkit for counties to use, as well as presentations at the summit and the WCA annual conference in September.

**Family Health Center FQHC Update:** I received an email from Senator Baldwin's office with the Congressionally Directed Spending application. I also received the application for the House side's Community Project Funding from Representative Van Orden's office. Greg Nycz with the Family Health Center is working on both of those. The Labor, Health and Human Services, Education, and Related Agencies subcommittee does not accept community project funding requests (this is on the House side). In talking with Van Orden's staff, we believe we can submit our request under the Department of Agriculture–Rural Development, Rural Housing Service (Community Facilities) account. Since the population of Wisconsin Rapids is under 20,000, we are eligible in those rules.

**Childcare Update:** Central Wisconsin Days sponsored by Centergy, Inc. was an incredible success with over 85 attendees coming together in Madison on February 12-13. This was an opportunity for business and community leaders to bring the voice of our region to Madison. Participants were divided into teams to meet with policymakers from across the state to champion issues of vital importance to people, employers, and economies in Central WI, including childcare.

A task force of local organizations, child care providers, and business leaders have been meeting since June 2022 and continue to meet every other month to determine a plan to improve child care in Wood County. This task force was awarded the Dream Up! grant from WI DCF, which provided facilitated discussion and strategic planning to develop strategies to increase access to childcare.

An initial ARPA request to the Wood County Board of Supervisors requesting \$5.4M to support six strategies was submitted in October 2022. The Board suggested narrowing the focus and to carefully consider the most sustainable strategies. In an effort to hone in on the most effective ways to address the childcare crisis, three strategies were identified to focus on over the next three years. As a reminder, they are described below.

- **Co-create a model of partnership between the business community and child care to have businesses purchase slots at existing regulated child care providers:** Businesses benefit by staying competitive in a tight labor market by offering attractive benefits, increasing employee productivity, increasing employee retention, strengthening the local community and economy, and strengthening families by offering benefits that enable employees to continue in the workforce, also contributing to the economy. Childcare programs benefit by receiving the full true cost of care, and can then afford quality workers, training, materials, and facilities; retain quality staff through offering higher pay; stabilize enrollment numbers by having reserved business subsidized spots; and make long-term connections with businesses and organizations that can help improve the quality and scope of care.
- **Provide Start-Up and Expansion Grants to new and existing childcare centers to assist in expanding and maintaining current childcare centers:** Childcare centers operate on very slim margins and expanding or making updates to buildings and classrooms can be very costly. For those individuals who are opening a new center, the costs to open can be prohibitive. Providing Start-Up and Expansion Grants will alleviate a financial burden on small businesses that do not have a lot of discretionary income for these one-time costs.
- **Bring child care providers together to network, share administrative and other costs, and brainstorm solutions to challenges (create a 'shared services network'):** This would allow providers to save time and money, freeing up revenue for wages and other expenses. Centralized staff could potentially help individual providers with staffing, human resources, paperwork related to enrollment and business expenses, educational leadership including quality coaches who can work with providers to improve their program, professional opportunities and more. Bulk purchasing can bring lower prices.

The revised ARPA request totals \$2.8M and Task Force Co-Chairs presented to the Wood County Board of Supervisors ARPA Committee on January 23, 2024. We are anxiously awaiting a decision.

## **SUPERVISOR OF STRATEGIC INITIATIVES REPORT – KRISTIE RAUTER EGGE, MPH**

Staff attended Centergy Days at the State Capitol to advocate for childcare, the economy, and rural bridges. Staff continue to do 1:1's with community partners to learn about and share our work in Wood County. Staff met with the Family Shelter to discuss their programs and HPWC programs and how we can collaborate.

Staff are analyzing results from the biannual health equity internal staff survey and data from the Department of Health Services qualitative data grant to learn about the impacts of COVID-19 on specific communities in Wood County. One AmeriCorps member enrolled in the Community Health Worker Course provided by AmeriCorps and Milwaukee AHEC, and both attended the mid-term training. Staff attended the WPHA Leadership Training. One staff member serves as co-chair of the Membership Committee and the Policy & Advocacy Committee and another as the association's President.

### Communication/Branding

The Wood County Health Department Annual Report is in draft form, and will be ready for review soon. Staff discussed plans for a process improvement project for Healthy People Wood County (HPWC) communications. One AmeriCorps member is helping with the new HPWC logo design.

Staff created a visual and public-facing Healthy People Wood County Year in Review Flipbook and video to highlight our accomplishments in 2023. They also created Facebook cover photos for the HPWC page, utilizing National Observances to elevate awareness and promote advocacy.

### Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP)

Staff analyzed results from the CHA survey by different demographics to determine where priorities and gaps differ among various groups in our community. The second of multiple CHA prioritization meetings was held with community partners to continue narrowing health priorities. Staff are co-planning and co-facilitating these meetings with Aspirus Riverview and Marshfield Clinic. Staff presented the CHA and CHIP to UW-Eau Claire nursing students.

### Housing

The Wood County Housing Task Force and Housing Summit Planning Committee had several meetings last month that focused on the housing survey, housing study, and housing summit. The Wood County Housing Summit was held at Mid-State Technical College in Wisconsin Rapids. Over 100 people from a wide range of sectors were in attendance, including elected officials, city, county, state, and federal government, realtors, bankers, developers, non-profits, and more. Follow-up action planning will be conducted at future Wood County Housing Task Force meetings based on feedback shared at the Housing Summit. The Wood County Housing Task Force released the housing survey to collect better data on what people are looking for regarding rental properties and mortgages. The housing study out of the 2024 Wood County Comprehensive Plan was also reviewed, and feedback was provided.

### Transportation

Waupaca Catch-a-Ride presented to 36 people from various community programs and organizations. The presentation discussed the program and the next steps to get it started in Wood County. There is an overwhelming amount of support for this program. Team members are looking for grant opportunities and are working on other next steps.

### Mental Health Matters

Staff met with the storyteller workgroup to continue the conversation of further embedding the group's work into the local clubhouses. Each clubhouse and individual storyteller provides updates on opportunities to speak, train, recruit, and share any other pertinent information for the group's success. Staff will continue meeting with the storytellers group monthly for continued discussion, recruitment of storytellers, and holding events.

### IMPACT (Substance Use Coalition)

- *Harm Reduction Committee:* The IMPACT Harm Reduction Committee was formed in February, and the community started to plan the direction this group would like to go. Several agencies and community members are represented, including the recovery community, healthcare, criminal justice, and local government. The group determined to meet monthly for the first six months and select a few priority areas.
- *SCAODA Prevention Committee, Hemp Ad-hoc:* The Hemp Ad-hoc committee continues to meet regularly to draft a report that will provide state/local recommendations on psychotropic hemp-derivatives, as the state has no regulations on hemp outside of Cannabidiol (CBD). Staff were asked to participate in the ad-hoc committee, which provides insight on municipal policy as Wood County was the first in the state to pass an ordinance to restrict age of purchase on psychoactive hemp products. Our ordinance continues to be a model for other communities.
- *LifePoint:* LifePoint saw 11 participants in February and 20 additional people were indirectly supported through the program. Participants have shared with staff that they want to quit using substances, but it's "so hard" and "painful." Staff continue to offer resources and point participants to peer support if they show interest in treatment and recovery.

- *Xylazine*: Xylazine is an animal tranquilizer with no FDA-approved use for humans that is being increasingly found in the illicit drug supply across America. The substance has been brought up as a concern among LifePoint and Adult Day Treatment participants, so staff are proactively researching the substance to prepare for future public health concerns. Fentanyl continues to be the main substance of concern, especially in populations with low opioid tolerance and those who are using stimulants (such as methamphetamine), but xylazine does not have an overdose reversal drug like naloxone/Narcan® available. Public health concerns, in addition to complicating an overdose, are the egregious wounds caused by the drug.
- *Narcan Direct Program*: WCHD distributed 27 Narcan kits to people who use drugs, their peers, those seeking treatment, youth, and EMS for leave-behind programs. Additionally, training was provided to 13 individuals.
- *Providers and Teens Communicating for Health (PATCH)*: The PATCH Teen Educators had a busy month, presenting during a Wisconsin Rapids School District-wide guidance counselor meeting to discuss how to communicate more effectively with peers about health care needs. The teens also completed Narcan administration training and visited the local Planned Parenthood location to learn about resources and reproductive health. The PATCH teens were invited to hold workshops at the Youth in Action Summit in the Wisconsin Dells. The workshops were well received, and the PATCH teens will continue to work with the Juneau County Health Department on future youth summits.
- *Full Team Meeting*: On February 7, IMPACT held a full team meeting. Representatives from the Marshfield Police Department and Marshfield Clinic presented data on Alcohol Age Compliance checks in the Marshfield area over the last few years. Twenty people attended the meeting, and the information presented will be used to support future initiatives around alcohol work countywide.
- *Drug-Free Communities (DFC) Support Program*: The non-competing Year 5 DFC grant renewal was submitted, which included a working action plan and budget for the fiscal year beginning September 30, 2024. The action plan includes underage drinking and youth tetrahydrocannabinol (THC) use. Youth prescription drug prevention was removed as efforts are already in place to address these issues. The focus going into Year 5 before another competitive application is submitted for years 6-10 will be sustainability.
- *Alcohol Workgroup*: On February 15, members of IMPACT presented the Wood County Place Of Last Drink (POLD) program to the Walworth Health Department. The presentation included how the coalition worked with local law enforcement, collected and reviewed data, and followed up with establishments. The Alcohol Workgroup created handouts around the POLD program and best-serving practices. These were shared with the municipal clerk of Wisconsin Rapids. These letters will go out with any new or renewed alcohol licenses. Staff supported the UW student working on a project with us to draft policy updates to the City of Wisconsin Rapids alcohol licensing application and review.
- *THC Committee*: On February 22, the IMPACT THC committee met to map out strategies to address youth THC use in the county. The committee worked throughout February to collect information on youth THC use through different partners in the county, including law enforcement, business owners, schools, and parents. The committee reviewed the data and mapped out strategies to address local conditions.
- *Rx Committee*: The Rx Committee focused its efforts on promoting the April 27 Drug Take-Back Events in and around Wood County. On February 29, IMPACT members also presented to Partnership for Prevention/Portage County AODA Coalition members on the steps they take to work with local law enforcement, pharmacies, and businesses and how they promote and assist with take-back events.
- *Community Engagement*: IMPACT continues to meet with Hmong and Hispanic representatives to incorporate their communities into the work on IMPACT. It is vital to be intentional about reaching populations within our community that we only sometimes have represented at the table to ensure cultural appropriateness in all aspects of our work. IMPACT is also collaborating with McMillan Library and Aspirus to host a showing of *Screenagers: Under the Influence* at McMillan Library on April 10. This event will provide education to parents and youth on the impact of our digital age on teens' decision-making about substances such as vaping, drugs, and alcohol.

#### Access to Healthy Food

Last week, 2024 Wisconsin Rapids Downtown Farmers' Market applications were sent out. We will hold a spring vendor meeting on Tuesday, April 23 from 11 am to 12:30 pm and Thursday, April 25 from 5 pm to 6:30 pm. All vendors are encouraged to attend to review rules and regulations. Environmental Health staff will be present to discuss licensing requirements related to food sales at the farmer's markets, and WIC will offer training for the WIC and Seniors Farmer's Market Nutrition Program.

Staff will complete the Central Wisconsin Regional Farmers Market planning grant through the USDA and apply for the implementation grant to continue this work. Once the grant is completed, final reports will be shared.

#### Recreation and Transportation

River Riders Bike Share is feeling spring! Planning for the spring launch of the bike share season is underway. Staff are looking forward to having the bikes out by the end of April, if not sooner.

Conversations continue to move forward with the future addition of e-bicycles to our existing bike-share program. This is a collaborative effort with Clean Green Action. Reach out to the River Riders Bike Share team to learn more about our plans or provide input on the future of bike share.

Staff scheduled Facebook Posts for March and completed car seat reporting.

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

### Recreational and Educational Camps Update

The Department of Agriculture, Trade, and Consumer Protection (DATCP) will be implementing new licensing categories for Recreational and Educational Camps depending on available lodging facilities, retail food operations, and activities offered. Complexities will be categorized as simple, moderate, and complex. As an agent program, Wood County will include these license categories with the minimum fees as required by DATCP Recreational and Educational Camps Code ATCP 78.

### New Businesses and Consultations

A pre-licensing inspection was completed for The Spot in Nekoosa, a new prepackaged retail food establishment. A pre-licensing inspection was completed for Hyped Nutrition located in Wisconsin Rapids. A pre-licensing inspection was completed for Crabby's Lounge in Marshfield, formerly known as Crabby Dave's. A pre-licensing inspection was completed for a short-term rental in the Marshfield area due to change in ownership. Jill Ibarra and Mariah Heiman also completed a visit to the Marshfield Cultural Fair and conducted a temporary event inspection where they shared a lot of valuable information with many of the operators and helped sort out food safety concerns.

### Complaint Investigations

Eight complaint investigations were received in the month of February.

- A complaint was received regarding mold in a licensed lodging facility. Staff were onsite and discussed the complaint with the operator. Proper cleaning methods were used for the mold.
- A caller reported mold in an apartment unit. Staff were onsite for investigation but no health hazards were noted at the time of inspection.
- A complaint was received regarding maintenance issues going unfixed in a rental unit. Staff provided information to the tenant and notified the landlord of the complaint. Property management soon addressed the maintenance issues.
- A tenant reported mold growth in a rental unit being worked on by the landlord, but wanted the indoor air quality tested. Information was provided to the tenant.
- A caller reported a licensed food establishment cooking outside and seeing rats come out of the kitchen. Staff completed a complaint inspection. No evidence of rats or other pests was observed. Licensed pest control methods are implemented and monitoring devices are frequently checked every 3-6 months.
- A caller reported issues with their water heater and the landlord has not come out to fix it. Potable water is available, and a public health hazard is not present. The tenant will work with the landlord to address the issue.
- A complaint was received regarding food safety violations at a licensed food establishment. The establishment was located in Marathon County and the complaint was referred to Marathon County Health Department.
- A caller reported a non-functioning septic system that the landlord was not fixing. Staff spoke with both parties involved and the septic system has been repaired.

## **HEALTHY SMILES FOR WOOD COUNTY REPORT – NICOLE BURLINGAME, RDH**

- We have completed our sealant program at the elementary and middle schools. We are in the middle of our second visits of oral screenings, education, and fluoride varnishes. We just scheduled our third and final visits for the Wood County Head Start programs. We have provided preventative dental care to 2,436 children so far this school year.
- Healthy Smiles will also begin providing prophylaxis and oral care to the residents at Norwood Health Center.

## **PUBLIC HEALTH NURSE SUPERVISOR REPORT – ERICA SHERMAN, MSN, RN, IBCLC**

### Parents as Teachers (PAT)

We have been selected by Wisconsin Partnership Program (WPP) at the UW School of Medicine and Public Health as one of four sites to host a Community Connection event. The event will be held on Thursday, April 4 at 9:00 AM in the River Block auditorium. Local nonprofits, public health, tribal and government agencies, and others working in health care and public health have been invited to the event to learn more about WPP's funding opportunities and meet local grant partners and community health leaders working on local health issues.

### Communicable Disease

There is high potential for tick-borne diseases earlier this year as warmer temperatures have arrived earlier. Ticks become active when temperatures are above freezing and even more so when temperatures are consistently above 40 degrees. Wisconsin Department of Health Services (DHS) reports that as of 3/6/24 the current collection of questing (host-seeking) adult Blacklegged (Deer) Ticks is similar to what would typically be collected in late April or early May most years.

### Lead Testing

As of January 1, 2024, Wisconsin DHS has updated their childhood blood lead test recommendations. DHS now recommends universal blood lead testing, which for the Wood County community includes all children should be tested at age 1 and again at age 2 AND test any children between ages 3 and 5 without a previous test. All children under 17 years



of age can still be tested if there are concerns for lead exposure or if they are a newly arrived refugee. These recommendations now match the federal Medicaid requirement.

#### Child Passenger Safety

We continue to host monthly car seat clinics in partnership with Wisconsin Rapids Fire Department and Marshfield Fire and Rescue. In 2023, our certified child passenger safety technicians conducted 64 car seat checks, distributing 53 new car seats to eligible families.

#### Emergency Preparedness

The Emergency Preparedness (EP) Coordinator facilitated, on behalf of the NCW-HERC, the regional HazMat tabletop exercise in Marshfield. This exercise tested a possible hazardous materials spill requiring response from Public Health, Emergency Management, local EMS and Fire Departments and Hospital Systems. Over 50 people participated regionally in this exercise.

#### **WOMEN, INFANTS AND CHILDREN (WIC) REPORT – CAMEN HOFER, RD, CD, IBCLC**

- WIC started hybrid appointments on August 10 under the new ARPA waiver that allows remote appointment options through September 2026. Under this waiver, WIC needs to gather height, weight, and hemoglobin results either from referral data from a provider or in the WIC office. We continue to have 1-3 families coming for an in person appointment each clinic day.
- Caseload remains at its highest in several years. We have been opening extra WIC clinics to manage the increase in caseload and are scheduling out farther than usual for appointments.

#### Caseload for 2023 (Contracted caseload 1417)

	Dec 2023	Jan 2024	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Active (initial)</b>	1447	1444	1477										
<b>Active (final)</b>	<b>1450</b>	<b>1456</b>											
<b>Participating</b>	1448	1444	1482										

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

### **March 2024**

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

Last month, I reported submitting a grant to provide additional services to Youth in South Wood County. The grant is specific to South Wood County because it is a local grant opportunity that supports the South Wood County area. I am pleased to share that we were selected to move on to the next round of the grant process. The next step requires a presentation and a full grant proposal. I am working on putting the grant together and preparing the presentation. We will be notified in June if we are awarded the grant.

I plan to attend the WCA Health and Human Steering Committee on March 22 at the Hotel Mead in Wisconsin Rapids. John Tuohy, the Executive Director of the Wisconsin County Human Service Association, will present the WCHSA priorities for the next state budget. The list is long as needs within the Human Services realm continue to grow. WCHSA will work collaboratively with WCA to narrow the priority list so we can begin our advocacy effort this fall.

I attended a listening session with the Wisconsin Rapids School Board on March 18. I was invited to participate in a facilitated discussion as the School District begins the search for a new Superintendent. The committee sought feedback on the characteristics the community values as the school board recruits for a new superintendent.

I was recently notified by the Wisconsin Department of Children and Families Division of Safety and Permanence that Wood County Human Services was one of the highest-performing counties statewide for Social Worker contacts with children placed in out-of-home care. Wood County contacted 99.05% of children; the federal benchmark is 95%. I have included the letter from John Elliot, the Division of Safety and Permanence Division Administrator, in the H&HS Committee packet.

Facilities Manager Van Tassel reached out to share that he is working with the power company to complete the repairs necessary to permanently fix the power cable at River Block. The repair requires a power outage that will last for two days. The tentatively planned outage dates are Thursday, May 30, and Friday, May 31. This will require the closure of the River Block Building. We are beginning to plan to accommodate the closure and ensure that our customers continue receiving service over these two days.

Our Administrative Team and I have created a training series to provide additional education and support to our team. The six-part training series will be held over the next three months. All staff are invited to attend one or all of the sessions. We have offered in-person and remote options for staff to participate. I look forward to working collaboratively with the leadership team to provide additional educational opportunities to our team.

#### **Deputy Director's Update by Katie Miloch**

As I wrap up my third month in my new role as Deputy Director I'd like to thank everyone for their patience and grace as I learn new sides of Human Services. My focus continues to be building and strengthening relationships within our department as well as with our community partners in an effort to improve collaboration and service delivery. I have met with all of the Superintendents throughout Wood County to introduce myself and get to know them personally and how we can work best together. The Family Services team is making great strides in collaborating with school districts and there are ongoing meetings scheduled to keep this momentum going. I have also begun monthly meetings with Honorable Judge Brazeau and have regular communication with him and his

colleagues regarding process improvements, improved collaboration, and mental health service options for those involved in the criminal justice system.

In transitioning to my new role, we've decided to keep the Emergency Mental Health/Adult Protective Services (EMH/APS) unit under my direct supervision. In doing so, a Lead EMH/APS position was created from an existing position and I'm happy to share that Kari Olson has accepted that promotion. Kari has extensive knowledge of crisis intervention, adult protective services, and has recently graduated with her Masters degree in Social Work. Kari has amazing organization and her leadership skills have positively impacted our team. We are currently recruiting for one EMH/APS Coordinator position located out of Riverblock. One significant change we've recently experienced within APS is the expectation that county APS workers will initiate the start of facility investigations when there is concern regarding a licensed adult family home, community based residential facility, assisted living facility, or nursing home meeting the needs of their residents. DHS has provided minimal guidance on this new expectation and there are ongoing discussions about what this means for local APS units.

I am fortunate enough to have the opportunity to participate in the upcoming High Performance Leadership program offered through NACo. This is a twelve week online program which will provide best practices in leadership, organizational development/change management, negotiation and collaboration, and effective business communication. I am eager to build on my skills and bring back what I learn to others in the department.

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

Administrative Services Team members attended various meetings specific to their job duties during the month. These included, but not limited to:

- Health & Human Service 2024 monthly Budget projection meetings (all locations), Operations, County Board, Team Building, Division Specific Management, Process and Individual Progress Meetings Review and Updates for Division Policies. Performance Evaluations for team members up to date. All team members worked together to cover shortages in immediate needs due to absences and vacancies.
- Currently One Vacancies in this Division
- Additional accomplishments: Ongoing EHR Smartcare learning, workflows and processes.

#### *Accounting and Accounts Payable Team*

- EW Internal VA discussions regarding billing, setup in MATRIX and YE end entries
- Call with VA regarding appropriate billing practices, questioned payments received, sent examples of variances
- De-escalation training
- Attended DSH Education session
- 2024 contracts wrapped up. Including 5 new contract requests and 2 addendums.
- Addendums to 2023 contracts work has begun.
- Cost Report work continues at EW/NHC
- NHC testing Matrix ability to handle resident accounts
- AR-AP Specialist at NHC cross trained on EW EOB markups.
- Yearend entries continue to wrap up for 2023
- 2023 SNF Cost Report Completed and submitted for Review, on time.
- The following 2023 year end reports and funding reconciliations were submitted timely:

Community Support Team (CST), State Transportation, Providing Safe & Stable Families (PSSF), Dept. of Children & Family (DCF), Independent Living Skills (ILS), Brighter Future Initiative (BFI)

*Support Services Team*

- Behavioral Health Clinic service notes: We are transcribing **2/20/24 as of 3/8/24**; 16 notes are outside of the 14 day window.
- We currently have a total of 96 dictations waiting for transcriptionists **as of 3/8/24**  
**February: Total Service Notes 215/ 192 entered by Units**  
     *OPC: dictated 197/completed 175 – majority entered w/in 5 days*  
     *FS: dictated 18/completed 17- majority entered w/in 1 day*
- Records Released:
  - Behavioral Health Records Released: **72**
  - Family Service Record / Background checks Released: **30**
  - Records pending/in progress: **5**
  - Total Completed: **102**

*Other Unit Information*

- No vacant positions
  - 2 staff on intermittent FMLA
  - 2 staff on continuous FMLA estimated return 3/13/24 & 3/18/24
- HIPPA:
  - 0 HIPAA/Confidentiality breach in February
  - Continue w/ destruction of RB- FS records; Begun Destruction of FS MFLD records housed at NHC

*Claims & Accounts Receivable, Client Interactions*

- Ongoing Smartcare meeting, testing, progress and workflows
- Ongoing Testing of 270/271 eligibility verification file transfers
- Continued research on additional payer sources for all locations

*Insurance Claims created and submitted for current reporting*

- Norwood: 177 Claims submitted in the Amount of \$926,411
- Edgewater: 18 Claims submitted in the Amount of \$213,737
- Community: 4,430 Claims submitted in the amount of \$464,699
- Community: Accounts Receivable receipts: \$468,078

*Service Admission Intakes - by Location*

- NHC Admissions: 28, LTC 0
- Bridgeway: 10
- Edgewater: 16
- Community
  - 50 intakes for new clients conducted
  - 1,342 Appointments Scheduled, 904 Attended (67%)

*2024 TRIP Monies received YTD:*

- Norwood: \$10,226
- Community: \$15,913

### **Additional Department Information:**

Change Healthcare cyber-attack incident, 2/21/2024, Reported by Mary Schlagenhaft, 3.15.2024

On February 21, Change Healthcare experienced a network interruption due to a cyber-security issue. This issue impacted the ability to electronically submit insurance service claims.

Change Healthcare is the Claims Processing clearinghouse that our software EHR Matrix uses at our Hospital and Nursing Home locations (EW and NHC). Upon learning of this cyber security issue Matrix disconnecting the EHR software from Change Healthcare. This was done to protect Matrix software data. This Change Healthcare incident did not affect the Community division as that division uses a different claim clearinghouse vendor which did not experience network interruptions.

This interruption has affected our ability to process claims to payer sources since 2/21/2024 for Edgewater and Norwood locations. Director Vruwink as well as the leadership of these two facilities have been kept up to date on this situation, the progress made, and contingency plans considered. I have spoken with the Wood County Treasurer to alert that there will be potential cash flow concerns through May 2024. The Treasurer has indicated that County Cash flow will remain adequate through that period.

On 3.6.2024 the Administrative Division leadership and the team claim specialist met to discuss what can be done to get claims submitted if not able to do electronically. We explored various considerations and found the software used by the Community Division would be able to facilitate these needs with additional set ups and manual entries. There is also opportunity for manual entry into various insurance software (Forward health being one). While doable- it is not as desirable of an option as manual entry would be required for all data fields of the claims. This option will be enacted effective week of 3/18/2024 to keep up on claim submission.

On 3.7.2024 Matrix (EHR software) announced a service engagement with Inovalon, a alternative claims processing clearinghouse. Matrix conducted training on this new software on 3/11 and again on 3/13/2024. Matrix testing of Change Healthcare as well Inovalon will start on March 18<sup>th</sup>. The time frame to resume electronic submission from EHR software is pending Matrix successful testing of the clearinghouses performance.

What does this mean for the Human Services Department and Divisions: Slight (30-60 day) delay in submitting claims for with our various payer sources. Delays on secondary billing for those clients who may have more than 1 payer source. Short term fluctuation of Accounts Receivable, and the biggest concern: potential risk of our consumers Claims Data being breached. As of 3.7.2024 the following statement was made by Matrix: ***"MatrixCare's security team conducted an investigation and determined that our systems were not compromised. Change Healthcare has not stated that they are aware of any compromises at this time."*** Statement from FAQ Unitedhealthgroup 3.11.2024: <https://www.unitedhealthgroup.com/ns/changehealthcare.html> ***"Our privacy office and security information teams are actively engaged and working to understand the impact to members, patients and customers."*** I will continue to keep leadership involved on progress in this matter.

### **Community Resources Update by Olivia Lloyd**

**Transportation:** In February, the Transportation program provided 773 bus rides. Of these rides, 205 were for employment, and 93 were for medical. The program also provided 133 volunteer rides. Of these, 51 were for employment, and 82 were for medical. Our casual driver position has been filled. This will allow us the opportunity to provide more rides throughout Rapids and Marshfield. Results from a customer satisfaction survey show that 96% of riders are satisfied with program services. Riders said our service is efficient, clean, safe, affordable, provides independence and allows for social interaction. Riders gave many thanks to our driver and said they are professional, friendly, caring and helpful.

*WHEAP:* Since the 2024 heating season began October 1, 2023, Wood County has provided Energy Assistance services to 1811 households. The program has also provided 16 households with furnace repairs, and 23 households with furnace replacements.

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

*Serving Wood, Portage, Adams, Marathon, Lincoln, Langlade, Vilas, Oneida & Forest counties*

*FoodShare Employment & Training (FSET) Program:* The FoodShare work requirement was initiated in Wisconsin beginning October 1, 2023. Through the first 3 months, FSET experienced an increase in referred customers, yet with DHS policy changes, customers were able to update their work requirement status without enrolling in FSET, thus resulting in lower enrollment totals Oct – Dec 2023. FSET continues to contact customers the same day referrals to the program are received to offer program information as quickly as possible, as well as train staff to ensure FSET is adequately explaining the benefits of the free, voluntary program.

*Point-in-time (3/11/24) enrolled caseload total: 928 customers, enrolling 40% of customers referred.*

Beginning in January 2024, FSET began providing on-site case management with Mary's Place of Central Wisconsin – Wisconsin Rapids location. This partnership continues to grow, offering weekly to bi-weekly case management support to assist co-enrolled customers obtain and maintain employment.

The FSET Program is excited to begin a DHS approved third-party Nursing Assistant (C.N.A.) program at Edgewater Haven, to support FSET customers to obtain their Nursing Assistant training, then supporting obtaining employment in the field. The first course begins April 15<sup>th</sup>.

*Independent Living Program:* The Independent Living (IL) Program finalized 2023 data for the second half of the program year (July 1 – December 31, 2023), sharing the following outcomes:

- 102 total youth served, 28 of which were under age 18 and still in-care, transitioning support to the regional Independent Living Program upon turning age 18
- 10 youth answered yes to experiencing human trafficking prior to age 18
- 33 youth continued their education including high school, GED, HSED, or post-secondary education
- 22 youth started new employment; 55 total youth continued employment through the period
  - Wages averaged \$15.09/hour, averaging 33 hours/week
- 32 youth obtained housing as a result of efforts made by IL to connect to housing or housing connections

The Independent Living Program continues to prioritize connections with Child Welfare Agencies to transition support as youth age out of care. Two youth from our region attended a DCF strategic planning training in February to learn and prioritize youth-lead projects in 2024.

### **Family Services by Jodi Liegl**

*Recognition from the Department of Children and Families:* In February, Wood County received a recognition letter from John Elliot, Administrator with the Division of Safety and Permanence at Wisconsin Department of Children and Families. Any time a child or youth is placed outside of their home, workers must maintain monthly face-to-face contact to ensure their safety and well-being and document the contact in our database. The federal benchmark requires at least 95 percent of children are seen monthly. In the Federal Fiscal Year 2023, Wood County exceeded the benchmark as saw our

children and youth with a percentage of 99.05. The letter is included in the packet for your review. We applaud our staff in their diligent efforts.

*Out of Home Numbers:* Family Services continues to face challenges regarding the placement of children and youth presenting with significant needs. The adolescent population has historically been difficult to find placements, as many foster homes are not comfortable managing this age group. This often results in the need to place them outside of our community and in higher levels of care, such as group homes or residential facilities. Rita's Place, a group home in Mosinee, has historically taken placement of many of our youth and provided quality service. The close proximity of Rita's Place was a benefit to workers being able to support the youth and placement. Unfortunately, we recently learned Rita's Place is closing in early April due to financial and staffing challenges. Currently, we have three youth placed that we need to find alternative placements. The closing of Rita's Place group home will have significant impacts on youth as well as counties that already face placement challenges. While the needs of the youth we serve are not decreasing, the placement resources around the state are decreasing. In November 2022, Eau Claire Academy, a residential treatment facility also closed its doors due to staffing shortage. Having limited facilities creates more competition in gaining an acceptance into a placement. Youth who have histories of physical aggression, self-harming behaviors or suicidal ideation, and sexualized behaviors are particularly challenging to find placements. At the current time, we are actively seeking placement out of state for some of our youth that have been denied by facilities throughout Wisconsin.

*Youth Assessment and Screening Instrument (YASI):* The YASI is an evidence-based tool used specifically with youth who enter the Youth Justice system in Wisconsin. The assessment measures the youth's level of risk, needs, and strengths. This information then guides consistency in decision making during the juvenile intake process. The information gathered during the assessment, assists in the creation of the case plan uniquely tailored to their individual needs and strengths if the youth is opened for services beyond the intake. Practicing with a validated assessment tool helps to identify the level of supervision and services that would most benefit the youth. Research shows youth who score low risk by a validated assessment and are diverted from the Youth Justice system recidivate at lower rates than comparable youth whose cases are formally processed through the court system. Workers are required to attend a series of training including a four-day training session delivered in two stages and two half-day booster sessions to use the YASI.

*Personnel:* Family Services welcomed Aubrey Garski, as the Ongoing & FSET Social Worker. Recruitment efforts continue for the vacant Youth Justice Case Manager/Social Worker.

### **Edgewater Haven Update by Justin Cieslewicz**

*Census Updates:* In the month of February we had 16 admissions and 7 readmissions. Current Memory Care census is 16 residents. Census comparison to last year:

February 2023 – 46.36 average census with 8 rehab

February 2024 – 46.03 average census with 7.79 rehab

Admissions/Discharges Comparison:

February 2023 – Admissions 14/Discharges 13/Readmissions 7/Deaths 4

February 2024 – Admissions 16/Discharges 5/Readmissions 7/Deaths 2

With an average census of 46.03 residents, Edgewater's census achieved 50 residents for multiple days in February. With our current available staffing 50 residents is the absolute capacity to ensure safe staffing ratios.

*Personnel Updates:* Open positions of writing this: Nursing – CNAs: .97 CNA, .97 CNA, .97 CNA. Med Techs: .97 Med Tech/CAN. Licensed Nurses: .97 LPN, Activities: .97 Recreational Therapy Aide.

The Nurse Aide Training Program is scheduled to begin on April 15, 2024. To prepare for the course Edgewater and the FSET Program have been holding regular meetings to ensure proper coordination. There has been significant interest from individuals in participating in the course. We anticipate that the course will be successful and have intentions to offer employment to the students in the course.

*Legislative Update:* On February 5, 2024 State Senator Patrick Testin spent the day at Edgewater Haven to learn the various daily activities throughout the facility. From working in the kitchen, assisting with maintenance duties, to interacting with our certified nursing assistants and licensed nursing staff, participating with our residents in activities, and learning the importance of therapy, the Senator was able to experience firsthand, the various roles and responsibilities of the dedicated staff who serve their residents every day. We are happy that Senator Testin was able to partake in the day, and we also thank our dedicated Edgewater team in showing him what makes Edgewater the high quality nursing facility that we are.

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

The criminal investigation of the former employee and their alleged misappropriation/exploitation of funds has concluded. Charges have been field by the DA's office, with an initial appearance on 3/25. The Department of Safety and Professional Services (DSPS) proceedings have concluded, with the former employee forfeiting their professional license.

After our citations (related to abovementioned employee's action), were upheld in the first level of appeals in August, we filed the second level of appeal in September in light of the significant fines we could be facing. An administrative law judge and attorney from CMS (Centers for Medicare and Medicaid Services) were assigned to the case.

Following negotiations between our attorneys and CMS, CMS advised they would not pursue civil monetary penalties and agreed to the dismissal of the appeal, thus closing this matter. Although very unlikely, there is a possibility the Wisconsin Department of Health Services or Division of Quality Assurance could decide to levy fines, at which time we would again engage our attorneys.

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

As reported last month, Marissa, Liz, and April (scheduling and payroll coordinator) have been researching/calculating budget dollars to contemplate making some staffing model changes on the hospital unit, which would incorporate utilizing more RNs and less mental health techs (CNAs). In February, we combined some vacant MHT positions to create/modify some RN positions, which are currently posted. The changes are budget neutral by combining vacant tech positions and utilizing budgeted agency dollars.

We are currently utilizing one agency CNA to cover open positions. There are 4.00 vacant CNA FTEs at this time, along with one casual tech position. We also have a 60% weekender RN position and casual RN position vacant and posted. We were able to hire a full time RN this month, and they will be starting in April.

Marissa and Liz have been in discussion with Oak Medical regarding possibly providing medical directorship and physician services, which is currently provided by Marshfield Clinic. This is in light of the issues/instability currently facing Marshfield Clinic.



The software we have been using to track facility infections/infection control tool, IQI, is dissolving as a company and is no longer able to provide us services. We have been unable to find another software that meets our needs, so we are back to utilizing an Excel workbook.

*Admissions Unit:* The average census for the month of February was 5.69 and 6.40 year-to-date, with an average length of stay of 6.18 days. There were twenty-eight admissions and thirty-five discharges, and no 30-day readmissions.

We have a series of psychiatric nurse practitioner students, medical students from the Medical College of Wisconsin, a psychology fellow, and three social work interns completing learning/clinical on the unit.

Unit leaders are continuing to complete audits and reviews of treatment plans as survey preparation, as we are close to our survey window, with surveys occurring every 2-3 years. Our last survey was March of 2022.

*Long Term Care:* The long-term care unit had no admissions and two discharges in February, with an average census of 11.93 on Crossroads and 11.48 on Pathways. We have two potential pending admissions.

Head Nurse Amanda and Medical Assistant Lori are developing a master vaccine list to track vaccinations for residents.

Recruitment for the client services assistant concluded in February. Stephanie Winker joined us in March and is completing her onboarding.

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

Jordyn Pelot resigned from her position as Health Information Technician effective 2-23-24. Hollie Kohler has been hired into that position, start date to be determined. We are currently recruiting for a full time receptionist and will be doing interviews the second week of March.

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

Congregate meals for the month of February were 6,119 with revenue of \$45,198. Meals for the year are 11,567 with revenue of \$85,431.

As of writing this, we have no vacant positions and are fully staffed.

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

*Capital Improvement Updates: 2023 Carry Over Projects*

- Air Handler Rebuild (Phase 1): The first of (3) fans was rebuilt this month and the process went as well as can be expected. Because this fan does not serve a residential area, we were able to perform this work on a relatively warm day without safety risk. The remaining fans will be completed once weather is consistently warmer.
- East Entrance Doors: The overhead door for the East loading dock finally arrived and was installed.
- Building Security: there was a good turnout for bids on the Lobby renovation. I am working with Ratsch Engineering to verify that the lowest bid received meets all of the specifications before that contract is awarded. Once that contract is in place, we expect a wait time on some

materials of 6-8 weeks. We plan to wait until all materials are onsite before beginning the construction to avoid leaving unfinished areas for an extended time.

*Capital Improvement Updates: 2024*

- Water Pipe Replacement, Ph. 1: An appointment has been arranged to have a water system design engineer and an architect tour our facility to help assess the best way to address the deteriorating water lines and estimate potential costs for completing.

*Other Maintenance:*

*Water Management:* As part of our response to positive legionella water tests, we have been flushing extensively and using filters on showers to ensure the safety of the residents. These measures come at a cost; the required filters designed to remove legionella cost about \$100 each and last for 30 days, plus the one-time cost for an adapter if needed. Add to that water testing. All told, we have incurred \$8,317.53 in costs since this issue was discovered. Add to that the water/sewer utility bill for January was double the average monthly rate in 2023.

As I mentioned in the Water Pipe Replacement update, a facility evaluation is scheduled for March 5th which will offer guidance on how we should proceed and possible costs. We will share further information at the March HHSC meeting.

## **MINUTES PUBLIC SAFETY COMMITTEE**

**DATE:** Monday, April 8, 2024  
**TIME:** 9:00 AM  
**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Joseph Zurfluh, William Voight, Brad Hamilton, Dennis Polach,  
William Winch

**OTHERS PRESENT:** Trent Miner, County Clerk; See attached sign-in list

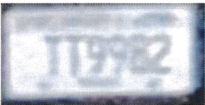
1. Chairman Zurfluh called the meeting to order at 9:00 AM.
2. The minutes of the March 11, 2024 meeting were reviewed. Motion by Hamilton/Voight to accept them as presented. Motion carried unanimously.
3. There was no public comment.
4. The process for selecting the new committee leadership, and subsequent future meeting dates was reviewed with the committee by the County Clerk.
5. The Communications Dept. presented their report and bill listing for review.
6. The Emergency Management Dept. presented their report and bill listing for review.
7. Christensen presented the 2025-2026 Capital Improvement Plan for Emergency Management. Motion by Hamilton/Polach to approve the CIP and forward onto the Finance Dept. Motion carried unanimously.
8. The Dispatch Dept. presented their report and bill listing.
9. Bastien presented the 2025 Capital Improvement Plan for Dispatch. Motion by Hamilton/Polach to approve the CIP and forward onto the Finance Dept. Motion carried unanimously.
10. The Coroner presented their report and bill listing.
11. Sheriff Becker reviewed various reports of the Sheriff's Department.
12. Sheriff Becker and HR Director McGrath presented a plan to deal with some wage compression issues within the administration section of the department. A proposal going to the Operations Committee includes wage adjustment for 3 administration positions, movement on call-in pay, clothing and shoe allowances, and comp time adjustments for the Lieutenants. Motion by Hamilton/Zurfluh to forward the proposal onto the Operations Committee for their review. Motion carried unanimously.

13. Capt. Hoogesteger provided an update on the Axon system upgrade that is being deployed in the squads. He provided an example how the system worked in a recent high speed chase in the City of Marshfield.
14. Chief Deputy Ellis presented the Capital Improvement Plan for the Sheriff's Department. Motion by Hamilton/Voight to approve the CIP and forward onto the Finance Dept. Motion carried unanimously.
15. Motion by Hamilton/Polach to approve the voucher listings for Communications, Coroner, Dispatch, Emergency Management, and Sheriff's Department. Motion carried unanimously.
16. Chairman Zurfluh declared the meeting adjourned 9:56 AM.

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

**April 8, 2024**

41



T

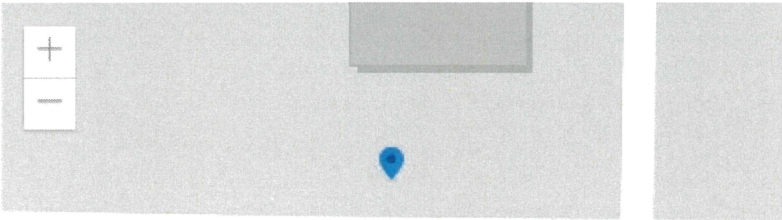
T

9

9

8

2



E Becker Rd



Esri Community Maps Contributors, © OpenStreetMap, Microsoft, E... Powered by Esri

☒

 Bounding Box

OWNER	VEHICLE	DATE AND TIME
Johnson, Terry	Unit 25	Mar 28, 2024 1:45 AM



# March Monthly Report

Wood County Sheriff's Rescue

Submitted by: Ann Burger, WCSR Secretary

## March Training Descriptions

Date	Type	Description
4-Mar	Business Meeting	March Business Meeting
11-Mar	Extrication	Simulated two vehicle 10-50. Extrication including car seat , backboard, CPR with AED.
18-Mar	Work Night	Counted raffle tickets; discussed video to advertise WCSR; reviewed Rescue 3 truck rules and insurance.
25-Mar	Work Night	Counted raffle tickets; cleaned squad room and garage.



# Call Summary

Call #	13	14	15	16	17
Date	33/1	3/3/2024	3/4/2024	3/13/2024	3/17/2024
Time	8:06	18:32	10:58	13:49	16:48
Day of Week	Friday	Sunday	Monday	Wednesday	Sunday
Township	Wisconsin Rapids	Grand Rapids	Sigel	Saratoga	Rudolph
Location	1801 16TH ST S	80TH ST S & KELLNER RD	CTH S & REDDIN RD	9040 80TH ST S	STH 66 & STH 34
Rescue 3	J. Van Ert	D. Westfall	J. Herman	J. Herman	T. Young
Rescue 4					
Rescue 5					
10-22ed			Yes		Yes
Call Type	Other	10-50 w/ Injuries	10-50 w/ Unknown Injuries	10-50 w/ Injuries	10-50 w/ Unknown Injuries
Medical/ Extrication					
Ambulance		UEMR			
EMR		Grand Rapids			
Fire		Grand Rapids		Grand Rapids	
Air					
Tools/ Equipment Used		spreaders, cutters			
Notes					
Other members on scene	M. Wiberg	M. Wiberg J. Van Ert T. Young B. Diggles M. Klein		B. Diggles	

# Call Summary

Call #	18	19	20	21	
Date	3/22/2024		3/25/2024	3/30/2024	
Time	10:20		18:49	4:36	
Day of Week	Friday		Thursday	Saturday	
Township	Rudolph		Marshfield	Rudolph	
Location	7131 STH 34	SKIPPED COMPAINT NUMBER	2416 N PEACH AVE	CTH DD & CTH O	
Rescue 3	B. Diggles		B. Diggles	T. Young	
Rescue 4			E. Moreno		
Rescue 5					
10-22ed					
Call Type	10-50 w/ Injuries		Project Lifesaver	10-50 w/ Injuries	
Medical/ Extrication					
Ambulance	UEMR			UEMR	
EMR	Rudolph			Rudolph	
Fire	Rudolph			Rudolph	
Air					
Tools/ Equipment Used			ATV Trailer		
Notes					
Other members on scene	M. Wiberg		M. Klein J. Van Ert	B. Diggles	

## Special Events Summary

Date	3/1/2024	3/2/2024			
Day of Week	Friday	Saturday			
Event	Lincoln Wrestling State Tournament Escort	Lincoln Wrestling State Tournament Escort			
Host					
Location	Wisconsin Rapids	Wisconsin Rapids			
Vehicle Used	R2, R3	R3			
Tools/ Equipment Used					
Members at event	J. Van Ert (R3) M. Wiberg (R2)	J. Herman (R3)			
Event Description	Participated in escort of wrestling team out of town for state competition.	Participated in escort of wrestling team back into town after state competition.			



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

April 1, 2024

MEMORANDUM FOR Sheriff Becker; Public Safety Committee

SUBJECT: Monthly Crime Stoppers Report – March 2024

The Crime Stoppers program received 18 tips in the month of March 2024 that were forwarded to the appropriate agencies for follow-up, as reported by P3.

The last monthly board meeting was held on March 13, 2024. The next regular meeting will be on April 10, 2024, at 6:30 P.M.

Respectfully Submitted,

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



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## March 2024 K9 Report

	TRAINING HOURS	USEAGE/ DEPLOYMENTS	DEMO/ COMMUNITY
K9 Sig	13	0	2
K9 Bingo	16	0	0
K9 Timo	14	3	1
K9 Rosco	12	1	0

### TRAINING (MONTHLY) –

- During the month of March Sergeant Arendt with K9 Timo, Sergeant B. Christianson with K9 Bingo, Deputy Pidgeon with K9 Sig, and Deputy Beathard with K9 Rosco trained with the Wisconsin Rapids Police Department K9 unit for monthly training. During this training, teams focused on narcotic detection (interior/exterior buildings, vehicles, open area), apprehensions, apprehension recalls with verbal outs, tracks, open area search for person, and article searches. Training venues included the WOSO/WRPD range and Village of Biron owned property.

### TRAINING (INDIVIDUAL) –

- K9 Rosco and Deputy Beathard worked on duty narcotics training in vehicles and obedience.
- K9 Sig and Deputy Pidgeon worked on additional narcotics training.
- Sergeant Arendt and K9 Timo had two hours of on duty training. These training hours included narcotic detection and obedience.
- Sergeant Christianson was on vacation during early weeks of March. During that time, he read several articles from “Police K9” magazine. Articles covering tracking, bomb dog detection, training records, and K9 court testimony.

### USEAGE –

- K9 Rosco and Deputy Beathard had one deployment for the month of March at Lincoln High School. K9 Rosco had two indications one inside the building in a locker, and the other outside student parking lot. Searches conducted of these finds; nothing of evidentiary value was located.
- Sergeant Arendt and K9 Timo had three deployments for the month of March. Two of these deployments were for narcotic sniffs of vehicle. Both of these deployments did not result in



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

indications. The final deployment was an assist at the Wood County Jail for a narcotic sniff of two blocks for routine searches.

## DEMO/COMMUNITY –

- K9 Sig completed a demo for WE Energies at Mid-State Technical College. K9 Sig also completed a demo for Vesper Easter Egg hunt.
- Sergeant Arendt and K9 Timo attended the WE Energies Safety Days at Mid-State Technical College.

## ADDITIONAL INFORMATION –

Respectfully,

*Nathan Dean*

Nathan Dean  
Patrol Lieutenant



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## HUMANE OFFICER

2-18-24 to 3-16-24

Animal Bites:	<u>Dog</u>	<u>Cat</u>
• NKPD	0	0
• PEPD	0	0
• WRPD	3	0
• GRPD	0	0
• PIPD	0	0
• Saratoga	2	0
• Seneca	0	1
• Lincoln	0	0
• Richfield	0	0

Neglect/Abuse Case: 5

Abandonment: 0

Animal vs Animal: 0

Abatement Order: 0

Animals at Large: 1

Major Incidents: 0

Follow-up-Brooke: 4

Follow-up-Susa: 0

Monthly Hours: 25.75

2024 YTD Hours: 67.25

Submitted by:

Mitzi Forde



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Department of Natural Resources Patrols

### March 2024

#### ATV

- Patrol Hours 45.5
- Citations-
- Warnings-

#### BOAT

- Patrol Hours 5
- Citations-
- Warnings-

#### SNOWMOBILE

- N/A

Submitted by

Sgt. Matt Susa





# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Operations Overtime/Comp Time Totals

### March 2023 (03/03/24to 03/30/24)

#### Patrol

Overtime hours:	132.5
Comp time hours:	239.625
Holiday Pay/Comp hours:	0

#### Investigations

Overtime hours:	0
Comp time hours:	1.5

#### Security Services

Overtime hours:	0
Comp time hours:	10.5

TOTAL CALL OUT:	0
-----------------	---

Submitted By: Charles Hoogesteger – Operations Captain



# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Shawn Becker*  
SHERIFF

## **Public Safety Committee Meeting**

### Security Services March 2024 Report

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

Guns -	1
Knives -	79
O.C. -	5
Misc. Items -	7

The miscellaneous items that were located were two (5) scissors, a screwdriver and an empty holster. The gun was a handgun in a woman's purse. She did hold a valid concealed carry permit. She was reminded of the laws governing her CCW and the handgun was returned to her vehicle.

Security Services screened 6,814 people entering the courthouse for the month of March. Security Services had 26 security requests from different departments within the Courthouse for the month and we had one (1) jury trial. We also served seven (7) civil process paper and completed a sheriff's sale. Security also fulfilled three (3) warrant for the month.

Security Services handled three (3) complaints in the jail this month. The reports were for a sexual offense and two (2) Criminal Damage to Property complaints.

Security also located and returned a lost wallet and we were dispatched to Branch 3 for a medical situation with a female subject where we did have to page the ambulance.

During the Month of March, I utilize part-time employees for 12 hours to fill employee shortage hours. Several shifts ran short due to no part-time employees able to help. The part time deputies also had a weeklong active shooter training put on by the Federal Law Enforcement Training Center.

Deputy Bannerman and I also attended the Court Safety and Security Conference in Appleton this month along with Judge Brazeau and Clerk of Courts Kim Stimac.

Report submitted by: Lieutenant Bryan D. Peterson

# SAFE KEEPER HOUSE

## 2024

MONTH	Other Facility	Other Facility	Other Facility	WAUPACA
JANUARY	\$0.00	\$0.00	\$0.00	\$86,687.50
FEBRUARY	\$0.00	\$0.00	\$0.00	\$86,687.50
MARCH	\$0.00	\$0.00	\$0.00	\$86,687.50
APRIL	\$0.00	\$0.00	\$0.00	\$0.00
MAY	\$0.00	\$0.00	\$0.00	\$0.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$260,062.50</b>

2024 is a 75 average

Waupaca \$38.00 per bed day (75)

SING		
MONTH TOTAL	2024 YTD TOTAL	2023 YTD TOTAL
\$86,687.50	\$86,687.50	\$98,400.00
\$86,687.50	\$173,375.00	\$195,225.00
\$86,687.50	\$260,062.50	\$293,625.00
\$0.00	\$260,062.50	\$392,025.00
\$0.00	\$260,062.50	\$490,425.00
\$0.00	\$260,062.50	\$588,825.00
\$0.00	\$260,062.50	\$687,225.00
\$0.00	\$260,062.50	\$785,625.00
\$0.00	\$260,062.50	\$884,025.00
\$0.00	\$260,062.50	\$982,425.00
\$0.00	\$260,062.50	\$1,080,825.00
\$0.00	\$260,062.50	\$1,179,225.00
<b>\$260,062.50</b>		<b>\$1,179,225.00</b>

# WOOD COUNTY JAIL

January - June 2024

## DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	172	69	22	175	74	25	195	81	32	240	82	32	0	0	0	0	0	0
2	174	69	22	178	73	26	199	80	32	229	76	32						
3	177	68	23	180	73	26	201	80	32	229	77	33						
4	174	71	21	182	73	26	201	80	31									
5	167	67	20	182	73	26	196	79	30									
6	173	73	21	183	72	25	197	77	30									
7	173	73	20	186	72	26	194	77	30									
8	175	73	19	187	69	26	195	78	31									
9	169	71	19	188	64	25	198	81	32									
10	167	70	20	188	64	25	199	81	32									
11	166	68	21	188	63	25	202	81	32									
12	169	69	23	186	63	24	203	80	32									
13	170	72	24	184	60	25	203	80	33									
14	169	72	24	190	59	26	211	82	33									
15	170	72	24	190	57	27	211	82	32									
16	173	72	25	194	65	29	213	80	33									
17	166	71	26	195	70	30	213	80	32									
18	165	68	26	196	70	30	219	80	31									
19	168	72	26	198	70	30	222	79	31									
20	174	77	29	192	67	30	222	78	31									
21	175	77	29	191	66	30	222	84	31									
22	177	77	28	195	68	30	223	81	32									
23	174	75	28	199	73	30	219	79	33									
24	179	74	26	198	79	30	223	79	33									
25	175	74	26	199	79	30	221	79	33									
26	178	77	27	199	79	30	225	78	35									
27	176	75	25	191	77	33	229	78	36									
28	179	75	25	198	77	33	229	79	35									
29	179	75	22	197	76	33	227	82	35									
30	176	74	22				232	82	34									
31	177	71	23				234	82	34									
WCJail	172.77			189.97			212.19			232.67			0.00			0.00		
Shipped	72.29			69.83			79.97			78.33			0.00			0.00		
EMP	23.74			27.97			32.35			32.33			0.00			0.00		
Avg Length of Stay (Days)	32.60			26.30			38.30			0.00			0.00			0.00		

# WOOD COUNTY JAIL

July - December 2024

## DAILY POPULATION / INMATES SHIPPED OUT / EMP

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

1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
WCJail	0.00			0.00				0.00				0.00				0.00	
Shipped	0.00			0.00				0.00				0.00				0.00	
EMP	0.00			0.00				0.00				0.00				0.00	
Avg Length of Stay (Days)	0.00			0.00				0.00				0.00				0.00	

### 2023 Yearly Averages

<b>Total</b>	<b>201.90</b>
<b>Safekeeper</b>	<b>75.10</b>
<b>EMP</b>	<b>29.10</b>
<b>LENGTH of STAY</b>	<b>32.40</b>

### SK Total

WP 75

Notes COVID



Color indicates low population	165	01/18/24
Color indicates high population	240	04/01/24

# WOOD COUNTY JAIL & SAFE KEEPER

January - June 2024

## DAILY POPULATION BREAK DOWN BY LOCATION

Day	January			February			March			April			May			June		
	Wood	WP		Wood	WP		Wood	WP		Wood	WP		Wood	WP		Wood	WP	
1	75	69		71	74		79	81		122	82		0	0		0	0	
2	77	69		73	73		84	80		117	76							
3	80	68		76	73		86	80		115	77							
4	76	71		78	73		87	80										
5	73	67		77	73		84	79										
6	73	73		80	72		87	77										
7	74	73		82	72		84	77										
8	77	73		86	69		82	78										
9	73	71		93	64		81	81										
10	71	70		93	64		82	81										
11	71	68		94	63		85	81										
12	71	69		93	63		86	80										
13	68	72		93	60		86	80										
14	67	72		101	59		92	82										
15	68	72		102	57		93	82										
16	70	72		96	65		96	80										
17	63	71		91	70		97	80										
18	65	68		92	70		104	80										
19	64	72		94	70		108	79										
20	61	77		91	67		109	78										
21	63	77		91	66		102	84										
22	66	77		93	68		105	81										
23	66	75		92	73		103	79										
24	74	74		85	79		107	79										
25	70	74		86	79		105	79										
26	68	77		87	79		107	78										
27	71	75		78	77		109	78										
28	74	75		85	77		111	79										
29	77	75		85	76		106	82										
30	75	74					112	82										
31	78	71					114	82										
WOOD	70.94			87.52			95.90			118.00			0.00			0.00		
WPSO	72.29			69.83			79.97			78.33			0.00			0.00		
TOTAL	172.77			189.97			212.19			232.67			0.00			0.00		

MONTH	High	Low
January	80	61
February	102	71
March	114	79
April	0	0
May	0	0
June	0	0

**WOOD COUNTY JAIL & SAFE KEEPER**  
**July - December 2024**  
**DAILY POPULATION BREAK DOWN BY LOCATION**

Day	July			August			September			October			November			December		
	Wood	WP		Wood	WP		Wood	WP		Wood	WP		Wood	WP		Wood	WP	
1	0	0		0	0		0	0		0	0		0	0		0	0	
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
<b>WOOD</b>	0.00			0.00			0.00			0.00			0.00			0.00		
<b>WPSO</b>	0.00			0.00			0.00			0.00			0.00			0.00		
<b>TOTAL</b>	<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>		

2024 Safe Keeper Averages			
WOOD Co Jail	93.09	108	
WAUPACA Co	75.10	75	Yellow
Total Population	201.90	183	Shut down for COVID

MONTH	High	Low
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0



# SAFE KEEPER DIFFERENCE 2023

MONTH	BED DAYS	WOOD CTY COSTS \$34.55/DAY	OUT OF COUNTY  Including Wages/mileage \$44.78/DAY	DIFFERENCE	YTD TOTAL AMOUNT	2023 TOTAL AMOUNT
January	2241	\$77,426.55	\$100,351.98	\$22,925.43	\$22,925.43	\$26,199.03
February	2025	\$69,963.75	\$90,679.50	\$20,715.75	\$43,641.18	\$27,293.64
March	2479	\$85,649.45	\$111,009.62	\$25,360.17	\$69,001.35	\$27,825.60
April	235	\$8,119.25	\$10,523.30	\$2,404.05	\$71,405.40	\$24,664.53
May	0	\$0.00	\$0.00	\$0.00	\$71,405.40	\$27,743.76
June	0	\$0.00	\$0.00	\$0.00	\$71,405.40	\$25,820.52
July	0	\$0.00	\$0.00	\$0.00	\$71,405.40	\$27,580.08
August	0	\$0.00	\$0.00	\$0.00	\$71,405.40	\$26,260.41
September	0	\$0.00	\$0.00	\$0.00	\$71,405.40	\$26,362.71
October	0	\$0.00	\$0.00	\$0.00	\$71,405.40	\$29,227.11
November	0	\$0.00	\$0.00	\$0.00	\$71,405.40	\$26,782.14
December	0	\$0.00	\$0.00	\$0.00	\$71,405.40	\$25,380.63
<b>TOTAL</b>	6980	\$241,159.00	\$312,564.40	<b>\$71,405.40</b>		<b>\$321,140.16</b>

\$34.55

\$44.78

## Electronic 20

### Monthly Savings vs. C

Month	Monthly Average	Monthly Savings
January	23.74	\$21,563.04
February	27.97	\$23,766.11
March	32.35	\$29,383.51
April	0	\$0.00
May	0	\$0.00
June	0	\$0.00
July	0	\$0.00
August	0	\$0.00
September	0	\$0.00
October	0	\$0.00
November	0	\$0.00
December	0	\$0.00
<b>TOTAL</b>	<b>7.01</b>	<b>\$74,712.66</b>

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

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



Monitoring  
 024  
 Out of County Housing

YTD 2024 Total Amount	2023 Total Amount
\$21,563.04	\$33,432.32
\$45,329.15	\$26,158.44
\$74,712.66	\$28,747.73
\$74,712.66	\$31,006.60
\$74,712.66	\$27,833.17
\$74,712.66	\$24,712.84
\$74,712.66	\$24,520.42
\$74,712.66	\$22,061.27
\$74,712.66	\$20,258.04
\$74,712.66	\$27,274.27
\$74,712.66	\$29,669.18
\$74,712.66	\$26,776.34
<b>\$74,712.66</b>	<b>\$322,450.62</b>

Wood County Sheriff's Department Kitchen Report 2024						
MONTH	Breakfast	Lunch	Dinner	Special	Total meals	Food Cost plus Labor
January	2871	2803	2780	0	8454	\$24,909.05
February	2793	2717	2791	0	8301	\$20,927.98
March	2947	2871	2911	0	8729	\$21,317.12
April	0	0	0	0	0	\$0.00
May	0	0	0	0	0	\$0.00
June	0	0	0	0	0	\$0.00
July	0	0	0	0	0	\$0.00
August	0	0	0	0	0	\$0.00
September	0	0	0	0	0	\$0.00
October	0	0	0	0	0	\$0.00
November	0	0	0	0	0	\$0.00
December	0	0	0	0	0	\$0.00
<b>TOTAL</b>	<b>8611</b>	<b>8391</b>	<b>8482</b>	<b>0</b>	<b>25484</b>	<b>\$67,154.15</b>

Cost per meal **\$2.64**

Cost per day **\$7.91**

Wood County Jail Kitchen Expenses					
	2013	2014	2015	2016	2017
<b>Food &amp; Labor</b>	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
<b>Number of Meals</b>	103,993	86,637	77,044	88,993	118,016
<b>Cost per Meal</b>	\$3.23	\$3.60	\$3.71	\$3.09	\$2.45
<b>Cost per Day</b>	\$9.69	\$10.81	\$11.12	\$9.27	\$7.36
	2018	2019	2020	2021	2022
<b>Food &amp; Labor</b>	\$262,016.71	\$262,906.02	\$233,270.65	\$251,935.30	\$247,728.79
<b>Number of Meals</b>	122,668	111,439	81,970	86,838	80,356
<b>Cost per Meal</b>	\$2.14	\$2.36	\$2.85	\$2.90	\$3.08
<b>Cost per Day</b>	\$6.41	\$7.08	\$8.54	\$8.70	\$9.25
	2023	2024	2025	2026	2027
<b>Food &amp; Labor</b>	\$248,125.14	\$67,154.15	\$0.00	\$0.00	\$0.00
<b>Number of Meals</b>	87,953	25,484	0	0	0
<b>Cost per Meal</b>	\$2.82	\$2.64	#DIV/0!	#DIV/0!	#DIV/0!
<b>Cost per Day</b>	\$8.46	\$7.91	#DIV/0!	#DIV/0!	#DIV/0!
	2028	2029	2030	2031	2032
<b>Food &amp; Labor</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Number of Meals</b>	0	0	0	0	0
<b>Cost per Meal</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Cost per Day</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

**WOOD COUNTY SHERIFF'S DEPARTMENT**  
**JAIL DIVISION**  
**TEK84 INTERCEPT BODY SCANNER 2024**

MONTH	FOUND ITEMS Male or Female		CONTRABAND FOUND INTERNAL EXTERNAL		DRUGS MALE or FEMALE	
JANUARY	0	0	0	0	0	0
FEBRUARY	0	1	1	0	0	1
MARCH	0	0	0	0	0	0
APRIL	0	0	0	0	0	0
MAY	0	0	0	0	0	0
JUNE	0	0	0	0	0	0
JULY	0	0	0	0	0	0
AUGUST	0	0	0	0	0	0
SEPTEMBER	0	0	0	0	0	0
OCTOBER	0	0	0	0	0	0
NOVEMBER	0	0	0	0	0	0
DECEMBER	0	0	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

TOTAL MALE	SCANNED FEMALE	Monthly
		Total
131	47	178
142	49	191
130	56	186
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
403	152	
TOTAL SCANNED		
555		

**MINUTES**  
**CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE**

**DATE:** Wednesday April 3, 2024

**TIME:** 9:00 AM

**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Bill Leichtnam, Dave LaFontaine, Jake Hahn, Laura Valentstein, Tom Buttke and Joe Behlen

**MEMBERS EXCUSED:** None

**OTHERS PRESENT:** Victoria Wilson, Program Assistant-Planning & Zoning; See attached sign-in list

1. Chairman Leichtnam called the meeting to order at 9:00 AM and declared a quorum present.
2. There was no public comment.
3. Grueneberg shared information about a ribbon cutting that took place in Marshfield for the Yellowstone Industrial Park certified site.
4. The minutes of the previous March 6<sup>th</sup>, 2024 meeting were reviewed. Motion by Buttke/LaFontaine to approve them as presented. Motion carried unanimously.
5. Motion by LaFontaine/Buttke to approve the vouchers, monthly department reports and committee reports. Motion carried unanimously.
6. Solin introduced Jen McNelly, Natural Resources Educator and Ka Zoua Thao, Community Health Worker.
7. Solin stated the UW Extension office remodel will begin the second week of April.
8. Solin reminded the committee to sign up for the Northwoods Forum coming up on Tuesday May 7, 2024 from 8:30 AM to 4:30 PM in Lac du Flambeau.
9. Hannah Wendels-Scott gave an overview of the Bike Share Program over 2023 and into 2024. Motion by LaFontaine/Valenstein to release \$5,000 in Economic Development funding to the Bike Share Program. Motion carried unanimously.
10. Grueneberg mentioned staffing changes in the Planning & Zoning office. Brad Cook has been promoted to Code Administrator and Kayla Rautio has been promoted to Code Technician. This leaves the Program Assistant position vacant. This position is currently posted.

11. Grueneberg asked for the release of up to \$2,500 in REDI Implementation funding for a program called "Homegrown" that focuses on the entrepreneurial ecosystem. Motion by Buttke/LaFontaine to release up to \$2,500 in REDI funds for "Homegrown". Motion carried unanimously.
12. Approval of Economic Development Grant application forms and process. Motion by LaFontaine/Valenstein. Discussion followed. Motion by Hahn/Buttke to amend the motion to change the scoring rubric to reflect the removal of 5 points for "1<sup>st</sup> time applicant". Discussion followed. Motion carried with Valenstein voting no. Motion to amend the amended motion to reflect an increase of points for ROI to 25. Motion carried with Valenstein and Leichtnam voting no.
13. The Bauer waste transfer system project bids were reviewed. Motion by Buttke/LaFontaine to accept the low bid of \$22,167 from Fox Valley. Motion carried unanimously.
14. The Slattery waste facility closure project bids were reviewed. Motion by Valenstein/LaFontaine to accept the low bid of \$10,274 from Dvoran. Motion carried unanimously.
15. The next meeting will be held tentatively Wednesday May 1<sup>st</sup>, 2024 at 9:00 AM.
16. Chair Leichtnam declared the meeting adjourned at 10:20 AM.

Minutes taken by Victoria Wilson, Planning & Zoning Program Assistant and are in draft form until approved at the next meeting.



**April 3, 2024**

3

## JOINT MEETING OF THE NORTH CENTRAL ITBEC BOARD AND THE NORTH CENTRAL ITBEC TOURISM ADVISORY COMMITTEE

January 25, 2024

Stevens Point Area Convention & Visitors Bureau  
Stevens Point, Wisconsin

### MINUTES

**CALL TO ORDER:** Chair Phil Idsvoog called the meeting to order at 10:00 a.m.

#### ROLL CALL:

##### North Central ITBEC Board:

**PRESENT:** Terry Poltrock, Langlade County; Greg Hartwig, Lincoln County; Stephanie Holman, Oconto County; Chris Schultz, Oneida County; Arlyn Tober, Shawano County; Lance Pliml, Wood County; William Chaney, Forest County; Keri Beck, Langlade County; Bill Korrer, Oneida County; Phil Idsvoog, Portage County; Jim Przybylski, Shawano County; and Brad Hamilton, Wood County. **EXCUSED:** Al Haga, Portage County and Samantha Boucher, Oconto County. **ABSENT:** Fran Modschiedler, Florence County; Cindy Gretzinger, Forest County; Glen Broderick, Marinette County and Jennifer Short, Marinette County.

##### North Central ITBEC Tourism Advisory Committee:

**PRESENT:** William Chaney, Forest County; Mike Miller, Forest County; Keri Beck, Langlade County; Sherry Hulett, Tomahawk Regional Chamber; Stephanie Holman, Oconto County; Chris Schultz, Oneida County; Phil Idsvoog, Portage County; Sara Brish, Stevens Point Area CVB; Arlyn Tober, Shawano County; Jim Przybylski, Shawano County; and Chris Shafer, Forest County. **EXCUSED:** Samantha Boucher, Oconto County and Clyde Nelson, Merrill Area Chamber. **ABSENT:** Chad Hedmark, Florence County; Jason Neuens, Florence County; Jennifer Short and Autumn Timblin, Marinette County; and Collette Sorgel, Oneida County.

**OTHERS PRESENT:** Jim Rosenberg, WEDC.

**WCA STAFF:** Sarah Diedrick-Kasdorf.

**APPROVAL OF MINUTES:** Motion by Pliml, second by Hamilton, to approve the minutes of the November 30, 2023 meeting. Motion carried.

**NORTH CENTRAL ITBEC FINANCIAL REPORT:** Sarah Diedrick-Kasdorf reviewed the financial statements dated 12/31/23 and 1/23/24. In 2023, revenue totaled \$13,036.97; expenses paid totaled \$20,971.78; total revenue less expenses was -\$7,934.81; and the 2023 account balance was \$29,487.79. No expenses or revenue to date for 2024. 2024 expenses approved but not paid totaled \$13,500. Total unallocated revenue is \$5,308.57.

**NORTH CENTRAL ITBEC PROJECT UPDATES:** The Green Bay RV & Camping Show runs January 25 – January 28, 2024.

**DISCUSSION AND CONSIDERATION OF MODIFICATIONS TO THE BYLAWS OF THE NORTH CENTRAL ITBEC:** Motion by Hamilton, second by Tober, to approve the modifications to the bylaws as presented. Motion carried.

**STRATEGIC PLANNING – NORTH CENTRAL ITBEC MEMBERSHIP:** Sarah Diedrick-Kasdorf will set up meetings with counties eligible to join the North Central ITBEC.

**STATE DEPARTMENT UPDATES:**

Tourism/Travel Wisconsin: Jeff Anderson was unable to attend the meeting. The Wisconsin Governor's Conference on Tourism is scheduled for March 10-12, 2024.

Wisconsin Economic Development Corporation: Jim Rosenberg discussed the Thrive program.

**NEXT MEETING DATE AND LOCATION:** The next meeting will be held on March 28, 2024 in Lincoln County.

**WCA UPDATE:** Sarah Diedrick-Kasdorf discussed the WCA board of director's adoption of a policy on ITBEC events.

**ADJOURN:** Motion by Hamilton, second by Chaney, to adjourn. Motion carried. The meeting adjourned at 10:42 a.m.

Extension Wood County staff led, delivered, planned or collaborated on all of the following activities:

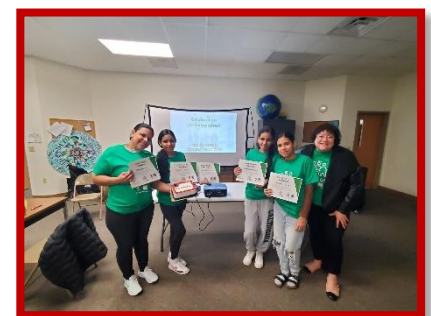
## 4-H POSITIVE YOUTH DEVELOPMENT

*Laura Huber, 4-H Program Educator*

*Jasmine Carbajal, Bilingual 4-H Associate Educator (Marathon & Wood Counties)*

*Malina Carattini, 4-H Americorps member*

- Planning and developing a short informative video in Spanish for Spanish-speaking and Latine audiences about 4-H and Juntos 4-H in Wisconsin, highlighting the benefits, objectives, and positive impact of these programs. The goal of this video is to inform, increase awareness, participation, and outreach among local Spanish-speaking families and youth.
- A 4-week virtual series for youth (Youth on the Rise) in which they explored the world of bread baking. The series had two tracks: quick breads and yeast breads. During each session, youth learned basic skills and techniques and baked along with the instructor.
- A hands-on educational activity for Latinx youth and family where they learned about 3D printing, machinery, and cosplay. The goal of this activity was for Latinx families to learn about their local university's maker space.
- An educational activity where Wood County Teen Leaders had to work together to escape a room. The goal of this activity was for teens to work on teambuilding and cognitive thinking skills.
- A five-week educational series called Juntos (Together) where Latinx middle school students and their families learned tools and resources to help students prepare and achieve high school graduation and learn about post secondary academic options, which is the goal of the program.
- An educational session for Latinx youth and families in Wood County where the goal was to connect and plan a Juntos club in partnership with UWSP-Marshfield.
- A cultural fair for the Marshfield community where attendees learned about various cultures, tried new foods, listened to diverse performers, and created projects.
- A full day of youth discovering their sparks at Marshfield Library. Teaching youth about the dog project and how to perform speeches to the public.



## AGRICULTURE

*Matt Lippert, Agriculture Educator*

- A meeting discussing the feeding characteristics of several forages based on the fiber digestibility and forage kinetics was held for dairy producers and consultants so that they may develop more profitable feeding programs for their farms or their customer's farms
- An FFA Career Development Event, a dairy judging contest, was held for youth to learn more about evaluating dairy cattle. From this activity youth will learn skills valuable if they become involved with the dairy industry and also as decision making skill. This activity was a partnership with Mid-State Technical College.
- Planning the April 24, 2024, Annual Central Wisconsin Farm Profitability Expo. The goal of this event is to encourage profitable farming by building resiliency, diversifying farming operations, reducing inputs, and increasing return on investment. Farmers, Crop Consultants, and local stakeholders will learn about best-management practices they can use to take advantage of what nature has to offer and increase self-sufficiency on the farm. Topics include regenerative management, managed grazing, cover and companion crops and no-till farming. They will also explore specific barriers central Wisconsin farmers are experiencing when adopting best management practices through discussion with fellow farmers who have implemented these practices.
- A field day and class room instruction for goat producers and those interested in becoming goat producers where basic introductory kid development, doe care, biosecurity, feeding strategies and marketing were discussed. This program was developed as Clark County has a rapidly expanding dairy goat, and meat goat, family scale enterprise largely among the Amish Community. The success of this program may develop into future offerings.
- A meeting of Crops & Soils field staff and UW-Madison College of Ag & Life Sciences Specialists to develop more intentional coordination around on-farm research related to cropping systems in Wisconsin. The purpose of this effort is to carry out the Wisconsin Idea by connecting Extension staff across the state to the research being conducted by faculty and bringing those ideas to farms where they can be applied and tried in order to increase agricultural sustainability and profitability across the state.
- An event for farmers and agribusiness professionals where participants learned about latest research and best management practice updates in growing processing crops in sandy soils. The purpose of this effort is to improve sustainability and efficiency in vegetable production for a safe and sustainable food supply.
- An event for agriculture providers and health care providers, where they learned about the farming subculture, resources available to farmers on farm stress, and how to interact with farmers. This effort is designed to increase awareness of the farming subculture and help to increase the effectiveness of healthcare providers working with farmers.

## COMMUNITY DEVELOPMENT

*Kayla Rombalski, Community Development Educator*

- Basic grant proposal workshop for local government, businesses, and organization members and staff. The goal of this effort is for people to learn how to find, write and apply for grants so that they can carry out the activities of their organization, business, or government unit.

## CRANBERRIES

*Allison Jonjak, Cranberry Outreach Specialist*

- In coordination with the UW Agribusiness Club and Cranberry Learning Inc, a case study was developed for undergrad Ag Econ students to practice solving a real-world return on investment problem. Cranberry grower judges were identified to volunteer, and cranberry industry partners (excavator, drainage experts, irrigation experts, an engineering company, banks, and plant propagation experts) were recruited to provide pricing and support to the students. This will give students opportunities to interact with a variety of professions crucial to the cranberry industry, to develop familiarity with the cranberry industry, and will encourage development of the skills needed to successfully run a small agricultural business.
- A GDD Harmonization Task Force is organized to coordinate SpargDD, CFWDD, and CranDD across researchers, growers, and temperature sensor companies so that growing degree days can be used consistently to determine progression through egg hatch of critical cranberry insect pests. This will allow growers to time applications more precisely, allowing fewer applications to get equal-or-better control of pests.
- The existing Zoom footage of all past Cranberry Virtual Brown Bags is being chunked by content, transcribed, and uploaded to Youtube for on-demand viewing by cranberry growers. This will enable useful information from UW researchers and crop scouts to be shared as new employees are hired into the industry, when growers need to refresh their memories, or when weather conditions are similar to those remarked upon in prior years.
- A Virtual Brown Bag Lunch was held for cranberry growers, drawing 57 attendees to learn about winter/spring flooding impacts on plant health, transpiration during dormancy, and Worker Protection & Safety programs. The first topic will allow growers to avoid yield losses due to prolonged flooding under high temperatures, the second will allow growers to avoid yield losses due to dry conditions when plants are dormant, and the third topic enhances a two-way street between growers and DATCP, making it easier for growers to follow regulations and keep workers safe.
- A Wisconsin Drought Task-Force group met to ensure that state agencies are responding correctly to the severity of drought across the state. The Cranberry Outreach Specialist attended the meeting to make state agencies aware of the impacts of drought upon cranberry growers.
- A Wisconsin Cranberry Research and Education Foundation meeting was held which reviewed operating budgets, cranberry bed renovations, and the construction of a new shop of the Wisconsin Cranberry Research Station, along with weather station and safety policy development. This ongoing work ensures a



productive and long-term profitable Cranberry Research Station which will enable UW researchers to do quality work to benefit growers' production practices.

- A Badger Talks presentation was given to community members and friends of three libraries in Lake Geneva, WI; sharing How Wisconsin Became Best (the global top producer) in Cranberries. This shared geology, history, sociology, and agronomy and pride in Wisconsin's cranberry industry with a wider audience within Wisconsin.
- Errors were discovered in the 2024 Cranberry Pest Management in Wisconsin guide, which were then corrected and all recipients of the guide informed. This prevents costly and unsustainable errors.

## FOODWISE

*Hannah Wendels-Scott, FoodWise Nutrition Educator*

*Mallory McGivern, FoodWise Administrator*

*Michelle Van Krey, Healthy Communities Coordinator*

- Attended newly formed monthly IMPACT Harm Reduction Committee meeting with the Wood County Health Department to build partnerships and establish community needs.
- Multiple meetings to establish needs and goals for future programming with Adults with disabilities with new community partner agencies.
- A single session event for Hmong youth where they learned elements of healthy relationships and effective communication.
- A 10-week series of strength training sessions (StrongBodies) in Wood county (Nekoosa), where older adults learn best practices for weight lifting and learn nutrition and health education. Participants engage in regular strength training exercises to improve strength, balance, and flexibility so they can stay healthy and socially connected.
- Working with partners in Clark, Marathon, Portage and Wood Counties to build a new platform that directly focuses on food access mapping for those with limited incomes. The goal of this effort is to provide current, reliable food access information for all community stakeholders in Central Wisconsin and the state.
- A 5-week nutrition education series for third grade classrooms at Howe Elementary School, where they learn about the importance of eating five food groups, introduce label reading, and the importance of food and physical activity. This effort was designed to make healthy eating a positive experience which will help with making healthier food choices in the future.
- A partnership with United Way/Hunger Coalition, FOCUS Food Pantry, and the Housing Authority of Wisconsin Rapids that provides "Stockboxes for Seniors", a monthly food box service where low-income seniors can receive around 25-30 pounds of nutritious foods to stock their pantry with. The goal of this partnership is to promote the boxes with community partners with the overall goal to improve food security,





- A Healthy Living series for teens (grades 9-12) at the alternative high school (River Cities), where students learn basic life skills such as food preparation and cooking skills, budgeting and finance skills, and mindfulness activities to better prepare them for their future and living on their own.

## HORTICULTURE

*Janell Wehr, Horticulture Educator*

- “Can You Dig It?” newsletter for the general public, where subscribers can read timely articles specifically related to horticulture issues facing central Wisconsin. The goal of this effort is designed to increase awareness and knowledge of resources to decrease environmental contamination.
- A diagnostic service for the general public, where Marathon and Wood County residents’ horticultural inquiries are answered through evidence-based resources. This effort is designed to reduce pollution through horticultural product (pesticides and fertilizers) misuse.
- An interview for the WFHR listening audience, where listeners learned adaptation strategies to the current weather patterns in Central Wisconsin. The effort was designed to increase awareness and knowledge of gardening adaptation techniques to increase resilience in climate change.

## HUMAN DEVELOPMENT AND RELATIONSHIPS

*Jackie Carattini, Human Development and Relationships Educator*

- Planning with the Central Wisconsin Partnership for Recovery Safe and Sober Housing initiative to determine which Extension curriculum to use to meet local housing needs and the pre-rental educational component for their program.
- Two online workshops ("Rent Smart" in the Wood County Jail) per month where participants learn how to find and apply for rental housing, understand their responsibilities as a renter, how to communicate effectively with their landlords, and manage housing expenses. This effort is designed to encourage safe and sober housing stability.
- A series of meetings with local financial coalition partners to learn about current community needs that will lead to the development of future financial programs in the Wisconsin Rapids area.
- Multiple meetings to establish needs and goals for future programming with Adults with disabilities with new community partner agencies.
- Attended newly formed monthly IMPACT Harm Reduction Committee meeting with the Wood County Health Department to build partnerships and establish community needs.
- A single session event for Hmong youth where they learned elements of healthy relationships and effective communication.





## NATURAL RESOURCES

*Anna Mitchell, Natural Resources Educator*

*Jen McNelly, Natural Resources Educator*

- A presentation for attendees at the Wisconsin Land & Water Conservation Conference, where attendees learned about a social indicator survey that was conducted to better understand producer's awareness levels, attitudes, constraints, capacity and behavior towards water quality and conservation practices. The goal of this effort was to inform conservation practitioners and educators with information for planning, implementing, and evaluating conservation practices based on the needs of agricultural producers. Another goal of this effort was to share the impact that social science efforts can have on informing and implementing conservation management projects and practices.
- A regional event for members of watershed protection groups (farming and non-farming) and conservation practitioners, where attendees got to connect, collaborate, and have candid conversations about water quality needs. The goal of this event was to strengthen relationships in the greater Wisconsin River watershed basin, increase collaboration, identify goals and initiatives for improving water quality, and assessing community needs.
- A facilitated discussion for Farmers of the Roche-A-Cri, a producer-led watershed protection group, and UW-Madison and UW-Extension Researchers where participants discussed current and future research in vegetable and potato production systems. The goal of this effort was for participants to identify current research, discuss gaps or support needed for on farm research, and collaborate on new and innovative practices to protect and improve water quality. This discussion provided an opportunity for producer-led group members to connect with researchers and identify potential projects and support for on farm research.
- A facilitated discussion for producers and conservation professionals in the Springbrook and Upper Eau Claire River watersheds where participants will learn about the Producer-Led Watershed Protection Grant Program. The goal of this meeting is for producers to identify conservation related concerns, local stakeholders, and engagement/commitment in order to determine if forming a producer-led watershed protection group is in the best interest of the environment and community members.
- A presentation for Department of Natural Resources staff, where attendees learned about a social indicator survey that was conducted to better understand producer's awareness levels, attitudes, constraints, capacity and behavior towards water quality and conservation practices. The goal of this effort was to inform DNR staff with information for planning, implementing, and evaluating conservation practices based on the results of the social indicators survey. Another goal of this effort was to share the impact that social science efforts can have on relationship building.
- A presentation for attendees at the Wisconsin Land & Water Conservation Conference, where attendees learned about the results of a survey of agencies and organizations that support farmer-led watershed groups in Wisconsin. The goal of this effort was to inform the audience of how the survey was used to better understand how producer-led watershed groups function and the nature of support they receive from partners. Attendees also learned about the types of support that are most beneficial and most needed by producer-led groups.



## Wood County, Wisconsin LAND AND WATER CONSERVATION DEPARTMENT

---

### Activities Report for Barb Peeters - March 2024

- Scheduled, attended and typed minutes for March 1st LWCD staff meeting.
- Attended the Wisconsin Land+Water Conservation Assoc. 71<sup>st</sup> Annual Conference March 6-8 in Green Bay which was very informative and beneficial. Attended sessions titled: Perspectives on Agriculture, Conservation & Water Quality; Coon Creek Watershed to Present Day: 90 Years of Locally Led Conservation; Safeguarding Communities: Collaborative Partnerships for Environmental Health & Clean Drinking Water; Reaching & Supporting Small-Scale Producers; Engaging Farmers & Rural Residential Landowners in Groundwater Quality; Selling Conservation to Landowners; County Policies to Protect Groundwater Quality. Also assisted all 3 days of the conference with the Silent Auction which benefits youth education programs. Governor Evers was a surprise guest at the conference luncheon on 3/7/24. He visited with attendees and gave a short speech to the conference group highlighting conservation efforts across the state of Wisconsin.
- Finalized LWCD 2023 Annual Report, placed on LWCD website and distributed to County Supervisors/CEED Committee, supporting agencies and Wisconsin Land+Water Conservation email distribution group.
- Answered phones, replied to emails and processed incoming and outgoing LWCD mail.
- Completed LWCD payroll percentages and forwarded to Finance prior to March 7 & 21 payrolls.
- Reviewed payroll reports and payroll registers.
- Processed department vouchers and deposits weekly and submitted to the Treasurer's office/Finance.
- Responded to frequent customer inquiries via phone & email regarding the tree/shrub/seed sale which ended 1/15/24. Added customers to waiting list for any extra trees after April 2024 tree distribution.
- Purged historical nonmetallic mining files and retained the last 10 years of data/files.
- Processed Multi-Discharge Variance (MDV) payments (as received).
- Notified by DNR MDV Point Source Coordinator of payment errors made by the DNR for two MDV payments which had to be returned (Village of Auburndale had discharge permit modified last year to remove the MDV and comply with effluent limits; Rockland Sanitary District in Manitowoc was included in the wrong watershed by the DNR) and payment was adjusted/decreased for Owen Wastewater. As a result, Wood County's share of MDV payments decreased from \$38,640.30 to \$38,336.66.
- Verified Joint Final Allocation Plan Cost-Share Project Extension Request amounts with DATCP prior to March 15<sup>th</sup> deadline for Bond/SEG funds (to extend 2023 grant funds to 2024 totaling \$32,611.29).
- Viewed webinar on CANVA program titled "What's New Wednesday" regarding program updates.
- Reviewed DATCP monthly report for March 2024 and brought pertinent items to attention of LWCD staff.
- Assisted with signage and phone inquiries for NMFE classes at River Block on March 12, 19 and 26.
- Attended Wellness Committee meeting on March 12 and shared updates with LWCD & Parks/Forestry staff.
- Typed and mailed letters to tree sale customers with notification of tree distribution dates/times in April.
- Verified all seed orders have been received from Pheasants Forever for April tree sale.
- Continued compiling information requested by Finance for 2023 Audit (DATCP grant/cost sharing, MDV revenue/cost sharing, Mill Creek grant/cost sharing, etc.). Submitted completed documents to Finance.
- Processed cost-share contracts for two well abandonments.
- Submitted 2025 Joint DATCP/DNR Nonpoint Source Grant Application (SWRM grant) and the 2025 Innovations grant request to DATCP. Also submitted 2024 Work Plan on behalf of County Conservationist.
- Processed two Animal Waste Ordinance (AWO) permit payments.
- Posted Central WI Farm Profitability Expo information & flyer on LWCD website.
- Electronically submitted staff reports/packet materials to the County Clerk's office for CEED packet.
- Organized County Board packet and electronically submitted to the County Clerk's office.
- Generated bid letters for a waste transfer system and a waste storage facility closure.
- Processed no-till drill payment and took calls/messages regarding requests to use no-till drill.

## Activities Report for Emily Salvinski

*-March 2024-*

---

- **Friday, March 1.** Attended staff meeting. Assisted farmers with updating their nutrient management plan for 2024.
- **Monday, March 11.** Watched manure management presentations to prepare for presenting at tomorrow's NMFE class. Went over manure presentation. Took emails and phone calls regarding NMFE class. Updated one farmer's NMP map.
- **Tuesday, March 12.** Helped with the first day of the Nutrient Management Farmer Education course held in the River Block Building.
- **Wednesday, March 13.** Helped at farmer meeting to write nutrient management plan. Measured streamflow at 6 different locations in SE Wood Co.
- **Tuesday, March 19.** Helped with day 2 of the Nutrient Management Farmer Education course held in the River Block Building.
- **Wednesday, March 20.** Attended focus on forage meeting held online. Processed nutrient management plans and checklists that came thru email. Did some mapping of those plans to GIS.
- **Thursday, March 21.** –half day. Took streamflow results off meter and put them in the right place (raw data to folders, results to excel, results to SWIMS).
- **Monday, March 25.** Processed NMP checklists. Made changes to mapping records for one and added to gis. Added past photos of streamflow to SWIMS for the first time and tried connecting them to monitoring data submitted. Prepared for meeting with farmer.
- **Tuesday, March 26.** Met up with farmer to assist completing nutrient management plan.

### Activities Report for Kyle Andreae – March, 2024

- March 1 – Lewis site visit, Slattery site visit
- March 4 – Slattery site investigation and design, Liquid Coin Permitting
- March 5 – Complaint investigation, Drone flight, Liquid Coin Permit Posting
- March 6 – WI Land and Water annual conference
- March 7 – WI Land and Water annual conference
- March 8 – WI Land and Water annual conference
- March 11 – Slattery Design, Ruess Site Visit
- March 12 – Ruess Site Visit, Klevene Site Visit, Slattery Design
- March 13 – Slattery Design, MSTC Farm Tour
- March 14 – Slattery Design
- March 15 – Slattery Design, Bauer Design, Ruess Design
- March 18 – Ruess Design, Mentorship Meeting
- March 19 – Bauer Site Visit, Slattery Site Visit, Red Sands Site Visit
- March 20 – Bauer Design Revisions, Red Sands Design
- March 21 – Bauer Bid Pack, Slattery Bid Pack
- March 22 – Red Sands Design, Complaint Investigation
- March 25 – Vacation
- March 26 – Slattery site visit, Red Sands Design
- March 27 – Ruess Design, Slattery site visit
- March 28 – Ruess Design
- March 29 – Holiday



---

### Activities Report for Kendra Kunding – March 2024

- Read multiple UW-Extension publications regarding nutrient management including:
  - Management of Wisconsin's Soils (A3588)
  - Using Legumes as a Nitrogen Source (A3517)
  - Soil Fertility Guidelines for Pastures in Wisconsin (A4034)
- Participated in the March 1<sup>st</sup> staff meeting.
- Continued to learn about nutrient management plans for rotational grazers.
- Assisted multiple producers with completing their nutrient management plans.
- Took various calls regarding nutrient management questions.
- Cleaned both department trucks.
- Attended the monthly Lakes & Rivers Partnership Meeting.
  - The topic this month was aquatic invasive species and aquatic plant management.
  - Focus was on the Lake Monitoring and Protection Network funding activities.
- Reviewed Nepco Lake District's first draft of their aquatic plant management plan – completed by Sara Hatleli from Aquatic Plant and Habitat Services LLC.
  - Discussed the draft aquatic plant management plan with Shane and provided Sara with feedback.
- Completed the new Soil Health online training created by DATCP.
  - Focus was on developing common definition and understanding of soil health and demonstrate how soil health systems can be implemented on Wisconsin farms.
- Assisted with the Wisconsin Rapids Nutrient Management Farmer Education class on March 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>.
  - Presented on soil testing and report interpretation.
  - Assisted farmers with updating their nutrient management plan.
- Attended the NR40 rule update webinars.
  - Topics included aquatic plants, invertebrates, fish & crayfish and woody plants and herbaceous ornamentals.
- Continued learning how to use the new ArcGIS Pro mapping platform.
- Processed nutrient management plans as they were received by the office.
- Attended a No-Till Workshop focused on planter setup, new research, starter fertilizer, and nitrogen products and application options for no-till.
- The no-till drill transport season is underway.
  - Received three phone calls looking to schedule the no-till drill for use.
  - Transported the drill to one location.
- Watched the Winter Water Talk "Weather in Wisconsin" hosted by Water Action Volunteers and the Citizen Lake Monitoring Network.
- Assisted Emily in mapping nutrient management fields in ArcGIS Pro.
- Responded to a call regarding non-native phragmites.
- Attended an invasive species webinar hosted by NAISMA.
- Reviewed Nepco Lake's second aquatic plant management plan draft.

## ***Activities Report for Rod Mayer – MARCH 2024***

- Completed preliminary review for Vreeland & Associates – Nikolai Day Road mine site, Mine Plan changes. Put detailed list together with all missing data, attachment showing check list items, etc. Correspondence sent to Vreeland & Associates.
- Researched DNR email informing of possible mine site in Port Edwards. Confirmed just crushing stock pile area. Correspondence with DNR.
- Attended staff meeting.
- Compared tree numbers for Michigan shipment to last year – determined will need two trailers to haul.
- Researched Fazio files for original fence plans – none found other than pencil drawing. Possible future fence build on marsh – connecting multiple fences – one under current contract and one expired in 2008 – possible replacement of that portion.
- Financial assurance reminders sent to Earth Inc. and Laidlaw.
- Drone Lidar survey with ITSM of Weiler CIM site – for accurate earthwork calcs prior to sending to bid for reclamation. (This site was bankrupt with FA seized for reclamation).
- Attended Wildlife Damage Abatement and Control Program Statewide meeting in Stevens Point. (Sessions included: Overview of program, Bear Specialist, Elk Specialist, Deer Specialist, Upland Bird Specialist, Honey Producers Association). Meeting notes available.
- Reviewed financial assurance renewal on multiple sites with expirations in March.
- Received call for possible digging in shoreland/wetland area. Referred to Zoning and WiDNR.
- Contact to Wolosek for financial assurance updates – completed software and spreadsheet updates.
- Sent complaint letter to Vision Cranberry for possible mine site on property – hauling material – non-ag related. Sent correspondence to DNR storm water.
- Sent pond info to landowner planning on digging pond.
- Discussed non-metallic reclamation permitting with Lee Schwanebeck for possible future mine site. Set additional correspondence.
- Updated Schneider financial assurance info on software and spreadsheets.
- Prepared info for wildlife fence inspections. Updated route list, spreadsheet with contact info and expiration dates, last year inspection letters for issues to correct, new maps showing fence designs, updated field binder.
- Email to Ron Bohn explaining NMM permit transfer policy.
- Met with Gruber – went over pond exemption information. Completed exemption document with landowner and made 4 maps. Referred to zoning for possible home building site in shoreland zoning.
- Updated pond spreadsheet, organized files for active ponds in file cabinet, scanned new documents, etc.
- Researched NMM complaint. Contacted operator – discussed exemption process. Met with operator – went over details and mapped site - determined likely not able to issue exemption based on size already disturbed and material that already left site. Correspondence with WiDNR stormwater. Will visit site and GPS total disturbed area as soon as possible to determine enforcement actions.



LAND AND WATER CONSERVATION  
DEPARTMENT

---

***Activities Report for Shane Wucherpfennig – March 2024***

- March 1 – Staff Meeting, Webex meeting – CWFPE Planning & correspondence
- March 4 – CWFPE Planning Meeting, Virtual meeting, Field visit
- March 5 – Field visits, Lidar survey of Weiler NMM site with Nick Wayerski (Mfld Drones)
- March 6 - 8 – WI Land + Water Conference in Greenbay
- March 11 – CWFPE Logistics and Planning
- March 12 – NMFE Class at River block Auditorium
- March 13 – MSTC Farm Tour in Marshfield at Norm-E-Lane farms and Seehafer Farm in Marathon County
- March 14 – Field visits, Virtual meetings and CWFPE Planning
- March 15 – Spring Legislative Breakfast at MSTC, PACRS Meeting in Arkdale, WI
- March 18 – CWFPE meeting, Annual Work Plan, Innovations Grant, SWRM grant application
- March 19 – Virtual meetings, CWFPE planning and correspondence, Sediment survey for Parks at Red Sands Beach
- March 20 – Grant applications, Virtual meeting, CWFPE Logistics/correspondence, DNR TRM Grant
- March 21 – 31 – Vacation



## Jason Grueneberg

**From:** Kylan Hastreiter <kylanh@hastreiter.industries>  
**Sent:** Wednesday, March 20, 2024 5:12 PM  
**To:** Jason Grueneberg  
**Subject:** FRC Team 9676, Wood County SEED

**EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Jason,

I wanted to share that the FRC Team based out of C2 Makerspace competed in our first competition this last weekend in Milwaukee. We finished number 27 out of 54 and was awarded the Wisconsin Regional 2024 Rookie Inspiration Award. We'll be attending the second regional competition in April. C2's Facebook page is: <https://www.facebook.com/profile.php?id=100084244807677> if you want to see the full post on it.



Thank you for your support.  
Best Regards,



Kylan Hastreiter  
Vice President  
Cell: 715-600-1261 | Office: 715-227-9988  
E: kylanh@hastreiter.industries

**WWW.HASTREITER.INDUSTRIES**



Click to Learn more!

[CNC Mill/Turn](#) | [CNC Turning](#) | [CNC Milling](#) | [Laser Cutting](#)  
[Welding & Fabrication](#) | [CMM Metrology](#) | [Engineering](#)





# Annual Report

---

Fiscal Year Ending September 30, 2023

# Letter from the Executive Director

Dear Board Members,

The fiscal year ending September 30, 2023, was a good year for CWED. We had all 10 counties participating. Board seats were all filled, and members participated fully.

The Board met six times, including October, December, March, May, July, and September for the strategic planning meeting.

After a failed attempt at requesting proposals from accounting firms, the organization secured the services of Wausau Tax and Accounting to prepare and file its 990 to the IRS.

CWED's investment at CoVantage Credit Union was reviewed and reinvested in two short-term CDs at higher interest rates than it was earning in the previous CD.

A strategic planning event was held in September, with agreement that the organization should budget for marketing, create an annual report, get more involved in the entrepreneurial space and continue to promote the fund aggressively to all entities in the region.

The fund is in a strong position, with no struggling or delinquent borrowers. There were 42 active loans.

CWED closed three loans in fiscal year 22-23. Distillery Partners, Cheval Noir and J&B New and Used Resale, LLC.

Sincerely,

Kristen Fish-Peterson, CEcD, EDFP

# Balance Sheet September 30, 2023

## Central Wisconsin Economic Development Fund, Inc. Balance Sheet As of September 30, 2023

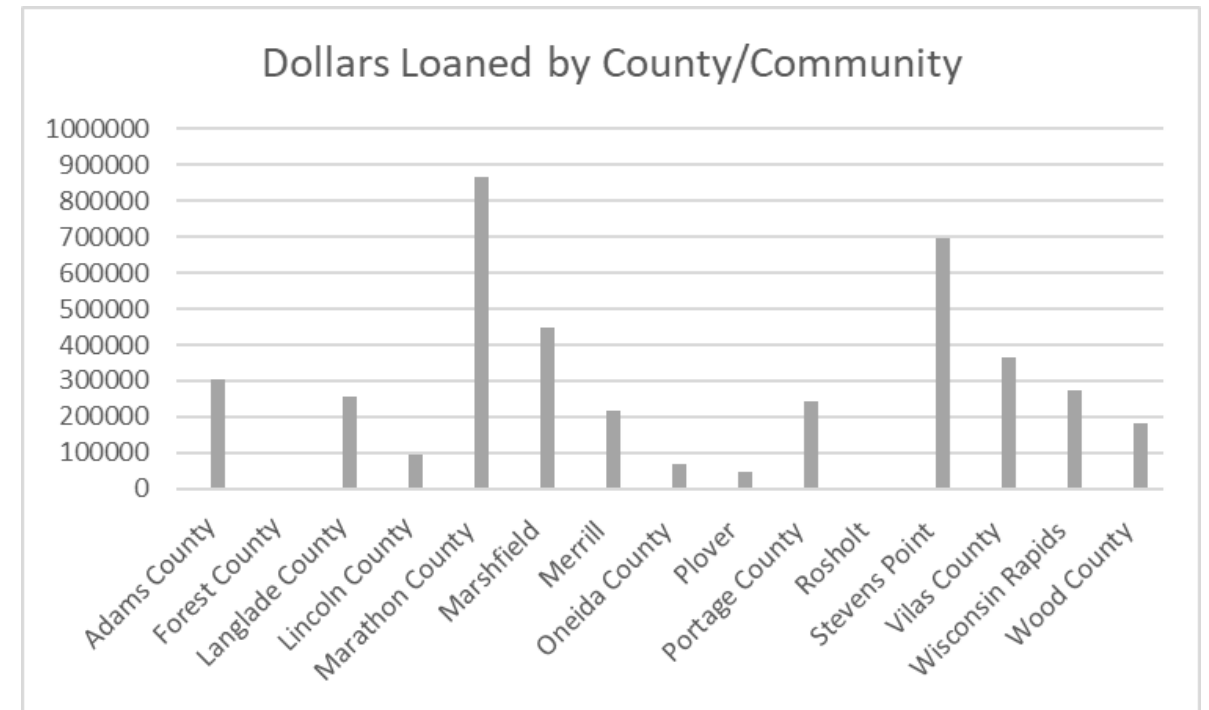
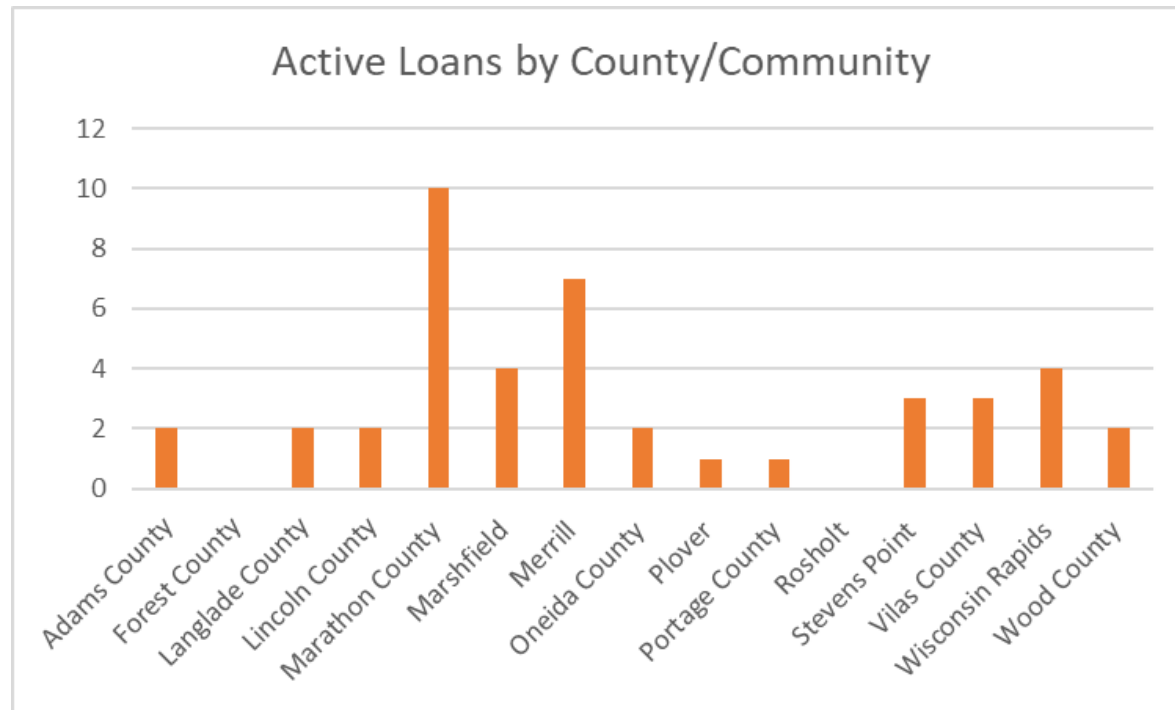
	Sep 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1001 · Checking- PSB	26,882.77
1002 · Savings People's Bank	
1003 · Savings-PSB	3,271,963.31
1004 · PSB (Micro) Savings	502,906.87
Total 1002 · Savings People's Bank	3,774,870.18
1005 · CoVCU Member Account	25,282.87
1007 · COVCU 36 month CD 0003	1,532,125.38
1008 · CoVCU 19month CD 001	3,500,000.00
Total Checking/Savings	8,859,161.20
Other Current Assets	
1399 · All Loan Receivable	
1400 · Loans Receivable	3,716,621.16
1420 · Loans Receivable-MICRO	221,487.07
Total 1399 · All Loan Receivable	3,938,108.23
1440 · Allowance for Doubtful Accounts	-177,214.87
Total Other Current Assets	3,760,893.36
Total Current Assets	12,620,054.56
<b>TOTAL ASSETS</b>	<b>12,620,054.56</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3200 · Fund Balance	11,830,523.98
3300 · Fund Balance-MICRO	506,611.88
Net Income	282,918.70
Total Equity	12,620,054.56
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,620,054.56</b>

# Income Statement Budget to Actual

## Central Wisconsin Economic Development Fund, Inc. Income Statement Budget vs. Actual October 2022 through September 2023

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Loan Interest Income-CWE	161,004.43	160,225.56	778.87	100.5%
4200 · Loan Interest Income MICRO-C...	10,111.84	3,767.40	6,344.44	268.4%
4300 · Bank Interest-CWE	153,987.61	24,513.72	129,473.89	628.2%
4350 · Dividend Income	117,260.94	123,699.51	-6,438.57	94.8%
4400 · Other Fees-CWE	60.00	1,505.05	-1,445.05	4%
4500 · Loan Origination Fees-CWE	970.00	5,030.00	-4,060.00	19.3%
<b>Total Income</b>	<b>443,394.82</b>	<b>318,741.24</b>	<b>124,653.58</b>	<b>139.1%</b>
Expense				
6000 · Contractual/Consultant				
6010 · Professional Services				
6020 · Audit/990 Prep	1,800.00	6,262.50	-4,462.50	28.7%
6030 · Loan Admin-Servicing Fee	129,384.00	129,384.00	0.00	100.0%
6040 · Legal	90.00	3,000.00	-2,910.00	3.0%
<b>Total 6010 · Professional Services</b>	<b>131,274.00</b>	<b>138,646.50</b>	<b>-7,372.50</b>	<b>94.7%</b>
<b>Total 6000 · Contractual/Consultant</b>	<b>131,274.00</b>	<b>138,646.50</b>	<b>-7,372.50</b>	<b>94.7%</b>
6100 · Supplies				
6110 · Loan Origination Expense	1,285.77	1,431.55	-145.78	89.8%
6120 · Computer Subscription Expen...	1,674.00	1,800.00	-126.00	93.0%
<b>Total 6100 · Supplies</b>	<b>2,959.77</b>	<b>3,231.55</b>	<b>-271.78</b>	<b>91.6%</b>
6200 · Occupancy/Operating				
6210 · Insurance Expense	6,254.00	7,076.00	-822.00	88.4%
<b>Total 6200 · Occupancy/Operating</b>	<b>6,254.00</b>	<b>7,076.00</b>	<b>-822.00</b>	<b>88.4%</b>
6300 · Other Expenses				
6310 · Bad Debt Expense	-13,941.39	-8,004.00	-5,937.39	174.2%
6320 · Misc. Expense	495.00	505.11	-10.11	98%
6330 · Meeting Room Rental	0.00	0.00	0.00	0.0%
<b>Total 6300 · Other Expenses</b>	<b>-13,446.39</b>	<b>-7,498.89</b>	<b>-5,947.50</b>	<b>179.3%</b>
<b>Total Expense</b>	<b>127,041.38</b>	<b>141,455.16</b>	<b>-14,413.78</b>	<b>89.8%</b>
<b>Net Ordinary Income</b>	<b>316,353.44</b>	<b>177,286.08</b>	<b>139,067.36</b>	<b>178.4%</b>
Other Income/Expense				
Other Income				
7000 · Other Income	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>316,353.44</b>	<b>177,286.08</b>	<b>139,067.36</b>	<b>178.4%</b>

# Fund Metrics by County/Community



# Loans Paid in Full

During Fiscal Year  
2022-2023, nine (9)  
loans were paid in full,  
including:

- Jessica's Cucina (1 large loan and 1 micro loan)
- Northward, LLC
- Johnson Electric Coil
- Michael Doughty (1<sup>st</sup> Choice Auto)
- Mueller Investment Properties, LLC
- Buck's Recycling & Metals
- Phoenix Properties, LLC
- Habitat for Humanity Northwoods

**MINUTES**  
**JUDICIAL & LEGISLATIVE COMMITTEE**

**DATE:** Friday, April 5, 2024  
**TIME:** 9:00 AM  
**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Bill Clendenning, Bill Leichtnam, William Voight, Joseph Zurfluh, Ed Wagner

**OTHERS PRESENT:** Trent Miner, County Clerk; See attached sign-in list

1. Chairman Clendenning called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the February 29, 2024 meeting were reviewed. Motion by Voight/Wagner to approve them as presented. Motion carried unanimously.
4. The claim of John Banta was reviewed and will be forwarded onto the county board.
5. The vouchers and reports from the departments the committee oversees were reviewed. Motion by Zurfluh/Wagner to approve them as presented. Motion carried unanimously.
6. The out of state travel request for the Register of Deeds was reviewed. Motion by Zurfluh/Leichtnam to approve the request. Motion carried unanimously.
7. Supervisor Leichtnam provided an update on the presentation held on March 18<sup>th</sup> by Citizens Water Group.
8. Items for next agenda:
  - a. Resolutions for the WCA Annual Conference
9. The next meeting date will be set at the committee's organizational meeting.
10. Chairman Clendenning declared the meeting adjourned at 9:16 AM.

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



**April 5, 2024**

93

## MINUTES OF THE RESIDENTIAL OPTIONS COMMITTEE

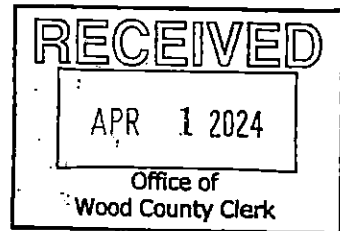
DATE: Monday, April 8, 2024  
TIME: 9:03 a.m.  
LOCATION: Room 115, Wood County Courthouse  
TIME ADJOURNED: 9:18 a.m.  
MEMBERS PRESENT: See attached list

1. At 9:03 a.m., the meeting was called to order.
2. Public comments. None at this time.
3. The Committee reviewed the facts of the case and the placement location.
4. The Committee reviewed the draft Residential Options Committee report to the Department of Health Services. Moved by Miloch, seconded by Bernard, to approve sending the final report to the department of health services. All ayes.
5. Meeting adjourned by consensus at 9:18 a.m.

# Residential Options Committee Meeting

**Date:** April 8, 2024

[illegible]



# NOTICE OF INJURY AND CLAIM

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

CC: corpcounsel  
HR  
Highway

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

## THE INCIDENT

Date: 2/22/24

Time: Morning - not sure of exact time - did not see it happen

Place: 2330 Church Ave

The circumstances giving rise to my claim are as follows:

The morning of Feb 22nd - I noticed my mailbox had been damaged by the tree trimming operations. I talked with the driver of the machine and he told me he had already reported it to the town and that it would be taken care of. He made no mention that I needed to fill out this form. I only recently learned of that when I spoke with Lorelie Feuhrer and she had Randy from Wood County Highway call me back. I was able to hammer the mailbox out well enough that it is usable - however, after the damage - it now leaks water in when it rains.

The names of county personnel involved are: Don't know driver's name

The names of other witnesses are: None

## THE CLAIM

I request the following monetary or other relief: Receipt for new replacement mailbox enclosed

4/1/24  
Date

John L. Banta  
Signature  
Print Name: John L. Banta  
Address: 2330 Church Ave  
Wis. Rapids, WI  
Phone: 715-451-4249

Preparing for Shipment

Items Ordered	Price
1 of: <i>Step2 MailMaster Plus Mailbox, Easy to Install, Mailboxes for Outside, Heavy-Duty, Weather Resistant, Black</i>	\$89.24
Sold by: Amazon.com Services, Inc	
Supplied by: Other	
Condition: New	
Shipping Address:	
John L Banta	
2330 CHURCH AVE	
WISCONSIN RAPIDS, WI 54494-9245	
United States	
Shipping Speed:	
Standard Shipping	

Payment information

Billing address John L Banta 2330 CHURCH AVE WISCONSIN RAPIDS, WI 54494-9245 United States	Item(s) Subtotal:	\$89.24
	Shipping & Handling:	\$0.00
	-----	
	Total before tax:	\$89.24
	Estimated tax to be collected:	\$4.91
		-----
Grand Total:		\$94.15

To view the status of your order, return to

© 1996-2024, Amazon.com, Inc. or its affiliates

Back to top



English

United States

Help



# Wood County

## WISCONSIN

CHILD SUPPORT  
AGENCY

APRIL 2024

### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I attended the WCA Health and Human Services Steering Committee Meeting on March 22<sup>nd</sup>. The meeting was held virtually. This was the last meeting for the current term. I have been fortunate to serve on this committee for a number of years. WCA has been extremely helpful with our legislative priorities.
- We completed all the criminal background checks in the agency to satisfy the IRS requirements. The checks need to be completed every 5 years.
- I attended both the Policy Advisory Committee Meeting and State Contracts Committee Meeting. At this point the numbers coming from DCF look promising for Wood County. Preliminary numbers show Wood County getting an increase in funding. The funding structure is based in part on meeting performance measures but 65% of the funding allocation is based on caseload size.
- The February performance numbers have been released. We continue to have a very good year and are on track to meet all the measures.
- The current IV-D case count is 3,683. This is an increase of over 100 cases compared to last year at this time.



# Wood County

## WISCONSIN

*Kimberly A. Stimac*

CLERK OF  
CIRCUIT COURT

---

April 2024

Monthly Report to the Judicial and Legislative Committee  
Prepared by Kimberly Stimac, Clerk of Circuit Court

February 29, 2024 – Attended the Judicial & Legislative Committee meeting.

March 8, 2024 – One staff member left the office.

March 12, 2024 – Attended the Operations Committee meeting.

March 13, 2024 – The Branch 1 Court Clerk position was posted.

March 19, 2024 – Attended the Wood County Board of Supervisors meeting.

March 20, 2024 – Interviews were conducted for the Information Clerk position. Out of these interviews, one candidate also applied for the Court Clerk position. This time around, the candidate for the court clerk position was asked to come in and observe court proceedings and take minutes on our paper minute forms. I believe this is a valuable assessment which will help us in training a potential clerk. This gives us a little insight in to how the candidate handles the distractions of the court setting, how well they are able to focus under pressure and if they understand the basics of a court proceeding. The lack of legal knowledge/experience of candidates that we have had over the past year and half, combined with the lack of testing for typing speed and accuracy, have left us thinking out of the box for ways to measure the ability of candidates.

March 25, 2024 – Attended the Wisconsin Counties Association County Leadership weekly meeting.

March 26 thru March 28, 2024 – Attended the Court Safety and Security Conference in Appleton.



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholtz*  
CORPORATION COUNSEL

---

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
March 2024

1. Dog License Fund. Still awaiting word from the South Wood County Humane Society (SWCHS) on how they want to proceed. Since we have a contract that runs through the end of the year, I am not going to pursue this further and will leave it to the SWCHS to reinitiate contact on this matter.
2. I met with the heads of the County's law enforcement agencies to discuss how emergency detentions are going to be handled going forward. Marshfield has changed its procedures to conform to those of Marathon County but the rest of the agencies will be maintaining the current process at this time.
3. Contract presentation. Staff from many of the County's departments met to share what we have learned about contracts over the years. I think that it was a productive session. Lots of dialogue.
4. Orientation. There will be an orientation session for the new county board supervisors coming up soon. If there is anything that you would like me to share with the new supervisors based upon your experiences, please feel free to share that with me.





# Wood County WISCONSIN

## CRIMINAL JUSTICE DEPARTMENT

April 2024

### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Criminal Justice Coordinator, Caitlin Saylor

#### Meetings Attended:

- 3/4/24: Drug Court Staffing/Court
- 3/11/24: Drug Court Staffing/Court
- 3/18/24: Drug Court Staffing/Court
- 3/25/24: Drug Court Staffing/Court

#### Drug Court

Current participants: 20

Pending Admissions: 2

2024 Terminations (Year to Date): 5

2024 Graduations (Year to Date): 1

Pending Referrals: 7

The monthly drug court meeting was held on 3/28/24. Updated policy was approved by the team.

Three individuals from the public defender's office, district attorney's office, and Wood County Sheriff's Department were registered for the All Rise National Treatment Court conference this month. The conference will take place in May in Anaheim, CA and costs are supported by the TAD grant.

Sixteen individuals were registered for the Wisconsin Association of Treatment Court Professionals conference in April. Wood County was also selected for additional training on team roles during treatment court staffing.

#### Comprehensive Opioid Stimulants and Substance Abuse Program Grant (COSSAP)

The MAT Case Manager attended by monthly DOJ grant meeting on 3/21/24.

The MAT program received 18 referrals during the first quarter of 2024. Of those 18, 17 individuals chose to receive services. These individuals were provided case management services, connected with medical providers and medication for addiction, referred to peer support specialists, and referred to any treatment or ancillary services that were of need.

#### Additional items:

Wood County received its shipment of fentanyl test strips from DHS. Distribution and tracking throughout county agencies will be developed in April.



# Wood County

## WISCONSIN

REGISTER IN  
PROBATE

April 2024

### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Register in Probate, Tara Jensen

- The Register in Probate Office officially moved into our own space, separate from Branch I, on March 15<sup>th</sup>. A huge thank you to the Wood County IT Department and Facilities Department for all of their work on completing this space. The work of both departments made the transition go smoothly. Since we had shared furniture with Branch 1 we are still working on furniture but will have to spread out purchases according to our budget over the next couple of years.
- We have an open position for the judicial floater in our department and will be conducting interviews on April 1<sup>st</sup>.

#### Meetings Attended:

- 03/04 - WI Counties Association County Leadership virtual weekly meeting
- 03/11 - WI Counties Association County Leadership virtual weekly meeting
- 03/12 - Operation Committee meeting
- 03/13 - Children's Court Improvement Program virtual Juvenile Clerk Meet-Up – adoption training
- 03/18 - WI Association County Leadership virtual weekly meeting
- 03/19 - Wood County Board Meeting
- 03/19 – Monthly Judges Meeting
- 03/25 – WI Counties Association County Leadership virtual weekly meeting

Tara Jensen  
Register in Probate  
Probate Registrar

Karrie Moore  
Deputy Register in Probate  
Juvenile Clerk



# Wood County

## WISCONSIN

### REGISTER OF DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

**APRIL 2024**

#### **MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE**

- On February 29<sup>th</sup>, I attended the Judicial and Legislative committee meeting.
- I attended WCA weekly virtual webinar on March 4<sup>th</sup>.
- I continue to work with the Summer conference planning committee to finalize details.
- I attended Property Records Industry Association (PRIA) conference virtually.
- On March 8<sup>th</sup>, I attended WCA Personnel, Finance and County Organization Steering Committee meeting.
- I attended the Operations committee meeting on March 12<sup>th</sup>.
- Clint Heitz, from Fidlar, made an office visit on March 12<sup>th</sup>. We discussed 2023 numbers, the upcoming Symposium, & new projects. The Annual Fidlar Symposium will be held in May at Fidlar Technologies in Davenport, IA. I am requesting out of State travel approval, please. The cost is mileage and hotel. Fidlar covers all meal cost and does not charge a registration fee.
- On March 27<sup>th</sup>, I attended Judicial Officer Privacy Bill meeting. I've been added to a Judicial Officer Privacy Work Group with other association representatives from around the State to design implementation of the Bill. At a minimum, we'll be meeting monthly.

## **MINUTES**

### **HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE**

**DATE:** Thursday, April 4, 2024  
**TIME:** 9:00 a.m.  
**PLACE:** Highway Dept., Conference Room

**MEMBERS PRESENT:** Jake Hahn, Dave LaFontaine, Lee Thao, Al Breu

**OTHERS PRESENT:** Rachel Krause, Highway Program Assistant, see attached sign-in sheet

1. Chairman Hahn called the meeting to order at 9:00 AM and declared a quorum present.
2. There was no public comment
3. The minutes of the March 7, 2024 meeting were reviewed. Motion by LaFontaine/Breu to accept them as presented. Passes unanimously.
4. Under Correspondence Hawk discussed a piece of old road-right-of way on CTH G that was to be transferred to the adjacent land owner. Hawk proceeded with the transfer but because taxes were owed, the road right-of-way could not be transferred. Hawk has since received correspondence from the land owner that the taxes have been paid, Hawk will proceed with the transfer of this road right-of-way to the adjacent land owner.
5. No ATV updates.
6. Highway Department staff reports were highlighted and reviewed.
7. The Highway Department revenue report was reviewed.
8. Motion by LaFontaine/Thao to approve the Highway Department vouchers. Motion carried unanimously.
9. Hawk presented the 2025-2029 Highway Department Capital Improvement Plan. Hawk believes the plan 2025-2028 is set and does not anticipate any changes. Hawk has included the Highway Department fuel system in the 2025 CIP as the current system is aging and outdated. The new system would resemble the system in at the Wisconsin Rapids shop with above ground fuel tanks and a canopy. The system would also be moved closer to Galvin. Hawk also wanted to inform the committee that he will be asking for an increase in the winter maintenance budget for 2025. This budget item has been going over budget for the 5 years. The equipment capital improvement plan covers the planned purchases 2025-2029. Equipment purchases come out of the machinery fund that is generated by the use of the equipment we have. Hawk states that he is not anticipating in increases coming from the State for highway

improvements. Motion by LaFontaine/Breu to approve the Highway Department 2025-2029 CIP. Passes unanimously.

10. Hawk is requesting to early fill for the Stock Room Attendant so that someone can become familiar with the position. This position is unique and getting someone familiar with the shop operations before she is gone. The anticipated date the position will become vacant is in September. Motion by Lafontaine/Breu to allow for the early fill of the Stock Room Attendant to be done as soon as possible. Passes unanimously.
11. In the past Hawk has bid out asphalt treatments. Hawk would like to experiment with some treatments on pavements that are one or five years old. Hawk would like to do this without bidding in order to investigate the best products to be using on pavements to preserve them. LaFontaine/Hahn made a motion to allow Hawk to experiment with various pavement treatments without bidding these treatments. Passes unanimously.
12. Parks and Forestry Staff reports were reviewed.
13. Motion by Lafontaine/Breu to approve special use permits presented in the meeting with a waiver of the fees for the Arpin Fire Department if they will commit to providing first responders for Powers Bluff. First Permit is for a disc golf tournament one Saturday per month May-September the P & F Department received \$50/tournament and \$3 per player that plays in the tournament. Second permit is for the Arpin Fire Department to use the Powers Bluff Shelter house for 2 days for a Sportsman's Banquet. Passes unanimously.
14. P & F Capital Improvement Plan was reviewed. Motion by LaFontaine/Breu to approve the Parks and Forestry CIP as presented. Passes unanimously.
15. Motion by LaFontaine/Breu to approve the Parks and Forestry revenue report. Passes unanimously.
16. LaFontaine/Thao made a motion to approve the Parks and Forestry Vouchers. Passes unanimously.
17. The next meeting will be held on Thursday, May 2, 2024 at 9:00 AM at the Highway Department Conference Room.
18. Charman Hahn thanked LaFontain for his service to the County.
19. Chairman Hahn declared the meeting adjourned at 10:04.

Minutes taken by Rachel Krause, Highway Department Program Assistant, and are in draft form until approved at the next meeting.

**Highway Infrastructure & Recreation Committee**  
**April 4, 2024**

[illegible]

## Wood County State Wildlife Area Advisory Committee Meeting

February 12, 2024 Minutes

Present: Dennis Polach, Curt Pluke, Mike Wipfli, Scott McAuley, Larry Isensee, Jim Winkler, Dawn Schmutzer, Zak Knab, Fritz Schubert

1. Call to order by Vice Chair Winkler at 5:30pm
2. Quorum declared
3. Curt made a motion to approve minutes from October 9, 2023. Scott second. All ayes. Motion carried.
4. No correspondence
5. No public comment
6. Sandhill- Meadow Valley- Wood County update
  - a. Did not get America the Beautiful grant.
  - b. FT wildlife tech has final candidate identified
  - c. Recruiting for two other positions
  - d. 1<sup>st</sup> impoundment tree removal project at standstill due to weather conditions
  - e. Stewart marsh dike repair slotted for August
  - f. North barrens prescribed burn this summer
  - g. Dike breach off Woodcock Factory; patch work was completed
  - h. 25 acres buckthorn treatment this year
  - i. Sandhill fence mowing completed and spraying the perimeter will be done in summer
  - j. Sandhill Fence inspection done and recertified for 10 years. Recertified Farm Raised Deer license renewed
  - k. Draw downs: 4<sup>th</sup> impoundment will be full drawdown; Stewart Marsh will be mid-pool for dike work over summer
  - l. Timber sales: 6 active/410 acres-halted due to conditions; 7 inside sales/416 acres
  - m. Research Projects: Ruffed Grouse trapping project, turkey project will GPS hens, deer collar/tag project was looking to reduce population by 50% and came close, looking to replace collars from harvested deer.
  - n. Deer hunts: 115 archery participants/9 harvested, Learn to Hunt 56 participants/21 harvested; gun hunt 224 participants/99 harvested
  - o. Helicopter survey of deer showed 151 observed deer (right on track).
7. 2024 Allotment Update - \$10,000 total: half to Stewart Marsh and half to 1<sup>st</sup> impoundment tree removal. Discussion around using allotment to pay for equipment/rentals. Future funding can be slotted for equipment rentals.
8. 2024 Terms Ending (Jim, Dawn, Nathan) Dawn and Jim will be staying on. Dawn did send Nathan mail to ask and have not heard yet.
9. Member Matters: Dawn bragged her daughter is graduating from UW-SP in May with a Natural Resources Education master and is being awarded the Outstanding Resource Management Student of the Year. Scott updated on WI Conservation Congress looking for resolutions for spring hearing (April 8).
10. Future Agenda Items: allotment for 2025 for equipment; verify 2024 allotment amounts & projects
11. Next meeting Tuesday April 9, 2024 at 5:30pm at Sandhill
12. Motion to adjourn by Curt, second by Scott, all ayes, motion passed. Adjourned at 6:22pm.



# Wood County

## WISCONSIN

OFFICE OF  
HIGHWAY COMMISSION

*Roland Hawk*  
COMMISSIONER

March 26, 2024

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for APRIL 4, 2024 HIRC meeting

---

### **Department Activities**

#### **Personnel/Administration**

Truck operator interviews conducted March 6 & 8. Offer was made and accepted on March 18.

Highway Department is working with three employees who volunteered to obtain certification to train new employees hired without a Class A CDL to complete the required FMCSA's Entry Level Driver Training and Behind the Wheel training program.

#### **Highway/Facility Projects**

##### 2024 Engineering Projects

- WisDOT STP Project CTH F & HH Intersection *Construction 2026*
  - Design Engineering 60% Complete
- WisDOT STP Bridge CTH N (STH 186 – CTH N) *Construction 2025*
  - Design Engineering 48% Complete
- WisDOT STP Urban (BIL) CTH U Village of Biron *Construction 2026*
  - DNR, FERC, US ACOE coordination
  - Working with WisDOT & Vil of Biron on early acquisition of relocation
  - Draft Environmental Document & Draft Design Study Report ready for submittal in March
- CTH Z CHI & BIA funded 2024 pavement replacement *Construction 2024*
  - Pavement Analysis completed
  - DNR Coordination January 17
  - Contract for CIR awarded in March
- CTH BB Realignment Project
  - Plans 50% complete
  - Commissioner & staff met with DNR January 17, need wetland delineation completed in spring
- CTH K & P Intersection
  - Bids opened January 31, 2024,
  - *Construction scheduled to begin early June 2024*
- Marshfield Brine Building
  - Working with Architect to renew State Plan Approval for plans
  - Anticipate bids being advertised in April *Construction scheduled for 2024*
- CTH A Corridor Preliminary Engineering
  - Notice to property owners sent out February



- Survey March 8
- Commissioner met with WisDOT Regional Director to discuss JT Agreement.
- Commissioner met with Sen Baldwin's office to discuss Appropriations Grant.
- Appropriations Grant submitted March 23.

Construction work is complete on front door security and vestibule at Wisconsin Rapids Highway facility. Security locks and programming is completed.

Plans for construction of a women's locker/restroom with access from the shop are nearly complete and bids for construction should be ready for advertisement.

### Highway Maintenance

Work in March included:

- Sign replacements,
- Pavement repairs,
- Snow fence removal
- Brushing & tree removal from R/W,
- Shoulder maintenance

Commissioner & staff investigating pavement maintenance alternatives as first treatment prior to chip seal.

### WCHA Events & Misc. Meetings since last HIRC meeting

Commissioner attended the following events/meetings:

- March 6, Truck operator interviews
- March 7, HIRC meeting
- March 7, NACE North Central Quarterly Meeting
- March 11, Virtual meeting WisDOT, WCHA, WCA <20 Local Bridge Aid
- March 11, WCHA Executive Committee Meeting
- March 12, Operations Committee
- March 13, WCHA/Info Tech Electronic Bidding, virtual meeting projects
- March 13 Traffic Safety Committee meeting
- March 14, WCHA / WisDOT Quarterly Meeting Quarterly
- March 15, Local Legislative Breakfast, Mid-State College
- March 15, Virtual meeting WCHA, WCA <20 Local Bridge Aid
- March 15, Wood Co Towns Association Unit Meeting, Town of Cary
- March 18, City of Marshfield Urban Area Boundary update meeting, Virtual
- March 19 – 21, TDA, WCHA Fly-In Washington DC
- March 25 – April 3, Vacation

### EQUIPMENT

Tandem patrol truck ordered in 2023 is estimated to be ready for service by late 2024. Manufacturer is currently building the chassis, all parts including box, under body, wing, and plow are ready for builder to install. This truck will also be the department's first designated spray rig for vegetation control. The spray bar & tanks have been acquired and will be available to install if truck arrives early enough to utilize in the 2024 growing season.

## **Accounting Supervisor Report**

By John Peckham, Wood County Highway Department Accounting Supervisor  
HIRC Meeting

### Revenues

Revenues are as anticipated.

### Expenses

Expenses are as anticipated.

### Other

I have completed the audit workpapers and forwarded them to Finance. Finance's Capital Improvement Plan worksheets have been completed in draft and will be forwarded to Finance. There is an updated summary spreadsheet of our Equipment Capital Improvement Plan in the HIRC packet.

The next chapter of Bookkeepers Corner is included with this report.

**TRANSPORTATION COST POOLS – EMPLOYEE TAXES AND BENEFITS**

The transportation cost pool for employee taxes and benefits is also called Incremental Labor Costs (ILC). The purpose of this cost pool is for highway departments to distribute the costs of employee taxes and benefits to the ILC expense section and, via a direct labor charge percentage, to recover some of those costs through the projects that employees are charging their direct labor to.

As a reminder, the cost pools encompass both expenses and revenues. Unlike most accounting systems, the revenues within the cost pools are accounted for under expense functions (50000 series of numbers in the third segment of the County's account numbers). The revenue accounts within those expense functions are referred to as Cost Allocation accounts.

The result of this practice, when the Transportation Cost Pool is "over-recovering" its costs, and when a particular function's expenses and cost allocations are combined, is a credit balance (number will show in parentheses on Revenue Report). When the Transportation Cost Pool is "under-recovering" its costs, the combined accounts will show a debit balance (the number will not be in parentheses on the Revenue Report).

The Employee Taxes and Benefits cost pool is represented in Function 53210.

Cost pools such as the Employee Taxes and Benefits pool use a percentage of direct labor. In percentage of direct labor cost recovery, expenses and cost recoveries of the cost pool are totaled at year-end. A formula is applied and the resulting percentage is established and approved by the State. That percentage will then be applied to each hour of direct labor worked.

Debits to the pool – Employee paid time off benefits such as sick leave, vacation, funeral leave, etc.

Credits to the pool – A percentage is applied to direct labor charges for each project that an employee is working on and the recovery of costs via that percentage are revenue to the pool.

County of Wood  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 Highway Departmentwide  
 Sunday, March 31, 2024

		2024		
		Actual	Budget	Variance      Variance %
<b>REVENUES</b>				
Intergovernmental Revenues				
43300	Federal Grants-American Recovery & Reinvest Act	\$151,023.91		\$151,023.91      0.00%
43531	State Aid-Transportation	553,347.62	2,497,341.00	(1,943,993.38)      (77.84%)
43534	State Aid-LRIP	462,691.55	816,480.00	(353,788.45)      (43.33%)
	Total Intergovernmental	1,167,063.08	3,313,821.00	(2,146,757.92)      (64.78%)
Licenses and Permits				
44101	Utility Permits	4,560.00	29,200.00	(24,640.00)      (84.38%)
	Total Licenses and Permits	4,560.00	29,200.00	(24,640.00)      (84.38%)
Intergovernmental Charges for Services				
47230	State Charges	226,638.80	1,061,555.00	(834,916.20)      (78.65%)
47231	State Charges-Highway	69,010.36	307,190.00	(238,179.64)      (77.53%)
47232	State Charges-Machinery	25,671.03		25,671.03      0.00%
47300	Local Gov Chgs	67,873.04	525,383.00	(457,509.96)      (87.08%)
47330	Local Gov Chgs-Transp	99,850.05	1,130,895.00	(1,031,044.95)      (91.17%)
47332	Local Gov Chgs-Roads	11,237.74	424,793.00	(413,555.26)      (97.35%)
47333	Local Gov Chgs-Bridges		84,227.00	(84,227.00)      (100.00%)
	Total Charges to Other Governments	500,281.02	3,534,043.00	(3,033,761.98)      (85.84%)
Interdepartmental Charges for Services				
47470	Dept Charges-Highway	251.62	2,481,327.00	(2,481,075.38)      (99.99%)
	Total Interdepartmental Charges	251.62	2,481,327.00	(2,481,075.38)      (99.99%)
	Total Intergovernmental Charges for Services	500,532.64	6,015,370.00	(5,514,837.36)      (91.68%)
Miscellaneous				
48340	Gain/Loss-Sale of Salvage and Waste	668.15	6,700.00	(6,031.85)      (90.03%)
48520	Grants/Contribution-ATV Route Signage		20,000.00	(20,000.00)      (100.00%)
	Total Miscellaneous	668.15	26,700.00	(26,031.85)      (97.50%)
Other Financing Sources				
49110	Proceeds from Long-Term Debt		2,137,517.00	(2,137,517.00)      (100.00%)
49280	Transfer from Trust Funds	462,691.55		462,691.55      0.00%
	Total Other Financing Sources	462,691.55	2,137,517.00	(1,674,825.45)      (78.35%)
<b>TOTAL REVENUES</b>		<b>2,135,515.42</b>	<b>11,522,608.00</b>	<b>(9,387,092.58)      (81.47%)</b>
<b>EXPENDITURES</b>				
Public Works-Highway				
53110	Hwy-Administration	116,667.66	413,359.51	296,691.85      71.78%
53120	Hwy-Engineer	53,619.67	271,100.38	217,480.71      80.22%
53191	Hwy-Other Administration	89,569.63	364,803.97	275,234.34      75.45%
53210	Hwy-Employee Taxes & Benefits	(767,561.44)	(0.01)	767,561.43      #####
53220	Hwy-Field Tools	(21,745.36)	(0.08)	21,745.28      #####
53230	Hwy-Shop Operations	81,810.94	331,761.59	249,950.65      75.34%
53232	Hwy-Fuel Handling	(3,784.01)	(23,105.00)	(19,320.99)      83.62%
53240	Hwy-Machinery Operations	(307,896.28)	(580,718.15)	(272,821.87)      46.98%
53250	Hwy-Crushing Operations	10,172.28	0.44	(10,171.84)      #####
53251	Hwy-Crushing Operations Production	33,870.89	(0.13)	(33,871.02)      #####
53260	Hwy-Bituminous Ops	8,177.36	234,143.57	225,966.21      96.51%
53266	Hwy-Bituminous Ops	(4,079.05)	1,957,351.50	1,961,430.55      100.21%
53270	Hwy-Buildings & Grounds	65,051.01	376,257.96	311,206.95      82.71%
53290	Hwy-Salt Brine Operations	22,203.92	(0.40)	(22,204.32)      5,551,080.00%
53291	Hwy-Salt Brine Operations	27,046.56	(0.40)	(27,046.96)      6,761,740.00%
53281	Hwy-Acquisition of Capital Assets	535,774.82		(535,774.82)      0.00%
53310	Hwy-Maintenance CTHS		23,742.92	23,742.92      100.00%
53311	Hwy-Maint CTHS Patrol Sectn	477,883.92	2,895,462.40	2,417,578.48      83.50%
53312	Hwy-Snow Remov	388,678.35	907,384.18	518,705.83      57.16%
53313	Hwy-Maintenance Gang	34,629.55	217,092.62	182,463.07      84.05%
53314	Hwy-Maint Gang-Materials	2,014.64	3,160.00	1,145.36      36.25%
53320	Hwy-Maint STHS	403,526.41	1,061,555.11	658,028.70      61.99%
53330	Hwy-Local Roads	98,479.28	1,130,894.59	1,032,415.31      91.29%
53340	Hwy-County-Aid Road Construction	2,658.18	478,363.75	475,705.57      99.44%
53341	Hwy-County-Aid Bridge Construction		134,227.18	134,227.18      100.00%
53490	Hwy-State & Local Other Services	83,378.37	525,383.46	442,005.09      84.13%
53491	Hwy-ATV Route Signage		40,000.01	40,000.01      100.00%
	Total Public Works-Highway	1,430,147.30	10,762,220.97	9,332,073.67      86.71%
Capital Outlay				

County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Highway Departmentwide  
 Sunday, March 31, 2024

		2024		
		Actual	Budget	Variance      Variance %
57310	Highway Capital Projects	85,399.95	2,246,682.03	2,161,282.08      96.20%
57930	Depreciation & Amortization	1,967.47		(1,967.47)      0.00%
	Total Capital Outlay	87,367.42	2,246,682.03	2,159,314.61      96.11%
	Other Financing Uses			
59210	Transfers to General Fund	462,691.55		(462,691.55)      0.00%
	Total Other Financing Uses	462,691.55		(462,691.55)      0.00%
	TOTAL EXPENDITURES	1,980,206.27	13,008,903.00	11,028,696.73      84.78%
	NET INCOME (LOSS) *	155,309.15	(1,486,295.00)	1,641,604.15      (110.45%)



# Parks & Forestry Department Reports

April 4, 2024

## **Director Report, by Chad Schooley**

- Continue assisting with South Park storm shelter project management. ICF walls, flat roof, 3 sides of sidewalk, and utility install have been completed or begun.
- Working with Arc Central, LLC on completion of construction plans and estimates for Powers Bluff maintenance shop.
- Attended monthly meeting with Friends of Powers Bluff, discussing future maintenance and development projects within the park. Possible project for FOPB will be planning and planting wildflower/prairies along the walktrail in the front field.
- Working with Hwy Dpt staff on site plan for parking lot expansion and shelter building at Powers Bluff. Shelter building site has been cleared of trees and stumps. Large brush pile to be burned when opportunity exists.
- Continue requesting quotes for campground site plan design and cost estimates for South Park.
- Working with staff on completing 2025-2029 CIP. A summary will be sent to Committee prior to the HIRC meeting.
- Met with LWCD staff and members of the Aqua Skiers at Red Sands Beach to conduct a depth survey of the area that has filled in. This info will assist in creating a profile for the purpose of the dredging permit application.
- Attended training on contracts, given by Peter K.
- Vacation scheduled for 03-22-24 to 04-01-24.
- **Special Use Permits**
  - None at this time

## **Maintenance Program Supervisor Report, by Dan Vollert**

### **Construction Projects**

- Dexter Park-Installing lighting by woodshed/rangerhouse area.
- North Park Suspension Bridge repair-western portion of bridge is disassembled. New support decking has been constructed by Highway Bridge Crew and tube supports are on order hoping to have repaired by mid-April.
- North Park Shelter-concrete counter tops are scheduled to be overlayed by Wisconsin Coating Specialists once temperatures are suitable for proper curing.
- NEPCO Park-entrance road sink hole is repaired and crack filling is scheduled with highway department.
- South Park Shower Building shower stalls-dairy board is removed and walls will be painted to match rest of building.
- South Park Old Wood Shed roof- old shingles will be take off and brown steal will be installed.

### **Maintenance Operations**

- After receiving quotes from all local dealerships, the South Park 1-ton dually flatbed was ordered from Wheelers. Monroe is installing dumpbox accessory.

- A 24,000 lb. flatbed trailer from Felling Trailer to replace old 20,000 lb. Interstate Trailer is ordered.
- South Park-cutting trees, brushing, stumping, Boat Landing OPEN and docks installed.
- NEPCO-Boat landing OPEN and docks installed.
- North Park-cutting dead trees and ash tree removal. Frisbee Golf Area Open.
- Dexter Park-tree cutting, brush cutting. Boat landing OPEN and dock installed.
- Powers Bluff-shut down of Winter Sports Equipment and spring cleanup. Multi-use trail maintenance. (Installing French drains and culverts.)
- Table repair, supply delivery/dispersal, equipment servicing, and spring cleanup at all three main shop locations is underway.

### **Employee Matters**

- Jarod Kannarr has resigned his position as South Park Maintenance Worker position due to personal reasons. Interviews are completed and Dawson Simon has accepted the position. He will start March 25, 2024.
- Lining up chainsaw safety class for new employees, jointly with City of WI Rapids and Emergency Management Department.
- Rangers for South & Dexter Parks are hired and Summer LTE positions have been filled. Training and start dates are getting set.

### **Snowmobile/ATV**

- Attended AWSC meeting on March 4<sup>th</sup>.
- Trails are closed for the season and clubs have begun taking down signs.
- Rudolph-Plum Road crossing has been awarded to Earth, Inc. Permitting and contracts are underway.
- Hay Creek ATV project: The bridge install company, Janke General Contractors, Inc. has ordered the bridge. Peterson Road to bridge site is being shaped and surfaced with roadbase. Weichert trucking is supplying material and is being leveled by our Forestry Technician.

### **Office Supervisor Report, by Stacie Kleifgen**

- Participated in interviews for Ranger positions and Maintenance position.
- Preparing for 2024 camping season by organizing and preparing training materials for Rangers.
- Creating step-by-step guide for reservation system.
- Updating process and forms for Ranger deposits and reconciliation.

### **Forest Administrator Report, by Fritz Schubert**

- Timber Sales: Eight active timber sales in March. Several of these timber sales have been cut but wood is still being trucked. Trucking efforts have slowed and several of these contracts are almost completed.
- Continued Planning for upcoming tree planting project: two sites, 76 total acres, 69,425 red and white pine seedlings. DNR nursery has begun lifting seedlings. Our contractor had indicated he hopes to be on site by mid-April.
- Cleaned shooting range.
- Timber sale establishment in Compartments 48 and 53.
- Planning timber bid to occur in April or May. We will be offering 6 tracts for a total of 261 acres, total appraised value = \$183,530.00.

- Attended Peter K. contract training /class.
- Forestry Technician: Cleaned shooting range, mowed roads and trails in county forest, operated P&F machinery on Hay Creek ATV trail development project. Installed culvert and dirt work shaping a portion of trail. Compartment recon. Fecon brush mowed invasive species (buckthorn) within pine plantation in Richfield 360 (compartment 79).



# WOOD COUNTY PARKS & FORESTRY DEPARTMENT

## REVENUE SUMMARY 2024

### March Revenue - April HIRC

BUDGETED REVENUES 2024	46721 SOURCE	FEES	YTD REVENUE 2024	YTD REVENUE 2023	MAR REV 2024	MAR REV 2023	ACTUAL REV 2023
\$ 612,000.00	Camping Reservations	\$10 Resv. Fee+/\$21/\$26/\$29/\$36	\$81,564.97	\$ 85,208.75	\$25,641.88	\$22,772.57	\$ 549,512.32
\$ 45,000.00	Campground Firewood Sales	\$7 per rack	\$0.00	\$ -	\$0.00	\$ -	\$ 42,845.41
\$ 10,000.00	Ice	\$4 (small) /\$7 (large)	\$0.00	\$ -	\$0.00	\$ -	\$ 9,891.33
\$ 3,900.00	Non-Camper Dump Station	\$20	\$0.00	\$ -	\$0.00	\$ -	\$ 3,498.08
\$ 400.00	Camper Storage	\$20/wk - \$300/mo	\$0.00	\$ -	\$0.00	\$ -	\$ 304.91
\$ 900.00	Washer/Dryer/Showers	\$2 wash / \$2 dry/\$1 Laundry Pods	\$0.00	\$ -	\$0.00	\$ -	\$ 811.85
\$ 59,000.00	Shelters Enclosed	Various Fees based on 4 or 8 hrs or all day.	\$18,982.67	\$ 11,599.57	\$2,882.14	\$ 3,357.35	\$ 51,979.84
\$ 13,000.00	Shelters - Open	Various Fees based on location of shelter.	\$3,681.89	\$ 2,747.79	\$1,075.08	\$ 1,305.29	\$ 11,573.31
\$ 3,000.00	General Park User Fees (Use of open areas within parks)	\$75 / \$10 per picnic table	\$0.00	\$ -	\$0.00	\$ -	\$ 47.39
\$ 38,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$13/\$22/\$515/\$655/\$515/\$725/\$865	\$2,971.24	\$ 33,687.24	\$0.00	\$11,381.53	\$ 33,687.24
\$ 5,000.00	Trail Passes (Ski/Snowshoe/Multi-Use)	\$8/daily; \$30/annual; \$60/family	\$1,679.29	\$ 1,855.05	\$42.72	\$ 309.18	\$ 4,175.49
\$ 8,500.00	Disc Golf	\$3 / \$5 / \$25 / \$50	\$347.78	\$ 36.65	\$329.46	\$ 18.32	\$ 7,657.44
\$ 500.00	Parks Pulpwood	Market Price	\$0.00	\$ -	\$0.00	\$ -	\$ -
\$ 25,000.00	Boat Launch	\$25/annual; \$7/daily	\$1,321.73	\$ 181.16	\$1,085.55	\$ 93.19	\$ 22,496.22
\$ 17,000.00	Miscellaneous		\$1,953.37	\$ 106.62	\$352.61	\$ -	\$ 15,433.37
\$ 8,800.00	Gift Certificates		\$0.00	\$ 94.79	\$0.00	\$ -	\$ 7,889.91
\$ 850,000.00			\$112,502.94	\$135,517.62	\$31,409.44	\$39,237.43	\$ 761,804.11
\$ 350,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships) Monthly totals = NET Revenue	CONTRACTED	\$271,280.84	\$ 116,116.53	\$32,822.49	\$59,463.08	\$ 629,983.14
\$ 1,200,000.00		TOTAL REVENUE:	\$383,783.78	\$251,634.15	\$64,231.93	\$98,700.51	\$1,391,787.25

**WOOD COUNTY, PARKS & FORESTRY - FOREST ADMINISTRATOR  
REVENUE REPORT & TIMBER SALE BALANCES**

**April (March Revenue)**

**Budget Year 2024**

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	BALANCE
780	2-16	YODER	\$42,886.00	7/10/2020	6/1/2024		\$20,012.67	\$20,012.67	\$0.00
781	5-19	YODER	\$9,720.00	7/10/2020	6/1/2024		\$0.00	\$0.00	\$0.00
788	2-21	YODER	\$35,900.00	11/24/2021	12/31/2024	-\$1,547.44	\$34,641.48	\$34,641.48	\$0.00
789	3-21	KOERNER	\$10,570.00	11/24/2021	2/29/2024	\$166.50	\$11,998.04	\$11,998.04	\$0.00
790	4-21	SCHREINER	\$15,600.00	11/24/2021	12/31/2024		\$0.00	\$0.00	\$0.00
796	2-22	KOERNER	\$110,780.80	5/27/2022	6/30/2024	\$231.76	\$114,290.07	\$114,054.55	-\$235.52
797	3-22	SCHREINER	\$30,770.00	5/27/2022	6/30/2025		\$0.00	\$0.00	\$0.00
798	4-22	KOERNER	\$194,468.10	5/27/2022	6/30/2024	\$48.00	\$201,324.04	\$200,880.57	-\$443.47
799	5-22	SCHREINER	\$20,200.00	5/27/2022	6/30/2024		\$0.00	\$0.00	\$0.00
800	6-22	SCHREINER	\$16,440.00	5/27/2022	6/30/2024		\$0.00	\$0.00	\$0.00
801	7-22	WILSON	\$11,750.00	8/4/2022	7/30/2025		\$0.00	\$0.00	\$0.00
802	8-22	FLINK	\$15,958.40	11/16/2022	12/3/2024	\$3,527.94	\$14,465.38	\$14,010.69	-\$454.69
803	9-22	KOERNER	\$21,057.80	11/16/2022	12/3/2024		\$0.00	\$0.00	\$0.00
804	10-22	KOERNER	\$84,093.60	11/16/2022	12/3/2024		\$0.00	\$0.00	\$0.00
805	11-22	YODER	\$17,390.00	11/16/2022	12/3/2024		\$0.00	\$0.00	\$0.00
806	12-22	KOERNER	\$12,847.00	11/16/2022	12/3/2024	\$3,855.89	\$19,739.22	\$19,739.22	\$0.00
807	13-22	FLINK	\$9,450.00	12/31/2022	12/31/2025		\$2,274.03	\$2,274.03	\$0.00
809	2-23	KOERNER	\$66,089.00	6/1/2023	6/1/2025	\$10,098.89	\$73,411.68	\$71,276.61	-\$2,135.07
810	3-23	KOERNER	\$36,615.00	6/1/2023	6/1/2025	\$20,047.89	\$28,283.13	\$20,047.89	-\$8,235.24
812	4-23	FLINK	\$11,813.85	6/1/2023	6/1/2025		\$5,079.10	\$5,079.10	\$0.00
814	6-23	YODER	\$21,055.00	6/1/2023	6/1/2025		\$0.00	\$0.00	\$0.00
815	7-23	KOERNER	\$10,728.75	1/4/2024	12/31/2025		\$0.00	\$0.00	\$0.00
816	8-23	KOERNER	\$31,625.00	1/4/2024	12/31/2025		\$0.00	\$0.00	\$0.00
817	9-23	KOERNER	\$17,310.00	1/4/2024	12/31/2025		\$0.00	\$0.00	\$0.00
818	10-23	MIDWEST HW	\$51,768.30	1/4/2024	12/31/2026		\$0.00	\$0.00	\$0.00
755		FIREWOOD				\$40.00	\$0.00	\$0.00	
Payments Received This Month:						\$36,469.43	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	(11,503.99)
						\$ RECEIVED CURRENT MONTH			
2024 Budgeted Total Revenues					\$350,000		Jobs Finished		
2024 Total County Forestry Revenues this month (90%)					\$32,822.49		Jobs Started		
2024 Total Township Revenues this month (10%):					\$3,646.94		Jobs Continuing/Reactivated		
							Jobs Gone Inactive		
2024 TOTAL NET FORESTRY REVENUE TO DATE:					\$271,280.84				

**MINUTES**  
**PROPERTY & INFORMATION TECHNOLOGY COMMITTEE**

**DATE:** Monday, April 1, 2024  
**TIME:** 9:00 a.m.  
**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Al Breu, Jeff Penzkover, Dennis Polach, William Winch, Brad Hamilton

**OTHERS PRESENT:** Trent Miner, County Clerk; See attached sign-in list

1. Chairman Breu called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the March 4, 2024, meeting were reviewed. Motion by Hamilton/Penzkover to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed with explanations given. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed.
6. The Maintenance vouchers were reviewed with explanations given. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
7. The Maintenance Report and project updates were reviewed.
8. The next meeting will be determined by the new committee seated.
9. Motion by Hamilton/Penzkover to go into closed session pursuant to Wis. Stats 19.85(1)(e), to discuss negotiation for the acquisition of property within the “Triangle Development”. Motion carried unanimously.
10. Motion by Hamilton/Penzkover to return to open session. Motion carried unanimously.
11. Chairman Breu declared the meeting adjourned at 10:26 AM.

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

## Property & Information Technology Committee

**April 1, 2024**

[illegible]



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

---

### March 2024

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed.
2. Updated IMS21, Human Services Document Management System, server.
3. Purchased new Human Service signature pads. Work to setup, test and deploy has begun.
4. Work continues on implementation of a video conferencing solution that will allow the two highway shops to perform meetings and training together.
5. Staff have prepared 7 laptops to replace the iPads that the Coroner and his deputies were using to perform their duties. It was determined that the iPads would not fulfill all their needs, so we have been working to migrate to laptops. This includes migrating their shared file system from SharePoint to a network share. IT is working with the Coroner to schedule in person training in April.
6. Network staff has been working with the Sheriff's department to prepare for the implementation of the new squad and body-worn camera system, Axon. Installation of this hardware began March 26th and is expected to be completed by the end of March.
7. Time has been spent reviewing current and upcoming building projects including the new law enforcement center, the move of Register in Probate, and additional offices being built at River Block. This month the Register in Probate moved into their new area. Staff worked to make sure phone and faxing was working as expected and also assisted CCAP with verifying network ports were ready for computers to be moved.
8. Final network preparations are being done for the Branch I remodel that is set to begin May 1st.
9. Pricing and licensing needs have been discussed with the Village of Port Edwards to replace their server infrastructure. This includes replacement of server hardware, upgrading operating systems, and migrating some services to the cloud. IT staff will be attending and presenting this proposal to their board in early April.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

10. Support for Norwood Healthcare Center and Edgewater Haven Matrix (EHR) and CART (CMS abstraction and reporting tool) software is ongoing. Priority support continues for billing staff at both facilities while the claims management vendor works to resolve a security breach that occurred in February 2024 and the EHR (electronic health records) vendor works to assist and provide services thru a provisional claims processing clearinghouse. Super user training continues and results in improved support of the EHR (electronic health record) system. Project work continues, including attending training webinars, in order to meet the latest CMS (Centers for Medicare and Medicaid) requirement for the Norwood Admissions Hospital unit transparency in pricing reporting. Project work begins, including attending informational meetings, in order to meet the latest WISHIN (Wisconsin Statewide Health Information Network) requirement for the Norwood Admissions Hospital unit data capture and reporting. Failure to comply and meet the deadline of July 1, 2024 and December 31, 2024, respectively, would result in reduction of CMS revenue for the Norwood Healthcare Facility and violation of the public reporting requirements.
11. Investigation and planning for a necessary update to Sheriff's Department Citation System (TraCS) continues.
12. Worked with the Health Department to update HealthSpace, Environmental Health Recordkeeping System that is provided by DHS to track health inspections and licensing required to maintain public health. This program also allows licensees to pay their fees online via Point and Pay.
13. Researched and ordered iPad replacement for County Board members. Device setup has begun and devices will be ready for placement after the upcoming County Board Election.
14. Network staff continues configuring our new SIEM solution, Arctic Wolf. This will give us much needed insight into threat detection, security events, and compliance information among other useful metrics for ensuring that the Wood County network and computers are protected. Software has been installed on all Wood County clients and servers with sensors configured to monitor network traffic for malicious activity.
15. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
16. Programming staff work to improve support documentation for the Sage HRMS, Human Resources Management System, system for employee, benefit and payroll data.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
17. Continued work consolidating programming source control systems in order to organize historical and ongoing software development projects and eliminate a server as part of the Server OS update project.
  18. Network staff continue to work with a vendor to upgrade our phone system. These upgrades will allow us to configure newer devices and ensure support beyond August 2025.
  19. IT published and continues to refine the newly developed project request life cycle. This form and life cycle increases efficiency for both requestors and IT staff and helps to ensure that we provide excellent, timely and cost-effective solutions.
  20. Support for GCS\ Catalis property tax systems is ongoing. The current property tax software version end-of-life is set for Fall of 2023. The existing property tax system is on-prem, servers at Wood County. The upgraded version will be cloud based. Contract negotiation for system migration was finished in late May but adjustments continue as the vendor completes migrations for other counties. System migration is scheduled to begin in May 2024 and we do prefer this later timeframe. Migration of the property tax system will trigger the need for extensive work on multiple interfaces to systems like the Register of Deeds and Planning and Zoning permit system.
  21. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
  22. The TimeStar, electronic timecard and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests continue. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. Work begins to replace and configure 3 punch timeclocks for our medical facilities before June 2024 when clocks will no longer interface with the time tracking system. TimeStar software upgrade is planned for early April and will extend functionality and address the need for PHP updates to increase security. This need was flagged by our new security monitoring software, Arctic Wolf. Discovery project stage begins for implementing TimeStar application VPN\on-site only access restrictions.
  23. Programming staff work to review and enhance code, update test systems and create user and system documentation in support of 2024 employee benefits open enrollment, new hire enrollment and special application access for the Courts and DA employees.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
24. Staff has been working on configuring our on-premise Exchange servers to work with O365 (Exchange Online). These changes will allow us to run a hybrid email system and/or move to the cloud when support on our current system expires.
  25. Network staff continue to engage a consultant for assistance in the configuration of a new network core to replace existing equipment. This will support additional upgrades to the network and servers at the Courthouse. Core Switches are a critical component for access to critical infrastructure. Much care is being exercised to ensure minimal downtime when the new hardware goes into production.
  26. Network staff continue working with the Next-Gen 911 provider and various other vendors related to the Next-Gen 911 upgrade, to gather the required information and schedule installations. This has been an active project for more than a year and is on schedule to be completed within the coming months. The project is part of a statewide effort to provide a more robust solution and will provide redundant VoIP circuits to help minimize downtime due to failed provider hardware and outdated circuit technology.
  27. The Register of Deeds work to upgrade multiple applications continues each week. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates and maintenance on a regular basis. Work begins to implement upgrade procedures that place significant restriction on the vendor use of a remote assistance software, Octopus. The new restriction will enhance security while minimally impeding remote upgrade assistance functionality.
  28. UPS replacement and battery refresh maintenance work continues in order to protect IT network equipment from power failures and surges.
  29. IT staff continue working to organize and relocate the Information Technology network drive shared data. This is an ongoing and sizable project.
  30. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL server. This ongoing project takes considerable time to plan, test, and implement.
  31. Continue to work on the project plan for the O365 migration. The current version of Office needs to be replaced with O365 by December 31, 2024. All departments will be migrated.





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
32. The 1<sup>st</sup> PC order for 2024 was placed and hardware has arrived. Updated the image to include the update to Windows 11 and Office 365 as both products will be rolled out in 2024.
  33. The IT Security Team continues the Security Awareness Program. Members of our team have been virtually attending mentoring meetings with leaders in the cybersecurity area, as arranged by the MS-ISAC (Multi-State Information Sharing and Analysis Center). This includes monthly update meetings with the State of Wisconsin CRT (Cyber Response Team). New training and phishing tests have been assigned to help ensure all Wood County staff are assisting in keeping our network and data safe.
  34. For the month of February, 615 helpdesk requests were created, with staff completing 541 tickets and leaving 539 open requests. In addition, there are currently 149 project requests.
  35. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
  36. A new IT Intern was hired and started on March 18<sup>th</sup>. Jaren Mancl, System Technician was promoted to the System Technician Lead and began his new role on April 25<sup>th</sup>. The other System Technician resigned, so we are currently recruiting for our two Systems Technician positions.
  37. Programming staff work to review, improve and support systems and train the new analyst.
  38. Network staff continues to work with Maintenance, Sheriff, Samuel's Group, and various vendors on the infrastructure needs for the new Law Enforcement Center.
  39. Staff attended a session provided by Corporation Counsel, Peter Kastenholz, and learned valuable information regarding vendor contract and agreement elements.
  40. Completed update to Dispatch Medical Question Software, ProQA, on dispatch computers.
  41. Continued work on the Central Records SharePoint site. This site will allow for improved collaboration and communication with the agencies that utilize CIS, the County-wide Law Enforcement software.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

---

42. Work on updating the CIS Law Enforcement System address mapping is almost complete. The MCS street/address file was sent out to all devices for download in CIS Update Manager. The updated MCS imagery map file has been completed on all Sheriff Department squad computers and desktop computers, with the exception of one desktop at Norwood. This desktop will be updated the next time IT staff is onsite. Dispatch computers were updated too. The updated MCS imagery file has also been added to the Central Records SharePoint site for municipalities to download and instructions on how to download the install has been sent to all municipalities.
43. Created instruction document for changing Pittsville and Port Edwards to Secure Access instead of NetMotion, mobile device performance management and traffic optimization software, and updated the Wiki. This was completed when computers were being updated with the MCS imagery map.
44. All IT staff have reviewed the updated TIME System Security Awareness Handout and signed the necessary Certification Statement.
45. Updated and applied fixes for Emergency Management's BNI, Building Number Identification, in house system.



# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

### Letter of Comments April 2024

#### Ongoing Projects and Planning

**Jail Project** – Contractors remain busy working on interior mechanical details as well as some of the finishes. While it will seem like monthly progress reports aren't changing much, there have been around 100 laborers on site each workday.

A majority of the interior has paint on the walls and ceiling grid installed. Exterior work will continue in the coming weeks; this will include preparation for the new main entrance location along Market Street.

**Courthouse** – Based on equipment lead times and Court schedule, the Branch 1 remodel has been adjusted to begin in May. In order to appropriately update the 1950s building infrastructure in that area, extensive work is required and will lead to some disruption. We will work with affected departments to minimize any loss of productivity.

The engineers who are working on design for the heating system replacement have been collecting information and are working with a local contractor to assemble updated project cost estimates. I am hoping they are able to give us an updated budget by the end of May in order to help us finalize 2025 CIP.

**River Block** – Replacement of the outdated elevator controls is now complete. The final phase of modernization includes replacement of the hydraulic cylinders – this should be finished at the end of 2024 and will then provide us with elevators that meet current standards for many years.

Another facility element that has reached end of life is the roof covering. We will begin replacing the roof this year; the work includes a design update that will provide better drainage and less propensity for water backup/leaking.

#### Miscellaneous

Attended PIT, County Board, and numerous project meetings.

Continuing to work with City staff and adjacent property owners regarding accessibility improvements at the Courthouse.

Working on updating our 5-year CIP documents.

**South Central Library System Board of Trustees Minutes**

**2/22/2024, 12:15 p.m.**

**1650 Pankratz Street, Madison**

**Meeting held via Zoom & in person**

**Action Items:**

**Approved the 2023 Annual System Report**

Present: M. Anderson, C. Clark, B. Clendenning, P. Cox, S. Feith, N. Foth, M. Furgal, S. Garcia, J. Honl, M. Jorgensen, M. Howe, M. Nelson, G. Poulson, L. Ross, H. St. Maurice, T. Walske, J. Wright

Recorder: H. Moe

SCLS Staff Present: K. Goeden, M. Van Pelt,

Guest: L. Oathout, S. Schultz

Call to Order: 12:15 p.m. J. Honl, President

- a. Introduction of guests/visitors: Larry Oathout, director of Portage County Public Library and Shannon Schultz, newly hired director of SCLS were introduced.  
All trustees introduced themselves.
- b. Changes/Additions to the Agenda: None
- c. Requests to address the Board: None

Approval of previous meeting minutes: 1/25/2024 Minutes

- a. Motion: M. Howe moved approval of the 1/24/2024. G. Poulson seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.

Financial Statements: K. Goeden provided a brief review of the financial statements.

Bills for Payments: The payment amount is \$448,411.66

- a. Motion: M. Howe reviewed the bills for payment and moved approval. M. Anderson seconded.
- b. Discussion: None.
- c. Vote: Motion carried.

**Committee Reports:**

- a. Advocacy – Legislative Day recap: G. Poulson and M. Nelson attended. Legislators from Dane County expressed support of the library. T. Walske was unable to attend but did contact her legislators and encouraged others to do so as well. M. Anderson noted he would participate if reappointed to the board next year.
- b. Budget & Finance: No report.
- c. Personnel Committee: N. Foth will be the chair of the committee.

**Action Items:**

- a. Approval of the 2023 Annual System Report
  - i. Motion: N. Foth moved approval of the 2023 Annual System Report. J. Wright seconded.
  - ii. Discussion:
  - iii. Vote: Motion carried.

SCLS Foundation Report: M. Van Pelt noted the board met 2/16/2024 to discuss the Cornerstone event. Jaime Healy-Plotkin will be the recipient and the event will be held October 3. Andy's Heating and Cooling will be a sponsor to the event. If anyone is interested in being a sponsor, please let T. Walske or K. Goeden know. There is a citizen vacancy on the Foundation board.

System Director's Report: You may view the System Director report online.

Administrative Council (AC) Report: Met 2/15/2024. You may view the minutes online.

Information sharing: Ribbon Cutting will begin at 2:00 today.

Adjournment: 12:49 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt  
BOT/Minutes/2/22/2024

## **MINUTES**

### **JAIL CONSTRUCTION ADHOC**

**DATE:** Tuesday, March 19, 2024

**TIME:** 10:15 AM

**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Laura Valenstein, Jake Hahn, Dave LaFontaine, Lee Thao, Al Breu, Dennis Polach

**MEMBER EXCUSED:** John Hokamp

**OTHERS PRESENT:** Trent Miner, County Clerk; see attached sign-in sheet.

1. Chair Valenstein called the meeting to order at 10:15 AM.
2. There was no public comment.
3. Motion by LaFontaine/Breu to approve the minutes of the previous meetings. Motion carried unanimously.
4. Construction update: Samuels Group reviewed progress to date. Of note:
  - Masonry walls are about 2 weeks from completion
  - Painting continues in various locations within the project
  - April 1<sup>st</sup>, dirt work will start in the front of the building.
  - One car of the elevators will be operational in about 2 weeks
  - Furniture bids received with selection occurring shortly
  - Electrical procurement lags but allowable workarounds are being completed
5. Van Tassel reviewed the snowmelt design for the ramp and front of the jail. He advocated for a change in design allowing the refurbishing of small sections of concrete instead of complete closure of those areas. The cost of the modifications are estimated at \$250,000, but this would be recouped by being able to replace only concrete sections as needed. Motion by LaFontaine/Breu to move forward with the revised design of the snowmelt function to allow for easier and more cost effect replacement of concrete sections. Motion carried unanimously.
6. Because of financing regulations, borrowed money cannot be used to fund the design of the solar project on the jail. The PIT Committee voted to not fund this from the Maintenance budget. The jail solar project will continue to be pursued.
7. Chair Valenstein adjourned the meeting at 10:54 AM.

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

**March 19, 2024**

131

RESOLUTION # \_\_\_\_\_

Introduced by: WOOD COUNTY BOARD OF SUPERVISORS

RELATING TO THE LIFE AND PUBLIC SERVICE OF KENNETH JOSEPHSON

**WHEREAS**, it has pleased the Almighty to call from this life former County Board Chairman Kenneth Josephson, and,

**WHEREAS**, Chairman Josephson was born October 12, 1929, and passed from this world on March 4, 2024, and,

**WHEREAS**, Chairman Josephson was employed at Roddis Plywood, Northern Auto, V&H, and Staab Construction, and,

**WHEREAS**, Chairman Josephson was elected to the Wood County Board of Supervisors in April 1994, and served until April of 2010, and,

**WHEREAS**, Chairman Josephson served with honor and distinction on the Commission on Aging, General Claims, Parks & Forestry, Social Services, Finance & Budget, Highway, and Emergency Management Committees, Traffic Safety Commission, Edgewater Haven Board of Trustees, and North Central Wisconsin Workforce Development Board, and served as County Board Chair from February 2006 – April 2006, and,

**WHEREAS**, Chairman Josephson’s public service also included service in the National Guard, and,

**WHEREAS**, Chairman Josephson enjoyed the respect of his colleagues and service organizations to which he belonged, including the Jaycees, Holy Name Society of Sacred Heart Church and as an honorary life member of the Knights of Columbus, and,

**NOW, THEREFORE, BE IT RESOLVED**, that the Wood County Board of Supervisors commend Chairman Kenneth Josephson’s public service, 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 children, and,

**BE IT FURTHER RESOLVED**, that we stand in silence for one minute in respect to his passing.

WOOD COUNTY BOARD OF SUPERVISORS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Adopted by the Wood County Board of Supervisors this 16<sup>th</sup> day of April, 2024.