

**AGENDA FOR JUNE 16, 2020 – 9:30 A.M.  
WOOD COUNTY BOARD OF SUPERVISORS  
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Chairman Pliml

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

ADRC-CW, Citizen Member – Doug Machon

Health & Human Services Committee – Dr. Kristen Iniquez, DO – term ending April 2021

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS

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

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

SET DATE FOR NEXT COUNTY BOARD MEETING – July 21, 2020

ADJOURN

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**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 960 425 724

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m446b6c16fd913365acf4c7ed1fb6ad>

Meeting number (access code): 960 425 724

Meeting password: CB0616

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

May 19, 2020 – 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on May 19, 2020.

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

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Fischer, Hahn, Hamilton, Hokamp, LaFontaine, Leichtnam, Pliml, Polach, Rozar, Thao, Valenstein, Wagner, Winch, and Zurfluh.

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

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

Motion by Hamilton/Fischer to approve the following appointments: Committee Appointments 2020-2022; CDBG Housing Committee – Nathan Weideman, Allen Breu; McMillan Library Board of Trustees – Susan Feith, Bill Clendenning. Motion carried by voice vote.

Dorothy Schnitzler made public comment and provided the board with documents as it relates to H.R. 6666.

Referrals were noted.

Committee minutes presented: Operations, Health Insurance Adhoc.

Chairman Pliml requested the first five resolutions be taken with one vote. Supervisor Clendenning asked that Item 1-5 be pulled from that list. No objections were heard.

**RESOLUTION 20-5-1**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2019 budget for Norwood Health Center for additional revenue and expenditures unanticipated during the original budget process.

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

Function	Account Name	Debit	Credit
54324	Norwood-SNF-CMI		2,365
54325	Norwood-SNF-TBI		96,110
54326	Norwood-Inpatient		130,126
54350	Norwood-Dietary		33,225
54363	Norwood-Medical Records		3,514
46525	Public Chgs-Medicare	265,340	

Motion by Hamilton/Wagner to adopt Resolution 20-5-1. Motion carried unanimously.

**RESOLUTION 20-5-2**

Introduced by: Public Safety & Operations Committee

INTENT & SYNOPSIS: To amend the 2020 Sheriff budget (52710) for additional expenditures for the Sheriff's Department that were unanticipated during the original budget process.

FISCAL NOTE: The adjustment to the budget as follows:

Function	Account Name	Debit	Credit
52710	Sheriff		\$85,000
34300	General Fund	\$85,000	

Motion by Hamilton/Wagner to adopt Resolution 20-5-2. Motion carried unanimously.

### **RESOLUTION 20-5-3**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2019 budget for Coroner for additional expenditures unanticipated during the original budget process.

FISCAL NOTE: To transfer \$315 from available balance in contingency (51590) to the Coroner function (51231). At time of this request, the funds available in the contingency are \$233,639. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
51231	Coroner		6,915
46221	Public Charges-Cremation	1,600	
46230	Death Certificates	5,000	
51590	Contingency	315	

Motion by Hamilton/Wagner to adopt Resolution 20-5-3. Motion carried unanimously.

### **RESOLUTION 20-5-4**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2019 budget for Transportation & Economic Development for additional revenue and expenditures unanticipated during the original budget process.

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

Function	Account Name	Debit	Credit
56780	CDBG-ED		46
56730	Trans & ED-Airport Aid	4,116	
56750	Trans & Econ Devel		4,116
48900	Other Misc. Revenue	46	

Motion by Hamilton/Wagner to adopt Resolution 20-5-4. Motion carried unanimously.

### **RESOLUTION 20-5-5**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2020 budget to include monies that were budgeted in 2019 for UWSP-Marshfield but were not used during the budget cycle. In addition, increase 2020 budget as approved by the Operations Committee for higher than anticipated costs.

FISCAL NOTE: To transfer \$15,000 from available balance in contingency (51590) to the UWSP-Marshfield function (57640). The 2019 monies were budgeted and moved to the Fund Balance at the end of 2019. At the time of this request, the funds available in the contingency are \$450,000. The monies will be expended in 2020. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
57640	UWSP-Marshfield Bldg. Improve		\$37,000
57640	UWSP-Marshfield Bldg. Improve		\$15,000
34300	Fund Balance	\$37,000	
51590	Contingency	\$15,000	

Motion by Breu/Rozar to adopt Resolution 20-5-5. Extensive discussion regarding timelines of the budget process and Wood County's continuing financial involvement in the campus. Motion to adopt Resolution 20-5-5 carried. Voting no was Polach, Clendenning, and Zurfluh.

#### **RESOLUTION 20-5-6**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To approve the Wood County Strategic Plan

FISCAL NOTE: None

Motion by Feirer/Hamilton to adopt Resolution 20-5-6. Motion by Valenstein/Zurfluh to amend the Strategic Plan Vision Statement to read, "Make Wood County a community of choice with safe and vibrant neighborhoods, businesses, educational services, and cultural opportunities". Motion to amend carried by voice vote. Motion to adopt Resolution 20-5-6 as amended carried unanimously.

#### **RESOLUTION 20-5-7**

Introduced by: Operations and Property & Information Technology Committees

INTENT & SYNOPSIS: To amend the 2020 budget for the Wood County Maintenance Department by transferring \$75,000 from Buildings Maintenance Retained Earnings Account to pay for the purchase of vacant land at 411 East Jackson Street in Wisconsin Rapids, WI.

FISCAL NOTE: Transfer \$75,000 from Buildings Maintenance Retained Earnings Account.

Account	Account Name	Debit	Credit
33900	Buildings Maint. Retained Earnings	\$75,000	
51611	Courthouse/Jail Land Improvements		\$75,000

Motion by Hamilton/Valenstein to adopt Resolution 20-5-7. Clendenning declared his intention to abstain from voting on this resolution. Motion to adopt carried. Voting no was Winch.

Committee minutes presented: Health & Human Services.



## **RESOLUTION 20-5-8**

Introduced by: Health & Human Services Committee

INTENT & SYNOPSIS: To support the 116th Congress Senate Bill 3020 and House of Representative Bill 5516 the "Commitment to Veteran Support and Outreach Act" (CVSO Act).

FISCAL NOTE: None

Motion by Hamilton/Feirer to adopt Resolution 20-5-8. Motion carried unanimously.

Committee minutes presented: Public Safety

## **RESOLUTION 20-5-9**

Introduced by: Public Safety & Operations Committees

INTENT & SYNOPSIS: To settle former Sheriff Reichert's lawsuit against the county for a benefit the county does not believe him to have been eligible for.

FISCAL NOTE: \$3,000.00. The funds for the settlement would come from the "OPEB Sick Leave Conversion to Health" account #704-9500-51934-000-341. This account is located within the Finance Department. For 2020, \$500,000 was budgeted for this account so this settlement is not likely to put the account over budget.

Motion by Hamilton/Zurfluh to adopt Resolution 20-5-9. Motion carried unanimously.

Committee minutes presented: Conservation, Education, & Economic Development, Golden Sands Resource, Conservation, & Development Council, Judicial & Legislative, Criminal Justice Task Force Adhoc.

## **RESOLUTION 20-5-10**

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To present to the elected state officials the results of the referendum supporting nonpartisan legislative redistricting.

FISCAL NOTE: None.

Motion by Hamilton/Wagner to adopt Resolution 20-5-10. Motion by Rozar/LaFontaine to amend the 3<sup>rd</sup> Whereas to remove the word "feels" and insert the word "believes". Motion to amend carried by voice vote. Motion to adopt Resolution 20-5-10 as amended carried unanimously.

Committee minutes presented: Highway Infrastructure & Recreation, Property & Information Technology, Aging & Disability Resource Center of Central Wisconsin, South Central Library System Board of Trustees.

Without objection, Chairman Pliml adjourned the meeting at 10:36 a.m. Next scheduled county board meeting is June 16, 2020.

Trent Miner  
County Clerk

## **REFERRALS FOR JUNE 16, 2020 – COUNTY BOARD**

- None

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**MINUTES**  
**JOINT OPERATIONS and PROPERTY & INFORMATION TECHNOLOGY COMMITTEES**

**DATE:** Tuesday, May 19, 2020  
**LOCATION:** Courthouse, County Board Room

**MEMBERS PRESENT:**

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

**Property & Information Technology:** Al Breu, Dennis Polach, Brad Hamilton, Laura Valenstein, William Winch

Chairman Breu called the meeting to order at 8:30 a.m.

The joint committee reviewed the resolution authorizing the transfer of funds and the purchase of property located at 411 E. Jackson St., Wisconsin Rapids (formerly, Ebsen's Greenhouse) This property is located immediately south of the Avon Street parking lot. Discussion ensued on negotiations and funding mechanisms. Motion by Hamilton/Valenstein to approve the resolution and send it to county board for their consideration. Motion carried unanimously.

Chairman Wagner assumed the gavel for the Operations Committee portion of the agenda.

The resolution for the approval of the County Strategic Plan was presented. Motion by Rozar/Pliml to approve the resolution and send it to county board for their consideration. Motion carried unanimously.

The resolution for the funding of the UWSP at Marshfield Greenhouse project was presented. Motion by Fischer/Pliml to approve the resolution and send it to county board for their consideration. Motion carried unanimously.

County Board Chair Pliml provided an update to the elected constitutional officer wages and noted that work continues in this regard.

Chairman Wagner declared the meeting adjourned at 8:47 a.m.

Minutes taken by Trent Miner, County Clerk

**OPERATIONS COMMITTEE  
MEETING MINUTES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**HEALTH INSURANCE ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, May 19, 2020  
**TIME:** 11:00 a.m.  
**LOCATION:** Courthouse – Room 114

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

**OTHERS PRESENT** (for all or part of the meeting): Kim McGrath, Kelli Quinnell, Brandon Vruwink, Tim Deaton (The Horton Group), Michael LaMont (WCA), Geoffrey Bergwall (United Health Insurance)

The meeting was called to order by Supervisor Rozar at 11:04 a.m.

Public Comments: None.

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

Tim Deaton of The Horton Group gave a presentation to the Committee regarding health insurance. Mr. Deaton presented the Committee with 2021 renewal projections and explained how budgeting currently works for health insurance premiums. Mr. Deaton discussed the current state of the health insurance industry amidst the COVID-19 pandemic and explained low, medium, and high impact projections on claims. Discussion ensued at length. Mr. Deaton stated that he will continue to provide updated projections to the Committee leading up to budget time.

Michael LaMont, Chief Operating Officer of WCA Health Trust, gave a presentation to the Committee regarding the current state of the health insurance industry and an update of COVID-19 related impacts to the health insurance industry. Geoffrey Bergwall of United Health Insurance participated in the presentation as well to provide insight into the impacts of COVID-19 on health care. Mr. LaMont answered questions from Committee members in regards to market trends on incentives, the prevalence and accessibility of telehealth, and antibody testing. Discussion ensued.

Human Services Director Vruwink presented a revised version of the Vacant Positions Policy that incorporated suggestions and further clarification requested from Department Heads. Discussion ensued at length. The Committee asked Vruwink to put together information on the impact to the Human Services budget if they were to eliminate FTE's that were not filled and budget for the cost of contracted employees and overtime instead. Vruwink will bring this information to the next meeting.

Human Resources Director McGrath explained that, if the Committee was looking to do a PEHP buy-out, 480 employees would potentially be impacted. Discussion ensued. The Committee request that McGrath compile a cost analysis of a potential PEHP buy-out and bring it to the next Committee meeting.

Agenda items for next meeting: Vacant Positions Policy  
PEHP Buy-Out Costing Discussion  
Incentives

The next meeting is on Tuesday, June 2, 2020 at 11:00 a.m., or immediately following the Operations Committee meeting.

Chair Rozar declared the meeting adjourned at 1:24 p.m.

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

**HEALTH INSURANCE ADHOC COMMITTEE  
MEETING MINUTES**

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

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

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

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

Public Comments: None.

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

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

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

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

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

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

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

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



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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Letter of Comments – June 2020

- The May 12<sup>th</sup> Special Election went very smoothly overall. Turnout for those 18 municipalities that had the election was 46.64%. The Town of Hiles was the top municipality turnout with 60.95%, followed by the Town of Cary (51.88%) and the Town of Hansen (51.69%).
- Because only half the county had an election, I took the opportunity to get out of the office on Election Day and go up and see a couple of polling locations in the City of Marshfield. The City of Marshfield Clerk, Deb Hall, her staff, and her crew of chief election inspectors, do an absolute fabulous job in setting up and running polling places on Election Day. I invited the City of Wisconsin Rapids Clerk and Deputy Clerk to meet me in Marshfield to take a look and see if there were things they could incorporate into their methods that might make it easier for them as well. We visited 2 out of the three polling locations. I also stopped at another town hall on my way back to the office.
- We have a tentative timeline for the election system upgrade and have been communicating with the municipal clerks in that regard. This coincides with the biannual preventative maintenance that all machines get. We have coordinated two locations for clerks to drop off their machines (here or Marshfield City Hall) so the service tech is not running back and forth to multiple locations. We will also be doing multiple trainings on how the new system works after the upgrade is complete.
- I decided to open my office back up to the public on Monday, May 18<sup>th</sup>. I purchased some salad bar screens from the Maintenance Department for our front counter, and will have restrictions in place for the amount of people we'll allow in our office for any given transaction. The screens are temporary. We enjoy the open concept of our counter space and look forward to not having to use them. The first few days were VERY busy in vehicle registration transactions, once people found out we were open. The DMV Service Centers are still not open to the public for those transactions, which increases our traffic.
- We finalized, and had published, the county directory this past month. We usually distribute the town copies at a towns association meeting, but with those meetings being cancelled, we ended up mailing more out than usual.
- By the time of your meeting, we will know our slate of candidates for the fall election season, and will be working on getting ballots ready for the August Primary election, to be held on August 11<sup>th</sup>.
- I am coordinating the Red Cross Blood Drive being held on Friday, June 5<sup>th</sup> from 9:30 a.m. until 2:30 p.m. As always, we invite, and encourage, county board supervisors to participate! Stop in our give me a call and we'll get you set up with an appointment!!!





# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

May 29, 2020

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

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### Human Resources Activity

	May 2020	2020 Year-to-Date
Applications Received	223	1,126
Positions Filled	15	78
Promotions/Transfers	7	18
New Hire Orientations	9	47
Terminations, Voluntary	4	48
Terminations, Involuntary	3	10
Retirements	1	4
Exit Interviews	1	12

### Human Resources Narrative

#### General Highlights

1. We are currently at the end of Phase II of the Classification and Compensation Study with Carlson Dettmann. The benefits analysis portion of the project has begun with Cottingham & Butler completing that component. All County departments held a remote 1:1 WebEx calls with Patrick Glynn during the week of May 25<sup>th</sup>. Patrick will present a mid-project review to the Operations Committee at their June 2<sup>nd</sup> meeting.
2. Related to the current COVID-19 pandemic, Human Resources continues to answer numerous employee and departmental questions. Continued follow-up and communication with employees regarding continued eligibility for the Families First Coronavirus Act (FFCRA) Leave for employees needing to care for their children during the summer months due to closure of childcare providers.

#### Meetings & Trainings

1. Attended the Operations Committee on May 5<sup>th</sup> where the HR-related items included an update on the recruitment of the Finance Director, discussion of the recommendations of the Ad Hoc Health Insurance Committee, a Health Insurance Presentation by The Horton Group, and a Deferred Compensation Presentation by Cerity Partners.
2. Attended County Board via WebEx on May 19<sup>th</sup>.
3. Attended the Criminal Justice Coordinator Committee on May 6<sup>th</sup> and 27<sup>th</sup>.
4. Attended the Public Safety Committee meeting on May 11<sup>th</sup>.

5. Attended the Ad Hoc Health Insurance Meeting on May 19th.
6. Attended the weekly COVID-19 calls facilitated by Emergency Management.
7. Attended a conference call with Carlson Dettmann on May 21<sup>st</sup> related to the benefits analysis component of the Classification & Compensation Study and May 29<sup>th</sup> related to the HR Departmental 1:1 interview.
8. Held the monthly conference call with The Horton Group on May 26<sup>th</sup> to discuss various benefit topics.
9. Staff attended various meetings including:
  - a. COVID-19 Webinar with Anthem on May 4<sup>th</sup>
  - b. Wellness Committee Meeting on April 30<sup>th</sup>
  - c. SPAHRA Board Meeting on May 5<sup>th</sup>
  - d. FFCRA and FMLA Leave SPAHRA webinar on May 13<sup>th</sup>

#### **Benefits**

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Printed and collated New Hire Orientation packets.
5. Responded to Employment Verifications requests.
6. Updated Health Fund Balance document for April.
7. Communicated with employees, Anthem representatives, and The Horton Group regarding multiple claim concerns.
8. Provided employee data including position titles, WRS Enrollment, and/or term info to WIPFLI.
9. Provided employee count for quarter 2 Employee Assistance Program administration fee to Ascension.
10. Created a report at the request of the Ad Hoc Health Insurance Committee detailing the cost associated with the Post Employment Health Plan (PEHP) with point-in-time data including rate of pay, sick hours balance, and estimated time to retirement (age 65).
11. Provided a report of data requested for a benefit analysis to Carlson Dettmann for the Classification & Compensation Study.

#### **Recruitment**

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Posted positions on various sites, coordinated and scheduled interviews, completed references, background checks, and degree verifications, and presented offers of employment to candidates.

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

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Child Support	Case Worker	Position posted, applications being received, deadline 5/27/2020

Replacement	Clerk of Courts	Records Clerk – Administrative Services 4	Position posted, interviews conducted, final candidate selected, references completed, offer extended and accepted. Filled 5/26/2020.
Replacement	Dispatch	Dispatcher	Name retrieved from Eligibility List previously established. References completed, offer extended and accepted. Filled 5/4/2020.
New	District Attorney	Receptionist/Secretary	Position posted, applications being received, and routed to DA for review. Deadline 5/31/2020.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 6/28/20.
Replacement	Finance	Finance Director	Position extended – deadline 6/7/20. Interviews conducted 3/6/20. Final candidate identified. The scheduled “meet and greet” with the Finance team conducted on 5/20/20.
Intern	Highway	Highway Engineering Intern	Position posted, telephone interviews held, references, DL Check, offer accepted, start date 6/1/2020.
Replacement	Highway	Summer Help (4)	Position posted, telephone interviews held, final candidates selected, references being conducted. All positions filled with various start dates.
Replacement	Highway	Mechanic	Position posted, interviews conducted. Final candidate selected, references completed, offer extended and accepted. Filled 5/18/2020.
Replacement	Highway	Accounting Tech	Position posted, video interviews conducted, final candidate selected. References completed, offer extended and accepted. Filled 5/26/2020.
Replacement	Human Services	Support & Service Coordinator	Position posted, applications being reviewed. Deadline 5/17/2020.
Replacement	Human Services	FSET Case Manager	Position posted, interviews conducted. Offer extended and accepted. Filled 6/1/2020.
Replacement	Human Services	Child Care/Volunteer Coordinator	Position posted, interviews conducted. Offer extended and accepted. Filled 5/18/2020.
Replacement	Human Services	Economic Support Specialist	Position posted, interviews conducted. Offer extended and accepted. Filled 5/4/2020.
New	Human Services	Social Worker (Ongoing) – Replaced SW-IA & Ongoing	Position posted, interviews conducted. Offer extended and accepted. Filled 6/1/2020.
Replacement	Human Services	Social Worker – Youth Justice	Position posted, interviews conducted. Offer extended and accepted. Filled 5/26/2020.
Replacement	Human Services	CCS/CSP Manager	Position posted, interviews conducted.
Replacement	Human Services	Family Resource Coordinator	Position posted, interviews conducted. Offer extended and accepted. Filled 5/11/2020.
Replacement	Human Services	CCS/CSP RN	Position posted, interviews conducted. References and background being completed.
Replacement	Human Services	Social Worker – Initial Assessment (2)	Position posted, deadline 6/14/2020.
Replacement	IT	Network Analyst	Position posted, deadline 5/25/2020.
New/Replacement	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA’s Multiple	Ongoing recruitment by Norwood.

Replacement	Park & Forestry	Seasonal (LTE II) - 2	Position posted, interviews conducted. Completed references, offers extended and accepted. Both positions filled.
Replacement	Register of Deeds	Chief Deputy	Position filled internally.
Replacements	Register of Deeds	Deputies (2)	Positions posted, deadline 6/8/2020.
Replacement	Sheriff	Deputy Sheriff-Eligibility List	Position posted, applications reviewed, interviews conducted, background & references in process.
Replacement	Sheriff	Corrections Officers – Establish Eligibility List	Position posted, deadline 5/17/20.

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

1. Continuing the process of updating the Safety and Risk Manual and associated appendices/forms (expected completion is August 2020).
2. Issued various certificates of insurance (COI) for requesting departments and external vendors throughout the month.
3. Managed open claims with Aegis throughout the month.
4. Completed N95 fit testing for 26 nursing staff at Edgewater Haven over multiple days.
5. Working with Facilities, IT, and Courthouse Security to develop Courthouse Emergency Action Plan.

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

1. 5/6/20 – Norwood – Employee broke R ring finger keeping wheelchair from rolling out of transport van after resident removed brake (surgery required)

### **OPEN Workers' Compensation Claims (7)**

1. 3/28/19 – Edgewater – Employee slipped and fractured wrist during patient care (surgery required)
2. 1/26/20 – Edgewater – Employee slipped on ice on sidewalk leaving building
3. 2/22/20 – Corrections – Employee dislocated R 2<sup>nd</sup> toe restraining inmate
4. 3/17/20 – Sheriff's – Employee had bloodborne pathogen exposure taking subject into custody
5. 3/28/20 – Corrections – Employee had bloodborne pathogen exposure from restraining inmate
6. 3/29/20 – Corrections – Employee was assaulted in the face/ribs/groin restraining inmate
7. 4/12/20 – Edgewater – Employee strained lower back while transferring resident

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

1. 11/11/19 – Highway – Employee strained lower back while installing snow fence (surgery required)
2. 2/24/20 – Maintenance – Employee injured R shoulder doing repetitive overhead work
3. 4/14/20 – Sheriff's Rescue – Volunteer employee slipped on snow and ice at accident scene

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

1. 5/6/20 – Norwood – Employee bruised L leg/foot restraining wheelchair in transport van after resident removed brake
2. 5/11/20 – Highway – Employee strained R knee when foot got stuck in mud moving culvert in ditch
3. 5/19/20 – Highway – Employee was bitten on R hand by small dog at private farm (notifying owner of cow in ditch)
4. 5/19/20 – Edgewater – Employee suffered lower-back pain when resident shifted unexpectedly

Property/Vehicle Damage Claims (0)

None

Liability Claims (0)

None

OPEN EEOC/ERD Claims (1)

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

Other

1. Contacted Department of Workforce Development in regards to increased Unemployment Insurance (UI) charges. Under the CARES Act, the County will be reimbursed from the federal government for half of all UI charges from March 13, 2020 through December 31, 2020. Additionally, for any COVID-19 related claim, Act 185 from Governor Evers dictates that the state will reimburse the other half. It has not yet been determined how or when we will receive these funds. Sent a communication to Department Heads explaining the Unemployment Charges.
2. Continue to process an increased volume of Unemployment Insurance questionnaires due to the COVID-19 pandemic.
3. Updated the Criminal Justice Coordinator job description and recruitment timeline at the request of the Ad Hoc Criminal Justice Committee.
4. Sorted and distributed employee recognition gifts to Department Heads for distribution to employees.
5. Continued work on creating and/or formalizing internal procedures and policies for the HR department.
6. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
7. Started obtaining information for the 2020 Affirmative Action Plan.
8. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
9. Facilitated New Hire Orientation on May 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 26<sup>th</sup>.
10. Conducted two exit interviews on May 28<sup>th</sup> including benefit and payout information.
11. Reconciled and processed the April Unemployment Insurance payment.
12. Responded to multiple records requests.
13. Replied to multiple requests from surrounding counties with varied information.
14. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

## **OPERATIONS COMMITTEE UPDATE: WOOD COUNTY, WI**

June 2, 2020

Presented By | Patrick Glynn, Senior Consultant

Carlson Dettmann Consulting  
A Division of Cottingham & Butler Insurance Services, Inc.

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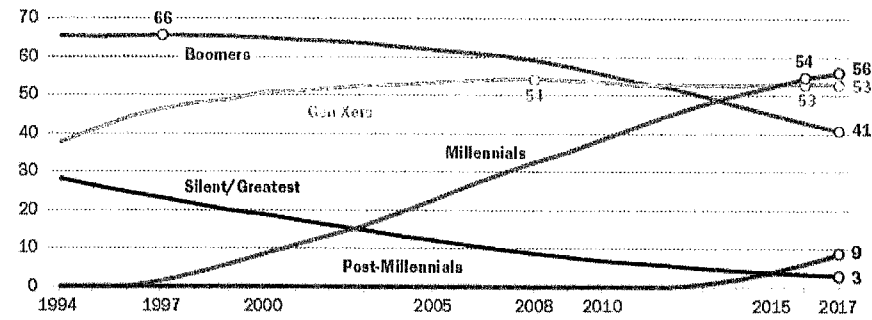
## **Workforce Challenges**

Cottingham & Butler

## The Changing of the Generational Guard

### Millennials became the largest generation in the labor force in 2016

U.S. labor force, in millions



Note: Labor force includes those ages 16 and older who are working or looking for work. Annual averages shown.

Source: Pew Research Center analysis of monthly 1994-2017 Current Population Survey (IPUMS).

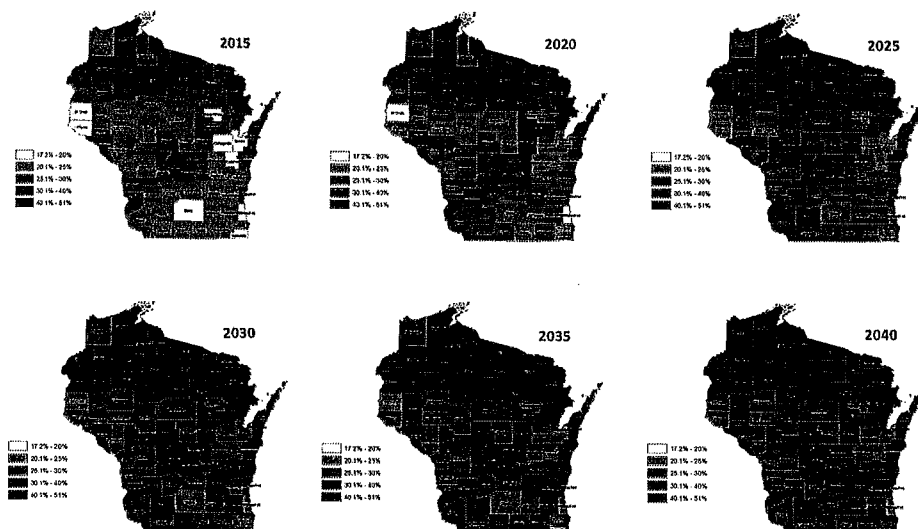
PEW RESEARCH CENTER

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## Percent of Projected Population Ages 60 and Older



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<https://www.dhs.wisconsin.gov/publications/p01803.pdf>

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### Wood County: Age Profile (ALL Employees Subject to Study)

Grouping	Number	Percent of Whole	Cumulative Percent
Age 60 or Older	45	7.5%	7.5%
Age 55 to Age 60	75	12.4%	19.9%
Age 50 to Age 55	68	11.3%	31.2%
Age 45 to Age 50	68	11.3%	42.5%
Age 40 to Age 45	74	12.3%	54.7%
Age 35 to Age 40	79	13.1%	67.8%
Age 30 to Age 35	82	13.6%	81.4%
Age 30 or Less	112	18.6%	100.0%
Total	603	100%	

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### Wood County: Service Profile (ALL Employees Subject to Study)

Grouping	Number	Percent of Whole	Cumulative Percent
Greater than 35 Years of Service	12	2.0%	2.0%
30 Years to 35 Years	17	2.8%	4.8%
25 Years to 30 Years	22	3.6%	8.5%
20 Years to 25 Years	30	5.0%	13.4%
15 Years to 20 Years	58	9.6%	23.1%
10 Years to 15 Years	75	12.4%	35.5%
5 Years to 10 Years	83	13.8%	49.3%
Less than 5 Years of Service	306	50.7%	100.0%
Total	603	100%	

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### Wood County: Age Profile (Excluding Nursing Homes)

Grouping	Number	Percent of Whole	Cumulative Percent
Age 60 or Older	30	7.0%	7.0%
Age 55 to Age 60	52	12.1%	19.2%
Age 50 to Age 55	47	11.0%	30.1%
Age 45 to Age 50	48	11.2%	41.4%
Age 40 to Age 45	63	14.7%	56.1%
Age 35 to Age 40	60	14.0%	70.1%
Age 30 to Age 35	62	14.5%	84.6%
Age 30 or Less	66	15.4%	100.0%
Total	428	100%	

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### Wood County: Service Profile (Excluding Nursing Homes)

Grouping	Number	Percent of Whole	Cumulative Percent
Greater than 35 Years of Service	6	1.4%	1.4%
30 Years to 35 Years	12	2.8%	4.2%
25 Years to 30 Years	19	4.4%	8.6%
20 Years to 25 Years	19	4.4%	13.1%
15 Years to 20 Years	42	9.8%	22.9%
10 Years to 15 Years	62	14.5%	37.4%
5 Years to 10 Years	61	14.3%	51.6%
Less than 5 Years of Service	207	48.4%	100.0%
Total	428	100%	

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### Wood County: Age Profile (Nursing Homes ONLY)

Grouping	Number	Percent of Whole	Cumulative Percent
Age 60 or Older	15	8.6%	8.6%
Age 55 to Age 60	23	13.1%	21.7%
Age 50 to Age 55	21	12.0%	33.7%
Age 45 to Age 50	20	11.4%	45.1%
Age 40 to Age 45	11	6.3%	51.4%
Age 35 to Age 40	19	10.9%	62.3%
Age 30 to Age 35	20	11.4%	73.7%
Age 30 or Less	46	26.3%	100.0%
Total	175	100%	

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### Wood County: Service Profile (Nursing Homes ONLY)

Grouping	Number	Percent of Whole	Cumulative Percent
Greater than 35 Years of Service	6	3.4%	3.4%
30 Years to 35 Years	5	2.9%	6.3%
25 Years to 30 Years	3	1.7%	8.0%
20 Years to 25 Years	11	6.3%	14.3%
15 Years to 20 Years	16	9.1%	23.4%
10 Years to 15 Years	13	7.4%	30.9%
5 Years to 10 Years	22	12.6%	43.4%
Less than 5 Years of Service	99	56.6%	100.0%
Total	175	100%	

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## The Blue-Collar Drought

SHRM - February 2019

### What Is a Blue-Collar Job?

Blue-collar work may involve skilled or unskilled labor requiring an associate degree or less education.



COMMERCIAL FISHING



CONSTRUCTION



CUSTODIAL WORK



FOOD PROCESSING



MACHINE REPAIR



MAINTENANCE



MANUFACTURING



MINING



OIL FIELD WORK



RECYCLING



SANITATION



TECHNICAL INSTALLATION



TEXTILE MANUFACTURING



WAREHOUSING



WASTE DISPOSAL

## The Blue-Collar Drought

SHRM - February 2019

### Stigma With The Skilled Trades

- Phasing out the term "Blue-collar workers"

### The Push For 4-year Degrees

- Schools steering away from trades and/or technical training

### Unwillingness (i.e. Lack of Time) To Train

- Expecting full-set of skills and/or several years of experience upon hire

### Lack of Hierarchy

- View that jobs are dead-end jobs
- Need to rebuild meaningful hierarchies

### Automation

- Technology keeps creeping in, and functions are being automated
- Who will keep the robots running?

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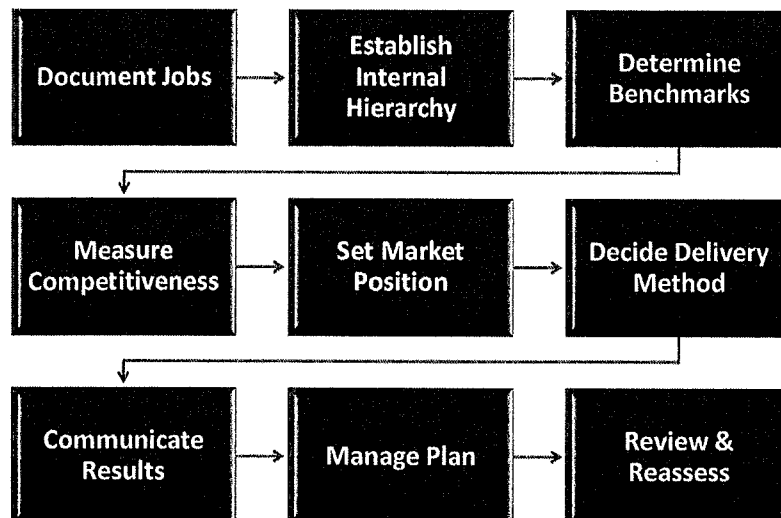
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# Methodology Overview

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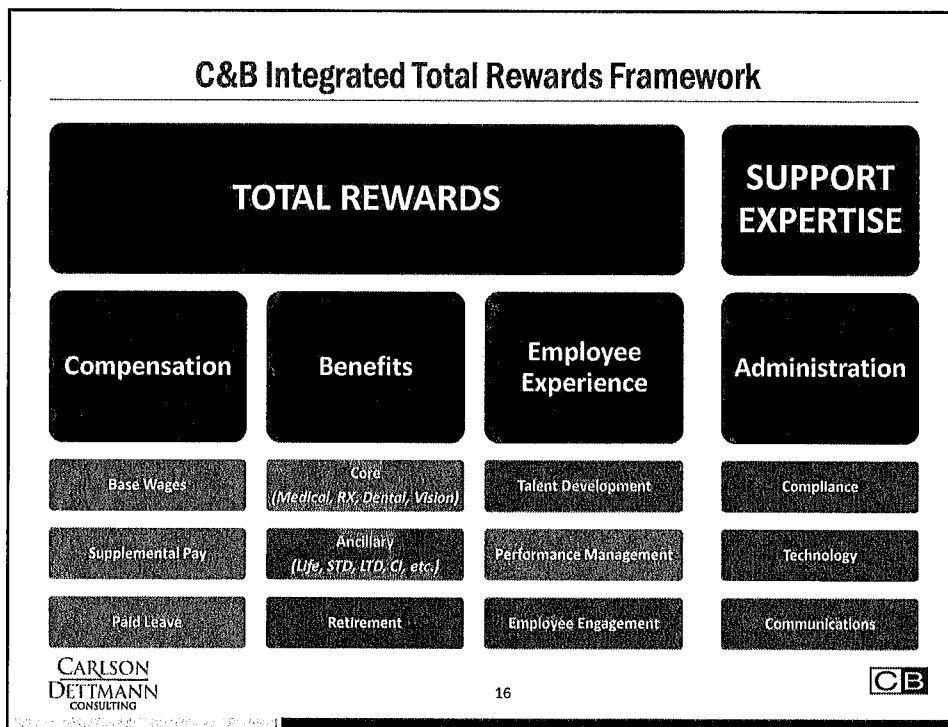
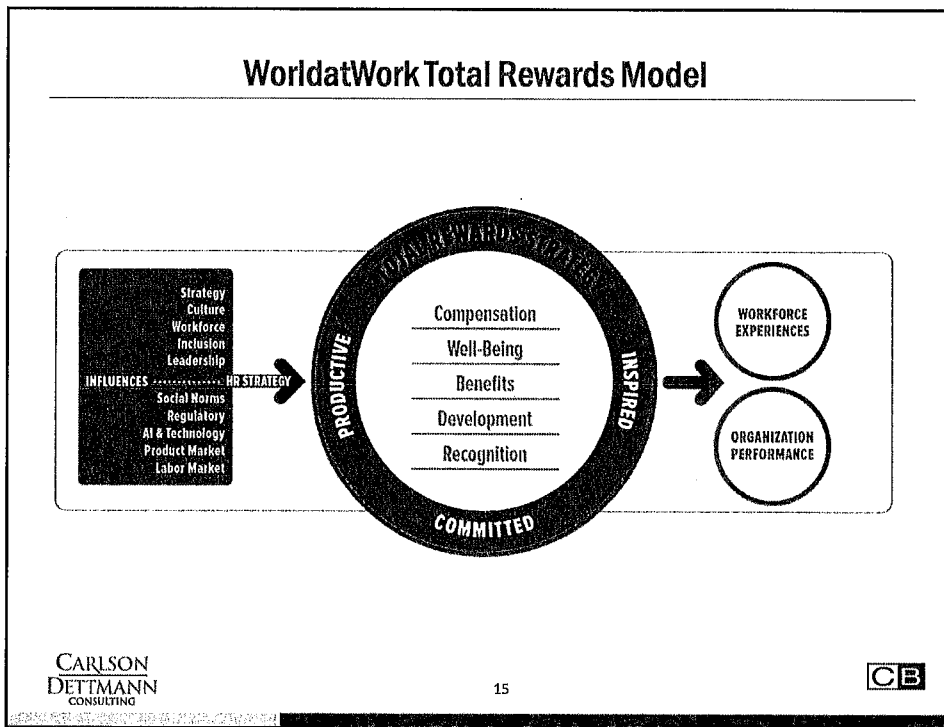
## Steps To Establish A Formal Pay Program



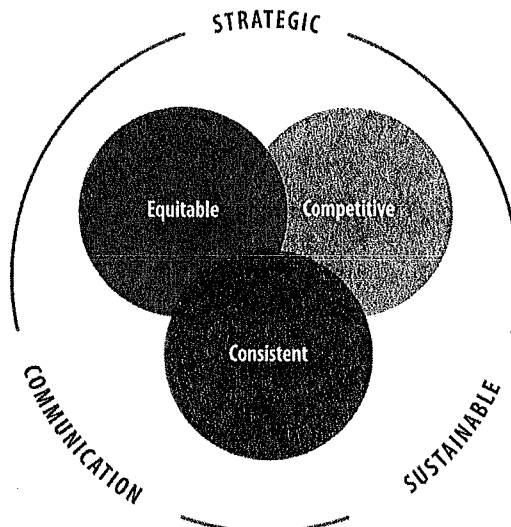
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### Elements of a Successful Rewards Program

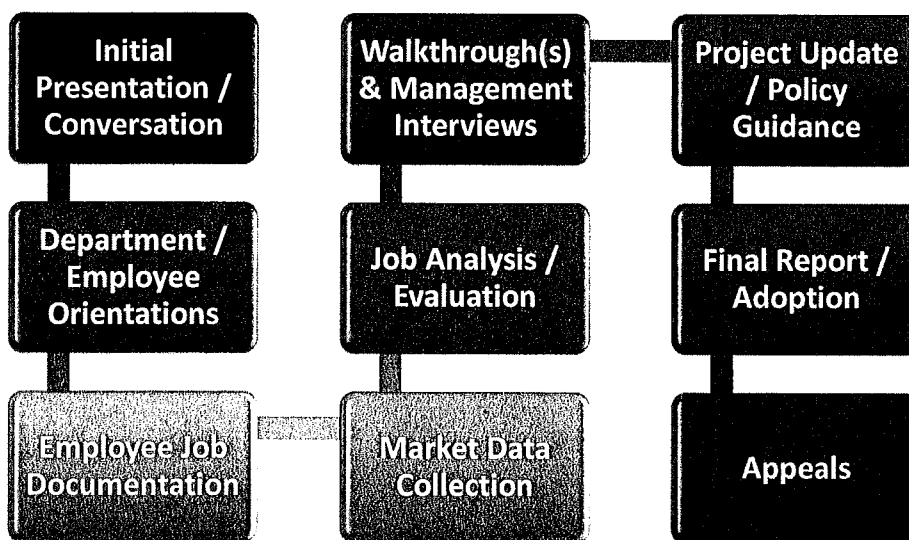


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### Sample Project Process Overview



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# Market Comparisons

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## Considerations for Market Comparisons

### Reflective of "Marketplace"

- Review Data / Statistics / Demographics
  - Proximity, Population, Commuting Patterns, Valuation of Property, Income, Organization/Departmental Structure, Historical Comparisons, Similarly Situated, etc.
- Aligns with recruiting strategy/challenges
  - Non-Exempt Jobs = more local labor market
  - Exempt/Technical Jobs = more regional labor market (or beyond)

### Contributes to a Sufficient Set of Benchmark Jobs

- Jobs having likely matches in the market, fairly stable in job content, and representative of different pay and responsibility levels
- Goal of 40% to 60%+ of the studied jobs (covering 50% of employees) to be covered by the comparable employers and/or market data

### Sufficient Number of Comparable Employers

- No single employer should be able to influence the results

### Data From Relevant Sectors

- Public-Sector (CDC Database)
- Private-Sector matches where private-sector data is relevant

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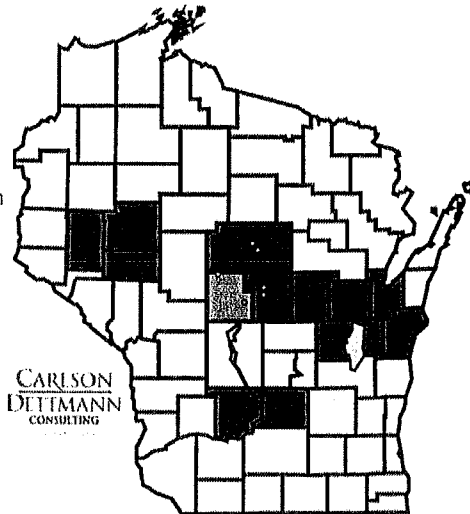
## Anticipated Data Sources

### Wisconsin

- Counties: Brown, Calumet, Chippewa, Columbia, Dunn, Eau Claire, Manitowoc, Marathon, Outagamie, Portage, Sauk, Waupaca and Winnebago.
- Cities/Villages: Wisconsin Rapids, Marshfield, Stevens Point, Plover, Weston and Wausau
- Misc.: Additional matches may be made on a case-by-case basis for select jobs

### Other

- U.S. Department of Labor Bureau of Labor Statistics, CompData, Towers Watson, Central & Western Wisconsin SHRM, LeadingAge



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## Why Professional (or Commercial) Surveys?

### Sherman Anti-Trust Act / Privacy

- Impartial third party
- Measurements of central tendency and distribution only
- Minimum of five responses
- Individual responses not shared
- Cannot be current - Must be a timing delay

### Data Cuts

- Industry; Geography; Occupations; Revenue

### Data Analysis

- Use Available Technology (e.g. spreadsheets, MarketPay, etc.)
- Buy vs. Build Consideration
- Matching Jobs
- Weighting Data
- Aging Data

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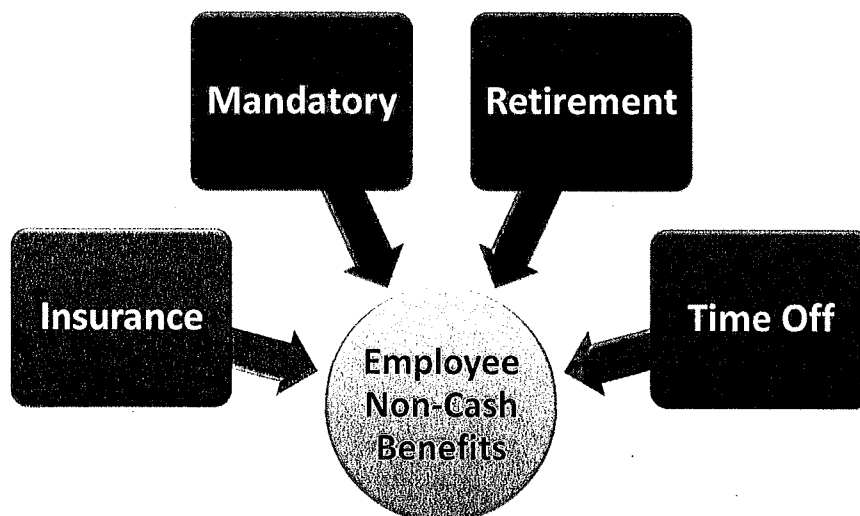
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# The Role of Benefits in Market Placement

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## Role of "Non-Cash" Benefits: Four Primary Buckets



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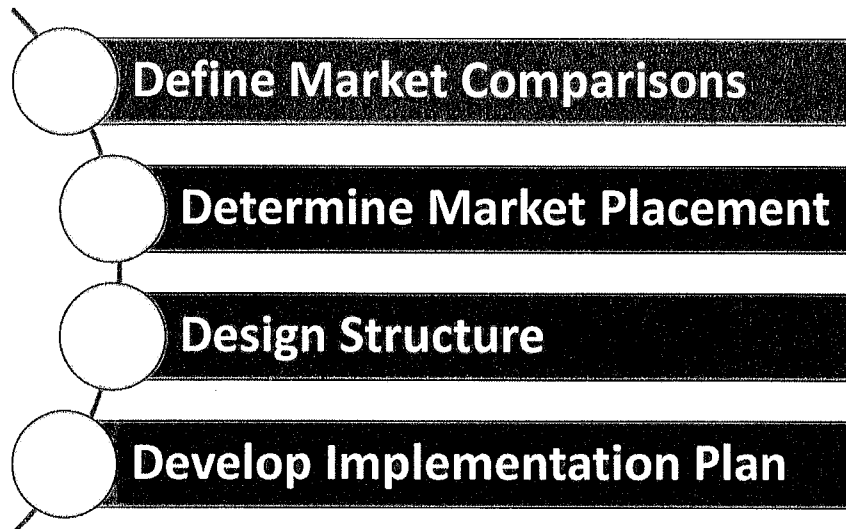
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## Philosophy / Strategy

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### 4 Essential Policy Questions/Concerns



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## Elements of a Total Compensation Philosophy

### Labor Market

- What is the appropriate market for comparison purposes (e.g. local, regional, statewide, national, etc.)?
- Who is your “competition”?
- Does it differ with employment groups (e.g. exempt, non-exempt, management, etc.)?

### Market Target

- Does the employer want to lead, lag, or meet the market?

### Pay Elements

- What is included in the employees’ annual pay (e.g. base wages, variable pay, incentives, bonuses, equity, etc.)?
- What is an appropriate mix to meet the goals/targets of the organization?

### Performance

- What role—if any—will performance play into the allocation of pay?
- If performance is considered, how so? (e.g. individual, team, corporate, event-based, etc.)

### Documentation

- Is formal, written documentation required of all jobs?
- Are jobs evaluated/priced without documentation?

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## Elements of a Total Compensation Philosophy (cont.)

### Job Placement

- How are jobs placed in the wage structure (e.g. job evaluation, market-based, slotting, etc.)? More importantly, how are non-benchmark jobs handled?
- What is the value of an internal promotion? How is internal compression addressed?

### Pay Delivery

- How—and how often—do employees progress through the pay structure (e.g. steps vs. performance)?

### Transparency/Communication

- To what degree are compensation decisions and policies shared/communicated within the organization?

### Total Rewards Blend

- What is the appropriate ratio of wages vs. benefits for the organization (e.g. Protection from catastrophic expenses; competitive with peer organizations; cost-sharing strategy)?

### General Talent Philosophy

- Does the talent philosophy align with the compensation philosophy? (e.g. “Best and brightest” vs. “competitive” vs. “turnover—at a reasonable level—is expected and accepted”)

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## Factors to Consider in Design

### From the Employee's Perspective:

- "How do I get a raise around here?"

### Internal Ratings, Market and Internal Practice

- Use of Objective Job Evaluation
- Recruitment/Retention Concerns, or Compression, May Be Considered

### One Plan or Several Plans

- e.g. Management/Non-Management; Exempt/Non-Exempt; Work Units

### Financial Pressures / Limitations

- Revenue/Levy Limits; Budget Shortfalls

### Policy Direction (Especially in Performance-Based Systems)

- Organizational Assessment
  - e.g. frequency, consistency, and quality of evaluations, etc.
- Readiness & Commitment
  - e.g. willingness to fund, supervisory commitment to consistency, etc.

## Plan Design: Key Policy Concerns

### Market Objective

- Below Market (Lag)
- Approximating Market (Lead/Lag)
- Above Market (Lead)

### Relationship Between Pay & Performance

- Not Much (Steps)
- Some (Combination)
- A Lot (Performance)

## Employee Performance: Regardless of Structure

### All Structure Types

- Expectation should be that an employee meet the expectations of the job in order to progress through the structure
  - Even in situations where variable pay-for-performance is not a key component

### Compensation vs. Other Elements

- Pay is only one component—although a critical one—of the employer-employee relationship
  - Benefits, Workplace Culture & Employee Engagement, Work/Life Balance, etc.
- Most public-sector performance pay policies aren't designed for large performance incentives
  - Tendency to be more incremental
  - Ongoing debate about pay as a motivator (Dan Pink, Dan Ariely, etc.)

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## Sample Pay Structures: 3 Basic Structures

80.0% 82.5% 85.0% 87.5% 90.0% 92.5% 95.0% 97.5% 100.0% 102.5% 105.0% 107.5% 110.0% 112.5% 115.0% 117.5% 120.0%

### Step-Based Model

Min					C/P											Max
-----	--	--	--	--	-----	--	--	--	--	--	--	--	--	--	--	-----

### Performance-Based Model

Min																	Max
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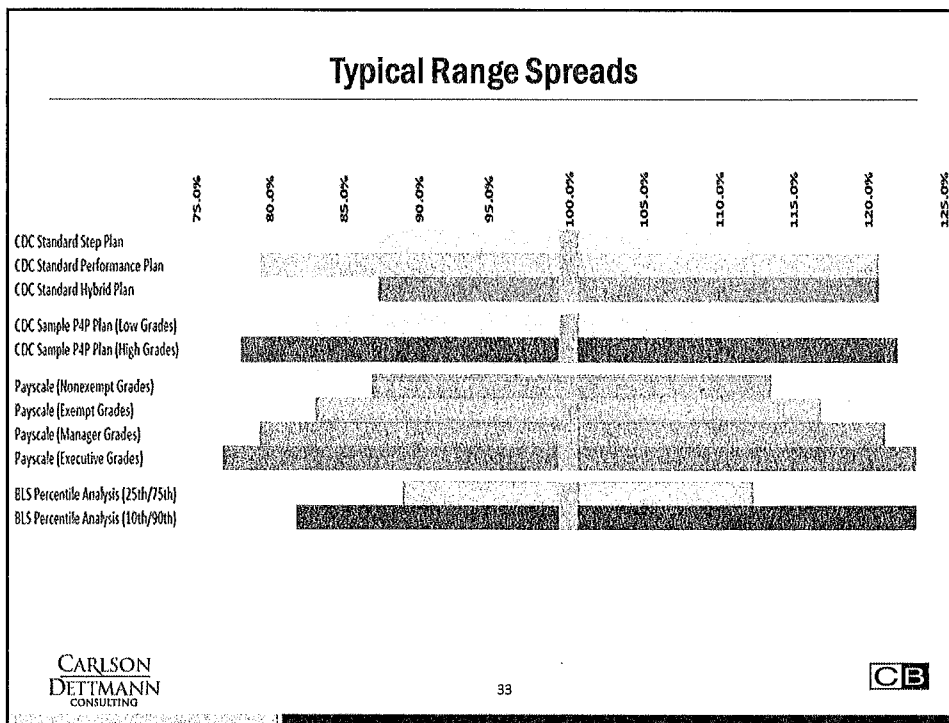
### Combination (i.e. Hybrid) Model

Min																	Max
-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----

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### Why Pay Greater Than “Market” Rate (i.e. Control Point)?

#### Structural Philosophy (Example)

- **First 25%:** Target range for recruitment; Minimally qualified; Less-experienced promotions
- **Middle 50%:** Target range for market competitiveness; possible entry rate for seasoned workers
- **Top 25%:** Allows competitiveness with the upper end of the market; premium for “institutional knowledge” and continued performance

#### Structure Design

- The range of pay (e.g. 87.5% to 112.5%) is designed to make the employer competitive across the entire measured market.
- It's not uncommon for organizations to build their structures using the 25th, 50th (Median), and 75th percentiles as anchors.

#### Competitive Needs

- If the employer were to stop the range at the Control Point then it only would be competitive with the lower half of the market.

#### Longer “Shelf-Life”

- Having the range reflect the breadth of the measured market will maintain competitiveness for some time without annual re-measurement

### Why Ranges Matter: Example

Minimum Reported	\$72,300	71.7%
Mean/Average	\$100,800	
Trimmed Mean	\$100,500	
Maximum Reported	\$148,000	146.8%

- **111 Organizations Represented**
  - Varying size
- **Minimum & Maximum Values Represent the Full Range of Pay**
  - The minimum and maximum reported rates are likely outliers
- **Percentiles Look More Realistic**
  - Represent what might be expected of a competitive pay range

25th Percentile	\$88,500	87.5%
50th Percentile	\$101,100	
75th Percentile	\$112,600	111.4%

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### Benchmarking: CDC Annual Wage Increase Survey: 2019/2020

#### Public Sector

##### Actual Structural Increase in 2019

Employee Group	n	Average
Non-Exempt (Non-Union)	269	2.20
Exempt (Non-Union)	248	2.26
Union - General	90	2.26
Union - Teachers	25	2.37
Union - Police	179	2.26
Union - Fire	71	1.99
Union - Transit	26	2.04
All Groups		2.21

##### Projected Structural Increase in 2020

Employee Group	n	Average
Non-Exempt (Non-Union)	189	2.15
Exempt (Non-Union)	174	2.22
Union - General	71	2.27
Union - Teachers	18	2.52
Union - Police	135	2.37
Union - Fire	47	2.22
Union - Transit	21	1.64
All Groups		2.23

#### Private Sector

##### Actual Structural Increase in 2019

Employee Group	n	Average
Non-Exempt (Non-Union)	153	2.21
Non-Exempt (Union)	41	1.96
Exempt Salaried	153	2.28
Executive / Officer	150	2.10
All Groups		2.18
All Groups - Union Omitted		2.20

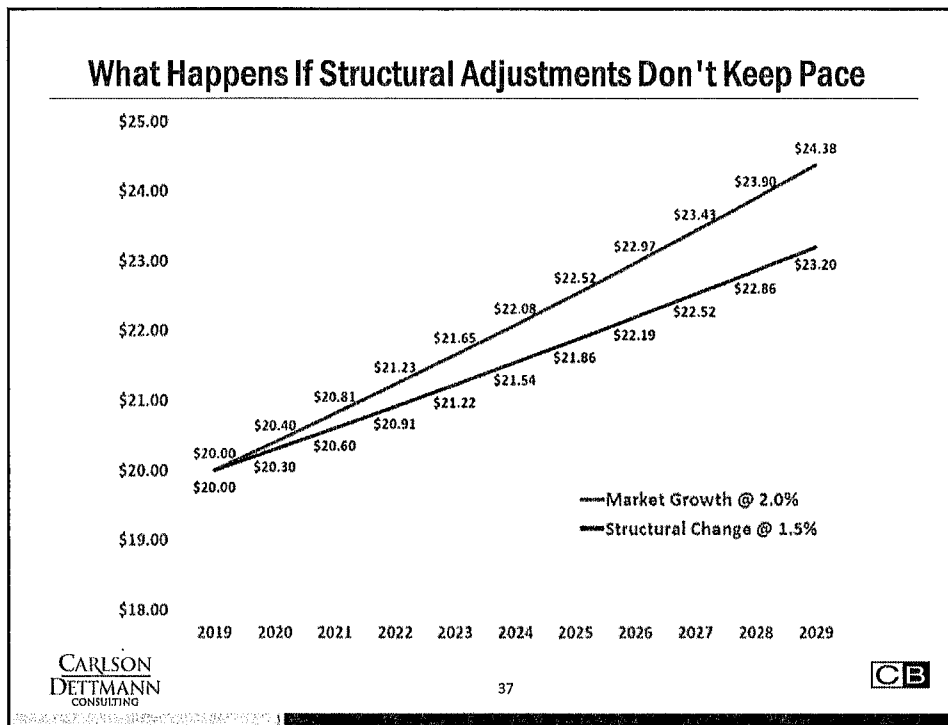
##### Projected Structural Increase in 2020

Employee Group	n	Average
Non-Exempt (Non-Union)	120	2.37
Non-Exempt (Union)	31	2.06
Exempt Salaried	112	2.50
Executive / Officer	106	2.43
All Groups		2.40
All Groups - Union Omitted		2.43

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## Plan Implementation

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### To-Do / Questions to be Answered

- Annual Hours of Work
- Benefits Review
- Classification Leveling
- Compensatory Time
- Elected Officials
- Financial Impact of COVID-19
- Job Titles
- Performance-Based Pay
- Second In-Command
- Single vs. Multiple Structures
- Wage Compression

### Challenges With Implementing Pay Structures

#### Budgetary Limitations

- Determining Implementation Option That Fits Fiscal Parameters AND Mitigates Other Issues (To The Extent Feasible)

#### Fairness vs. Happiness

- Fairness is Typically "Blind" to Individual Concerns (i.e. formula driven)

#### Size of Increase

- "Step That Provides An Increase" (Step Plans)
  - As small as \$.01 in some cases.
- No Increase (Performance Plans)

#### Inability to Recognize Length of Service

- Directly Related to Financial Challenges

#### Compression Caused By Implementation

- Especially With New Hires vs Existing Employees

#### Issues When Exceptions Are Made

- Slippery Slope
- Analogy: "Where's My Bicycle?"

## Addressing Compression (Not All-Inclusive)

### Examples of Different Types of Compression

- New Hire vs Existing Employee
- Supervisor vs Subordinate
  - Especially when overtime is a factor
- Bargaining Unit vs Non-Union

### Not All Compression is Necessarily Bad (Examples)

- "Hoarding" of overtime (often to boost retirement earnings)
- Situations corrected in the near-term with wage schedule progression
- Incoming employee has demonstrably greater skill/experience

### Sample Methods for Correction

- Compression Adjustment
- Creating Implementation "Floors"
- Accelerated Step Movement for Incumbents

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## Addressing Wages Above/Below the Established Range

### Red-Circle Rate

- Definition (WorldatWork Glossary)
  - An individual pay rate that is above the established range maximum assigned to the job grade. The employee is usually not eligible for further base pay increases until the range maximum surpasses the individual pay rate.
- Possible Solutions
  - "Hard" Red-Circle: No increases granted until either the structure catches up, the employee promotes into a higher-paying classification, or leaves employment
  - "Soft" Red-Circle: Lump sum equivalent of wage increase granted to avoid perpetuating the problem by building on the base
  - Phased Soft Red-Circle: Similar to above, except that the lump-sum payments decrease and/or are eliminated over a set period of time
  - "Do Nothing": Employee continues to receive base-building wage increases

### Green-Circle Rate

- Definition (WorldatWork Glossary)
  - A rate paid to an employee that is below the established pay range minimum for a specific job.
- Possible Solutions
  - Immediate Lift: Raise pay to (at least) the minimum of the new range, in consideration of tenure, performance, and other employees' placement
  - Phase-In: A gradual implementation—almost always to minimize budget impact—with the goal of reaching range minimum in a defined period

### Caution

- Be aware of potential discriminatory reasons for the red/green circle rates and adjust strategy accordingly
- Further, the strategies for addressing both situations can potentially impact employee morale. Proceed with caution!

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**A Sound Compensation Program Is ...**

<b>Strategically Aligned</b>	<b>Internally Equitable</b>	<b>Market Competitive</b>
<b>Supportive of Employees</b>	<b>Total Rewards Focused</b>	<b>Legally Sound</b>
<b>Affordable</b>	<b>Understandable</b>	<b>Audited Regularly</b>

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# Questions

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## **TREASURER'S REPORT**

June 2, 2020

By: H. Gehrt

1. Attended Operations Committee meeting on May 5.
2. Attended Operations Committee meeting on May 19.
3. Attended County Board on May 19.
4. The office reopened to the public on May 26 and will be fully staffed with everyone returning to work on June 1. I am still waiting on the full sneeze guard to be installed which should happen the first week of June.  
To my knowledge, the telecommuting went well and all questions, concerns were answered in a timely manner. I didn't get any feedback regarding any departments' deposits or payments not being received.
5. We are having a sealed bid sale this month on tax deeded properties. This sale was originally supposed to be held in April, but due to everything going on, the sale had to be postponed. The sale will begin June 8 and end on June 26. I will bring the resolutions, if any, to the July meeting for approval.
6. Because of Covid, we are looking to adjust some time lines on the tax deed process. At this time, we are continuing to collect on the 2016 tax certificates because we were already in the middle of title searches before Covid hit. There were approximately 62 reports done. The taxpayers will have 90 days from the date they received the letter to make payment. If there is no payment received, then the county will tax deed the property. The 2017 collections will be moved to give the delinquent taxpayers a little more time to recover from Covid restrictions.
7. I am doing a webex meeting with Patrick Glynn to discuss the wage classification for my staff members on Friday, May 29.
8. I have turned in my required number of signatures to be put on the November ballot and hope to be able to continue to work with everyone for the next 4 years.

## HEALTH AND HUMAN SERVICES COMMITTEE

5a

**DATE:** May 28, 2020

**PLACE:** Wood County Courthouse, Room 114 – Wisconsin Rapids (meeting also accessible via WebEx)

**PRESENT:** Donna Rozar, Adam Fischer, John Hokamp, Lee Thao, Jessica Vicente, Laura Valenstein  
By WebEx--Tom Buttke, Heather Wellach RN

**EXCUSED:** Steven Kulick MD

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Jordon Bruce, Marissa Laher, Mary Solheim, Jo Timmerman, Liz Masanz (Human Services); Rock Larson (Veterans Service); Sue Kunferman, Kathy Alft (Health Department); Bill Clendenning (County Board Supervisor); Reuben Van Tassel (Maintenance); Lisa Keller (IT) (Some of these attendees were in the room and others joined by WebEx)

**1) Call to Order**

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

**2) Quorum**

Rozar declared a quorum.

**3) Public Comments**

- Kristen Iniguez, DO introduced herself to the committee, she shared her background and interest in serving as the appointed Medical Director.

**4) Consent Agenda**

Pages 9, 12, 15, 17 pulled. Motion (Fischer/Hokamp) to approve the consent agenda. All ayes. Motion carried.

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

- Page 9 – Brandon Vruwink was asked to share his perspective of ADRC proposal to administer Adult Protective Services for Lincoln, Langlade, and Marathon Counties; Brandon clarified that he was not advocating for or against the changes as proposed by ADRC. Brandon was also asked to expand on details of the process to provide support for inmate discharge from the Wood County Jail.
  - Page 12 – Marissa Laher was asked to explain if testing of residents and staff will be ongoing; she was also asked about ramifications if staff do not consent for COVID-19 testing. Jordon Bruce was also asked to share his plans for testing at Norwood Health Center.
  - Page 15 – Brandon Vruwink was asked to describe in more detail the Federal Foster Youth to Independence Voucher Program.
  - Page 17 – Jordon Bruce was asked to expand on lack of housekeeping services.
- Motion (Fischer/Thao) to approve items pulled from the consent agenda. All ayes. Motion carried.

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

Department staff answered questions regarding information in the financial statements.

**7) Health Department COVID-19 update**

Sue Kunferman directed committee members to page 4 in the packet for additional details of the work being done around COVID-19. She shared case statistics, and announced the National Guard will facilitate another Wood County testing site in Marshfield June 2<sup>nd</sup>. Contact tracing funding is anticipated, we can expect to need 21 additional FTEs based on DHS models. We are working with Human Resources to bring on LTEs for contact tracers if needed, an eligibility list will be established. The Department of Health Services also has some additional funding for long term local community testing strategies.

*[Tom Buttke was excused]*

**8) Human Services Update on Teleworking**

Brandon Vruwink referenced the county policy on teleworking seeking Committee advice or support of ongoing teleworking arrangements. Motion (Fischer/Thao) to approve Health Department, Human Services, and Veteran Services to continue to allow teleworking thru 2020. All ayes. Motion carried.

**9) Human Services Discussion of Legal Representation in Chapter 48 Matters (Children in Need of Protection or Services, Minor Guardianships, and Termination of Parental Rights)**

Mary Solheim described her experience working with legal representation and shared options how various counties act on services to protect children alleged to be in need of protection. Mary walked the Committee through an example of how Wood County currently responds to reports. Mary is looking for permission to explore additional models and consider options that might work better for Wood County; there was Committee consensus to provide that support.

**10) Edgewater Haven Capital Improvement Plan (CIP)**

Marissa Laher described specifics of the Edgewater Haven 2021 CIP request. Motion (Thao/Hokamp) to approve the CIP as presented. All ayes. Motion carried.

**11) Norwood Health Capital Improvement Plan (CIP)**

Jordon Bruce described specifics of the Norwood Health 2021 CIP request. Motion (Valenstein/Thao) to approve the CIP as presented. All ayes. Motion carried.

**12) Legislative Issue Updates**

Department heads provided updates regarding issues pertaining to their departments.

**13) Items for Future Agenda**

The Chair noted items for future agendas.

**14) Next Meeting(s)**

- June 25, 2020, 5:00 pm, Wood County Courthouse 114, Wisconsin Rapids (meeting will also be accessible via WebEx)

**15) Adjourn**

Rozar declared the meeting adjourned at 7:00 p.m.

Minutes taken by Kathy Alft and subject to Committee approval.

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

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

- The majority of our efforts continue to be focused on our COVID-19 response. We hold a tactics meeting weekly. We also complete a new Incident Action Plan (IAP) Friday mornings. The IAP contains all of our objectives for the coming week – the important things we need to complete with deadlines for completion. We have a Wood County Emergency Operations Center (EOC) briefing once per week where we provide updates to and receive updates from our preparedness partners from across the county. We have good participation from law enforcement, EMS, both hospitals, long term care facilities, our coroner, schools, emergency management, the North Central WI Health Care Emergency Readiness Coalition (HERC) and others.
- As of May 18, 2020, we have had 8 total positive cases of COVID-19 in Wood County. We have had 1270 individuals test negative.
- Here is an update on our larger scale efforts:
  - National Guard Community Testing in Wisconsin Rapids: This was held on May 8-9 at the Highway Department. 267 tests were done. Approximately 207 were Wood County residents. Wood County received one positive test result from the National Guard testing and contact tracing began immediately. Since the National Guard testing, we have had additional positive cases reported, which brought our total to 8. We are working on a one-day community testing event in Marshfield in early June.
  - Isolation Facility Planning – An Isolation Facility is a place, like a hotel, for individuals with COVID-19 who do not need hospitalization, but do not have a place to safely isolate themselves. In order to stand up an isolation facility, we planned to have contracts ready to go for the hotel rooms, catering to feed the individuals there, staff to “admit” new people to the facility, staff to monitor the health of the people staying there, security, housekeeping, transportation and other services to help individuals through their isolation period and then back into their homes after completion of their isolation. Given the low incidence of positive cases we are seeing in Wood County, we are in a holding pattern with any contracts and currently plan to provide hotel accommodations on a case-by-case basis should the need arise.
  - Mortuary Plan – We have the capacity to store 33 human bodies when taking into account all funeral homes and our two hospital morgues. Our two hospitals have completed their mortuary plans and we developed one county-wide plan as well. Both hospitals have access to refrigerated trucks, stacking systems, fuel, body bags, and other supplies and materials needed to manage a quick increase in deaths.
  - Communication – We continue to push out public information as new things occur and as guidelines and recommendations change. We have two staff managing our Facebook page and posting information as well as responding to public questions and comments. We are making a concerted effort to assure our public-facing communication is current and accurate and we are responsive to questions and concerns.
  - Disease Reporting and Contact Tracing – Providers and labs enter patient testing information and results into WEDSS (Wisconsin Electronic Disease Surveillance System). Health systems are no longer required to call us with positive results (though most still do), so we are constantly monitoring WEDSS for high-risk individuals being tested and positive test results – every day, seven days per week. We are also documenting our contact tracing activities in the system. We have been receiving additional contacts from positive cases that occur in other jurisdictions. We want to assure these contacts are following their isolation guidelines and we are monitoring them for symptoms daily.
  - Special populations – we have been working very closely with the Amish community on their response to COVID-19. We have visited them and have also sent letters in the mail. We will continue to talk with them about testing opportunities and should they become interested we will work with WI Department of Health Services to make it happen.
  - Faith-based community – We continue to work closely with our churches and faith-based leadership as they work through options of delivering their messages and maintaining hope and support for their members.
  - Graduation – We have been receiving many questions from schools about ideas to safely hold graduation “events”. The schools have been very cooperative and creative in trying to come up with meaningful experiences for their students while not placing individuals at unnecessary risk.

- Personal Protective Equipment (PPE) – We have been working closely with Emergency Management (EM) to coordinate acquisition and delivery of PPE to our partner agencies. EM distributes a survey weekly to our partner agencies where they request what they need for a 2-week supply of PPE. We have not been able to meet all of the requests as there continue to be shortages. We have also been working with a number of community members who are making cotton masks for the public. We appreciate their efforts greatly. We are currently collecting homemade cotton masks and distributing them to the two United Ways. Our goal is to have a good supply with them so that businesses can access masks there as they begin to reopen.
- Business Toolkit – We developed a toolkit for businesses to help them to reopen safely. It can be found on our website at: <https://www.co.wood.wi.us/Departments/Health/CovidBusiness.aspx>.
- Mass Clinic Planning – We know that holding public mass vaccination clinics is in our future. We are in the process of reviewing and updating our mass clinic plan so when the vaccine is ready to go so are we. We have written and signed agreements with MSTC in Wisconsin Rapids and Oak Avenue Community Center in Marshfield. These are the same places we held our mass clinics for H1N1 in 2009. We feel we are prepared to stand up these clinics as soon as the vaccine is in our hands.

***I would like to thank all of our health department employees for everything they are doing to assure a swift and comprehensive response occurs and is sustained as long as necessary. They have all been unbelievably flexible, willing to step out of their comfort zones, and making individual sacrifices to help others. We are blessed to have the crew we have.***

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

### COVID-19 Response

Environmental Health Staff members continue to respond to questions from businesses owners affected by the COVID-19 pandemic. Staff members worked on messaging, FAQ's and infographics on a variety of topics, including campgrounds, dog grooming, golf courses, landscapers, library curb side pickup, essential shopping, essential vs non-essential business, sanitizing items for re-sale businesses, and the extended order for food establishments. Virtual inspections are allowed in some instances, and the process for that was worked out. In addition, the Department of Agriculture, Trade and Consumer Protections (DATCP) is encouraging prompt licensing of new retail meat establishments, and provided the guidelines for these new businesses. Environmental Health staff answered questions from businesses inquiring about how to comply with orders and about how to prepare for re-opening. Staff also fielded complaint calls about businesses and concerns about conflicting orders. Kate worked on establishing an Isolation and Quarantine policy and site, and necessary food service and cleaning for this type of operation. A drill was held to run through the Isolation and Quarantine policy to make sure all staff involved understood their roles and responsibilities in the process. A number of staff members were trained as COVID-19 contact tracers.

### County Park Water Sampling

The annual water testing for all Wood County Parks was completed in April. One well at North Wood County park tested positive for coliform bacteria and will be resampled after the well is chlorinated. Sanitary Surveys were completed for three of the county park wells.

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

Water testing was completed on 15 homes with reverse osmosis systems installed in the Armenia/Port Edwards area. The purpose of the sampling was to verify that RO systems are providing a safe water source for these homes. All kitchen faucet samples tested at safe levels for nitrate in drinking water. One home requested two tests, one installed by AGC at the kitchen sink, and another system that was on an icemaker. The icemaker sample exceeded the nitrate standard. Some homes in this area are seasonal and another round of post RO sampling will be done during the summer months.

### School Food Service Second Inspection

Schools were contacted about their second inspection. The spring inspection is a records review, so these inspections were done virtually. All schools in the district were contacted. This will not affect their eligibility for the free and reduced school lunch program.

### New Businesses and Consultations

A pre-licensing inspection was conducted for the Wisconsin Rapids Rafters food service. Tim had a phone consultation with a couple in Marshfield looking to start up a food truck, and answered follow up questions. Tim assisted the aquatics center in Wisconsin Rapids with questions related to signage and staffing. The Wisconsin Rapids YMCA pool licenses are pending DSPS plan approval. We had questions from individuals regarding starting up a business of retail meat sales. A new retail cheesecake business is opening in Wisconsin Rapids.

### Complaints

Eleven complaint investigations were received in the month of April.



- A complaint was received about a home with a large quantity of garbage in the yard, blowing into neighboring yards, with animals getting into it. An onsite visit verified the large accumulation of garbage, so an order was written for abatement of this hazard.
- A complaint was received about mold in a rental home. The investigation is ongoing.
- A Rudolph home had a garbage accumulation, which they burned using an accelerant. The neighbors are concerned about their wells. The homeowner was given open burning regulations, and the neighbors were provided with well testing information.
- An abatement order was written for a home with a non-functioning waste-water disposal system and a feces accumulation throughout the home.
- An abatement order was written for a home with a garbage accumulation and a large accumulation of animal feces and urine in the home.
- A complaint of excess garbage outside a mobile home was resolved by the landlord. The tenant left, the garbage was removed and the mobile home is being replaced.
- A complaint of bed bugs in a Marshfield motel was referred to Marathon County.
- A caller complained of food orders sitting out at a restaurant. The restaurant was running a special and customers did not pick up their orders when they were told it would be ready. They are working with customers to correct this.
- A caller complained of bedbugs in an apartment building. The landlord hired a pest control company but the tenant is not following instructions from pest control. The tenant's family will assist with preparing the area for treatment.
- A caller complained of gatherings in a sportsman's shop. The owner is aware of the issue, is enforcing social distancing and not allowing people to linger on the premises.
- A caller complained about a bakery operating out of a garage. The premises are not clean. We will contact the owner regarding the complaint.

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

### **Oral Health Program – Erin Fandre, RDH**

The Wisconsin Seal-A-Smile Annual Meeting was held virtually on May 8<sup>th</sup>. We will be waiting on school survey results from Seal-A-Smile and CDC guidance for infection control for school based programs prior to receiving the request for proposal for the 2020/2021 school year.

## **COMMUNICABLE DISEASE TEAM REPORTS**

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

Two clients are being monitored while taking medications for latent tuberculosis infection.

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

- During the month of April, Wood County had 11 cases of chlamydia, 6 cases of gonorrhea, and 2 cases of Hepatitis C.
- Also during April, there were 5 suspect cases and 1 confirmed case of Lyme disease reported. Two cases of campylobacter and 1 case of cryptosporidiosis were also investigated. Wood County had 2 cases of hospitalized influenza during April.
- There was 1 probable case of COVID-19 investigated during April. Communicable disease nurses have been performing contact investigations and monitoring as they are referred from other counties. Incident action planning meetings for the COVID-19 response have continued, with communicable disease nurses involved in the planning and response. Public health nurses have been answering phone calls and emails from the public as well as external partners regarding the pandemic. Training was held for non-nursing staff members on how to monitor and interview contacts. These staff will be pulled in to assist with contact tracing should nursing staff become overwhelmed as testing in the community increases.
- The Wisconsin Student Immunization Law requires that licensed child care centers assess and report the immunization status of children enrolled in the center each spring. This year, child care centers were required to complete their assessments by March 31, 2020. A reminder letter was sent during April to those centers who had not yet completed their report. Assessments have been reviewed for completion as they have been received by the health department, and assistance and follow-up has been offered to individual child care centers as needed.

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

WIC continues to complete all appointments over the phone during this time. The physical presence waiver to allow appointments over the phone currently goes through May 31<sup>st</sup>. WIC is waiting to hear if this waiver will be extended or if clinic services will shift starting in June.

Caseload for 2020 (Contracted caseload 1433)

	Dec 2019	Jan 2020	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active (Initial)	1397	1413	1365	1393	1408								
Active (final)	1409	1424	1375	1395									
Participating	1402	1422	1371	1395	1410								

2

**WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT**  
**May 20, 2020**

**Director's Report by Brandon Vruwink**

Last month I provided an update on the Criminal Justice Coordinator Committee. The committee continues to meet and explore the concept of a Youth Mental Health Court. If this concept is approved, it will provide more opportunities for youth in Wood County. Deputy Director Solheim has joined the committee at the committee's request. She is now a full member of the committee and will assist in the development of the coordinator position.

Edgewater Haven and Norwood Health Center prepared their five-year Capital Improvement Plans covering 2021-2025. Marissa, Ron, Jordon, and Lee did a great job of putting together comprehensive plans to address facility needs over the next five years. To ensure the plans were thorough, each facility scheduled a meeting with Facilities Manager Reuben Van Tassel so he could review the plans and provide perspective. I invited Reuben to attend the Health and Human Services Committee meeting, so he is available to answer questions about the proposed projects.

I attended the Operations Committee meeting on May 5, to learn more about the ADRC's proposal to administer Adult Protective Services for Langlade, Lincoln, and Marathon Counties. To move this transition forward, an agreement needs to be reached by all of the member counties, which includes Wood County. The ADRC has not approached Wood County about transitioning our Adult Protective Services Programming to the regional model. They indicated Wood County would need to request this and then receive approval from the ADRC Board for this to occur. At this time, Wood County Human Services has no intent to make this request. The model we have in place works well and allows for strong collaboration within our department.

The Human Services Department has spent a great deal of time responding to the COVID-19 pandemic. We are working to keep our customers and staff safe while continuing to provide quality services. The Human Services Administrative Team continues to meet weekly to discuss and solve challenges related to COVID-19. Further, we have created a workgroup that will be developing a "Safe Return to Work Plan." The plan will be focused on keeping staff and customers safe as we continue to navigate the COVID-19 pandemic.

The Family Health Center, Inc. (FHC) is close to submitting a grant to Health Resources and Services Administration for Rural Communities Opioid Response Implementation funding. Part of the funding will be used to hire a Jail Discharge Case Manager to serve the Wood County Jail. Sheriff Becker and I developed a job description and budget for this position. The position would provide resources and support to inmates who are preparing for discharge from the Wood County Jail. If the funding is approved, we would be looking at a start date of December 2020.

**Administrative Services Update by Jo Timmerman**

Norwood: Norwood Fiscal staff continue to work from their remote locations. They are managing their workflow well, coordinating their help needs with one another.

Last month I reported an error made by Forward Health with the 2018 TBI settlement payment. Our area Medicaid Representative was able to facilitate corrective measures with Forward Health on that error.

Norwood received an HHS Stimulus payment in the amount of \$108,191.27.

Tax Refund Intercept Payments (TRIP) collected to date in 2020 for Norwood total \$3,655.37.

Additional projects worked on by staff are:

- Processed Medicare, Medicaid, HMO, Commercial Insurance, other county and patient responsible billings
- Work on 2019 audit reports
- Processed TRIP collections and reimbursements
- Processed vendor payments
- Attended Norwood Department Head meetings
- Attended weekly payer source meetings for patient/resident updates

Edgewater: Edgewater Fiscal staff continue on site at Edgewater to conduct COVID-19 screenings of all visitors and employees entering the building. In addition to this, Fiscal staff have received in-house training in resident/patient care that does not require it be conducted by a certified staff member; this training prepares them to assist with patient and resident care in the event additional staff support is needed in response to COVID-19 emergency conditions.

Edgewater received an HHS Stimulus payment in the amount of \$109,523.67.

Additional projects worked on by staff are:

- Processed Medicare, Medicaid, HMO, Commercial Insurance, and patient responsible billings and payments
- Processed vendor payments
- Attended daily stand-up meetings for patient/resident care and payer source updates
- Work on 2019 audit reports

Community: Five Administrative Services Division staff from our Community base of operations continue to work from their remote locations. This group is also managing their workflow well as they coordinate work with the various divisions.

Tax Refund Intercept Payments (TRIP) collected to date in 2020 for Outpatient Clinic Services total \$39,098.67.

Additional projects worked on by staff are:

- Attended weekly Administrative Services Division Managers' meetings
- Attended IHSS monthly teleconference
- Attended monthly CLTS Teleconference
- Supervised voucher process with staff
- Supervised Monthly state reporting
- Prepared and filed NIMC monthly State report
- Prepared and sent out NIMC monthly payment
- Attended Streamline Health Records Management System three day Business Processes Analysis workgroups
- Worked on 2019 audit reports
- Attended teleconferences with DHS, DCF, and CMS related to COVID-19 emergency funding
- Attended twice weekly COVID-19 update meetings
- Conducted weekly check-ins with staff working remotely
- Attend Outpatient Clinic operations check-in calls
- Attended Operations Committee meeting
- Attended April Health and Human Services Committee meeting
- Finalized and submitted several State Aid 2019 cost reports and cost reconciliations

- Prepared and submitted annual 942/HSRR cost/data collection reports
- Prepared and submitted 2018 WIMCR pick-up session report
- Updated (10) Fiscal operations policies
- Participated in COVID-19 building shut-down procedures
- Met bi-weekly with staff
- Attended Monthly Budget Meetings for Community Resources & Children's Services, Child Welfare, and Youth Aids

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

Christa Pierce, Psychiatric Nurse Practitioner left her position in the Outpatient Clinic on 4/27/20. With the departure of the Nurse Practitioner, all clients are being transferred to Dr.Grimm or Dr.Rao. Dr. Rao was able to increase her contracted time by an additional one day a week to accommodate more clients. All Behavioral Health and Long Term Support programs are continuing to provide services remotely via video or phone sessions with limited in person contact reserved for clients needing medication or assistance with something that must be done in person.

The Birth to Three program has been awarded a Birth to Three Innovation in Social- Emotional Development grant in the amount of \$89,166. With this grant, we will offer new and expanded opportunities to children and their families that are enrolled in the Birth to Three program by training providers in new therapeutic interventions, offering additional services, and giving staff tools to use during visits with families. The proposed project will impact the social-emotional health of the child and build the capacity of the family to care for the child by supplying Wood County Birth to 3 Program staff with the tools they need to effectively support children and families and implementing opportunities for social-emotional development outside of the home. Grant funds will be used to purchase regulatory and educational materials for demonstration and distribution purposes (e.g., weighted vests, books), and training relevant to social-emotional health (e.g., Circle of Security, infant massage). The availability of tangible materials to support social-emotional health will allow for demonstration or immediate application. Funds will also support the development of parent/play groups to be held in the community at local libraries in Wisconsin Rapids, Marshfield, and Pittsville, which will include story time, crafts/activities, food, and gas cards/taxi vouchers to support transportation as needed and provide opportunities for positive family engagement.

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

Personnel Updates: Alysa Dunn has filled the Child Care/Volunteer Coordinator position. Alysa will work out of the River Block location starting May 18, 2020.

Transportation: For additional safety measures relative to COVID-19, the buses are now all equipped with digital thermometers and alcohol pads so drivers can screen passengers that use the buses. There is an increase of 27 riders from the first eight business days in May compared to April. We hope this increase continues with businesses opening up.

Energy Assistance: Wood County was recognized by DECHR (Division of Energy, Housing, and Community Resources) as the only agency in the state that is utilizing DocuSign to complete its energy assistance applications. DocuSign allows customers to sign their applications electronically. Allowing customers to sign applications electronically saves postage and customer travel to the office. Our YTD application total is 2,374. Last year at this time, we received 2,468 applications. To target additional customers, we connected with schools in Wood County to place energy assistance applications in lunch bags that are picked up and delivered to families.

## **Edgewater Haven Update by Marissa Laher**

In the month of April we had 11 admissions and 7 readmissions with a memory care census is 15 residents.

Census comparison to last year:

April 2019 – 53.40 average census with 3.16 rehab

April 2020 – 47.36 average census with 8.23 rehab

Admissions/Discharges Comparison:

April 2019 – Admissions 5/Discharges 7/Readmissions 2

April 2020– Admissions 11/Discharges 9/Readmission 7

Despite having no confirmed cases of COVID-19 in our facility or any pending tests, it seems like COVID-19 has completely taken over every aspect of our day and our operations in our facility. With the end of the Safer at Home Order, nothing has changed regarding our operations as a skilled nursing facility. We continue to follow guidance put into place by the Centers for Medicare and Medicaid Services (CMS) and the Centers for Disease Control (CDC). As of 5/14 we are now facilitating centralized window visits between our residents and their loved ones at scheduled times.

We continue to follow visitor restrictions and screen all of our staff as they come in for their shifts. All staff are wearing face masks at all times while in the facility and direct care staff are also wearing face shields throughout their shift. We have continued to halt congregate dining and group activities. I cannot say enough great things about all our staff taking added responsibilities and tasks in stride to make sure our residents continue to receive the best care possible.

Since our last meeting a few things regarding COVID-19 have changed. It is now a regulation that facilities must report to residents and their representatives by 5 p.m. the following day of a single confirmed case or three residents and/or staff with respiratory symptoms within 72 hours of each other. Additionally, facilities must now report weekly to the CDC (via an infection control module) various aspects such as confirmed cases, staffing levels, PPE levels, overall deaths, and deaths related to COVID-19. This information will be posted on the Nursing Home Compare Website. Additionally, WI DHS now identifies the names of facilities that have a positive case on their website. It does not differentiate between staff and resident cases and it does not disclose number of cases. It is unclear how a facility can be removed from the list once a case may be resolved.

Related to that, DHS is also encouraging all nursing homes to test all of their residents and staff for COVID-19. We plan to hold the testing at Edgewater on 5/27 and 5/28. The state is supplying us with all of the testing supplies to collect specimens, which will then be sent to the Exact Sciences lab in Madison. It has not yet been disclosed by DHS, but it sounds like all of our staff will then be tested a prescribed frequency following the initial testing. We currently are in the midst of collecting consents from all staff and residents.

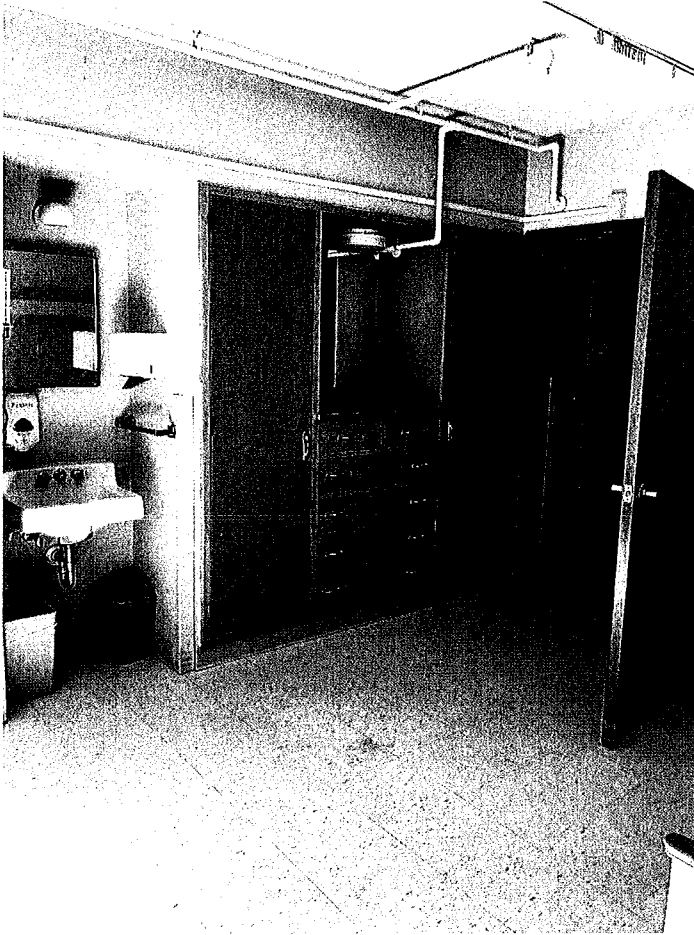
In light of serious infection control concerns during this pandemic, we will be transitioning our laundry/housekeeping vendor to Health Care Services Group effective 6/1/2020. I can't thank the Edgewater staff enough for stepping up to ensure our residents have a clean facility and linens to use.



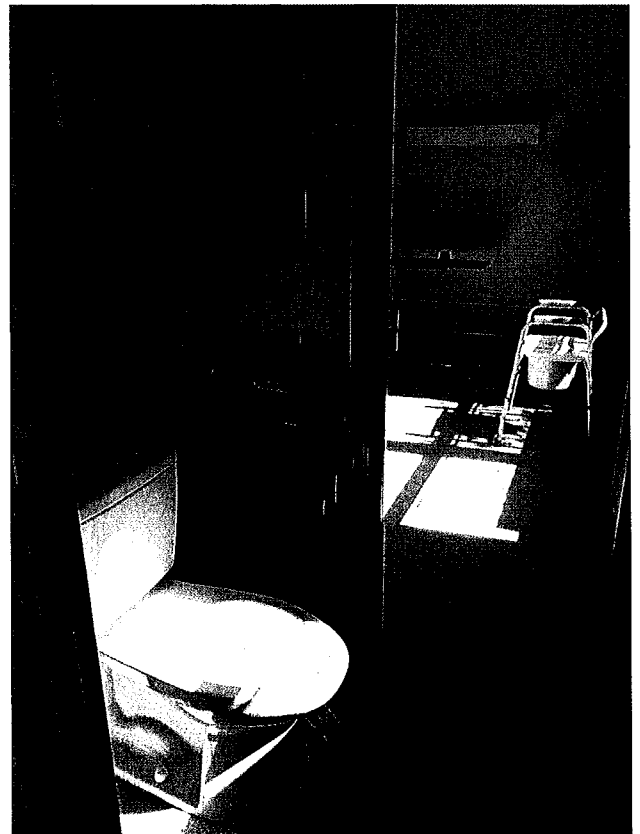
Updated Resident Room on  
300 South

Updated Resident Room  
Bathroom on 300 South





Remaining non-updated  
rooms and shared bathrooms  
on 300 South





## Employment & Training Update by Lacey Piekarski

**FSET Program:** Our NorthCentral FSET Program continues to provide case management services virtually via phone, email, text, or video contact with customers. Immediate phone enrollment appointments are now offered when requested, completing all required documentation electronically and mailing/emailing documentation for review.

In the month of April, FSET policy waiving a work requirement and COVID-19 impacted our referral rate, decreasing referrals received. Regionally, the overall caseload total has remained consistent. To address our declining referral rate, we have increased outreach efforts, specifically to our community partners. In Wood County, over 500 FSET brochures have been shared with every family receiving food from South Wood Emergency Pantry (SWEPS) and the Wisconsin Rapids and Port Edwards School Districts meal programs.

FSET Enrollment Rate Comparison April 2019 vs. April 2020

	<b>April 2019</b>	<b>April 2020</b>
Referred Customers	379	<b>136</b>
Enrolled Customers	159	<b>74</b>
Enrollment Rate	41.95%	<b>69.81%</b>
Total Caseload	826	<b>922</b>

*\*Dates April 1 – 30, 2019, April 1 – 30, 2020*

**IL Program:** As the school year comes to an end, COVID-19 has impacted the graduation experience. Within our regional program, we celebrate eight IL youth graduating high school residing in Portage, Adams and Wood counties. Transition to post-secondary education, housing and employment remain consistent topics reviewed during this time. Since January 2020, 55 youth were able to work, 35 of which continued previous employment, 26 youth began new employment and 18 youth completed 90 days of employment. Unfortunately, 11 youth ended their employment since January for varied reasons.

DCF recently shared information to support the Federal Foster Youth to Independence (FYI) Voucher Program to begin developing relationships with local housing agencies. The U.S. Department of Housing and Urban Development (HUD) has implemented this new program to help address gaps in available, affordable housing for youth, increase housing options for youth with a current or prior history of child welfare involvement that are homeless or at risk of homelessness, and contribute to the federal goal of ending youth homelessness. Our nine-county region has contacted all possible partner agencies to share this information, developing direct connections in order to refer and support IL-eligible youth for this funding option. We will continue to connect and share this option for our youth, as 16 youth in our region identified a housing need or goal since January 1 – May 15.

## Family Services Update by Jodi Liegl

Family Services has experienced success in filling vacant positions and filling the team. We are excited to welcome Family Resource Coordinator Olivia Clark, Youth Justice Social Worker Kayla Buss, and Ongoing Social Worker Alexa Billeb to the team. We have identified a final candidate for the Initial Assessment Social Worker position as well. With these additions, Family Services will be operating as a full team. We look forward to onboarding and training these individuals to best serve and meet the needs of our families.

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

Norwood remains under lockdown as this continues to be the guidance received from Centers for Medicare & Medicaid Services (CMS) and the WI Dept. of Health Services (DHS). We have expanded our virtual communication abilities for our resident/loved ones communications. We have also migrated to most of our meetings are virtual vs. in person now.

We continue to screen all staff prior to them starting their shifts. We have had a little better luck being able to obtain PPE, although we are seeing the costs of these supplies, along with our food cost, increased by up to 500% for the same products in some instances.

Our focus remains staying vigilant ensuring everyone, staff and residents are following our infection control practices as we see society start to re-open. Currently, there is no timeframe identified for our Healthcare facilities to start safely re-opening.

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

**Admissions unit:** The hospital census, as it has been at other public hospitals in the state, has been lower than usual. With the stay at home order we have seen a drop in admissions. Liz is having a weekly update call with all of the other psychiatric hospitals in the state to keep up on state wide concerns and practices. Norwood had managed to stay ahead of the virus with safe practices being implemented early on at the facility. Dr. Winemiller and Dr. Melnyk have been working via tele-health and that is going well. Staff continue to screen each new patient themselves on the phone, and we have had a few pending admissions with symptoms that we have asked for testing to be completed on prior to admissions. With the nursing home being in close proximity we have had to be extremely cautious with screening of referrals from the 20+ other counties we contract with.

**Long Term Care:** The Long term care units have remained on lock down. This has been hard on the patients but we have tried to make the most of it. The residents have all remained well and have been trying to keep their spirits up. Lexi- our activity director, has been working with patients to keep in touch via FaceTime and calling, for those residents who want to stay connected to friends and loved ones.

We completed an ICAR assessment of our COVID response and plan through DHS and did very well. The biggest concern was the handling of reused masks and we made some practice changes and are conducting audits of handling of re-used masks.

We are maintaining all private room status, in case there are ill patients, which is the reason for no admissions at this time. Several patients are awaiting some placements in the community but with the COVID, many ALF and group homes are also not accepting admissions.

**Nursing overall update:** The general focus in the nursing department has been obtaining supplies and keeping staff and residents safe. Staff continue to wear PPE and residents are also encouraged to wear masks when out of their room. Supplies have been difficult to obtain as we are of a lower priority with our "past history" of low purchasing of supplies. Allocations have been based on base purchase history. With our clientele, there is lower usage of PPE overall. We have been working with local and state agencies to help get supplies. In particular, N95 and surgical masks.

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

Nancy Sova, casual receptionist, retired in April. Nancy had worked with us for the past 15 years and had been a familiar face for staff and residents alike. We wish Nancy the best going forward and she will be sincerely missed. We continue to recruit for a casual receptionist to fill her spot.

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

Congregate meals for the month of April totaled 10,833 Revenues for April totaled \$49,832. YTD meals are 43,697 and YTD revenues are \$201,006.

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

The Crossroads renovation continues to be on hold due to Covid-19 restrictions.

The HVAC Renovation project, in which we are replacing the first portion of building thermostats has made a great deal of progress. All of the wire has been pulled (over 19,000 ft.) and the contractor has started installing the electronic controls. This project should be completed by the end of May or early June.

We have received the replacement boiler water pump and are arranging for installation. We will be applying for grant money from the Wood County energy grant to fund adding VFDs (variable frequency drives) to these pumps to save on electricity usage.

The Housekeeping staff levels remain at two housekeepers and one part-time laundry. This is much lower than should be in place, though our contractor has not made efforts to fill these positions.

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

**Meeting Date:** May 28, 2020

### April Activity:

Caseload activity for April 2020 - 26 new veterans served. During the month of April, we completed/submitted 427 federal forms to include:

- 28 intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 7 Appeal – Higher level review, Notice of Disagreement (appeal)
- 21 new claims for disability compensation
- 2 new claim for pension
- 4 new claim for surviving spouse benefits (DIC or surviving spouse pension)
- 6 new applications for VA Healthcare
- 48 appointment of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 7 burial and marker applications

### Activities:

1. Completed as of May 21:
  - a. May 11-15 - CVSO Spring Training Conference Keshena WI **Postponed**.
  - b. May 20 - Department head meeting.
2. Near Future:
  - a. May 28 – Department head /CVSO interview with P. Glynn of Carlson-Dettman.
  - b. May 28- Marshfield Veterans Expo **CANCELLED**.
  - c. May 29 or June 1- WFHR radio interview (focus on VA healthcare – Local VA contracted Urgent Care & Billing issues)
3. Long Term- July 26-30 CVSO Training Conference Keshena, WI.

### Office updates:

1. Office and VA response to COVID-19
  - a. Federal VA
    - i. Health care for most routine issues is by phone, telehealth or secure email. Veterans are receiving phone consults to extend prescriptions. Local VA clinics and hospitals are working issues case by case.
    - ii. Veterans Benefit Administration-
      1. Not taking in person contacts at regional offices
      2. Many employees are working from home, as all active case files are virtual.
      3. Compensation and Pension disability exams (except mental health) are on hold.
      4. Mental health disability exams are being offered via video conference.
  - b. Wisconsin Department of Veterans Affairs:
    - i. Veterans Nursing Homes are not allowing visitors.
    - ii. Many Madison and Milwaukee staff are working remotely.
    - iii. Expanded eligibility to the subsistence aid grant to accommodate veterans with loss of income due to COVID-19.
  - c. Wood County Veterans Service Department:

- i. Continuing ongoing operations through non-personal contact means.
    - ii. Responding to veterans and other agencies to connect veterans in crisis to resources.
    - iii. Reviewing local case files for potential expansion of benefits (see item 4 below).
  - d. Essential Case. This month we were contacted by the Crisis intervention and Adult protective services sections of Human Services. They had placed a veteran from the Marshfield area in a hospital for substance abuse and suicide attempts. Working with Crisis/Adult protective services, the hospital and Tomah VA Medical Center we were able to get him admitted into the VA Hospital for inpatient treatment. Veteran was originally from out of state and had never used our services or the VA healthcare. Admissions of this sort are usually troublesome but during the COVID-19 pandemic, it was extremely challenging. Thanks to all the wonderful teamwork we look forward to working closely with this veteran as he returns to the area.
2. Wood County veteran hiring initiative: No action this period.
  3. Update on department head's goal to get legislative action to reform the hiring requirements for the WDVA grant. Both the Senate and Assembly bill had an executive hearing but a change of the Grant amounts and formulary was in the works however, both failed to progress to a floor vote before the session ended.
  4. Office continues to review and reach out to Blue Water Vietnam Navy and Marine personnel. Several veterans have responded and we have submitted claims for compensation. Since the office has been closed to in person contact (walk ins and appointments) a significant effort has been placed on reviewing files. Letters to veterans have been sent medical records requested/received/reviewed and claims submitted. Over 20 disability claims have been submitted in less than a month based on our reviews.
  5. Long term case management. This week a veteran who we filled an appeal on back in 2015 on a VA decision to award him Special Monthly Compensation (SMC) on his newly adjudicated claim. As the veteran was rated 100% for his PTSD with an effective date of 2013 and all his other ratings without the PTSD were over 60% he was granted SMC-S. SMCs are like a bonus or special case in addition to the combined rating. In this case the current (2020) rate for SMC-S is \$370.61 per month. In this case the VA placed an effective date of 2015. We caught it and appealed through three levels of VA appeals finally to the Board of Veterans Appeals (each level taking over a year). This week the board acknowledged our interpretation of the law and the Veteran received a check for \$9,240.88 for the 2013-2015 period. Without our review and knowledge of VA law the veteran would never had known of the error. The VA often misses altogether the establishment of a SMC mostly for loss of use or creative organ (most often secondary to prostate cancer or diabetes type II ratings for Vietnam Veterans) this provides an extra rate of \$110.31 per month that can be applied to any rating not just 100% disabled.

(3)

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

**DATE:** May 11, 2020

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

**EXCUSED:**

**NOT**

**PRESENT:**

**OTHERS** Steve Kreuser, Scott Brehm, Randy Dorshorst, Shawn Becker, Lori Heideman,

**PRESENT:** Kelli Trzinski, Sarah Christensen, Erik Engel, Bill Clendenning, Lance Pliml,  
Quentin Ellis

**LOCATION:** Wood County Courthouse

**1. Call to Order:**

Mike Feirer called the meeting to order at 9:00 a.m.

**2. Review minutes of March 9, 2020:**

Motion by Polach, second by Hamilton to approve the minutes of the March 9, 2020 meeting as presented. Motion carried unanimously.

**3. Public Comments:**

No Public Comments.

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

June 8, 2020

9:00 a.m.

Wood County Courthouse

**5. Communications Department:**

**a. Communications March and April 2020 Claims:**

The Committee reviewed the Communications March and April claims.

**b. Communications Report:**

Erik answered questions on working with the microwave replacement vendor. The company said that the tower work would be completed at the end of May.

**c. CIP:**

Erik explained the items on the CIP plan. Explained the oscillators and their function.

**Motion by Zurfluh, second by Hamilton to send the CIP for Communications on to the County Board. Motion carried unanimously.**

**6. Emergency Management Department**

**a. Emergency Management March and April 2020 Claims:**

The Committee reviewed the Emergency Management March and April 2020

**b. Emergency Management Activity Report:**

The committee reviewed the Emergency Management report. Steve discussed PPE distribution to all medical and non-medical facilities and our role within this system.

Talked about the community testing done over the weekend. Lance stated that 267 were tested. 2 more positives from Wood County and 2 positives from Jackson County. So far in Wood County there have been 858 negative tests and 4 positive tests.

**c. CIP**

Joe stated that a mobile command post is a necessary item and he would like to see it purchased sooner rather than later. Discussed the utility trailer, command post, radios, BNI vehicle and video conferencing system.

**Motion by Hamilton, second by Zurfluh to approve the CIP and move it on to the County Board. Motion carried unanimously.**

**7. Dispatch Department:**

**a. March and April 2020 Claims:**

The Committee reviewed the Dispatch March and April claims.

**b. Dispatch Report:**

The Committee reviewed the Dispatch report.

Lori talked about the new dispatch rolodex and that they won't have to use the Sheriff's Department any longer. She says that it is working out really well. Talked about Nextgen 911 and the updates for Paul in GIS. Lori thanked all outside agencies for their thoughtful treats during Telecommunications Week. She discussed the new hires and that 2 have started with 1 more starting in July.

**c. CIP**

Lori does not have anything for a CIP plan this year as most of her equipment is new. They are getting new computers this year, and the old ones will be going up to Norwood for use in the backup dispatch center.

**8. Coroner:**

**a. Coroner Report:**

The Committee reviewed the Coroner report.

**b. March and April 2020 Claims:**

The Committee reviewed the Coroner March and April 2019 claims.

**9. Humane Officer**

**a. Humane Officer Report:**

The Committee reviewed the Human Officer Report.

**10. Sheriff's Department:**

**a. Correspondences:**

Sheriff Becker stated the Operations Plan for the COVID-19 Pandemic was put together and implemented by Captain Ellis in March 2020.

Sheriff Becker thanked Steve Kreuser and Sue Kunferman for the weekly meetings and answering questions.

Sheriff Becker said voluntary compliance is going well.

**b. Wood County Rescue:**

The Committee reviewed the Wood County Rescue report.

**c. Crime Stoppers:**

The Committee reviewed the Crime Stoppers report.



**d. K-9 Project:**

The Committee reviewed the K-9 report. Sheriff Becker stated K9 Toro was retired in April and given to Deputy Pidgeon. He also stated K9 Sig started in April and is assigned to Deputy Pidgeon. Sheriff Becker stated Deputy Pidgeon gave positive feedback about Jessifany Kennels.

Sheriff Becker stated Deputy Justus Arendt will be the next K9 officer and will be going to training in the fall. He stated most, if not all, of the costs for the new K9 will be covered by donations.

**e. March and April 2020 Claims:**

The Committee reviewed the Sheriff's Department March and April 2020 claims.

**f. Hiring Process:**

Sheriff Becker stated eight applicants have had background investigations done. He stated interviews would be held in June. He stated the Department currently has four openings.

**g. CIP Plans**

**Motion by Polach, second by Feirer to approve the CIP plans and pass it on to the County Board. Motion carried unanimously.**

**h. Snowmobile/ATV Patrol:**

The Committee reviewed the Snowmobile/ATV Patrol report. Sheriff Becker stated the UTV is now complete.

Brad Hamilton stated he has been getting many calls about the trails being torn up in the Town of Port Edwards. He stated the trails may need to be closed for a while. Sheriff Becker stated he would talk with Chad Schooley.

**i. Overtime:**

The Committee reviewed the overtime report.

**j. Courthouse Security:**

The Committee reviewed the Courthouse Security report. Sheriff Becker stated the number of people entering the Courthouse is down due to COVID-19 and the limited access to the courthouse.

**k. Jail Items**

- i. Inmate Daily Population: Reviewed-Sheriff Becker stated the jail population is down due to COVID-19. Chief Deputy Dorshorst stated we are being paid by the State of Wisconsin to house inmates who should have gone to prison, but could not due to COVID-19.
- ii. EMP: Reviewed-Sheriff Becker stated the EMP numbers are up due to COVID-19. He stated inmates were put out on EMP with the Judges' approval.
- iii. Safekeeper Housing Numbers: Reviewed-Sheriff Becker stated numbers in Waupaca and Adams County are down due to COVID-19.
- iv. Kitchen Report: Reviewed
- v. Maintenance: Sheriff Becker stated the new video system should be up and running soon. He stated Captain Ashbeck has been working with Rueben Van Tassel and Amy Kaup.
- vi. Inmate Programs: Sheriff Becker stated inmate programs have been cancelled due to COVID-19; however they have been utilizing Three Bridges via telephone.
- vii. Jail Study – Sheriff Becker talked about the proposal for a Jail study. Sheriff Becker stated they had a conference call with Venture Architect on May 8, 2020 to discuss the floor plan of a new jail. He stated they discussed the first floor and booking area. He stated they would like to have a presentation with the Committee at June's meeting.

**11. March and April 2019 Claims: Communications, Emergency Management, Dispatch, Sheriff, Coroner, and Humane Officer:**

Motion by Zurfluh, second by Hamilton to approve the March and April 2020 claims of all Public Safety Committee Departments. Motion carried unanimously.

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

Nothing at this time.

**13. Pursuant to Wisconsin State Statute 19.85 (1)(g), the Committee may go into closed session to confer with counsel regarding the Reichert litigation:**

Motion by Hamilton, second by Winch to go into closed sessions at 10:21 a.m. Motion carried unanimously. Winch-yes Polach-yes Zurfluh-yes Feirer-yes Hamilton-yes

**14. Return to Open Session:**

Motion by Hamilton, second by Winch to return to open session at 10:38 a.m. Motion carried unanimously. Winch-yes Polach-yes Zurfluh-yes Feirer-yes Hamilton-yes

Motion by Hamilton, second by Winch to settle former Sheriff Reichert's lawsuit against the county for a benefit the county does not believe him to have been eligible for. Winch-yes Polach-Yes Zurfluh-Yes Feirer-yes Hamilton-yes

**15. Adjourn**

**Motion by Hamilton, second by Winch to adjourn the meeting at 10:39. Motion carried unanimously.**

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



# Wood County

## WISCONSIN

OFFICE OF CORONER

SCOTT D. BREHM

DATE: June 1, 2020  
TO: Wood County Public Safety Committee  
FROM: Scott D. Brehm, Wood County Coroner  
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner's Office for May 2020:

Deaths in Wood County.....	95
Calls for Service.....	73
Sudden/Suspicious Deaths and Falls.....	29
Traffic Fatalities.....	3
Suicides.....	0
Drownings.....	0
Fire Fatalities.....	0
Homicides.....	0
Suspected Overdoses.....	0
Death Certificates Signed.....	29
Cremation Permits Signed.....	57
Autopsies Performed.....	1
Disinterments.....	0

Remarks: (1) UTV death on private property. Medical Autopsy.

Respectfully Submitted,

Scott D. Brehm  
Wood County Coroner

Dept. Head Nanci Olson  
Humane Officer Report  
February 23<sup>rd</sup> – March 7<sup>th</sup> 2020

2-23; Reports

2-23,24,25; WR4046 A child was bit in the face @ 900 block of Wyle Street. The child and her mother were out walking and went into a yard to say hi to a neighbor when the child hugged a dog on a leash and was bit. The child was transported from Riverview Aspirus ER to Marshfield to have surgery on her eyelid. 0,16,16

2-24,25,26; WC2949 Hoarding situation with sanitation concerns with a strong order of ammonia, trash, animal feces/urine and there was a cockroach infestation. Removed were 2 dogs and 3 cats. The cats were surrendered, the dogs were impounded. I met with the owner of the Chihuahua-MinPin mix, this dog needed veterinarian attention due to infection in the mouth and calcified teeth, she agreed to surrender this dog. The next day, I made contact with the owner of the Pitbull type dog, and she agreed to surrender him at this time. 8,8,22

2-25; WR4160 . An owner of a cat was bit on her left hand @ 2040 block of Sherry Court. 14

2-26; WC3046 Investigation into thin heifers, open case. 88

2-27; WC1653 Complainants regarding dead and unburied cattle. Case open 50

2-28; WC3340 A family dog bit the victim on her wrist @ 5400 block of Madison Cr. 8

2-29, 3-1; PPD207 Welfare check on horses, Open. 0, 54

3-2; WR3247 Checking and a dog left tied up outside without shelter. 10

3-5,6,7; WC3668 Dog Bite to a child @ 5900 block of County Rd Y, Auburndale. This family dog bit the child when the dog hid behind the Christmas tree and the child went to pull the dog out. 0,80,80

3-5,6; WC3716 Removed several animals from 1700 block of Evergreen Ave., Saratoga. Concerns were health of the dogs and sanitation concerns of the residence. 14,22

3-7; WR53 Report was typed and an Invoice from the South Wood County Humane Society was sent on to the County for \$300 reimbursement of Quarantine Cost of a stray cat bite. 0

3-7; WR1910 Report was typed and an Invoice from the South Wood County Humane Society were both sent on to the County for \$300 reimbursement of unpaid dog bite Quarantine Cost. 0

**EMPLOYEE NAME:** Nanci Olson

## Monthly Time Report

**DEPARTMENT:** Wood County Humane Officer

2/23/2020 THROUGH 3/7/2020

**APPROVED BY: Public Safety Committee**

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
02/23/20		\$50.00	0	1p	5p	4.00	Reports
02/23/20	WR4046	\$50.00	0	6p	8p	2.00	Dog Bite
02/24/20	WR4046	\$50.00	16	3p	5p	2.00	Dog Bite
02/25/20	WR4046	\$50.00	16	9a	12p	3.00	Dog Bite
02/24/20	WC2949	\$50.00	8	9a	11a	3.00	Hoarding
02/25/20	WC2949	\$50.00	8	7p	9p	2.00	Hoarding
02/26/20	WC2949	\$50.00	22	4p	6p	2.00	Hoarding
02/25/20	WR4160	\$50.00	14	2p	5p	3.00	Cat Bite
02/26/20	WC3046	\$50.00	88	8a	1p	4.00	Welfare
02/27/20	WC1653	\$50.00	50	8a	12p	4.00	unburied cows
02/28/20	WC3340	\$50.00	8	12p	3p	3.00	Dog Bite
02/29/20	PPD207	\$50.00	0	11a	2p	3.00	Welfare
03/01/20	PPD207	\$50.00	54	3p	6p	3.00	Welfare
03/02/20	WR3247	\$50.00	10	5p	7p	2.00	Welfare
03/05/20	WC3668	\$50.00	0	8p	10p	2.00	Dog Bite
03/06/20	WC3668	\$50.00	88	8a	11a	3.00	Dog Bite
03/07/20	WC3668	\$50.00	88	4p	7p	3.00	Dog Bite
03/05/20	WC3716	\$50.00	14	12p	4p	4.00	Mistreatment
03/06/20	WC3716	\$50.00	22	1p	4p	3.00	Mistreatment
03/07/20	WR53	\$50.00	0	1p	3p	2.00	Reports
03/07/20	WR1910	\$50.00	0	3p	5p	2.00	Reports
<b>TOTAL</b>		<b>\$1,050.00</b>	<b>506</b>			<b>59.00</b>	<b>\$290.95</b>

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

Dept. Head Nanci Olson  
Humane Officer Report  
March 8<sup>th</sup> – March 21<sup>st</sup> 2020

3-8; Reports

3-8; WC3668 Follow up on proper quarantine of a dog @ 5900 block of County Rd Y, Auburndale. 8

3-9; WC3716 Follow up regarding the removal of several animals from 1700 block of Evergreen Ave., Saratoga. Concerns were health of the dogs and sanitation concerns of the residence. 22

3-10,17; PPD207 Welfare check on horses, Open. 54,54

3-11,12; WC4066 Dog bite @ 8000 block of County B, Town of Rock when the victim stopped to play with a dog and was bit in the hand. 72,72

3-12,14; WC4126 Removed four cats from a camper in which several people were living in, sanitation concerns, welfare concerns @ 2700 block of Plover Road. 22,22

3-15,16; WR5570 A cat was loose in an apartment complex @ 2821 Boles Street, a resident attempted to pick up this cat when he was bit. The cat was first treated as a stray and taken to the humane society for quarantine. An owner has come forward and will be liable for quarantine costs for the un-vaccinated cat. 20,22

3-15,19,21; NPD563 I was called out for a dog bite to a human and a deadly dog attack to another dog in the City of Nekoosa. The attacking dog, an English Mastiff was at large and killed the neighbors small dog that was tethered at the time. The attacking dog then bit the owner of the deceased dog when she intervened. As Humane Officer I have the authority to apply and enforce Wood County's Ordinance Regulating Dangerous Animals & after considering appropriate evidence, declare this dog to be a Dangerous Animal per Wood County ordinance. Proper procedures will continue be followed including, but not limited to, continued duration of Quarantine, impoundment and legal proceedings. 16,0,0

3-16; WR5593 A dog groomer was bit by a St. Bernard on March 11<sup>th</sup> @ 1100 Gardner Street, it was not reported until today, 5 days after the bite, when she sought medical attention that including her having to have surgery as treatment for the infection. 18

3-17; WC1035 Welfare concerns regarding, improper dog houses. Open case. 60

3-18; WC4463 A dog bite happened @ the 10400 block of Highway 13 south, town of Saratoga. A passerby saw a dog near the road, stopped her car and got out to guide the dog back home when she was bit in the leg. 8

3-19,20; PE368 A child under the age of one was bit by the family dog when the child got near the dog's bone @ 1200 block of 3<sup>rd</sup> street Port Edwards. 20, 0

3-18,21; WC4603 Welfare check on horses @ 8700 block of Dexter Wood Road. Case Open. 0,60

## TIME CARD

COUNTY OF WOOD

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

3/8/2020 THROUGH 3/21/2020

APPROVED BY: Public Safety Committee

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
03/08/20		\$50.00	0	1p	4p	3.00	Reports
03/08/20	WC3668	\$50.00	80	8a	12p	4.00	Quarantine
03/09/20	WC3716	\$50.00	22	2p	5p	3.00	Follow up
03/10/20	PPD207	\$50.00	54	9a	1p	4.00	Welfare
03/17/20	PPD207	\$50.00	54	4p	7p	3.00	Welfare
03/11/20	WC4066	\$50.00	72	9a	12p	3.00	Dog Bite
03/12/20	WC4066	\$50.00	72	3p	6p	3.00	Dog Bite
03/12/20	WC4126	\$50.00	22	10a	1p	3.00	Removed Animals
03/14/20	WC4126	\$50.00	22	8a	10a	2.00	Removed Animals
03/15/20	WR5570	\$50.00	20	3p	5p	2.00	Cat Bite
03/16/20	WR5570	\$50.00	22	1p	4p	3.00	Cat Bite
03/15/20	NPD563	\$50.00	16	6p	9p	3.00	Dog Bite
03/19/20	NPD563	\$50.00	0	10a	12p	2.00	Dog Bite
03/21/20	NPD563	\$50.00	0	9a	12p	3.00	Dog Bite
03/16/20	WR5593	\$50.00	18	8a	12p	4.00	Dog Bite
03/17/20	WC1035	\$50.00	60	10a	2p	4.00	Welfare
03/18/20	WC4463	\$50.00	8	3p	5p	2.00	Dog Bite
03/19/20	PE368	\$50.00	20	5p	7p	2.00	Dog Bite
03/20/20	PE368	\$50.00	0	1p	4p	3.00	Dog Bite
03/18/20	WC4603	\$50.00	0	1p	3p	2.00	Welfare
03/21/20	WC4603	\$50.00	60	4p	7p	3.00	Welfare
TOTAL		\$1,050.00	622			61.00	\$357.65 (Mileage Check)

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

Mileage: 101-3901-54129-000-331



Department Head Humane Officer Report  
March 22 – April 4<sup>th</sup> 2020

3-22; Reports

3-22,23,26; NK563 Case regarding a dangerous dog in the City of Nekoosa; continued duration of Quarantine and impoundment. Reports were written and sent to Corporation Counsel, a hearing has been set for April 8<sup>th</sup> in Branch 1 to obtain a judgment under state statute 174.02 22,0,0

3-23; PE368 A child bit by the family dog when the child got near the dog's bone @ 1200 block of 3<sup>rd</sup> street Port Edwards. 20

3-23,29; WC4603 Conducted further investigation into the welfare of horses @ 8700 block of Dexter Wood Road. Case Open. 60,60

3-24; WR5570 Follow up on owners of a cat that was being quarantined at the Humane Society. 22

3-25,27; WC4463 Quarantine ending with a dog that bit on 3-15-20 @ the 10400 block of Highway 13 south, town of Saratoga. This dog had been loose when it bit a young women that had stopped her car to guide the dog back up the driveway to it's home. This dog has been chasing cars by running along the ditch, and going out to the road if a person is out walking. I am attempting to make contact with the owner so they to continue to tether the dog when the quarantine ends. 8,8

3-26,30; WC3716 Follow up regarding the removal of several animals from 1700 block of Evergreen Ave., Saratoga. On-going sanitation concerns of the residence. 22,22

3-27,4-2 PPD207 Welfare check on horses, Open. 54,54

3-31,4-1; WR6253 Dog bite was reported to the ER, the address the victim gave ER was incorrect. Apparently he also mentioned living in a different city than he first stated and also mentioned being homeless. After following up on the case I was unable to locate the victim. 36,12

4-2,4; GR1071 Dog Bite near Two Mile and Sampson. Victim was out walking when a small dog ran out to her; she put her hand out to the dog and it bit her and ran back into the woods. The dog was not located, so the victim began Rabies prevention shots. 14,14

4-3,4; GR1085 Dog bite happened at 3900 block of 72<sup>nd</sup> St. S. when a loose dog ran up to the victim whom was out walking. The owner attempted to call her dog back but he wouldn't listen. 12,12

4-4; WC5262 Husky's killing chickens and chasing horses @ 2000 block of Townline Road. Open Case, issuing an Order of Abatement. 8

**EMPLOYEE NAME:** Nanci Olson

## Monthly Time Report

**DEPARTMENT: Wood County Humane Officer**

THROUGH

**APPROVED BY: Public Safety Committee**

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
03/22/20		\$50.00	0	11a	3p	4.00	Reports
03/22/20	NK563	\$50.00	22	7a	10a	3.00	dangerous dog
03/23/20	NK563	\$50.00	0	7a	10a	3.00	dangerous dog
03/26/20	NK563	\$50.00	0	2p	5p	3.00	dangerous dog
03/23/20	PE368	\$50.00	20	11a	1p	2.00	Dog Bite
03/23/20	WC4603	\$50.00	60	2p	5p	3.00	Welfare
03/29/20	WC4603	\$50.00	60	10a	2p	4.00	Welfare
03/24/20	WR5570	\$50.00	22	1p	3p	2.00	cat bite
03/25/20	WC4463	\$50.00	8	1p	3p	2.00	cat bite
03/27/20	WC4463	\$50.00	8	3p	5p	2.00	cat bite
03/26/20	WC3716	\$50.00	22	10a	12p	2.00	Welfare
03/30/20	WC3716	\$50.00	22	2p	5p	3.00	Welfare
03/27/20	PPD207	\$50.00	54	8a	12p	4.00	Welfare
04/02/20	PPD207	\$50.00	54	10a	1p	3.00	Welfare
03/31/20	WR6253	\$50.00	36	9a	11a	2.00	Dog Bite
04/01/20	WR6253	\$50.00	12	4p	6p	2.00	Dog Bite
04/02/20	GR1071	\$50.00	14	8a	10a	2.00	Dog Bite
04/04/20	GR1071	\$50.00	14	8a	10a	2.00	Dog Bite
04/03/20	GR1085	\$50.00	12	6p	8p	2.00	Dog Bite
04/04/20	GR1085	\$50.00	12	11a	1p	2.00	Dog Bite
04/04/20	WC5262	\$50.00	8	3p	5p	2.00	dog chasing chix, horse
<b>TOTAL</b>		<b>\$1,050.00</b>	<b>460</b>			<b>54.00</b>	<b>\$264.50</b>

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

(Mileage Check)

Department Head  
Humane Officer Nanci Olson  
April 5<sup>th</sup> - 18<sup>th</sup> 2020

4-5; Reports

4-5,6; WC5262 Inspected gate repair for dog yard & recently added Electric Wireless Dog Fence for a Husky that has been killing the neighbors chickens and chasing horses @ 2000 block of Townline Road. An Order of Abatement was issued, this will be good for three years unless successfully contested, in which all or in-part could be modified. Originally there were two husky's involved in the chicken killing, owner surrendered one of them. 8, 8

4-5,6,9; GR1133 A lab, named 'Sam' was loose in it's yard when a women was walking by with her St. Bernard, named 'Berney' on a harness and a leash. The lab ran down the road at the St. Bernard, the St. Bernard latched on to the ear of the loose Lab and didn't let go right away. A relative of the Lab's owner, who let the lab outside loose, ran over and tried to get the St. Bernard to let go of the lab's ear, this man was bit in the finger and believes it was the St. Bernard that bit him. The St. Bernard was under the control of the owner(on a hand held leash) but the St. Bernard is quarantined due to possibly biting. The following day, the owner of the Lab, who was not at home at the time of the incident, stated that the St. Bernard was loose and on her property. Then a few days later a resident of the neighborhood said he carries a gun and will shoot the St. Bernard if needed, in spite of me explaining that both the owner of the St. Bernard and the young man who let the lab out loose both initially stated that the lab was off it's property and the St. Bernard was on a leash. I reported his threatening statements to Grand Rapids Police Department. 8,0,0

4-6; GR1085 Quarantine for a dog bite @ happened at 3900 block of 72<sup>nd</sup> Street South has been halted due to the victim now saying the 'bite' did not break her skin. 12

4-7; NK563 Preparation for Court Hearing tomorrow, report writing, gathering evidence and had discussions with Corporation Council, regarding a dangerous dog in the City of Nekoosa; hearing has been set for April 8<sup>th</sup> in Branch 1 to obtain a judgment under state statute 174.02. 0

4-8; NK563 Court Hearing this afternoon in Branch 1. I had impounded the dog in March and declared this English Mastiff a dangerous under Wood County's Dangerous Animal Ordinance due to an on-going history of this dog biting 2 people and seriously injuring one dog and later killing another. The owner had notice of each incident and had not taken any preventative actions. I testified along with a Nekoosa Officer and the defendant. I presented the Courts with an Invoice from the South Wood County Humane Society for the amount of \$620.00 for costs incurred so far holding this English Mastiff since mid-March, and requesting the Courts to order the defendant to pay. The defendant stated that over the weekend she spent \$300 and built a fence for her dog if she would be getting her dog returned. The Judge ordered that I go and take a look at her fence and report back, court would be continued onto April 14<sup>th</sup>, 2020. Later in the day, also on April 8<sup>th</sup> I met a Nekoosa Officer at the defendants residence in the City of Nekoosa. The defendant was not finished with the fence and she said she'd call me when she was finished and I could come back then to take remaining photos. 16, 14

4-8,9; WC5492, Open Case, under investigation with other agency's. 0, 72

4-13; NK563 Case regarding a dangerous dog in the City of Nekoosa; the defendant called me and said she finished the fence and she was off work today and I could come out at any time. I took photos of the fence and sent the photos online to Walgreens to be developed, ordering 3 copies of each, one set for the Courts, one for the defendant, and one for Corporation Council. Note: On my way to the defendants residence in Nekossa for the Court Ordered inspection on the defendant's new fence and while following a pickup truck on this windy day, ice blew off the truck in front of me, hit my windshield causing a crack the length of my window – at an out of pocket cost to me of \$188.00 for replacement. Later in the evening , also on April 13<sup>th</sup>, I did pick up the photos from Walgreens at a cost of \$20 for the prints. 14,12

4-13,14 PE441 Cat Bite @ 1500 Kester Road, owner bit by her own cat when she petting her longer than the elderly cat cared for. 8,8

4-14; NK563 Hearing held in Branch 1 of the Wood County Court House @ 2:15pm, Hearing continued from April 8th. Case regarding a dangerous dog in the City of Nekoosa; I testified that the shadow fence consisting of ½ inch green treated pickets would not contain an aggressive dog of 170#'s, nor was the new fence consistent with the fencing guidelines outlined in the Wood Co. Dangerous Animal Ordinance. The disposition of this animal that was requested by the 'County of Wood' was granted by the Court. I presented the Courts with an Invoice from the South Wood County Humane Society for the amount of \$800.00 for costs incurred so far, including today, for holding this English Mastiff since mid-March, and requesting the Courts to order the defendant to pay. The Court ordered that the defendant pay the lower cost of \$620.00 as it wasn't the defendant's fault that court was continued from April 8<sup>th</sup> to April 14<sup>th</sup> . 16

4-14; WC5538 Welfare check on animals @ 11000 Rangeline Road. Open. 8

4-15; NK563 Received the court order signed by the Judge and passed it on to the South Wood County Humane Society for the disposition of the dog; along with the news that do to the Court's Order they would not be receiving the full amount of board from the defendant for holding the Mastiff, I also advised her the County or the Humane Officer Budget will be paying. 22

4-15; PE441 Complaint of a thin cat with scabs that the owners are neglecting. Open Case. 0

4-16,17; WC5798 Child was bit by his pet rat which has been acting aggressive. There isn't normally a concern with Rabies when a small rodent bites, but due to it's aggressive behavior I contacted the Health Department, who then contacted the state veterinarian who decided that there was no need to send the rat to Madison for rabies testing. 10,0

4-17; WC5747 Loose horses, no hay, under investigation. 76

**EMPLOYEE NAME:** Nanci Olson

## Monthly Time Report

**DEPARTMENT: Wood County Humane Officer**

**4/5/2020                  THROUGH                  4/18/2020**

**APPROVED BY: Public Safety Committee**

[illegible]

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

(Mileage Check)

Dept. Head Humane Officer Olson  
April 19<sup>th</sup> – May 2<sup>nd</sup> 2020

4-19; Reports

4-19,23; WC5747 Return trip, loose horses, no hay, under investigation. 76,76

4-20,21; WC6018 Dog bite @ 11400 Bell Road, Saratoga. Victim was playing ball with his Great Dane Puppy, he kicked the ball and the puppy accidentally bit his foot. 10,10

4-22,5-2; PE441 Welfare follow up on a cat. Open Case. 20,20

4-23,5-1; WC4603 Conducted further investigation into the welfare of horses @ 8700 block of Dexter Wood Road. Case Open. 60,60

4-24,26; WR7259 Cat Bite happened @ Marshfield County. The cat lives in Wood County so the Quarantine was done in Wood County. 20,20

4-25,26; PPD410 Dog bite @ 8100 Jackson Street, Pittsville. Victim was out with her wheelbarrow when the neighbor's Boarder collie/Healer/Australian Shepherd mix was at large and bit her leg. This dog apparently doesn't like the neighbors. I told the dog owners that this dog can not be loose again, even after quarantine. 50,50

4-27,28; WR7355 Dog Bite @ 1410 Baker St. WR. An Employee of Brown's Assisted Living was bit by an unknown dog. He was outside with a resident when a woman was walking by the sidewalk with 2 dogs on leashes. The victim asked the woman if the dogs were friendly and she responded 'yes', then the pitbull type dog lunged at the resident, so the employee/victim put his arm out to protect the resident and was bit. The victim told the woman to stay where she was as he needed to get paper and pen for her contact information. He went inside quick then saw this woman quickly walking away. I suggested to the victim to talk with her primary care doctor regarding starting Rabies prevention shots, I then called the ER where he was treated for the dog bite and told them that I do not have a dog to quarantine so suggested the speak with the victim also about starting Rabies Prevention Shots. 16,18

4-28,29; WC6494 Landlord had concerns of mistreatment and sanitation concerns of her prior renters @ 1500 Main St. Rudolph. 34,34

4-30,5-1,2; WC6598 & Crime Stopper Tip ID # 594~M3537 Anonymous complainant stated mistreatment @ 3717 State Highway 54, Cedar Junction; regarding a dog that was deprived of required surgery on a mass on it's abdomen area. After talking with the Vet's Officer I learned that this was not a required procedure for the health and well being of this dog. 20,20,20

**EMPLOYEE NAME:** Nanci Olson

## Monthly Time Report

**DEPARTMENT: Wood County Humane Officer**

**4/19/2020                      THROUGH                      5/2/2020**

**APPROVED BY: Public Safety Committee**

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
04/19/20		\$50.00	0	4p	8p	4.00	Reports
04/19/20	WC5747	\$50.00	76	9a	1p	4.00	Welfare
04/23/20	WC5747	\$50.00	76	2p	6p	4.00	Welfare
04/20/20	WC6018	\$50.00	10	1p	4p	3.00	Dog Bite
04/21/20	WC6018	\$50.00	10	8a	10a	2.00	Dog Bite
04/22/20	PE441	\$50.00	20	2p	4p	2.00	Welfare
05/02/20	PE441	\$50.00	20	3p	6p	3.00	Welfare
04/23/20	WC4603	\$50.00	60	8a	11a	3.00	Welfare
05/01/20	WC4603	\$50.00	60	2p	5p	3.00	Welfare
04/24/20	WR7259	\$50.00	20	1p	4p	3.00	Cat Bite
04/26/20	WR7259	\$50.00	20	8a	11a	3.00	Cat Bite
04/25/20	PPD410	\$50.00	50	4p	8p	4.00	Dog Bite
04/26/20	PPD410	\$50.00	50	1p	4p	3.00	Dog Bite
04/27/20	WR7355	\$50.00	16	9a	11a	3.00	Dog Bite
04/28/20	WR7355	\$50.00	18	8a	11a	3.00	Dog Bite
04/28/20	WC6494	\$50.00	34	1p	3p	2.00	Welfare
04/29/20	WC6494	\$50.00	34	3p	7p	4.00	Welfare
04/30/20	WC6598	\$50.00	20	6p	8p	3.00	Welfare
05/01/20	WC6598	\$50.00	20	8a	12p	4.00	Welfare
05/02/20	WC6598	\$50.00	20	11a	2p	3.00	Welfare
TOTAL		\$1,000.00	634			63.00	\$364.55

(Mileage Check)

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

Mileage: 101-3901-54129-000-331

## MUTUAL AID AGREEMENT

This Agreement is made by and between the undersigned jurisdictions in order to promote public safety and enhance cooperation in the preservation of public peace and order. The parties to this Agreement are law enforcement agencies authorized to maintain peace and order within Wood County.

1. **Purpose.** Individual law enforcement agencies within Wood County may be unable to field a sufficient number of trained officers and equipment to meet a particular emergency. Thus, the agencies have agreed to pool resources by offering mutual assistance in emergency situations upon appropriate request.
2. **Authority.** This Agreement is entered pursuant to the constitutional and statutory authority of the chief law enforcement officials of the parties hereto and consistent with the mandates set forth in Wis. Stats. ss. 66.0313 and 66.0513. Where applicable, pursuant to Wis. Stat. 66.0301, these agencies have been authorized by their respective municipalities to enter into this Mutual Aid Agreement.
3. **Agreement to Mutual Aid.** The parties agree to provide mutual aid to the other parties, upon request of a party, unless unable to comply with such a request. As used in this Agreement, the phrase "mutual aid" shall mean the application of the personnel, equipment, vehicles, communications and other resources reasonably necessary to assist the requesting jurisdiction in its response to an exigent circumstance.
4. **Initiation of request.** Whenever any agency subject to this Agreement determines that an circumstances exist, or are about to exist within the requesting agency's jurisdiction and additional personnel and equipment are necessary, they may initiate a request for mutual aid. A request for mutual aid may be initiated only by the chief law enforcement official of the requesting jurisdiction. The phrase "chief law enforcement official" means the Chief of Police, Sheriff or Constable, or a subordinate officer authorized by the chief law enforcement official to request mutual aid.
5. **Rendition of the request.** The requesting jurisdiction shall communicate its request for mutual aid to those jurisdiction(s) which the requesting jurisdiction believes have the capability and proximity to render assistance. The request may be communicated in whatever fashion is expedient but if not initially made in writing shall be set forth in writing as soon as possible.
6. **Response to the request.** Upon receiving a request for mutual aid, the jurisdiction receiving the request shall evaluate its ability to provide an effective response to the request. The chief law enforcement officer of the jurisdiction receiving the request shall in their sole judgment ascertain what if any assistance it can provide to the requesting jurisdiction and shall notify the requesting jurisdiction as soon as possible of that decision.



7. **Responding personnel.** A responding jurisdiction that is providing personnel shall inform the requesting jurisdiction of the names and ranks of personnel it will be providing as well the types of any other resources being provided to the requesting jurisdiction. The requesting jurisdiction shall inform the responding jurisdiction of the command structure for the response. The requesting jurisdiction does hereby convey to the personnel of the responding jurisdiction the authority to effectuate the duties assigned to them.
8. **Command of mutual aid response.** In order to avoid confusion and to maximize the effectiveness of a mutual aid response, the requesting jurisdiction shall be in command of all personnel and resources utilized in the mutual aid response. The responding jurisdiction's personnel shall be under the command of the requesting jurisdiction during the mutual aid response.
9. **Actual Employment.** The parties to this Agreement understand that whenever a responding officer is acting within a requesting agency at the request of that agency pursuant to this Agreement, such responding officers shall continue to be employees of their original employing agencies for wages, insurance, worker's compensation and all other benefits and responsibilities pursuant to Wis. Stat. 66.0513 of the Wisconsin Statutes. Reimbursement for those expenses and all other expenses under Wis. Stat. 66.0513 shall be handled between agencies as set forth in Section 10.
10. **Expense of response.** Wis. Stat. ss. 66.0313 and 66.0513 shall control the liability for and the payment of expenses of the responding jurisdiction. Wis. Stat. s. 66.0513 provides in relevant part as follows:

**66.0513. Police, pay when acting outside county or municipality**

(1) Any chief of police, sheriff, deputy sheriff, county traffic officer or other peace officer of any city, county, village or town, who is required by command of the governor, sheriff or other superior authority to maintain the peace, or who responds to the request of the authorities of another municipality, to perform police or peace duties outside territorial limits of the city, county, village or town where the officer is employed, is entitled to the same wage, salary, pension, worker's compensation, and all other service rights for this service as for service rendered within the limits of the city, county, village or town where regularly employed.

(2) All wage and disability payments, pension and worker's compensation claims, damage to equipment and clothing, and medical expense arising under sub. (1), shall be paid by the city, county, village or town regularly employing the officer. Upon making the payment the city, county, village or town shall be reimbursed by the state, county or other political subdivision

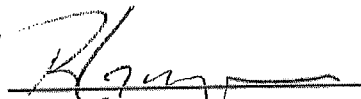
whose officer or agent commanded the services out of which the payments arose.

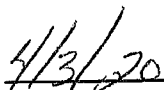
11. **Term.** This agreement shall be effective from the date of its signing by the second jurisdiction participating in it. Any jurisdiction within Wood County with law enforcement personnel may join the agreement at any time. A jurisdiction may also withdraw at any time by providing advance written notice to the other participating jurisdictions. The Agreement shall continue in effect as long as there are at least two jurisdictions who continue to participate in the Agreement.
12. **Compatibility with Wisconsin Statutes.** This Agreement is compatible with Wis. Stat. Secs. 59.28(2), 66.0513, and 66.0313. Such statutes shall control in event there is any conflict between such statutes and this Agreement.
13. **Execution.** This Agreement is executed in counterparts. Each jurisdiction signs on a separate page, each of which separate signature page is a part of this Agreement.
14. **Modification.** This Agreement shall not be modified, changed, or altered in any way without the mutual consent of all Parties, reduced to writing, and signed by all parties and attached to this Agreement.

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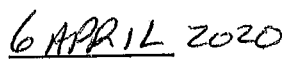
#### ACCEPTANCE OF MUTUAL AID AGREEMENT

The undersigned enters this Agreement with the necessary authority from the jurisdiction he/she represents.

  
Rick Gramza Police Chief City of Marshfield

  
Date

  
Erman Blevins Police Chief City of WI Rapids

  
Date

Shawn K Woods

Shawn Woods Police Chief City of Nekoosa

4-3-2020

Date

Scott Drew

Scott Drew Police Chief Village of Port Edwards

4-3-2020

Date

Jeremy Duerr

Jeremy Duerr Police Chief City of Pittsville

4-3-2020

Date

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Shawn Becker

Shawn Becker Sheriff County of Wood

04/06/20

Date

Melvin Pedersen

Melvin Pedersen Police Chief Town of Grand Rapids

04/08/2020

Date



# WOOD COUNTY SHERIFF'S DEPARTMENT

SHAWN BECKER, SHERIFF



## Press Release

03/19/2020 5:00PM

**From: Wood County Sheriff's Department**

**Ref: COVID 19 virus...Temporary Changes to Sheriff's Department Operations**

Beginning at 5pm today, March 19, 2020, Sheriff Becker has implemented the following actions, most of which will effect services Wood County residents have come to expect. These measures are being taken in an effort to maintain officer and community health while we all fight the spread of the COVID-19 virus. Police work has inherent dangers, but in alignment with recommendations and personal social distances, we hope to limit those dangers in the area of exposure for staff and citizens in the following ways:

1. All Jail Inmate Visiting is cancelled (Inmate phone privileges expanded during this time)
2. All public fingerprinting/DNA sample collecting is cancelled
3. Civil Process and open records requests will be handled by mail, phone, or email.
4. All Drug takeback/drop-off at WCSD is discouraged during this time. In certain cases, a deputy can respond to a residence to collect prescription medications.
5. All ride a longs are cancelled
6. All public deputy-requested community or school presentations are cancelled
7. All public facility tours/events/meetings are cancelled
8. Deputies will respond to residences for Project Life Saver battery changes and maintenance needs.
9. Traffic Court will not be held until June 4<sup>th</sup>, 2020. Traffic Court dates from now until June 4<sup>th</sup>, will be rescheduled.
10. Please avoid unnecessary visits to the Wood County Courthouse. We encourage you to access Wood County's webpage for information that may answer your questions. <http://www.co.wood.wi.us/>

The Sheriff's Department has also modified patrol responses to lower level priority calls to reduce deputy/citizen contacts during this virus containment time. Just some examples are:

- Deputies will not respond to routine medical calls, unless life saving measures are necessary or EMS requests us
- Mailbox Damage/minor damage complaints will be taken by phone
- Fraud or ID theft will be taken by phone
- Non reportable accidents (under \$1000 in damage) maybe asked to self-report on DOT website
- Citizens should also expect to meet with Deputies outside of residences to maintain recommended social distancing.

It is imperative when calling the dispatch center that you leave a good call back number for the deputy to reach you. In addition, many cell phones block unknown or restricted calls, you will need to lift that for us to reach you. Also, please advise the dispatcher if you are not feeling well. These changes will be continually re-evaluated. Thank you for your understanding.

If you have questions on nonessential businesses please check the link below. Our Dispatch Center and Health Department are getting an overwhelming amount of questions. The WEDC link will be your best source of information.

<https://wedc.org/essentialbusiness/>

The Wood County Sheriff's Department is proud to announce its recent partnership with Aspirus Riverview Behavioral Health. Aspirus will be providing much-needed mental health services in the Wood County Jail. A full-time therapist began providing care to inmates on March 9; and Aspirus is currently recruiting a second part-time therapist, who will also be dedicated to our jail population.

"This local partnership with Aspirus improves community services within Wood County," said Sheriff Shawn Becker. "The Sheriff's Department is excited to work with Aspirus as we focus on meeting the growing mental health needs of our county's inmate population."

Aspirus Riverview Behavioral Health is located within Aspirus Riverview Hospital at 410 Dewey Street in Wisconsin Rapids. It is staffed by psychiatrists, nurse practitioners, nurses, licensed clinical social workers, counselors and support professionals. To learn more, please call 715.422.9319 or visit [www.aspirus.org/mental-health-treatment-counseling](http://www.aspirus.org/mental-health-treatment-counseling)

Since 02/ - 20 -

Attempt 7 times

- Sweet Recovery, More - cut ed. - GPD
- Multiple check service
- FT Tr.

Mental Health + Addiction concerns

## Wood County Law Enforcement Joint Press Release



Significant steps are being taken in our state and throughout the world in an attempt to slow the spread of the virus known as COVID-19. We thank all of our residents who are doing their part to end this pandemic, but we must also acknowledge that we can do better and have observed instances where the order is being ignored.

All law enforcement agencies in Wood County want our businesses, residents and visitors to take seriously the Governor's Emergency Order #12 (SAFER AT HOME). Only essential businesses may remain open, and travel by the public must be restricted to travel to the essential business where you work or for an essential reason, such as exercise or getting fresh air, shopping for food (including pet food), medical supplies, prescriptions and other necessities.

People are encouraged to go outdoors and parks remain open, although most buildings and playground equipment do not. Remember that you must maintain social distancing and not gather or congregate in groups of any size. The intent of the order is for people to avoid socializing or coming into contact with persons not of the same household. These actions are the only things that will aid in slowing the spread of this virus.

Failure to abide by the order is a criminal offense under §252.25 of the Wisconsin Statutes. We will investigate any observed or reported violations of the order. Our goal is to achieve voluntary compliance of the order. In cases where persons do not comply with the order, law enforcement has the option of issuing a citation under Wood County ordinance, which carries a forfeiture of \$200.50. For serious or continued violations, a criminal arrest can be made under the above state statute.

Any law enforcement officer of any agency within Wood County can issue an ordinance citation or, if necessary, make a criminal arrest either through a referral to the District Attorney's Office or by making a custodial arrest. The safety of all within every city, village and township of Wood County is our primary concern. Please obey this order; it will literally save lives.

Read the Emergency Order #12 – Safer At Home here: <https://evers.wi.gov/Documents/COVID19/EMO12-SaferAtHome.pdf>

IN THE MATTER OF THE SUPENSION OF  
ENFORCEMENT OF CIVIL WARRANTS AND  
COMMITMENTS AND MISDEMEANOR BENCH  
WARRANTS

Branch 1: Honorable Gregory J. Potter  
Branch 2: Honorable Nicholas J. Brazeau, Jr.  
Branch 3: Honorable Todd P. Wolf

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EMERGENCY ORDER SUPSENDING ENFORCEMENT OF  
CIVIL COMMITMENTS AND WARRANTS AND  
MISDEMEANOR BENCH WARRANTS

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WHEREAS, Governor Evers has declared a public health emergency for the State of Wisconsin in connection with the COVID-19 pandemic; and,

WHEREAS, the judges of the three branches of the Wood County Circuit Court desire to take necessary steps to reasonably avoid or decrease the transmission of COVID-19 from one person to another, as the disease may cause serious health consequences for the individual and may place an undue strain on the health, law enforcement, court and correctional systems of the State of Wisconsin and Wood County; and,

WHEREAS, the judges of the three branches of the Wood County Circuit Court have deemed it necessary and appropriate to temporarily suspend the enforcement of various warrants and commitments, all as more particularly set forth below, in order to preserve law enforcement, corrections and court resources for the most serious offenders and offenses; and,

WHEREAS, the judges of the three branches of Wood County have the authority to suspend enforcement of their court orders, including warrants and commitments, as necessary to promote the public interest and safety;

NOW, THEREFORE, in light of the existing public health emergency, the three judges of Wood County hereby make the following findings of fact and orders as it relates to the suspension of the enforcement of civil warrants and commitments and misdemeanor bench warrants subject only to the exceptions set forth herein;

FINDINGS OF FACT

1. To protect the health of the public and the individuals who work for law enforcement, corrections and the courts in Wood County, it is necessary to temporarily limit the number of individuals who are physically present within the law enforcement, correctional and court facilities of Wood County and who come into contact with system personnel, victims and the public;
2. Enforcement of bench warrants related to misdemeanor traffic and criminal matters, other than domestic violence related misdemeanors, as well as the enforcement of civil commitment orders, imposes substantial health risks to law enforcement, corrections and court staff and personnel as well as the public due to the potential for spread of COVID-19;
3. Temporary suspension of certain warrants and commitment orders of the courts will limit the risk of transmission of disease to critical systems personnel as well as victims and the public; and,



4. Temporary suspension of certain warrants and commitment orders of the courts will reduce strain on the criminal justice system and help assure that law enforcement, corrections and the courts have the resources available to address and process matters related to the most serious criminal offenses.

#### ORDER

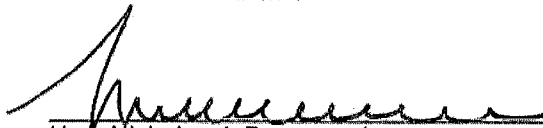
NOW, THEREFORE, UNTIL FURTHER ORDER OF THE COURT, the three judges of Wood County hereby suspend the enforcement of all of the following misdemeanor warrants and civil commitment orders:

1. Bench warrants in all misdemeanor matters but EXCLUDING bench warrants arising out of:
  - (a) any domestic violence related offense;
  - (b) the violation of a restraining order of injunction, including without limitation, restraining orders and injunctions for domestic violence, harassment, child abuse and on an individual at risk under Chapter 813; and,
  - (c) any violation of Chapter 948.
2. Child support arrest warrants and commitments;
3. Civil commitments related to the failure to pay court costs, fines and other fees; and,
4. Other civil commitments and warrants, including, without limitation, those related to civil contempt and supplemental proceedings, but EXCLUDING orders for detention in involuntary Chapter 51 proceedings.

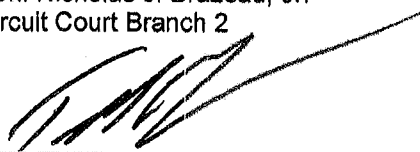
Dated this First day of April, 2020.



Hon. Gregory J. Potter  
Circuit Court Branch 1



Hon. Nicholas J. Brazeau, Jr.  
Circuit Court Branch 2



Hon. Todd P. Wolf  
Circuit Court Branch 3



# **Wood County Sheriff's Department**

## **Coronavirus (COVID-19) Pandemic Plan for Operations 2020**

Updated: 03/19/20

### **Preparedness:**

Each year as we approach the flu season, we should stock up on hand sanitizer, Clorox Wipes, disinfectants and other cleaning supplies. Deputies are also required to have their issued PPE equipment with them during flu season.

With the pandemic situation, this state of emergency could exist for 12-18 months, the below plan is meant to be a guide, of which different parts will apply depending on the status of the pandemic as well as whether staff and their families are affected by the virus.

### **Staff Notifications:**

In the event that notifications or check-ins need to be completed for employees within the divisions, each supervisor will be responsible for contacting their direct reports, (i.e. if you are responsible for the employee's annual assessment), in the event of sudden schedule changes. Supervisors should have access to this contact information readily available at all times. In the event that a supervisor is not available, the next higher rank is responsible for notifications of the missing supervisor's direct reports.

Staff are required to keep their supervisor informed of updates to your address/phone number and/or emergency contacts.

### **Staff Quarantine:**

In the event of staff quarantine, the following functions can be completed from home, or alternate locations:

**Clerical:** May be able work from home and type reports/do data entry/quality control

In order to accomplish this IT will need to be contacted regarding compatibility/network access issues.

**Investigative Services:** All Investigators will have the ability to work remotely or from home on cases. They will utilize their department issued cellular phones. If they do not have case work to do during a quarantine, they may be assigned to other projects.

**Patrol Services:** in the event of a home quarantine where the employee is not ill, staff assigned to patrol would be assigned to handle reporting and follow-up with citizens via phone. Department laptops would be used as well as a cellphone from the agency to make /take calls. These staff can be utilized to also answer questions citizens may have.

If we have more call takers than needed, employees will be assigned other work or projects.

\*\*\*If an employee declines assigned work, they will be required to use personal leave time during the quarantine.

\*\*With any working from home situation, we recommend the PCs/laptops be used on a regularly scheduled basis to ensure updates are applied. Updates include, but are not limited to, Microsoft patches, Winscribe software patches, Netmotion or Entrust updates.

**Current status: (as of 3/19/20 4:00pm)**

Emails have been sent to staff reference PPE and handling of calls. Current guidelines are as follows.

**GENERAL HEALTH GUIDELINES:**

1. If you are feeling sick, call in. You should not come to work or stay at work if you have a fever.
2. Deputies should check their own temperature at the beginning and end of their shift, reporting any fever to a supervisor. Thermometers should be disinfected after use.
3. Wash your hands often, avoid touching your face. If hand sanitizer is unavailable, soap and water are actually better if you wash thoroughly (no less than 20 seconds).
4. Follow recommendations for social distancing, even with co-workers. Don't congregate at either office/squad room or in groups at other locations.
5. Carry N-95 masks, gloves, and safety glasses in your squad so that they are readily available should you encounter a situation where they are immediately needed.
6. Have a change of clean clothing and personal hygiene items available should you need to decontaminate before going home.

**CLEANING/DISINFECTING INSTRUCTIONS:**

1. Use disinfectant to clean your squad before AND after your shift.
  - Wipe down all commonly touched areas with disinfectant wipes

- Wipe down MDC keyboard and touchscreen with “non-bleach” disinfectant or alcohol wipes
  - Wipe down your squad interior and personal equipment with disinfectant wipes.
  - Allow surfaces to air dry
2. Clean the surfaces in the squad rooms/offices at the start of each shift and end of each shift.
  3. Clothing/uniforms can be laundered using warm water and soap. Dry following manufacture guidelines. Bag your clothing for transport and do not shake.
  4. Get in the practice of disinfecting your equipment/boots daily at the end of your shift, regardless of whether you were on a call involving someone who may have been exposed. Keep clean clothes available to change into.

**GENERAL GUIDELINES FOR HANDLING CALLS FOR SERVICE:**

1. Triage calls and make phone calls whenever possible.
  - We understand this is a deviation from the level of service we are proud to provide the citizens of Wood County. We need to be transparent and up front in our phone contacts.
  - An explanation should be offered along the lines of, “I am calling to speak with you about your concern. Due to the current health crisis, we are making preliminary phone calls to identify how we can best serve you.”
  - Asking if the caller or anyone else in house is ill (or has underlying health conditions) is appropriate to protect you and them.
2. Avoid entering the home, unless necessary for safety or the investigation requires it.
3. If you need to enter a home, limit your contact inside of homes. Ask people to speak outside or in the garage if circumstances permit. Keep physical distance (6-foot rule).
4. Only take people to jail if they MUST go. Refer charges when appropriate. Please defer to a supervisor if you have any questions.
5. We are still doing custodial arrests for mandatory arrest situations, i.e.: Domestic, violent felonies, homicides, etc. and calls where the suspect presents a danger to the community.

6. If you must arrest someone, and suspect they have a fever or are ill, request EMS to transport to a medical facility for clearance.
7. When having contact with the public in general, follow social distancing guidelines to avoid unnecessary contact.

#### **EMS CALLS:**

1. Dispatch is screening EMS calls for potential coronavirus symptoms. If screened as high risk, dispatch may still be assigning a deputy or at least notifying you of the call. Deputies will not be responding unless law enforcement presence is needed. However, if there is a need for deputies to go on the call (public safety need), you should don PPE prior to making contact.
2. Even though Dispatch pre-screens calls related to illness questions, you should do your own screening upon arrival to calls you respond to. It is possible that symptoms were not disclosed during initial call.
3. Use your judgment when dispatched to any EMS call or have EMS advise if you are needed. If it's a life and safety issue, or injury related call, go and use PPE.

#### **DONNING AND DOFFING OF PPE:**

1. Carry appropriate PPE and use it. PPE recommended by the CDC includes:
  - Single pair of disposable exam gloves
  - Disposable gown or single use disposable coveralls- if you are unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with an individual.
  - N-95 or higher level particulate mask or respirator
  - Eye protection (goggles or disposable face shield which fully covers the front and sides of the face)
2. When wearing the N-95 mask, it's important that it completely covers your nose and mouth and is tight to your face. Men should consider shaving facial hair, trimming beards to ensure a good seal. Pinch it tight to your nose.

3. Masks can be reused if they are not wet with body fluid/blood. If you are using it in an environment where you know the virus exists, it's best to dispose of it after use.
4. PPE contaminated with blood or body fluids should be bagged in a hazmat bag for disposal following our blood born pathogens policy.
5. If there are no visible fluids PPE can go in normal trash.
6. When taking off PPE after being in a contaminated scene, do not shake garments or other items. Place in trash bag, or bio hazard bag depending on contaminants.
7. Assume the exterior of gloves are contaminated. Grasp outside with opposite hand and peel off. Hold removed glove in gloved hand. Slide fingers of ungloved hand under remaining glove at wrist. Peel glove off over first glove. Dispose in trash.
8. Always wash hands, even if the integrity of used gloves was not compromised. If unable to wash hands, utilize hand sanitizer and wash hands when able to.

**PROTOCOL FOR POTENTIAL EXPOSURE AT WORK:**

1. If you respond to a call for service or EMS call and have close contact exposure to a person with COVID-19, notify a supervisor ASAP.
  - Clean and disinfect duty belt and gear prior to reuse with disinfectant
  - Uniforms and other clothing can be laundered in warm soapy water. Bag uniform and other clothing and shower if exposure was minimal.
  - If you don't have clean clothing at the Department your supervisor will arrange for you to gather items from your residence.
  - Affected deputy should disinfect their equipment /squad prior to cleaning up.
2. Depending on the testing done of the person you come in contact with, results may be available within 24-48 hrs. You may be told to self-quarantine at home until results are received.
3. Depending on the circumstances, you may be either quarantined for 14 days or instructed to self-monitor.
4. In the case of quarantine or self-monitoring, you will be required to check your temperature at least twice per day and report results with symptoms to your supervisor. A form will be provided to you for this requirement.

5. Employees will follow COVID-19 Return to work guidelines as directed by the Health Department.

**Let your supervisor know if you have concerns not addressed in this protocol, or you have ideas or suggestions that might be helpful. We need you and your family to be healthy and safe, in order for you to be able to do your job.**

### **TRAFFIC ENFORCEMENT:**

We are committed to providing safe roads and highways for the citizens and visitors to Wood County. COVID-19 presents challenges to normal operations and we must adapt. High visibility patrol operations are our best option. Highly visible positioning in high traffic areas should help to maintain order on the roadways.

Please take note of the suspended **Wisconsin State Statute 341.04** (Penalty for operating unregistered or improperly registered vehicle). In short, operating unregistered or improperly registered vehicles is not an enforceable violation, during this declared health emergency, under **Executive Order 72, on March 12, 2020.**

If you witness or are dispatched to reckless, dangerous, or impaired driving scenarios, we expect you to take enforcement action. In addition, you will still be expected to assist stranded motorists or clear traffic crash scenes. When doing so, please take health and safety precautions into account. Below, you will find some helpful considerations:

### **Conducting the Traffic Stop or Contact with Stranded Motorist:**

This is an area where small changes can make a big difference in your risk of exposure. Be open to trying different approaches to your traffic stop/traffic contact. Always remember COVID-19 is a consideration during your traffic stop, but it's not the most hazardous thing we are exposed to. Passing traffic and officer / subject factors will always be present. So, when you implement these ideas, make them part of an overall approach to ensure your traffic stop safety.

- Passenger side approach – Some of us do this regularly. Some of us don't. Passenger side approaches keeps you away from traffic, it gives you a great view inside the car, and most importantly, it keeps you away from the driver. A passenger side approach puts you at about the 6 foot recommended separation distance.
- Consider a rear-door-window passenger side contact. In addition to the above mentioned benefits of the passenger side approach, it adds a bit more distance. But, more importantly, the driver won't be able to face you directly. And if



the driver does face you, there will likely be a seat or head rest between your face and their face.

- In some cases, the passenger side approach is not an option. Ask the driver to keep the driver front-door-window closed but make contact through the rear driver side window. This gives you a barrier but allows you to look in the driver door window to look for weapons and other officer safety issues, etc. But, it allows you to communicate through the rear passenger window. And the driver seating position will prevent them from coughing or sneezing in your direction.
- Look at the driver's license / insurance cards, and other paperwork as the driver holds it. But, do not take possession of the items. We have the ability to access driver license images through the DOT. In many cases, the driver is the registered owner, whose DOT record can easily be accessed through E-TIME registration files. This obviously limits our exposure by limiting our secondary contact with the driver.
- Consider a single contact approach. On a traffic stop, not complicated by secondary issues, give some consideration to collecting all information during the initial contact and releasing the driver without a second contact. Be sure to collect all needed information, explain the violations and enforcement action (citation or warning) planned, and explain the ticket or warning before releasing the driver. Then issue any citations by mail if needed.

#### **ENFORCEMENT OF PUBLIC HEALTH STATUTE:**

A number of different public health orders have and will be issued in order to direct the public to implement specific safety practices and restrict movement. These orders may originate from the Wisconsin Department of Health Services or Wood County Health Department who has the authority granted by Wisconsin State Statute §252.03.

Law Enforcement may be called upon to enforce the orders, keep the peace or disperse crowds etc. Our role with any of these orders is community caretaker and peace keeper. As with Public Health, our goal is voluntary compliance from the public. It's important for deputies and supervisors to be familiar with each order that is issued as you will be called upon to educate, enforce and interpret those orders.

If called to investigate a possible violation of Public Health orders:

- It is possible that the public has not heard of the order, or has not started to self-implement.

- You may get complaints requesting that law enforcement respond to investigate and enforce violations of the order.
- Please look at your role as community caretaker to educate restaurant and bar operators on the order, as well as the public and ensure that they are closing for customers gathering in their establishments.
- Our goal obviously is voluntary compliance. If the organizer/manager/owner is not cooperative, make every effort to gain voluntary compliance, this might include direct communication with the customers.
- If you run into an issue where a restaurant owner, operator or customer is failing or refusing to comply, please use your discretion.
- If the establishment holds a liquor license and is non-compliant, they should be advised that refusal to follow the order is likely to result in the municipality who issued the license to either revoke, or not renew their license. If the establishment holds any other licenses from the village/city/state those licenses would also be in jeopardy.
- Detailed reports should be completed on any requests for enforcement even if the parties comply. Misdemeanor charges may be referred, if necessary. Custodial arrest should be a last resort.

**§252.25 Violation of law relating to health.** Any person who willfully violates or obstructs the execution of any state statute or rule, county, city or village ordinance or departmental order under this chapter and relating to the public health, for which no other penalty is prescribed, shall be imprisoned for not more than 30 days or fined not more than \$500 or both.

### **STAFFING PLAN:**

If extreme staff shortages occur, sworn staff will not be allowed to use discretionary time off that is not already scheduled, unless exigent circumstances exist.

Deputies on off days off and overtime signups may need to be utilized first to cover staff shortages. Overtime sign-ups will be awarded in the same fashion they currently are for sick replacements.

**If we are unable to fill shortages:**

- Security Service Deputies, Investigator-Sergeants, and the Civil Process Sergeant may also be assigned to fill patrol shifts.
- Investigations may be restricted to immediate life and safety investigations. Property crime and non-emergent investigations will be placed on hold. A minimal number of Investigators will be assigned to handle those priority investigations with the remaining Investigators available to fill patrol shifts.
- Minimum staffing levels may be adjusted depending on call volumes and staff available.
- We will further limit the types of calls we will respond to (Life/Safety only).

**TYPES OF CALLS WE WILL RESPOND TO:** (All calls related to LIFE/SAFETY)

Domestics  
EMS calls with injuries  
Death investigations except where hospice is involved  
Disturbances  
Sexual assaults  
Suicide attempts  
Reportable Traffic Crashes  
Battery  
Child abuse/neglect  
Weapon violation/gun calls  
Robberies  
In progress Burglaries

Other calls will be held for phone reporting and notices will be given by press release and social media of self- reporting alternatives.

The patrol supervisor should take an active role in triaging calls for service. Each call will be assessed, following life/safety guidelines.

While meeting the standard patrol minimums for as long as possible is the goal, it is possible there will come a time that is not realistic. In the event the virus continues to spread and deplete staff or there is a community wide shut-down due to community spread of the virus, we may need to further limit our patrol minimums. Mutual Aid may be requested by or from us. We will need to be mindful of that as we deploy our staff.

2020



# March Monthly Report

Wood County Sheriff's Rescue

2020

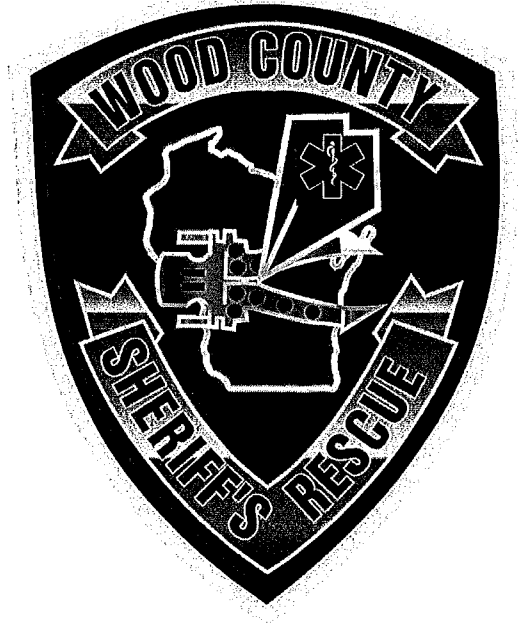
## March Training Descriptions

Date	Type	Description
3-Mar	Business Meeting	Business Meeting
10-Mar	Extrication	Stabilization of vehicle with stabilization bars. Testing out of one new member.
17-Mar	Work Night	Checks and call sheet.
24-Mar	Other	No meeting due to COVID-19.
31-Mar	Other	No meeting due to COVID-19.

Call #	9				
Date	3/5/20				
Time	8:15				
Day of Week	Thursday				
Township	Nekoosa				
Location	WOOD & CEDAR AVE				
Call Type	10-50 w/ Injuries				
Medical/ Extrication	No				
Ambulance	Nekoosa				
EMR					
Fire	Nekoosa				
Tools/ Equipment Used					
Notes					

Date	3/8/20				
Day of Week	Sunday				
Event	Wisconsin Rapids Squirt A Hockey Team Escort				
Host	SWCYHA				
Location	STH 13 & CTH Z				
Vehicle Used	Rescue 3				
Tools/ Equipment Used					
Event Description	Escort Wisconsin Rapids Squirt A Hockey Team from STH 13 & CTH Z to hockey rink on 16th Street South.				

2020



# April Monthly Report

Wood County Sheriff's Rescue



2020

## April Training Descriptions

Date	Type	Description
7-Apr	Business Meeting	Business Meeting - Officers only due to COVID-19
14-Apr	Work Night	Checks and call sheet only due to COVID-19.
21-Apr	Work Night	Checks and call sheet only due to COVID-19.
28-Apr	Work Night	Checks and call sheet only due to COVID-19.

Call #	11	12	13	14	15
Date	4/9/2020	4/9/2020	4/14/2020	4/20/2020	4/25/2020
Time	7:12	12:42	6:02	17:21	16:39
Day of Week	Thursday	Thursday	Tuesday	Monday	Saturday
Township	Wisconsin Rapids	Marshfield	Seneca	Seneca	Saratoga
Location	410 DEWEY STREET	611 N ST JOSEPH AVE	CTH D & MEUNIER RD	3000 BLOCK SENECA RD	CTH Z & ROSS TRAIL
Call Type	Other	Other	10-50 w/ Injuries	10-50 w/ Unknown Injuries	10-50 w/ Injuries
Medical/Extrication	No	No	Medical	No	No
Ambulance			UEMR		
EMR			Vesper		Saratoga
Fire			Vesper		Nekoosa
Tools/Equipment Used					
Notes	Meet @ Aspirus Riverview to thank health care workers	Meet @ MMC to thank health care workers		10-22ed prior to arrival on scene by 407	

Call #	16	17			
Date	4/28/2020	4/29/2020			
Time	16:39	14:06			
Day of Week	Saturday	Wednesday			
Township	Saratoga	Grand Rapids			
Location	64TH ST S & CTH W	3640 PLOVER RD			
Call Type	10-50 w/ Injuries	10-50 w/ Injuries			
Medical/ Extrication	No	Medical			
Ambulance	UEMR	UEMR			
EMR	Grand Rapids	Grand Rapids			
Fire	Grand Rapids	Grand Rapids			
Tools/ Equipment Used					
Notes					

Date	4/9/2020	4/9/2020	4/25/2020		
Day of Week	Thursday	Thursday	Saturday		
Event	Thank Healthcare Workers	Thank Healthcare Workers	Vesper Birthday Party		
Host					
Location	410 DEWEY ST	611 N ST JOSEPH AVE	Vesper		
Vehicle Used	Rescue 3 & Rescue 4	Rescue 3 & Rescue 4	Rescue 3		
Tools/ Equipment Used					
Event Description	Meet @ Aspirus Riverview to thank healthcare workers	Meet @ MMC to thank healthcare workers	Drive by birthday party parade.		



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

April 1, 2020

Sheriff Becker:

During the Month of March the Crime Stoppers program received 16 tips that were forwarded to the appropriate agencies for follow-up.

Our monthly meeting was held on 3/10/20. The next regular meeting would be on April 14, but with the current health situation it is unknown when the committee will next meet.

Respectfully,

Lt. Joseph Zurfluh



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

May 1, 2020

Sheriff Becker:

During the Month of April the Crime Stoppers program received 35 tips that were forwarded to the appropriate agencies for follow-up.

Our most recent monthly meeting was held on 3/10/20. It is unknown when the next meeting will be held with the current state of emergency.

Respectfully,

Lt. Joseph Zurfluh



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## MARCH K9 Report

	TRAINING HOURS	USEAGE/ DEPLOYMENTS	DEMO/ COMMUNITY
K9 Toro	0	0	1
K9 Ace	10	15	1
K9 Sig	136	0	0

**TRAINING (MONTHLY)** – K9 Ace and Deputy Christinason took part in a 8 hour training day with teams from Nekoosa and Wisconsin Rapids. During this training the teams worked on narcotics, apprehensions and tracks. Additionally worked on distractions with K9 Ace.

**TRAINING (INDIVIDUAL)** – While on duty, Deputy Christinason and K9 Ace worked on narcotics detection and tracking on two separate days.

**USEAGE** – K9 Ace was deployed 15 times in March. Included in that was a sniff at River Cities High School. During th deployments, 4 arrests were made and numerous drug related items were located to include marajuana. Additionally, K9 Ace was used to apprehend a domestic suspect after fleeing the scene prior to officer arrival. The suspect was taken into custody without incident.

**DEMO/COMMUNITY** – On March 7, Deputy Christianson, Deputy Pidgeon, Sheriff Becker, Captain Ellis, and Lt Hoogesteger attended the Whitetails Unlimited banquet regarding a community partnership and donation to the K( program. During this event, our staff had many conversations about our K9 program and K9 Toro was able to make an appearance.

**ADDITIONAL INFORMATION** – Deputy Pidgeon and K9 Sig started training on March 9. They are scheduled to be back to patrol in the middle of April. K9 Toro will officially retire this month.

Respectfully,

Charles Hoogesteger  
Patrol Lieutenant



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## April K9 Report

	TRAINING HOURS	USEAGE/ DEPLOYMENTS	DEMO/ COMMUNITY
K9 Sig	65	1	0
K9 Ace	5	8	0

**TRAINING (MONTHLY)** – Because of restrictions on concentrations of people and social distancing, we were not able to complete our monthly trainings. Each K9 team was able to train seperately on certain areas.

**TRAINING (INDIVIDUAL)** – K9 Sig completed trainings on separate dates for several hours. He also completed his initial training with Deputy Pidgeon at Jessiffany Canine Services and was offically welcomed to patrol full time. K9 Ace and Deputy Christianson were able to train for several hours on duty with narcoics and tracking.

**USEAGE** – K9 Sig had his 1<sup>st</sup> deployment and no issues were observged. K9 Ace was deployed 8 times. Agencies that were assisted were WOSO, WRPD, and GRPD. Of the 8 deployments, 2 were for tracking and 6 were for carcotics. In the tracking deployments, both individuals were located. the narcotic deployments lead to the discovery of methamphetamine and marijuana as well as paraphernalia and other items commonly used in drug use.

**DEMO/COMMUNITY** – NONE

**ADDITIONAL INFORMATION** – K9 Toro was offically retired from the Wood County Sheriff's Department. Because of the COVID-19, we were not able to have a proper send off but he is enjoying retirement so far. The Wood County Sheriff's Department will forever be grateful for his years of service as well as the commitment to the K9 Program by James Pidgeon.

Respectfully,

Charles Hoogesteger  
Patrol Lieutenant





# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Department of Natural Resources Patrols

### March 2020

#### ATV

- 1 hour of patrol resulting in 2 written warnings.
- No other activity.

#### BOAT

- No activity.

#### SNOWMOBILE

- No activity.

\*One hour was used for completing monthly paperwork that was submitted to the state.

Respectfully

Charlie Hoogesteger



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Department of Natural Resources Patrols

April 2020

### ATV

- 9 hour of patrol resulting in several warnings as well as one citation for UAL.
- The UTV was equipped with proper lighting and has been deployed on patrols.
- No other activity.

### BOAT

- No activity.

### SNOWMOBILE

- No activity.

\*One hour was used for completing monthly paperwork that was submitted to the state.

Respectfully

Charlie Hoogesteger



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Operations Overtime/Comp Time Totals

### March 2020

#### Patrol

Overtime hours: 42.75

Comp time hours: 176.5

#### Investigations

Overtime hours: .75

Comp time hours: 33.5

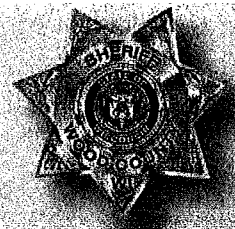
#### Security Services

Overtime hours: 0

Comp time hours: 7



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Operations Overtime/Comp Time Totals

### April 2020

#### Patrol

Overtime hours: 19

Comp time hours: 53.5

Holiday Pay: 108 (9 deputies \* 12 hours) Easter

Holiday Comp: 24 (2 deputies \* 12 hours) Easter

#### Investigations

Overtime hours: 19

Comp time hours: 2.25

#### Security Services

Overtime hours: 0

Comp time hours: 0

OVERTIME BREAKDOWN 2020 (HRS.)						
MONTH	FUNERAL LEAVE	FILL IN OT	FMLA	SICK LEAVE	TRAINING	TOTAL
January	0.00	41.00	0.00	121.00	320.00	482.00
February	28.00	33.50	0.00	24.00	40.00	125.50
March	0.00	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	28.00	74.50	0.00	145.00	360.00	607.50

OVERTIME BREAKDOWN 2020 (HRS.)						
MONTH	FUNERAL LEAVE	FILL IN OT	FMLA	SICK LEAVE	TRAINING	TOTAL
January	0.00	41.00	0.00	121.00	320.00	482.00
February	28.00	33.50	0.00	24.00	40.00	125.50
March	0.00	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	28.00	74.50	0.00	145.00	360.00	607.50



# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Shawn Becker*  
SHERIFF

### Public Safety Committee Meeting

#### Security Services March 2020 Report

For the month of March 2020, the total number of prohibited items stopped from entering the Courthouse are:

Guns -	0
Knives -	106
O.C. -	4
Misc. Items -	4

The miscellaneous items were two skateboards, a metal scraper and a little Taser.

Security Services had 75 security requests from different departments within the Courthouse. This number has went up from last month due to the construction crews that are coming in to work on the new District Attorney's Office. We also satisfied three active warrants this month from people who had court dates.

Security Services screened 8,004 people entering the courthouse for the month of March.

March 3<sup>rd</sup> – 5<sup>th</sup> Deputy Bannerman and I attended the Courthouse Safety and Security Conference in Appleton. This is an annual conference that encompasses many different areas of Courthouse Security from Employee Health to equipment to screening area set-up. A variety of people attend this training which includes Judges, Officers, County Board Members, Maintenance personnel and Clerks.

Starting the week of March 16<sup>th</sup>, we have seen a huge decrease in the numbers of all categories. This is a direct reflection of COVID-19. Many departments started closing their doors to the public and are working remotely from home. The courts have also rescheduled most of their court calendars.

I have temporarily stopped utilizing Part time employees to fill vacancies due to the Corona virus. With the reduction in the number of people entering the courthouse and the lack of court trials, I feel it best to keep as many people home until we get over this pandemic. Before the pandemic hit I did utilize part timers to fill 45 hours for the Month of March. The majority of these hours were to cover the openings due to Deputy Bannerman and myself attending the conference.



# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Shawn Becker*  
SHERIFF

### Public Safety Committee Meeting

#### Security Services April 2020 Report

For the month of April 2020, the total number of prohibited items stopped from entering the Courthouse are:

Guns -	0
Knives -	11
O.C. -	1
Misc. Items -	0

Security Services had 56 security requests from different departments within the Courthouse. This number has dropped due to the departments being closed to the public unless they have an appointment. The contractors/construction crews are still coming in to work on the new District Attorney's Office.

Security Services screened 2,808 people entering the courthouse for the month of April.

Starting the week of April 13<sup>th</sup>, Security Services started utilizing a drop box at the front entrance and started to collect paperwork and payments for the departments in the courthouse. By doing this we prevented 443 individuals from the public from entering the building for the month of April. Out of the 2,808 people that entered only 424 were non-employees. This includes, Lawyers, Contractors, Clerks from the different Townships, Cities and Villages of Wood County and public with appointments.

During the month of April we had a spring election where 80 National Guards came to the courthouse to check in and assist with the Clerks on Election Day. On April 24<sup>th</sup> there was a protest in front of the courthouse to protest Governor Evers Safer-at-Home Order and about 30 individuals came out to support the protest. We had no issues with the protesters. They only stayed for about an hour.

On April 28<sup>th</sup>, there was a Health and Human Services meeting at the courthouse, after hours. This lasted from 5pm till 7:30pm. I did utilize a part-time deputy to cover this event. Part-time employees worked 34.25 hours this Month. This ranged from working election night, helping with the protest and staying over for meetings.



# WOOD COUNTY JAIL

January - June 2020

## 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	236	103	39	237	95	41	247	96	36	201	78	69	0	0	0	0	0	0
2	240	103	38	235	95	39	248	96	35	200	78	69						
3	237	100	38	243	95	39	247	99	37	199	77	68						
4	230	97	41	242	93	40	256	98	39	196	76	67						
5	233	97	40	238	92	41	258	98	39	196	76	66						
6	237	97	40	243	94	42	255	102	40	197	76	66						
7	236	96	41	246	94	43	254	98	41	200	77	68						
8	232	93	42	251	98	40	258	98	41									
9	231	98	45	254	98	40	262	98	41									
10	234	100	46	252	97	37	270	97	42									
11	235	102	47	251	96	38	271	100	42									
12	233	102	45	253	97	37	265	98	40									
13	232	102	45	249	95	37	262	98	40									
14	234	101	46	254	96	36	258	98	39									
15	230	98	49	252	99	35	261	97	39									
16	235	97	48	258	99	35	262	97	39									
17	230	102	45	261	99	35	249	93	43									
18	222	96	43	253	98	36	248	93	47									
19	227	96	43	255	97	35	242	93	47									
20	231	96	43	255	99	36	230	82	57									
21	232	96	44	257	96	37	228	92	64									
22	234	95	45	254	102	39	227	92	63									
23	236	99	45	253	102	38	228	92	62									
24	236	97	45	255	102	37	218	89	64									
25	244	101	45	247	102	38	214	88	65									
26	247	101	42	245	102	37	208	85	65									
27	248	101	42	247	99	36	207	83	67									
28	245	101	41	250	95	36	208	82	67									
29	242	97	42	247	96	36	210	82	67									
30	239	96	43				210	82	67									
31	238	94	43				205	82	66									
WCJail	235.35			249.55			240.84			198.43			0.00			0.00		
Shipped	98.52			97.31			92.84			76.86			0.00			0.00		
EMP	43.26			37.79			49.71			67.57			0.00			0.00		
Avg Length of Stay (Days)	37.00			0.00			36.60			0.00			0.00			0.00		

# WOOD COUNTY JAIL

July - December 2020

## 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	0
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31																		
WCJail	0.00			0.00			0.00			0.00			0.00			0.00		
Shipped	0.00			0.00			0.00			0.00			0.00			0.00		
EMP	0.00			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			0.00		

### 2020 Yearly Averages

Total	231.04
Safekeeper	91.38
EMP	49.58
LENGTH of STAY	36.80

SK Total
WP 75
AD 25
SK 100

Color indicates low population	196	04/04/20
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Color indicates high population	271	03/11/20
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# WOOD COUNTY JAIL

January - June 2020

## 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	236	103	39	237	95	41	247	96	36	201	78	69	214	71	73	0	0	0
2	240	103	38	235	95	39	248	96	35	200	78	69	217	70	74			
3	237	100	38	243	95	39	247	99	37	199	77	68	217	70	74			
4	230	97	41	242	93	40	256	98	39	196	76	67	217	69	71			
5	233	97	40	238	92	41	258	98	39	196	76	66	215	69	72			
6	237	97	40	243	94	42	255	102	40	197	76	66	209	69	71			
7	236	96	41	246	94	43	254	98	41	200	77	68						
8	232	93	42	251	98	40	258	98	41	199	76	69						
9	231	98	45	254	98	40	262	98	41	198	76	68						
10	234	100	46	252	97	37	270	97	42	197	73	70						
11	235	102	47	251	96	38	271	100	42	197	73	68						
12	233	102	45	253	97	37	265	98	40	197	73	67						
13	232	102	45	249	95	37	262	98	40	195	73	66						
14	234	101	46	254	96	36	258	98	39	193	72	69						
15	230	98	49	252	99	35	261	97	39	197	71	71						
16	235	97	48	258	99	35	262	97	39	202	71	68						
17	230	102	45	261	99	35	249	93	43	199	71	68						
18	222	96	43	253	98	36	248	93	47	198	71	68						
19	227	96	43	255	97	35	242	93	47	200	71	68						
20	231	96	43	255	99	36	230	82	57	201	71	68						
21	232	96	44	257	96	37	228	92	64	203	71	70						
22	234	95	45	254	102	39	227	92	63	200	70	69						
23	236	99	45	253	102	38	228	92	62	205	69	69						
24	236	97	45	255	102	37	218	89	64	205	70	70						
25	244	101	45	247	102	38	214	88	65	208	70	70						
26	247	101	42	245	102	37	208	85	65	209	70	70						
27	248	101	42	247	99	36	207	83	67	211	70	70						
28	245	101	41	250	95	36	208	82	67	212	71	70						
29	242	97	42	247	96	36	210	82	67	211	71	70						
30	239	96	43				210	82	67	214	71	70						
31	238	94	43				205	82	66									
WCJail	235.35			249.55			240.84			201.33			214.83			0.00		
Shipped	98.52			97.31			92.84			72.77			69.67			0.00		
EMP	43.26			37.79			49.71			68.63			72.50			0.00		
Avg Length of Stay (Days)	37.00			0.00			36.60			31.40			0.00			0.00		

# WOOD COUNTY JAIL

July - December 2020

## 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	0
2																		
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31																		
WCJail	0.00			0.00			0.00			0.00			0.00			0.00		
Shipped	0.00			0.00			0.00			0.00			0.00			0.00		
EMP	0.00			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			0.00		

### 2020 Yearly Averages

Total	228.38
Safekeeper	86.22
EMP	54.38
LENGTH of STAY	35.00

SK Total
WP 75
AD 25
SK 100

Color indicates low population	196	04/04/20
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Color indicates high population	271	03/11/20
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**WOOD COUNTY JAIL & SAFE KEEPER**  
**January - June 2020**  
**DAILY POPULATION BREAK DOWN BY LOCATION**

Day	January			February			March			April			May			June		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	94	78	25	100	70	25	115	71	25	54	55	23	0	0	0	0	0	0
2	99	78	25	100	70	25	117	71	25	53	55	23						
3	99	76	24	109	70	25	110	74	25	54	55	22						
4	92	72	25	109	68	25	119	73	25	53	54	22						
5	96	72	25	104	67	25	121	73	25	54	54	22						
6	100	72	25	106	69	25	113	77	25	55	54	22						
7	99	71	25	108	69	25	115	73	25	55	55	22						
8	97	68	25	111	73	25	119	73	25									
9	88	73	25	114	73	25	123	73	25									
10	88	78	22	116	72	25	129	72	25									
11	85	77	25	116	71	25	127	75	25									
12	85	77	25	118	72	25	126	73	25									
13	85	77	25	116	70	25	124	73	25									
14	87	76	25	121	72	24	121	73	25									
15	83	73	25	117	74	25	125	72	25									
16	90	73	24	123	74	25	126	72	25									
17	83	78	24	126	74	25	113	68	25									
18	83	72	24	118	73	25	108	68	25									
19	88	72	24	122	72	25	102	68	25									
20	92	72	24	120	74	25	91	57	25									
21	92	71	25	124	72	24	72	67	25									
22	94	70	25	113	77	25	72	67	25									
23	92	74	25	113	77	25	74	67	25									
24	94	72	25	116	77	25	65	64	25									
25	98	76	25	107	77	25	61	63	25									
26	104	76	25	106	77	25	58	62	23									
27	105	76	25	112	75	24	57	60	23									
28	103	76	25	119	71	24	59	59	23									
29	103	72	25	115	71	25	61	59	23									
30	100	71	25				60	59	23									
31	101	70	24				56	59	23									
WOOD	93.52			113.76			98.03			54.00			0.00			0.00		
WPSO	73.84			72.45			68.23			54.57			0.00			0.00		
ADSO	24.68			24.86			24.61			22.29			0.00			0.00		
TOTAL	235.35			249.55			240.84			198.43			0.00			0.00		

MONTH	High	Low
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0

**WOOD COUNTY JAIL & SAFE KEEPER**  
**July - December 2020**  
**DAILY POPULATION BREAK DOWN BY LOCATION**

Day	July			August			September			October			November			December		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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WOOD	0.00			0.00			0.00			0.00			0.00			0.00		
WPSO	0.00			0.00			0.00			0.00			0.00			0.00		
ADSO	0.00			0.00			0.00			0.00			0.00			0.00		
TOTAL	0.00			0.00			0.00			0.00			0.00			0.00		

2020 Safe Keeper Averages		
WOOD Co Jail	89.83	108
WAUPACA Co	67.27	75
ADAMS Co	24.11	25
Total Population	231.04	232

MONTH    High   Low



# WOOD COUNTY JAIL & SAFE KEEPER

January - June 2020

## DAILY POPULATION BREAK DOWN BY LOCATION

Day	January			February			March			April			May			June		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	94	78	25	100	70	25	115	71	25	54	55	23	69	49	22	0	0	0
2	99	78	25	100	70	25	117	71	25	53	55	23	73	48	22			
3	99	76	24	109	70	25	110	74	25	54	55	22	73	48	22			
4	92	72	25	109	68	25	119	73	25	53	54	22	77	47	22			
5	96	72	25	104	67	25	121	73	25	54	54	22	73	47	22			
6	100	72	25	106	69	25	113	77	25	55	54	22	68	47	22			
7	99	71	25	108	69	25	115	73	25	55	55	22						
8	97	68	25	111	73	25	119	73	25	54	54	22						
9	88	73	25	114	73	25	123	73	25	54	54	22						
10	88	78	22	116	72	25	129	72	25	54	52	21						
11	85	77	25	116	71	25	127	75	25	56	52	21						
12	85	77	25	118	72	25	126	73	25	57	52	21						
13	85	77	25	116	70	25	124	73	25	55	52	21						
14	87	76	25	121	72	24	121	73	25	52	51	21						
15	83	73	25	117	74	25	125	72	25	55	50	21						
16	90	73	24	123	74	25	126	72	25	63	50	21						
17	83	78	24	126	74	25	113	68	25	60	50	21						
18	83	72	24	118	73	25	108	68	25	59	50	21						
19	88	72	24	122	72	25	102	68	25	61	50	21						
20	92	72	24	120	74	25	91	57	25	62	50	21						
21	92	71	25	124	72	24	72	67	25	62	50	21						
22	94	70	25	113	77	25	72	67	25	61	49	21						
23	92	74	25	113	77	25	74	67	25	67	48	21						
24	94	72	25	116	77	25	65	64	25	65	49	21						
25	98	76	25	107	77	25	61	63	25	68	49	21						
26	104	76	25	106	77	25	58	62	23	69	49	21						
27	105	76	25	112	75	24	57	60	23	71	49	21						
28	103	76	25	119	71	24	59	59	23	71	49	22						
29	103	72	25	115	71	25	61	59	23	70	49	22						
30	100	71	25				60	59	23	73	49	22						
31	101	70	24				56	59	23									
WOOD	93.52			113.76			98.03			59.90			72.17			0.00		
WPSO	73.84			72.45			68.23			51.30			47.67			0.00		
ADSO	24.68			24.86			24.61			21.47			22.00			0.00		
TOTAL	235.35			249.55			240.84			201.33			214.83			0.00		

MONTH	High	Low
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0

# WOOD COUNTY JAIL & SAFE KEEPER

July - December 2020

## DAILY POPULATION BREAK DOWN BY LOCATION

Day	July			August			September			October			November			December		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																		
3																		
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31																		
WOOD	0.00			0.00			0.00			0.00			0.00			0.00		
WPSO	0.00			0.00			0.00			0.00			0.00			0.00		
ADSO	0.00			0.00			0.00			0.00			0.00			0.00		
TOTAL	0.00			0.00			0.00			0.00			0.00			0.00		

2020 Safe Keeper Averages		
WOOD Co Jail	87.47	108
WAUPACA Co	62.70	75
ADAMS Co	23.52	25
Total Population	228.38	232

MONTH High Low

<b>July</b>	0	0
<b>August</b>	0	0
<b>September</b>	0	0
<b>October</b>	0	0
<b>November</b>	0	0
<b>December</b>	0	0

# SAFE KEEPER DIFFERENCE

## 2020

MONTH	BED DAYS	WOOD CTY COSTS \$31.13/DAY	OUT OF COUNTY COSTS Including Wages/mileage \$44.08/DAY	DIFFERENCE	YTD TOTAL AMOUNT	2019 TOTAL AMOUNT
January	3054	\$95,071.02	\$134,620.32	\$39,549.30	\$39,549.30	\$36,059.24
February	2822	\$87,848.86	\$124,393.76	\$36,544.90	\$76,094.20	\$33,942.04
March	2878	\$89,592.14	\$126,862.24	\$37,270.10	\$113,364.30	\$38,613.54
April	538	\$16,747.94	\$23,715.04	\$6,967.10	\$120,331.40	\$36,669.78
May	0	\$0.00	\$0.00	\$0.00	\$120,331.40	\$36,906.52
June	0	\$0.00	\$0.00	\$0.00	\$120,331.40	\$35,847.42
July	0	\$0.00	\$0.00	\$0.00	\$120,331.40	\$39,049.64
August	0	\$0.00	\$0.00	\$0.00	\$120,331.40	\$39,759.86
September	0	\$0.00	\$0.00	\$0.00	\$120,331.40	\$37,380.00
October	0	\$0.00	\$0.00	\$0.00	\$120,331.40	\$38,588.62
November	0	\$0.00	\$0.00	\$0.00	\$120,331.40	\$37,392.46
December	0	\$0.00	\$0.00	\$0.00	\$120,331.40	\$39,685.10
<b>TOTAL</b>	<b>9292</b>	<b>\$289,259.96</b>	<b>\$409,591.36</b>	<b>\$120,331.40</b>		<b>\$449,894.22</b>

\$31.13  
\$44.08

# SAFE KEEPER DIFFERENCE 2020

MONTH	BED DAYS	WOOD CTY COSTS \$31.13/DAY	OUT OF COUNTY COSTS Including Wages/mileage \$44.08/DAY	DIFFERENCE	YTD TOTAL AMOUNT	2019 TOTAL AMOUNT
January	3054	\$95,071.02	\$134,620.32	\$39,549.30	\$39,549.30	\$36,059.24
February	2822	\$87,848.86	\$124,393.76	\$36,544.90	\$76,094.20	\$33,942.04
March	2878	\$89,592.14	\$126,862.24	\$37,270.10	\$113,364.30	\$38,613.54
April	2183	\$67,956.79	\$96,226.64	\$28,269.85	\$141,634.15	\$36,669.78
May	418	\$13,012.34	\$18,425.44	\$5,413.10	\$147,047.25	\$36,906.52
June	0	\$0.00	\$0.00	\$0.00	\$147,047.25	\$35,847.42
July	0	\$0.00	\$0.00	\$0.00	\$147,047.25	\$39,049.64
August	0	\$0.00	\$0.00	\$0.00	\$147,047.25	\$39,759.86
September	0	\$0.00	\$0.00	\$0.00	\$147,047.25	\$37,380.00
October	0	\$0.00	\$0.00	\$0.00	\$147,047.25	\$38,588.62
November	0	\$0.00	\$0.00	\$0.00	\$147,047.25	\$37,392.46
December	0	\$0.00	\$0.00	\$0.00	\$147,047.25	\$39,685.10
<b>TOTAL</b>	11355	\$353,481.15	\$500,528.40	<b>\$147,047.25</b>		<b>\$449,894.22</b>

\$31.13  
\$44.08

# Electronic Monitoring 2020 Monthly Savings vs. Out of County Housing

Month	Monthly Average	Monthly Savings	YTD 2020 Total Amount	2019 Total Amount
January	43.26	\$39,293.06	\$39,293.06	\$37,676.28
February	37.79	\$31,002.92	\$70,295.97	\$74,036.41
March	49.71	\$45,151.59	\$115,447.57	\$117,580.31
April	0	\$0.00	\$115,447.57	\$158,954.84
May	0	\$0.00	\$115,447.57	\$203,697.70
June	0	\$0.00	\$115,447.57	\$245,916.07
July	0	\$0.00	\$115,447.57	\$289,042.16
August	0	\$0.00	\$115,447.57	\$322,503.93
September	0	\$0.00	\$115,447.57	\$352,152.60
October	0	\$0.00	\$115,447.57	\$390,946.09
November	0	\$0.00	\$115,447.57	\$430,826.32
December	0	\$0.00	\$115,447.57	\$468,157.45
<b>TOTAL</b>	<b>10.90</b>	<b>\$115,447.57</b>	<b>\$115,447.57</b>	<b>\$468,157.45</b>

EMP Monthly Average x number of days in month = bed days  
 Bed Days x \$29.30 = Monthly Savings



# Electronic Monitoring 2020 Monthly Savings vs. Out of County Housing

Month	Monthly Average	Monthly Savings	YTD 2020 Total Amount	2019 Total Amount
January	43.26	\$39,293.06	\$39,293.06	\$37,676.28
February	37.79	\$31,002.92	\$70,295.97	\$74,036.41
March	49.71	\$45,151.59	\$115,447.57	\$117,580.31
April	68.63	\$60,325.77	\$175,773.34	\$158,954.84
May	0	\$0.00	\$175,773.34	\$203,697.70
June	0	\$0.00	\$175,773.34	\$245,916.07
July	0	\$0.00	\$175,773.34	\$289,042.16
August	0	\$0.00	\$175,773.34	\$322,503.93
September	0	\$0.00	\$175,773.34	\$352,152.60
October	0	\$0.00	\$175,773.34	\$390,946.09
November	0	\$0.00	\$175,773.34	\$430,826.32
December	0	\$0.00	\$175,773.34	\$468,157.45
<b>TOTAL</b>	<b>16.62</b>	<b>\$175,773.34</b>	<b>\$175,773.34</b>	<b>\$468,157.45</b>

EMP Monthly Average x number of days in month = bed days  
 Bed Days x \$29.30 = Monthly Savings



# 2020

MONTH	Other Facility	Other Facility	ADAMS	WAUPACA	MONTH TOTAL	2020 YTD TOTAL	2018 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$109,250.00	\$109,250.00
FEBRUARY	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$218,500.00	\$109,250.00
MARCH	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$327,750.00	\$109,250.00
APRIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,750.00	\$109,250.00
MAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,750.00	\$109,250.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,750.00	\$109,250.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,750.00	\$109,250.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,750.00	\$109,250.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,750.00	\$109,250.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,750.00	\$109,250.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,750.00	\$109,250.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,750.00	\$109,250.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$81,375.00</b>	<b>\$246,375.00</b>	<b>\$327,750.00</b>		<b>\$1,311,000.00</b>

2019 is a 100 average
Waupaca \$36.00 per bed day (75)
Adams \$35.00 per bed day (25)



# 2020

MONTH	Other Facility	Other Facility	ADAMS	WAUPACA	MONTH TOTAL	2020 YTD TOTAL	2018 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$109,250.00	\$109,250.00
FEBRUARY	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$218,500.00	\$109,250.00
MARCH	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$327,750.00	\$109,250.00
APRIL	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$437,000.00	\$109,250.00
MAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$109,250.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$109,250.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$109,250.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$109,250.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$109,250.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$109,250.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$109,250.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$109,250.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$108,500.00</b>	<b>\$328,500.00</b>	<b>\$437,000.00</b>		<b>\$1,311,000.00</b>

2019 is a 100 average

Waupaca \$36.00 per bed day (75)

Adams \$35.00 per bed day (25)

**Wood County Sheriff's Department Kitchen Report 2019**

MONTH	Breakfast	Lunch	Dinner	Special	Total meals	Food Cost plus Labor
January	3583	3773	3518	0	10874	\$25,643.54
February	4680	2497	2593	0	9770	\$20,345.94
March	3328	3086	3118	0	9532	\$21,065.20
April	472	450	448	0	1370	\$4,531.96
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>12063</b>	<b>9806</b>	<b>9677</b>	<b>0</b>	<b>31546</b>	<b>\$71,586.64</b>

Summit end

Trinity starts

Cost per meal **\$2.27**

Cost per day **\$6.81**

**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	\$71,586.64	\$0.00	\$0.00
<b>Number of Meals</b>	122,668	111,439	31,546	0	0
<b>Cost per Meal</b>	\$2.14	\$2.36	\$2.27	#DIV/0!	#DIV/0!
<b>Cost per Day</b>	\$6.41	\$7.08	\$6.81	#DIV/0!	#DIV/0!

	2023	2024	2025	2026	2027
<b>Food &amp; Labor</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Number of Meals</b>	0	0	0	0	0
<b>Cost per Meal</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Cost per Day</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Wood County Sheriff's Department Kitchen Report 2019						
MONTH	Breakfast	Lunch	Dinner	Special	Total meals	Food Cost plus Labor
January	3583	3773	3518	0	10874	\$25,643.54
February	4680	2497	2593	0	9770	\$20,345.94
March	3328	3086	3118	0	9532	\$21,065.20
April	2388	2319	2318	0	7025	\$22,126.49
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>13979</b>	<b>11675</b>	<b>11547</b>	<b>0</b>	<b>37201</b>	<b>\$89,181.17</b>

Summit end

Trinity starts

Cost per meal **\$2.40**

Cost per day **\$7.19**

Wood County Jail Kitchen Expenses					
	2013	2014	2015	2016	2017
Food & Labor	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
Number of Meals	103,993	86,637	77,044	88,993	118,016
Cost per Meal	\$3.23	\$3.60	\$3.71	\$3.09	\$2.45
Cost per Day	\$9.69	\$10.81	\$11.12	\$9.27	\$7.36

	2018	2019	2020	2021	2022
Food & Labor	\$262,016.71	\$262,906.02	\$89,181.17	\$0.00	\$0.00
Number of Meals	122,668	111,439	37,201	0	0
Cost per Meal	\$2.14	\$2.36	\$2.40	#DIV/0!	#DIV/0!
Cost per Day	\$6.41	\$7.08	\$7.19	#DIV/0!	#DIV/0!

	2023	2024	2025	2026	2027
Food & Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Meals	0	0	0	0	0
Cost per Meal	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Cost per Day	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 WEDNESDAY, JUNE 3, 2020  
 WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Bill Leichtnam, Robert Ashbeck, Dave LaFontaine, Jake Hahn and Carmen Good.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn and Kim Keech.

Land & Water Conservation Staff: Shane Wucherpennig.

UW Extension Staff: Jason Hausler, Laura Huber (via WebEx) and Karli Tomsyck (via WebEx).

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning and Dist. #16 Supervisor Lance Pliml (via WebEx), Nancy Eggleston, Wood County Health Department (via WebEx) and Kim McGrath, Wood County Human Resources (via WebEx).

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 9:00 a.m.
2. **Declaration of Quorum.** Chairperson Curry declared a quorum.
3. **Public Comment.** None
4. **Review Correspondence.** Shane Wucherpennig shared that David Christensen started in their office as an intern 2-3 weeks ago. David Christensen attends college at UW-Stevens Point. He will be introduced at the next CEED Committee meeting.
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the May 6, 2020 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW-Madison Division of Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Paul Bernard, Jeff Brewbaker, Kim Keech, Victoria Wilson, Shane Wucherpennig, Adam Groshek, Rod Mayer, Emily Salvinski, Caleb Armstrong, Lori Ruess, David Christensen, Matt Lippert, Nancy Turyk, Jackie Carattini, Laura Huber, Hannah Wendels, Kelly Hammond, Rachael Whitehair and Allison Jonjak.
  - A. Minutes of May 6, 2020. No additions or corrections needed.
  - B. Department Bills. No additions or corrections needed.
  - C. Staff Activity Reports. No additions or corrections needed

*Motion by Dave LaFontaine to approve and accept the May 6, 2020 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW-Madison Division of Extension, and staff activity reports as presented. Second by Bill Leichtnam. Motion carried unanimously.*

**6. Risk and Injury Report.** None

**7. Land & Water Conservation Department.**

- A. Sales of 12'x12' overhead door. A 16'x12' overhead door was purchased to accommodate the No-till Drill that was 6" too big for the 12'x12' overhead door. Shane Wucherpennig shared that he would like to sell the 12'x12' overhead door because it is taking up space and have had a few inquiries to sell the door. Shane Wucherpennig would like guidance from the committee on selling the overhead door and then applying to CIP for the Roller Crimper or back to contingency.

*Motion by Kenneth Curry to allow the Department Head to attempt to sell the 12'x12' overhead door checking with Steve Kreuser as to the sale appropriated by the CEED Committee to delegate the proceeds once sold. Second by Jake Hahn. Motion carried unanimously.*

- B. Update of Department Status. Shane Wucherpfennig shared that the office is fully staffed as of 3 weeks ago. All technology equipment has been returned. Appointments are either in the office with limited onsite visits. River Block is still closed to the general public.
- C. Update of River Block re-opening. Shane Wucherpfennig commented that River Block is expected to open in 2-3 weeks. A date has not been determined. The re-opening of River Block will be the consensus of the Department Heads.

Shane Wucherpfennig shared that the No-till Drill has been booked solid since spring with over 500 acres tilled. Two landowners have purchased a No-till Drill after renting it from Land & Water Conservation Department.

Land & Water Conservation had a liability of \$20,000 for the tree sale that was cancelled. The Department was able to reduce the liability to approximately \$6,100.

D. Committee Reports

- i. Citizens Groundwater Group meeting Bill Leichtnam commented that the Citizen's Groundwater Committee meeting has not met since February due to COVID-19. A possible meeting at River Block or a virtual meeting is being discussed for the June meeting.
- ii. Health Committee report A conference call took place with the Armenia Growers Coalition (AGC) with an update on the MOU on Wednesday, May 20<sup>th</sup>. The next teleconference is scheduled for August.

Water testing was completed on 15 homes with reverse osmosis systems installed in the Armenia/Port Edwards area. The purpose of the sampling was to verify that RO systems are providing a safe water source for these homes. All kitchen faucet samples tested at safe levels for nitrate in drinking water. One home requested two tests, one installed by AGC at the kitchen sink, and another system that was on an icemaker. The icemaker sample exceeded the nitrate standard. Thirteen homes in this area are seasonal and another round of post RO sampling will be done during the summer months.

AGC Reports:

- 3 water deliveries per week over the past two months, a downturn in deliveries primarily due to the amount of homeowners who had RO systems installed and no longer need bottled water.
- 63 installations of free water filtration systems which included two years' worth of filters.
- 7 installations of free special water filtration systems and booster pumps for >30 (this total is included in the 63 installs).
- Provided reimbursements to the equivalent cost of AGC installed RO systems for 6 residents who have proven they have installed their own system and official county post RO results are below 10 ppm.
- 14 residents who have requested a system still need installation. Most residents in this category need to return an Access Agreement or have requested more information.

The AGC provided a draft plan of the farmer led initiative that was slated to begin in 2019 per the MOU. The stated purpose was to determine the movement of nitrate in soil and groundwater in the land application agricultural fields surrounding the Central Sands Dairy. It involved monitoring wells, and determination of groundwater flow in the area. The DNR responded to this draft with extensive comments, beginning with the purpose of the proposed study differing from that laid out in the MOU, and the study area does not encompass the entire agricultural corridor. The farmer led initiative plan will be distributed

when it is finalized. UW Researchers are working with the DNR on the groundwater study that was referenced in the MOU. This study is funded by the DNR and the AGC. The project was delayed by the University going online due to COVID-19. They are beginning field work now.

- iii. Central Sands Groundwater County Collaborative (CSGWCC) Committee Report. A virtual meeting was scheduled for Friday, May 29<sup>th</sup> with 6 counties participating with 22 in attendance virtually.

The speaker was Wisconsin Representative Katrina Shankland. The Wisconsin Assembly passed 160 bills in early February. The Wisconsin Senate was to meet on March 24<sup>th</sup> to vote on the 160 bills which included the 13 Water bills. COVID-19 prevented the Wisconsin Senate from meeting.

Bill Leichtnam commented that there is a resolution going before the Judicial & Legislative Committee on Friday to ask the Wisconsin Senate to hold an extraordinary session to vote on the 160 bills that included the 13 water bills which should have been voted on in March.

*Motion by Jake Hahn to sign on to the resolution to request that the Wisconsin Senate hold an extraordinary session to vote on the 13 water bills. Second by Bill Leichtnam.*

Chairman Curry shared that the motion is premature because the resolution doesn't exist. A meeting with the Judicial & Legislature Committee needs to be set before County Board to sign on to the resolution. A meeting will be scheduled with Judicial & Legislature Committee on June 16<sup>th</sup> at 9:00 a.m. Motion was withdrawn.

*Motion at 9:55 a.m. to go into closed session by Kenneth Curry. Second by Dave LaFontaine.*

*Roll Call Vote: Dave LaFontaine - Aye, Robert Ashbeck - Aye, Kenneth Curry - Aye, Bill Leichtnam - Aye and Jake Hahn - Aye.*

- 8. **Private Sewage.** Action by the CEED Committee during closed session has been filed in the Wood County Clerk's Office.

*Motion at 10:30 a.m. to go into open session by Kenneth Curry. Second by Dave LaFontaine.*

*Roll Call Vote: Dave LaFontaine - Aye, Robert Ashbeck - Aye, Kenneth Curry - Aye, Bill Leichtnam - Aye and Jake Hahn - Aye.*

Jason Grueneberg shared that Private Sewage sanitary permits are up and it has been a very busy construction year for contractors.

- 9. **Land Records.** Staff report in the packet.

- 10. **County Surveyor.** None.

#### 11. **Planning.**

- A. Review/Action on The Grand Pines – First Addition Subdivision Plat. Adam DeKleyn explained the request for the preliminary plat for The Grand Pines – First Addition Subdivision in the Town of Grand Rapids. The parcel is owned by Ruesch Land Development LLC proposing 12 lots ranging from 0.5-1.3 acres in lot size. The Wood County Land Subdivision Ordinance is administered countywide within the unincorporated areas of the county. This ordinance regulates procedures and standards for dividing a parcel of land into smaller parcels. Preliminary plat was sent to the Town of Grand Rapids for comment/review. Additional, copies of the subdivision were sent to the following review agencies for comment /review: County Treasurer's Office, County

Surveyor, Highway Department, Emergency Management, Sheriff's Department and applicable utilities. Planning & Zoning staff has reviewed the request and recommends to conditionally approve the preliminary plat of The Grand Pines – First Addition Subdivision.

*Motion by Dave LaFontaine to conditionally approve the preliminary plat of The Grand Pines – First Addition Subdivision in the Town of Grand Rapids. Second by Kenneth Curry. Motion carried unanimously.*

- B. Discuss creating a Broadband Forward Community Ordinance. Jason Grueneberg shared that he will contact counties who have a Broadband Forward Community Ordinance. The purpose of the ordinance is to expedite the review process for Broadband by having a point of contact in the county.
- C. Discuss Planning & Zoning COVID-19 response and strategy to reopen office in future. Jason Grueneberg shared that the office is now open to the public. Most communication continues through telephone, internet, mail and email. Plexiglas is temporary installed on the front counter. Staff will stagger times in the office and as confidence level increases staff will be utilizing the office more. Signage will be created to allow one person in the office at a time.

## **12. Economic Development**

- A. Update on the Rural Economic Development Innovation Initiative. Jason Gruenberg shared that the REDI Grant has been put on hold due to COVID-19. The goal is to have the REDI document completed by the end of 2020. The USDA has extended the completion of the REDI Grant to 1 year. Purdue University teleconference once per month with the coordinators. Next meeting, may be a virtual platform.
- B. General Economic Development update. Jason Grueneberg shared that the Economic Development Roundtable used to meet quarterly but has been meeting weekly via WebEx every Thursday @ 9:00 a.m. due to COVID-19. COVID-19 has put a whole new spin changing Economic Development to Economic Recovery. Unemployment is ranging from 16%-18%. Loss in sales tax for governments. Revenue is down for businesses. Some Economic Development projects may not be completed. The roundtable is made up of a variety of partners such as Heart of Wisconsin, Ho Chunk Gaming, Visit Marshfield, UWSP, City of Wisconsin Rapids, City of Marshfield, Marshfield Chamber of Commerce, MSTC, UW – Madison Division of Extension, United Way, Incourage and UWSP. Meeting notes are in the packet.

Economic Development (Personal Protection Equipment) has been meeting once per week on Tuesday's by WebEx. Meetings are scheduled at 9:00 a.m. Meeting notes are in the packet.

- C. North Central Wisconsin Regional Planning Commission update. North Central Wisconsin Regional Planning Commission is in weekly conversation at the Economic Development Roundtable and has adjusted priorities due to COVID-19. Appointments have been approved from the State of Wisconsin. The following appointments: Dave LaFontaine (State appointee) and Jerry Nelson (Wood County appointee). The Wood County and State joint approval of Doug Machon has not yet been acted on yet.

## **13. UW-Madison Division of Extension.**

### **A. General Office Update**

Jason Hausler shared the following office updates:

- State contracted employees are working remotely from home till the end of June.
- Plexiglas temporary installed on the counter.
- Due to social distancing constraints work space will be staggered to accommodate 6' social distancing.
- Working on Human Resources employee matters.

- State Staff will be furloughed between May 15<sup>th</sup> – October 31<sup>st</sup>. Furlough days are based on current salary. County share will be returned.
  - A decision to hold the Central Wisconsin State Fair will be made in early July. Extension programming is separate from fair programming due to insurance and liability.
  - 2020 Budget – Savings in staff furlough days, travel and open position. Department is being cautious on spending.
  - 2021 Budget – \$10,000 Educator Discount will remain. 2% increase to co-funded full-time positions in the amount of approximately \$1,700.
- B. County Board Presentation. Jason Hausler explained that a presentation at the monthly County Board meeting has taken place the last 2 years and asked the committee for feedback. Public who utilizes the UW-Madison Division of Extension understand what they do better than the general public. Consensus is to have a slide show presentation highlighting staff, sharing an update on the reorganization that took place 3 years ago and project programming.
- C. Educational Presentation-Laura Huber. Laura Huber gave a presentation on her role in Extension and during the COVID-19 pandemic. Extension Staff has been doing programming virtually while working from home.

Educational Programming:

- 4-H Creative Arts Day – Creative Arts Day was cancelled due to COVID-19. A YouTube video was created to show case Wood County 4-H talent. YouTube link: <https://www.youtube.com/watch?v=6Ar-XDKZQmE&t=68s>
  - “Flat Stanley” 4-H pen pal project – Partnered with five other counties. Youth participants mailed a paper doll to another youth to journal for a week.
  - Provided educational curriculum based activity packets to the Boys and Girls Club for distribution with dinner in April and May.
  - Lego Club & Art Club – Held virtually every Sunday afternoon along with eight other counties. Open to all youth (4-H and non 4-H).
  - Virtual “Summer Camp...In A Box 2020” programming with seven other counties. The focus of summer camp is to share lifelong memories as a family. Summer camp is open to all youth (4-H and non 4-H) ages 5K and older. The cost is \$10 for the first camper and \$3 for each additional camper. Register at: <https://bit.ly/lumberjackcamper>
- 14. Schedule Next Regular Committee Meeting.** The next regular CEED meeting is scheduled for Wednesday, July 1, 2020 at 9:00 a.m. at Wood County Courthouse in Conference Room #114.
- 15. Agenda items for next meeting.** Agenda items are due by Wednesday, June 24<sup>th</sup>.
- 16. Schedule any additional meetings if necessary.** A special joint CEED Committee and Judicial & Legislative Committee meeting is scheduled for Tuesday, June 16<sup>th</sup> @ 9:00 a.m. Location to be determined.
- 17. Adjourn.** Chairman Curry declared the meeting adjourned at 11:43 a.m.

Minutes by Kim Keech, Planning & Zoning Office





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**NORTH CENTRAL ITBEC BOARD  
AND  
TOURISM & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE  
JOINT MEETING**

Thursday, January 30, 2020

Forest County Courthouse  
Crandon, WI 54520

**MINUTES**

**CALL TO ORDER:** North Central ITBEC Board Chair Mike Klimoski called the meeting to order at 10:00 a.m.

**ROLL CALL: Board Members:** Brad Hamilton, Wood County; Marvin Anderson, Vilas County; Arlyn Tober, Shawano County; Tom Tallier, Forest County; Phil Idsvoog, Portage County. **Tourism & Economic Development Advisory Committee Members:** Daniel Miller, Shawano County; Kellee Gallion, Forest County; and Sara Brish, Portage County. **Board & Tourism & Economic Development Advisory Committee Members:** Mike Klimoski and Angie Close, Langlade County; William Chaney, Forest County; Samantha Boucher and Greg Sekela, Oconto County; Lance Pliml, Wood County; Cindy Burzinski, Vilas County; Donna Kalata, Waushara County. **EXCUSED: Board Members:** Larry Neuens and Lori Moore, Florence County. **Tourism & Economic Development Advisory Committee Members:** Matt McLean, Wood County; Charlie Rayala, Vilas County. **Board & Tourism & Economic Development Advisory Committee Members:** Al Haga, Portage County; Russ Fisher and Jim Winkler, Oneida County; Debbe Kinsey and Bill Bialecki, Lincoln County; Robert Sivick, Waushara County. **STAFF:** Bill Korrer, Wisconsin Counties Association (WCA) Field Services Representative. **OTHERS:** Jeff Anderson, Wisconsin Department of Tourism; Rosie Kowalewski, Waushara County; Everett Eckstein, Waushara County 2nd Vice-Chair; Stacey Jameson, Executive Director of Forest County Chamber of Commerce.

Forest County Board Chair Tom Tallier welcomed everybody to Forest County and the city of Crandon. Introductions were made around the room.

**APPROVAL OF DECEMBER 5, 2019 JOINT MEETING MINUTES:** Motion by Idsvoog, second by Hamilton, to approve the December 2019 meeting minutes as printed. Motion carried.

and then create a "Promotions Budget,, line and fund it with \$10,000.00, funds to come from the North Central ITBEC Project Funds account, and create a "Sports Show Mileage Reimbursement,, line and fund it with \$5,000.00, funds to come from the North Central ITBEC Project Funds account, and create a "Website Hosting & Maintenance,, line and fund it with \$1,000.00, funds to come from the North Central ITBEC Project Funds account, and create a "Advertising Graphic Design & Layout,, line and fund it with \$865.00, funds to come from the North Central ITBEC Project Funds account. Motion carried.

**ACTION ITEMS (BOARD):**

- a. Accept \$5,000 From WCA for Travel Related Expenses: Motion by Idsvoog, second by Anderson, to accept \$5,000 from the Wisconsin Counties Association for travel related expenses. Motion carried.
- b. Reallocate Funds to the Chair's Account: Motion by Idsvoog, second by Anderson, to add sufficient funds to bring the "Chair's Account,, to a total of \$1,000 and to relabel it as a 2020 account; funds to come from the North Central ITBEC Project Funds account. Motion carried.
- c. 2020 Travel Expense Overage: Motion by Idsvoog, second by Anderson, to allocate \$1,500 to be designated for potential travel expense reimbursement overages; funds to come from the North Central ITBEC Project Funds account. Motion carried.
- d. ITBEC Booth at WCA Conference Marketplace: Motion by Idsvoog, second by Anderson, to allocate \$200 to be designated for an equal share of the cost of a joint ITBEC booth at the 2020 Wisconsin Counties Association Annual Conference Marketplace; funds to come from the North Central ITBEC Project Funds account. Motion carried.

**COUNTY ISSUES ROUNDTABLE DISCUSSION:** Tom Tallier asked what other counties are doing with the Second Amendment Sanctuary resolutions that are going around. Some counties are adopting as written, and others are using the resolution template to affirm they recognize Second Amendment rights. Donna Kalata announced that Waushara County is making some in-house moves with their tourism efforts. She introduced Rosie Kowalewski who will be the point person on this project.

**MARKETING REPORT:**

- a. 2020 Sports Shows Update: Sam Boucher said that the Green Bay RV & Camping Show went well. There are a couple of worker slots still open for Tinley Park and Rockford in early February and anybody interested can sign up on the Google Drive. Cindy Burzinski said that Marinette County had a booth in Green Bay.

North Central ITBEC Board & Tourism & Economic Development Advisory Committee  
Joint Meeting Minutes

Page 4

January 30, 2020

- b. 2020 Promotions Plan Update: The marketing team will be meeting following the conclusion of the sports shows. They will review the 2020 shows and do additional promotional planning for the rest of the year.

**STATE DEPARTMENT UPDATES:**

- a. Tourism: Jeff Anderson said the Department will be at three shows, including the Milwaukee Journal Sentinel Sports Show, in 2020. Mr. Anderson reminded the group that WIGCOT is March 15 - 17, 2020, in Madison. Nominations for the Governor's Awards are due by tomorrow. The different categories are listed on the Department's website. The winter campaign is well underway, and the co-op program is being redeveloped.
- b. WEDC: No representatives from WEDC were present today.

**CONSIDERATION OF ITEMS FOR FUTURE AGENDA:** No new agenda items were offered today.

**SET NEXT MEETING DATE:** The next meeting will be on March 26, 2020, in Langlade County at the Wood Technology Center.

**ADJOURNMENT:** Motion by Close, second by Hamilton, to adjourn at 11:28 a.m.  
Motion carried.



## CEED Committee Report May 2020

### LAURA HUBER

*Extension Wood County, 4-H Program Coordinator*

- Supervised Lego Club virtual meetings (3, 10, 17, 24, 31 May)
- Participated in WI 4-H Policy Advisory Standing Committee (4, 11, 18 May)
- Viewed the UW Extension Dean's COVID-19 webinar each Wednesday in May
- Met with Wood County Extension colleagues via Zoom or Teams (4, 11, 18 May)
- Co-taught Volunteers in Preparation (VIP) training (9, 14 May)
- Met with colleagues to plan "Camp in a Box 2020" family summer camping program (12, 21 May) - 7 county program: Clark, Langlade, Lincoln, Marathon, Oneida, Shawano, and Wood
- Met with Northern Region WI 4-H Colleagues via Zoom (12, 26 May)
- Met with Extension Area 7 colleagues (13 & 17 May)
- Joined new state Positive Youth Development Team for Virtual Educational Programming (13, 18, 21 May)
- Attended Junior Fair Board meeting (13 May)
- Delivered 250 activity packets to Boys & Girls Club of Wisconsin Rapids Area for distribution on May 8 and 200 activity packets on May 15
- Met with colleague Kevin Palmer and members of the WI 4-H Shooting Sports Management Committee to work on policy changes (19 May)
- Completed Emotional Intelligence 2.0 training - professional development (19 May)
- Furloughed on Friday, May 22

### Special COVID-19 Educational Programs:

- Lego Club, a teen-led virtual club. I attend to ensure safety of participants and to support the teen leader. The club met every Sunday of May, including Mother's Day and Memorial Day weekend
- Art Club, a teen-led virtual club. I attend to ensure safety of participants and to support the teen leader. The club met every Sunday of May.
- 4-H Flat Stanley Pen Pal Project for youth in K-3rd grade in Langlade, Lincoln, Manitowoc, Waupaca, and Wood counties - we held a virtual meeting with youth on May 19
- Outreach activities - A partnership between Extension Wood County and Boys & Girls Club of Wisconsin Rapids Area. Extension provided activities to youth receiving dinner from B&GC May 1, 8, 15, and 22.
- "Camp in a Box" - an alternative to summer camp - registration released May 21

### Ongoing Responsibilities:

- Working cooperatively with state programs and club leaders and volunteers to address insurance and other logistical questions
- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 897 followers
- Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 347 followers
- Updated and maintained the Wood County 4-H Instagram page with currently has 26 followers



- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
  - Ongoing assistance for new leaders and the volunteer background checks

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## **MATT LIPPERT**

*Extension Wood & Clark Counties, Agriculture Agent*

- In my area of expertise, we are working on reducing milk production in herds due to processor demands, how to do this most economically. This is part of a team effort, we have produced videos, fact sheets and a webinar. I have been working on reductions through diet. Others have worked on milk for other uses such as feeding it to calves or back to the cows. There also has been work on reducing milking frequency and drying cows off early.
- I met with the Wood County Farm Bureau as they planned for summer activities.
- I interviewed on the Extension hour on WDLB and WFHR radio.
- There have been several new programs introduced to help producers with financial losses. I have been answering questions about the alphabet soup of programs such as LGM-Dairy, DMC-Dairy Margin Coverage, DRP- Dairy Revenue Protection, PPP forgivable loans from SBDC, EIDL loans and grants, and the latest from the USDA CFAP- Coronavirus Food Assistance Program.
- I participated in area training on Emotional Intelligence.
- There are still general questions coming in on land rent, land prices, seeding practices, tillage methods, etc. It has been a very good spring planting season as far as weather, a change from the last several years, so the rate of calls has been up due to the amount of field work being accomplished.
- I have been developing material for identifying which animals in the herd should be selected for making dairy replacement heifers while using other animals for dairy-beef crosses. This is a collaborative effort with three other educators done via zoom to create PowerPoint presentations and facts sheets.
- I have been training on using distance learning technologies.
- I have been corresponding with reporters to explain milk shortages in the grocery store while milk being dumped on the farms and how does this make sense.
- Farmers are asking questions on alternative forage crops due to short forage inventories from last year's wet season.
- I have been working with Allison Jonjak, the new Cranberry Educator as she starts with the Cranberry Crop Management Journal newsletter for the growing season and begins her position remotely.

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## **NANCY TURYSK**

*Extension Wood County, Community Development Educator*

### **Economic Development**

- Joined forces with City of Wisconsin Rapids, Heart of Wisconsin Chamber, Visit Wisconsin Rapids Area, Small Business Development Center, and others to initiate an Economic Development Task Force aimed at assisting businesses during the pandemic and recovery. We are organizing a similar task force to address issues though Wood County. Both task forces plan to meet weekly.
- Met weekly with the Wood County task force headed up by Jason Grueneberg to collaboratively address economic development / pandemic-related needs and opportunities.



- Initiated connections with Stacey Johnson, regional WEDC director for our region. Stacey has been participating in our weekly task force meetings and shares our challenges and approaches statewide with her WEDC colleagues. In an email this morning she wrote "Thank you, again Nancy for your efforts throughout all of this. Communities that have strong collaboration and diverse leadership are so much better prepared." I share this not to be boastful, but so you are able to recognize how Wood County's collaborative efforts are perceived by others. Stacey accompanied me as a guest on WFHR for our discussion on the Wood County collaboration and WEDC's guidance and financial support programs.
- Continued coordination with the USDA Rural Economic Development Initiative (REDI) facilitating team and the Wood County REDI and plan writing teams about the economic development initiatives for the County and its partners. The USDA provided a one-year extension to the grant funding Purdue University that allows them to assist us with the development and implementation of the Wood County REDI plan. As part of the REDI plan, graduate student at UW-Madison is conducting a broadband study for the county and will be helping to prepare some of the plan's content.
- Participated in pandemic-related webinars hosted by WEDC, WCA, WMC, WDHS, and others and read about programs designed to support businesses during the pandemic to evaluate opportunities for Wood County businesses and municipalities.
- Shared information about pandemic-related business support opportunities by emails, Facebook posts, telephone, and web conferencing conversations primarily with Wood County towns/villages/cities, chambers of commerce, visitor and convention bureaus, Mid-State Technical College, UW-Stevens Point @ Marshfield, Ho-Chunk Nation, Wood County health and planning and zoning departments.
- Participated in conversations about strategies for community recovery and support with UW-Madison Extension colleagues. Helped to develop several webpages for resources on financial assistance and safety.
  - <https://fyi.extension.wisc.edu/covid19/2020/05/19/financial-assistance-for-small-businesses-during-covid-19/>
  - <https://fyi.extension.wisc.edu/covid19/2020/05/08/health-and-safety-best-business-practices-to-reopen-during-covid-19/>
- Assisted my Lincoln County Extension colleague with a Zoom program for companies about offering curbside and pick up services. The program was advertised through the above networks.
- Listened to parts of the CEED committee meeting.

### Strategic Planning

- Finalized the County's strategic plan. Listened to County Board meeting.
- Summarizing the result for the Wisconsin Forest History Association's strategic plan.

### Energy and Resiliency

- Reviewed new information about energy efficiencies and renewable energy programs. Shared relevant newsletters such as "Energy on Wisconsin" with County staff interested in these topics.
- Communicated with MREA regarding their invitation for Wood County to be a sponsor (no cost to the county) for the Central Wisconsin Group Buy program offering individuals, businesses, and organizations discounted rates on solar installations.
- Learning about FEMA's upcoming Building Resilient Infrastructure and Communities (BRIC) program. Planning will be required prior to acquisition of funds for resilience projects and a strategy in the Wood County Strategic Plan identified the development of a resiliency plan for

the county. BRIC is projected to roll out in upcoming months and will likely be quite competitive.

### **Local Community Initiatives**

- Forwarded Wood County Health Dept. and other relevant COVID outreach to town/village/city clerks and REDI team listservs.
- Stayed informed about the County by reading county email updates, county committee packets, and local newspapers.
- Helped Supervisor Leichtnam with preparations for the upcoming Central Sands Groundwater County Collaborative (CSGCC) meeting.

### **UW-Madison Division of Extension**

- Participated in virtual meetings primarily related to the pandemic with UW-Madison Extension Dean, Community Development Institute, and Wood County staff.
- Participated in planning sessions with UW-Madison Extension Climate Change Leadership Team to discuss the development of train-the trainer curriculum for Extension Educators.
- Worked with a small team of Extension and UW-Madison colleagues to develop a proposal for the Dean's Innovation Fund. The project would create a simplified resilience assessment and guide for communities to identify their strengths and gaps.
- Gave a presentation about the Wood County's economic development / pandemic collaboration to colleagues during Extension's Community Development Institute's monthly meeting.
- Participated in a workshop held by NOAA, the US Global Change Research Program (USGCRP), and the Climate Resilience Fund to prioritize initiatives and develop partnerships for community climate resilience projects.

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## **ALLISON JONJAK**

*Extension Wood County, Cranberry Outreach Specialist*

- Continued virtual meetings with cranberry Extension and USDA specialists to strengthen research relationships
- Had virtual meetings or virtual marsh tours with several growers
- Published 2 issues of the Cranberry Crop Management Journal
- with WSCGA Education Committee, selected curricula for 2020 trainings
- Joined Wisconsin Cranberry Research Station Advisory Committee
- developed an interactive GIS map of the Wisconsin Cranberry Research Station and research being developed there
- accepted Ex Officio WSCGA Board status, virtually attended meeting
- Received many University trainings for an effective onboarding as a new Extension employee
- Beginning to develop variety details with breeder and grower input
- Began planning stop-motion video project with Jyostna Mura for crop physiology

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## **JACKIE CARATTINI**

*Extension Wood County, Human Development and Family Relationships Educator*

- Attended a UW- Madison Faculty Senate meeting via zoom
- Hosted 3 weeks of "Catch Your Breath" for community partners and taught mini Taking Care of You lesson.



- Held weekly individual financial coaching sessions with two clients
- Taught a program on "Financial Tips and Resources" on WDLB radio
- Taught 3 "Extension Wellness Moments" for staff
- Attended 2 Department of Extension Administrative committee meetings
- Attended the Department of Extension meeting
- Authored, scripted and recorded a "Be Well series module" on Finding Joy!
- Attended a Rent Smart team training on launching a virtual Rent Smart curriculum.
- Attended virtual meeting with Program Manager
- Attended virtual meeting with men-tee
- Wrote and distributed a weekly activity for the Boys and Girls Club in WI Rapids.
- Attended virtual meetings with United Way of South Wood and Adams County
- Attended a virtual "Stuff the Bus" planning meeting
- Attended virtual meetings on planning programming for the Boys and Girls Club
- Attended virtual planning meetings on "Heart of the Farm- Coffee Chat series"
- Attended the Heart of the Farm virtual series kick-off
- Attended 3 Forward Fridays planning meetings
- Hosted and led 2 Forward Friday professional development sessions
- Taught "Time Management" for the Heart of the Farm Coffee Chats.
- Attended a Family Development section meeting
- Authored a module for "Highlights of Taking Care of You" condensed virtual curriculum.

**Attended multiple zooms on:**

- JCEP Forward Fridays (attended and took Lead on kick-off presentation on 4-17)
- Department of Extension Administrative Committee
- Extension Wellness moments (daily at 8:15am)
- Financial Education in the time of Covid team meeting zoom
- Racism as a Public Health Crisis weekly series
- Taking Care of You- video shorts
- Rent Smart Team virtual learning
- Pre-planning for the death of a loved one team
- Life Span program check-in
- Free Throw Fridays (institute weekly zoom)
- Institute meetings on changes and programming
- Highlights of Taking Care of You team meetings

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**HANNAH WENDELS & KELLY HAMMOND**

*Extension Wood County, FoodWise Nutrition Educator and Coordinator*

- Attend virtual FoodWise North Region check in calls (ongoing, Tuesdays)
- Attend virtual FoodWise State check in calls (ongoing, Tuesdays)
- Attend virtual Wood County Extension check in calls (ongoing, Mondays)
- Attend virtual Extension Area 7 check in calls (ongoing, every other Wednesday)
- Planning started for facilitating an Interstate Educator Discussion on Virtual Teaching with Illinois, Iowa, and Nebraska at the end of June (Hannah)





- Continue working with “Greener in FoodWise” workgroup with colleagues throughout the state (ongoing, Hannah)
- Continue working with “Physical Activity/Nutrition for Colleagues in FoodWise” workgroup (ongoing, Hannah)
- Continue working on FoodWise curriculum workshop (ongoing, Hannah)
- Distributed 200 nutrition activity bags to families of Wood County in collaboration with the Boys and Girls Club (5/21)

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## **RACHAEL WHITEHAIR**

*Extension Wood County, Natural Resources Educator*

- Hosted a meeting with UW colleagues, Extension colleagues, and DATCP representative Rachel Rushmann to work on a proposal for an evaluation of Producer-led watershed groups throughout the state in an effort to: understand unique successes, strengths, and limitations, and develop strategies to better serve these groups. (May 4)
- Participated in a meeting of regional Producer-led watershed group representatives. I’ve volunteered to be the North Central Representative and work to increase collaboration among groups and my region and bring in resources from groups in other regions of the state. (May 5)
- Participated in a meeting of an Ad hoc group of UW colleagues to discuss the creation of an educational web presence on topics related to the nexus of groundwater, nitrites, and agriculture. (May 6)
- Served as an advisory member to review the Marathon county land and water plan (May 6)
- Went on WFHR radio to discuss ways to enjoy nature during the pandemic and the idea of interseeding this year’s cover crop. (May 7)
- Hosted an ongoing weekly zoom session among NRI colleagues to share ideas, stresses, and comradery during this time of telecommuting (May 8,15)
- Met with Amber Radatz of Discovery farms to discuss the development of a suite of research protocols and technical support resources for producer-led watershed groups. (May 11)
- Developed a Facebook presence for the Farmers of Mill Creek Watershed Council. (May 12)
- Began hosting a texting service for the Farmers of Mill Creek to be used as a communication tool to engage farmers in the learning community, events, and resources. (May 13)
- Attended PACRS Petenwell and Castle Rock Stewards monthly conference call to advertise the existence of the Farmers of Mill Creek Facebook page. (May 15)
- Participated in a video interview conducted by Heather Schlessor of Marathon County’s project intended to introduce the community to local Extension educators. (May 15)
- Participated in Area 7 emotional intelligence professional development training (May 19)
- Aided Portage county conservation staff with two prairie plantings on Mill Creek Farmers’ marginal lands as part of the prairie and pollinator pledge program to improve water quality through youth education and integrated prairie agro-ecosystems. (May 20)
- Conduct interviews with Wood and Portage County elected officials to learn about their resource uses, needs and preferences regarding water quality issues. (May 26, 28)
- Host Central WI Farm Profitability Expo planning committee meeting (May 26)



*Activities Report for Shane Wucherpfennig - May, 2020*

- **May 1** – Worked with County Lidar and produced maps. Phone calls, emails and correspondence.
- **May 4**– Followed up with DNR on TRM grant for Serenity River Project for Rip-Rapping along the Wisconsin River. Phone calls, emails and correspondence.
- **May 5**– WebEx meeting invitation: Department Head County Reopening Meeting
- **May 6** – Phone calls, emails and correspondence. Worked on Grant proposals.
- **May 7**– Worked on Land owner maps for No-Till rental.
- **May 8**– WebEx meeting with Land and Water staff.
- **May 11** – Worked on Caste Rock, Lake Dubay & Black River MDV Plan revisions with Pat Oldenburg. Phone calls, emails and correspondence.
- **May 12** – Worked on proposed 2020 projects. Phone calls, emails and correspondence.
- **May 13** – Worked on GIS Projects and on WAMS to submit MDV plans forms to DNR with Pat Oldenburg.
- **May 14** – Worked on proposed 2020 projects. Phone calls, emails and correspondence.
- **May 15** – Worked on GIS projects and maps for field visits. Phone calls, emails and correspondence.
- **May 18**– Worked with new intern Davis Christensen on orientation and took him with on farm visits with me.
- **May 19**– Attended Wood County Board Meeting.
- **May 20** – Phone calls with landowners and producers, emails and correspondence.
- **May 21** – Coordinated No-Till Drill Schedule. Phone calls, emails and correspondence. Worked on Mill Creek Cover Crop Contracts.
- **May 22** - Talked with DNR to discuss MDV Plans and programing to enter into cost-share contracts.
- **May 25** – Holiday.
- **May 26** – WebEx meeting with Patrick Glynn on Wage study interview. Zoom Meeting with planning committee for the Central WI Farm Profitability expo planned for December. Zoom meeting with UE Ext. to discuss how to disseminate available resources out to Wood County Landowners. Staff meeting.
- **May 27** – Coordinated No-Till Drill Pickup. Phone calls, emails and correspondence. Call DNR to discuss the Mill Creek funding, contracting, programing, tracking, etc. Worked on Mill Creek Cover Crop Contracts. Talked with supervisor Ken Curry on May CEED agenda.
- **May 28** - Calling and coordination of the Drill on the calendar. Phone calls, emails and correspondence.
- **May 29** – Field visits. Noxious weed complaint follow up.

## **Activities Report for Adam Groshek – May 2020**

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

- ~Working through CREP contract name change to Pep Acres, LLC and cancellation of some contracts that were not eligible to start into CREP for Glen Peplinski and family.
- ~New CREP contract renewal CREP contract discussions for 4-5 landowners in Wood County and GIS updating.
- ~Behrend culvert crossing project planning, mapping, permitting discussion, and investigation for 2020 project construction.
- ~Wil-bar Dairy manure pushoff ramp plan design, cost estimate, design alterations/additions and discussions with landowner and potential contractors on project construction timeline.
- ~Continued planning with State DATCP engineering staff for the Kirby & Karen Cashen streambank to find best solution to this severe erosion site.
- ~Krings grazing plan review, forward to CEED committee, approval by CEED, and discussions with landowner and DATCP on next steps.
- ~Asbuilt documentation and discussions to finalize the well abandonments for Lori and Dennis Ruess near Vesper.
- ~No-till drill calls, discussions, scheduling, and coordination with different LWCD employees to rent out to various Wood and Portage County landowners for spring planting/interseeding. The No-till drill has been in use/at a landowner's property awaiting use for almost 6 weeks straight. To date at least 11 producers have benefitted from the use of the No-till drill and countless others have made farming decisions based off of discussing/seeing the benefits from their neighbors.
- ~Discussions, planning, nutrient management options, manure storage abandonment permit issuance, pre-construction meeting, and contractor phone calls on the Reber Farm waste storage lagoon abandonment planned for summer 2020.
- ~Construction stakeout, inspection, contractor discussions and project management for the construction of the 3 grassed waterways and rock crossings for Jim Coenen near Rudolph. Asbuilt documentation and cost-share payment to follow.
- ~Returning back to working mainly out of the office instead of remotely at home with the same field work as needed on a day-to-day basis.
- ~Discussions with LWCD staff over the different cost-sharing money availabilities and tracking.
- ~Arranging for maintenance and repairs on No-till drill with local producers/handyman when able to avoid high shop costs of implement/dealerships.
- ~Continuing to assist in training of new LWCD employees and working with the Summer 2020 LWCD intern-Davis Christensen to be able to help out in our department.

## ***Activities Report for Rod Mayer***

***May 2020***

- Inspect Twin Lakes Ditch crossing.
- Completed Twin Lakes fence build final contract – obtain/notarize signatures – send to DNR for signatures.
- Work with mine owner for direction on amending reclamation plan (Reber).
- Contacts – receive updated financial assurance on Fanning Cranberry Non-metallic mine.
- Review pond exemption application – sent revisions/questions needed – approved final exemption – sent correspondence.
- Review version 2 and version 3 of Verso (Tetra Tech) addendum to the reclamation plan – sent to Tetra Tech for needed changes.
- Discussion with landowner for deer damage on land owned but rented by other – let know options going forward.
- Correspondence with Star Environmental in regards to Brand/Pankratz mine site.
- Contact expiring pond owner – placed extension to end of July for completion of pond for exemption application.
- Reviewed draft 4 of Verso Addendum – contacted Tetra Tech for final hard copy to be mailed to County.
- Contact Lara Lane Nursery – in regards to selling any of our trees prior to final invoicing – looked into picking up some of the trees to donate to Wood County Forestry. Forestry was not interested as lack of time and staff to deal with trees.
- Organize correspondence for Verso File – create second file to fit all for future reference.
- Process amendment to Verso FA – increasing amount for future plans – Contacted Verso for correction in permit fee payment.
- Put listing together for DNR database for access to fence inspection records – sent to DNR.
- Update ponds spreadsheet.
- Contact Glacial Lake Cranberry - discuss future fencing options and sites.
- Landowner pond questions – contacted – sent exemption application and info.
- Updated licensing for GIS on desktop – load tables/toolbars etc.
- Review hard copy for Verso amendment – complete and issue permit and approval letter.
- Work on Wildlife Damage 1<sup>st</sup> quarter reimbursement report – worked on correction documents for report.
- Site visit to Glacial Lake Cranberry – two marshes – looked into issue areas for building a fence – looked into ideas – completed enrollment forms for 2020.
- Received WDAP budget back from DNR – processed.
- Look into pond exemptions that had expired last summer prior to my starting. Put maps together for inspections.

## Staff Report

May 2020

Caleb Armstrong

- Reviewed nutrient management plans sent in from farmers and co-op's.
- Helped a farmer write a nutrient management for his family farm for the upcoming year 2021.
- Assisted Shane in construction of creek crossing for farmer and his renter to safely cross into next field without destruction of land and water.
- Did follow up farm check to see if erosion control problems where fixed.
- Creating a no-till drill map with all acres planted and used from the no-till drill that is rented out to farmers throughout Wood County and nearby counties.
- Did farm checks to see plants and other cover crops that are being planted that we cost share with.
- Collected photos off farms that are no-tilled for further promoting the drill for farmers to use in years to come and showing them the work it can do.
- Meet with farmer on introducing him to nutrient management and did farm tour to see existing work being done throughout his land for best management practices. Also accessed on potential of construction of wetland scrap on land.
- Assisted Adam on checkup of engineering plans for grassed waterways being implemented into farmer's field before the start of construction on land.
- Created list of farmers who haven't turned in nutrient management plans and or checklists for the 2020 year that we cost share with. Then sent out enforcement letters giving them a notice that they are due and further enforcement action may be taken if not turned in by given date.
- Assisted in monthly water test sampling for the Mill Creek and Bear Creek watershed following our 9-key plan.

## Activities Report for Emily Salvinski

### May 2020

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- **Friday, May 1.** Serviced callers for no-till drill, seed pickup, information request from DNR, future nmp appointment. Talked with/emailed service desk to plan for plant drop off. Updated "no nmp" shapefile.
- **Thursday, May 7.** Met person at forestry garage so they could purchase tree shelters. Sent photos to Wood Co Extension for Mill Creek facebook page. Completed office tasks for those not able to make it in.
- **Friday, May 8.** Attended office meeting. Looked up level of deer resistance of pollinator seeds we sell for a landowner so he could decide what to purchase. Made phone calls to arrange prairie seed pickup.
- **Monday, May 11.** Picked up paint from Ace to fix up garden labels. Dropped off pollinator seeds purchased from our sale. NMP mapping.
- **Tuesday, May 12.** Reviewed 2 NMPs. Planted and watered new part of prairie. Took care of check deposit and a bill.
- **Friday, May 15.** Improved wild parsnip attribute tables for the upcoming parsnip season. Tracked down someone to get us water sampling supplies for the upcoming surface water sampling season.
- **Tuesday, May 19.** Field checked future Bear Creek water monitoring sites.
- **Wednesday, May 20.** Made the contract for a Mill Creek project and added the fields to the gis database.
- **Thursday, May 21.** Filled out forms and labelled sample bottles to prepare for the monitoring on Tuesday. Added locations to gis database.
- **Tuesday, May 26.** Collected water samples and took pictures at 8 sites throughout the Mill Creek Watershed. Sent the samples off to the lab. Put pictures onto computer and organized them.
- **Wednesday, May 27.** Sent new monitoring sites to DNR employee so they have the correct location on the state database.

### ***Activities Report for Lori Ruess – May 2020***

- Answered phones and replied to emails
- Deposited checks for no-till drill, AWO permits and Mill Creek grant.
- Reversed out all tree orders in the new tree and shrub program – updated reimbursement information.
- Reviewed general ledger.
- Reviewed payroll reports and payroll registers.
- Attended May 8<sup>th</sup> staff meeting via WebX.
- Completed April sales tax report and forwarded to Finance.
- Completed LWCD payroll percentages and forwarded to Finance prior to the May 7 and May 21 payrolls.
- May 18<sup>th</sup> moved back to the office from working remotely.
- Attended May 18<sup>th</sup> staff meeting.
- Arranged for pickup of wildflower seeds.
- Completed two new 15-year CREP contracts for a total of 119.23 acres.
- Completed cost-share reimbursement for two well abandonments.
- Assisted Caleb with a mail merge for Nutrient Management checklist follow-up letters.
- Completed buyout worksheets for Pep Acres – Glen Peplinski for 5.39 acres.
- Assisted Rod with Wildlife Damage 1<sup>st</sup> quarter reimbursement information.
- Completed Health Coaching for the Wellness Program.
- Attended May 27<sup>th</sup> staff meeting.
- Electronically submitted staff reports and packet materials to the County Clerk's office for the June CEED packet.

## Activities Report for Davis Christensen:

May 2020

- Started work May 18
- Mill Creek water sampling for phosphorus and total suspended solids
- Talked to landowner about his nutrient management plan, and no till drilling
- Monitored the installation of grass waterways
- Helped take care of the river block prairie
- Completed various trainings for CREP, grass waterways, and nutrient management plans



TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director  
Adam DeKleyn, County Planner  
Paul Bernard, Land Records Coordinator  
Jeff Brewbaker, Code Administrator  
Stevana Hamus, Code Technician  
Kim Keech, Admin Services 5  
Victoria Wilson, Admin Services 4

RE: Staff Report for June 3, 2020

1. Economic Development (Jason Grueneberg)

- a. Wood County Economic Development Roundtable (Economic Recovery Meetings) – On May 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>, I facilitated discussions regarding economic recovery due to COVID-19 impacts. The meeting notes are attached to this report.
- b. Wood County Economic Development Roundtable (Personal Protective Equipment (PPE) Meetings) – On May 12<sup>th</sup>, 20<sup>th</sup> and 26<sup>th</sup>, I facilitated discussions regarding addressing PPE needs in Wood County for business reopening's. Notes from those meetings are attached to this report.
- c. Rural Economic Development Innovation Initiative – On May 18<sup>th</sup>, I participated in a REDI meeting with Purdue University to discuss an extension to the REDI grant that Wood County received. The extension will be for 1 year due to interruptions in the original timeline due to COVID.
- d. Central Wisconsin Economic Development Fund Nominations Committee – On May 20<sup>th</sup>, I chaired the CWED Nominations Committee meeting to develop a slate of candidates for the Executive Committee.
- e. Central Wisconsin Economic Development Board of Directors Meeting – On May 20<sup>th</sup>, I participated in the CWED Board of Directors meeting. Agenda items included elections for the executive committee, discussion on pursuing Economic Development Administration funds to create a business grant program, review of financial reports, and review of updated marketing materials.
- f. ATV/UTV Route and Trail Meeting – On May 21<sup>st</sup>, I attended a meeting with Highway Department and Parks and Forestry Department staff to talk about future routes and trails for ATVs. The group will identify future routes in the County by identifying destinations for riders, and avoiding the use of sections of CTH that are not suitable for ATVs. There is agreement among members of the group that there should be a route in the north part of the County. Discussion of funding signage took place, with agreement that future costs will need to be covered with the help of ATV clubs.

## 2. Planning (Adam DeKleyn)

- a. COVID-19 Operational Planning – Working remotely in response to the COVID-19 pandemic. County Planner functions and programs will remain operational as normal. I will be available by phone: (715) 421-8568 or email: [adekleyn@co.wood.wi.us](mailto:adekleyn@co.wood.wi.us).

- b. Land Subdivision - Plat Review – (5) CSMs were submitted for review/approval. (4) CSMs were approved/recorded. (3) CSMs are pending approval.

Preliminary plat for The Grand Pines – First Addition Subdivision (Town of GR) submitted for review/approval. Sent out to all review authorities. Staff report and exhibits attached for review/action by CEED in June.

Preliminary plat for Hidden Chapel Subdivision (Town of Saratoga) approved.

Condominium plat submitted for review/approval (Town of GR).

Currently drafting amendments/updates to the Wood County Land Subdivision Ordinance #701. Review/Action by CEED in future.

- c. Zoning – Updating town zoning GIS data to allow for better use, consistency and efficiency in office operations as well as public use.
- d. Town of Grand Rapids Comprehensive Plan – As part of the planning process, 3,330 community surveys were mailed out to all town residents and property owners. 1,378 completed surveys were returned by mail with a completion/response rate of over 41.4%. Results of the survey will be compiled into a summary report and will be presented to the Town PC and TB.
- e. Town Planning and Zoning Assistance – Provided planning and zoning assistance for several town officials.
- f. ATV/UTV Planning – Attended ATV/UTV planning meeting to discuss potential routes and trail system expansions in Wood County.
- g. Floodplain – Developed GIS maps for Flooded Agriculture District – Cranberry Farm (FAD-C) permits.
- h. US 2020 Census – Help shape your future and your community's future. Participate in the 2020 Census. Visit [2020CENSUS.GOV](https://2020census.gov) to learn more.

## 3. Land Records (Paul Bernard)

- a. Working on Computer Aided Dispatch Updates for Dispatch.
- b. Keeping the online GIS website updated.
- c. Working on budget to pay for ESRI software and new Trimble GPS unit.

d. New data integration for Public Land Survey System and Parcel datasets.

**4. Code Administrator's (Jeff Brewbaker)**

*Jeff Brewbaker May Progress Report 2020*

04-30-20 – Prepared re-connect materials for additional mobile home in park TN 13

05-01-20 – Numerous email & phone call follow up with direction given to proposed projects

05-04-20 – Floodplain determination cranberry farm TN 21

05-05-20 – Shoreland/floodplain permitting onsite TN 07, reviewed soils, pressurized mound plan, & sanitary permit, new 3 BR TN 07, reconnect permit, HT, new addition TN 01, reviewed soils, HT plan, & sanitary permit, new 3 BR TN 10

05-06-20 – Issued re-connect sanitary permit TN 15, reviewed and approved soils, pressurized mound plan, & sanitary permit 3 BR new house TN 01, Reviewed and approved soils, pressurized mound plan, & sanitary permit, new 3 BR home TN 15

05-07-20 – Mound system plow inspection TN 22, Mound plow inspection TN 03, Mound plow inspection TN 08, re-connect inspection TN 21, Mound system plow inspection TN 15, (2) conventional system inspections TN 07 ( 2 hours comp time earned)

05-08-20 – Mound system plow inspection TN 20, Mound plow inspection TN 06, (5) return mound inspections TN's 15, 08, 20, 06, 03, shoreland/wetland onsite TN 07 (2 hours comp time earned)

05-11-20 – Issued re-connect for mobile home park TN 13, inspected replacement 3 BR conventional TN 18, worked on BOA materials

05-12-20 – Eljen mound plow TN 17 (1<sup>st</sup> Eljen system approved and installed in Wood County) complaint investigation notice TN 12, 3 BR new conventional TN 07, return tank/cell inspection Eljen system TN 17

05-13-20 – (2) septic tank abandonment TN 24, 3 BR replacement conventional inspection TN 18, prepared for BOA hearing

05-14-20 – Reviewed two soils reports both HT TN 10 & TN 03, reviewed soils for new 3 BR A+0 mound TN 10, final inspection mound TN 17, wetland fill investigation

05-01-20 – JB vacation

05-18-20 – Shoreland permit new below grade pool on a riparian lot TN 07, reviewed approved soils, pressurized plan, & sanitary permit for 4 BR replacement mound TN 12

Court Case Summary:

(3) cases have been rescheduled from 3/31/20

(3) cases have been rescheduled from 4/07/20.

- e. Wisconsin Fund Grant Program – 2017 Wisconsin Act 59, the 2017 biennial budget act, repealed, effective June 30, 2021 the Wisconsin Fund Grant Program for failing septic systems. 2019 Wisconsin Assembly Bill 791 delayed the elimination of the Wisconsin Fund Grant Program to June 30, 2023 passed on February 18, 2020. 2019 Wisconsin Senate Bill 791 was scheduled for consideration late March but has not been considered due to COVID-19. No extension yet for the Wisconsin Fund Grant Program. Office Staff continues to take applications for the program.
  - i. (4) Wisconsin Fund Applications FY2021 – Wisconsin Fund Grant Applications were emailed to the State of Wisconsin on January 30<sup>th</sup> meeting the deadline date of January 31<sup>st</sup>. Disbursement of Wisconsin Fund Grant is expected late fall 2020.
  - ii. (2) Wisconsin Fund Applications FY2022 – Office Staff continue to accept Wisconsin Fund Grant Applications pending passage of 2019 Wisconsin Senate Bill 791.
- f. Sanitary Permit Database System Project – The next phase for the sanitary permit system database will consist of creating a service provider and comments interface. Information Technology Department continues work on the design phase of the project.
- g. Survey Document Indexing Project – There are over 4,000 survey documents that are being indexed with a tentative completion by the end of 2020.
- h. ArcGIS Software Project – Editing addresses in 22 townships.
- i. Kim attended the following meetings/trainings:
  - i. CEED Committee Meeting on May 6<sup>th</sup>
  - ii. Staff Meeting on May 13<sup>th</sup>
  - iii. Board of Adjustment on May 28<sup>th</sup>
- j. Victoria attended the following meetings/trainings:
  - i. Economic Development Meeting (COVID-19 Recovery) on April 23<sup>rd</sup>, April 30<sup>th</sup>, May 7<sup>th</sup>, May 14<sup>th</sup> and May 28<sup>th</sup>
  - ii. Staff Meeting on May 13<sup>th</sup>
  - iii. Personal Protective Equipment Meeting on May 12<sup>th</sup>, May 20<sup>th</sup> and May 26<sup>th</sup>.



# Wood County WISCONSIN

OFFICE OF PLANNING  
AND ZONING

DATE: June 3rd, 2020 Meeting  
TO: CEED Committee  
FROM: Adam DeKleyn, County Planner *AD*  
RE: The Grand Pines – First Addition Subdivision Plat

## STAFF REPORT

**REQUEST:** Review/Action on the Grand Pines – First Addition Subdivision Plat

**SUBDIVISION NAME:** The Grand Pines – First Addition (*Exhibit 1*)

**LOCATION:** South of County Highway Z, west of 48<sup>th</sup> Street S, Town of Grand Rapids (*Exhibit 2*)

**LEGAL:** BEING PART OF THE NE ¼ OF THE NE ¼ OF SECTION 34, TOWNSHIP 22 NORTH, RANGE 6 EAST, TOWN OF GRAND RAPIDS, WOOD COUNTY, WISCONSIN.

**OWNER/SUBDIVIDER:** Ruesch Land Development, LLC

**SURVEYOR:** Badger – Land Survey, LLC

### **INTRODUCTION:**

The Wood County Land Subdivision Ordinance is administered countywide within the unincorporated areas of the county. This ordinance regulates procedures and standards for dividing a parcel of land into smaller parcels. The purpose of this ordinance is to encourage orderly subdivision layouts that are in the best interest of the public's health, safety and general welfare. The Grand Pines – First Addition Subdivision Plat shall be in conformance with all provisions of this ordinance and the Wis. Stats.

### **BACKGROUND:**

The Grand Pines – First Addition Subdivision Plat was submitted to the Department of Planning and Zoning (DPZ) on April 30, 2020. This subdivision plat proposes an addition to the original Grand Pines Subdivision that was approved in 2017. Plat was sent to the Town of Grand Rapids for comment/review. Additionally, the plat was sent to the following review agencies for comment/review: State of WI: DOA – Plat Review, County Treasurer's Office, County Surveyor, Highway Dept, Emergency Management, Sheriff's Dept, and applicable utilities. DPZ staff have reviewed the subdivision plat.

### **ANALYSIS:**

Site is wooded, relatively flat and consists of approximately 13.5 acres total. The subdivision plat proposes 12 lots ranging from 0.5 to 1.3 acres in size. This will bring the total number of lots in the Grand Pines Subdivision to 47. Proposed land use is residential. Size of the lots provide adequate area for development and provision of Private Onsite Wastewater Treatment Systems (POWTS). The plat proposes a 66' wide road right-of-way extension of Grand Pine Drive connecting to Weslan Drive. Additionally, a new cul-de-sac street is proposed (Pinecone Court). Cul-de-sac has a right-of-way radius of 72' (diameter of 144'). All lots will have adequate access to Grand Pines Drive or Pinecone Court depending on lot location. No WI-DNR mapped wetlands or FEMA flood hazard areas are located on the

(1 of 2)



# Wood County WISCONSIN

## OFFICE OF PLANNING AND ZONING

site. County Zoning on the site is Unrestricted. Land use/zoning onsite is regulated by the Town of Grand Rapids zoning ordinance.

### **REVIEW AND DECISION:**

CEED review and decision concerning approval or disapproval of subdivision plats shall be based on compliance with county/town ordinances and comprehensive plans. Objections by any review agencies shall also be considered.

### **FINDINGS OF FACT AND CONCLUSIONS OF LAW:**

#### **Findings of Fact:**

Subdivision plat is consistent with:

- Wood County Comprehensive Plan and Future Land Use Map (*Exhibit 3*)
- Wood County Land Subdivision Ordinance and Zoning Ordinance
- Town of Grand Rapids Comprehensive Plan and Future Land Use Map (*Exhibit 4*)
- Applicable Town of Grand Rapids ordinances

Grand Rapids Town Board approved the plat on 04/14/2020. State of WI: DOA – Plat Review approved the plat on 01/20/20. All agencies having the authority to review the preliminary plat have approved.

#### **Conclusions of Law:**

The actions being taken and followed in this report are in accordance with the provisions of Chapter 701.04(2) of the Wood County Land Subdivision Ordinance #701.

### **RECOMMENDATION:**

Based on DPZ review and the aforementioned Findings of Fact and Conclusions of Law, I forward a recommendation to **conditionally approve** the Grand Pines – First Addition Subdivision Plat.

### **CEED COMMITTEE OPTIONS:**

- Conditionally approve preliminary plat.
- Reject the preliminary plat.
- Table the item to later date with just cause.

### **EXHIBITS:**






1. The Grand Pines – First Addition Subdivision Plat
2. Location Map
3. Wood County Future Land Use Map
4. Town of Grand Rapids Future Land Use Map

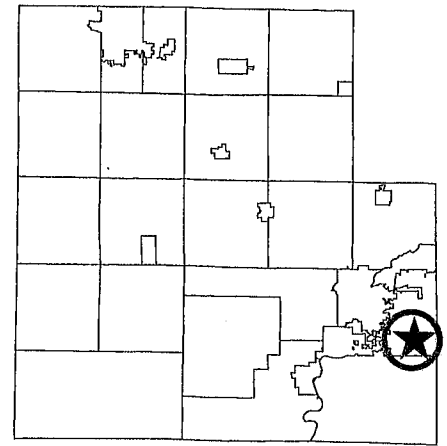
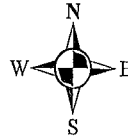
# Location Map

## The Grand Pines - First Addition Subdivision

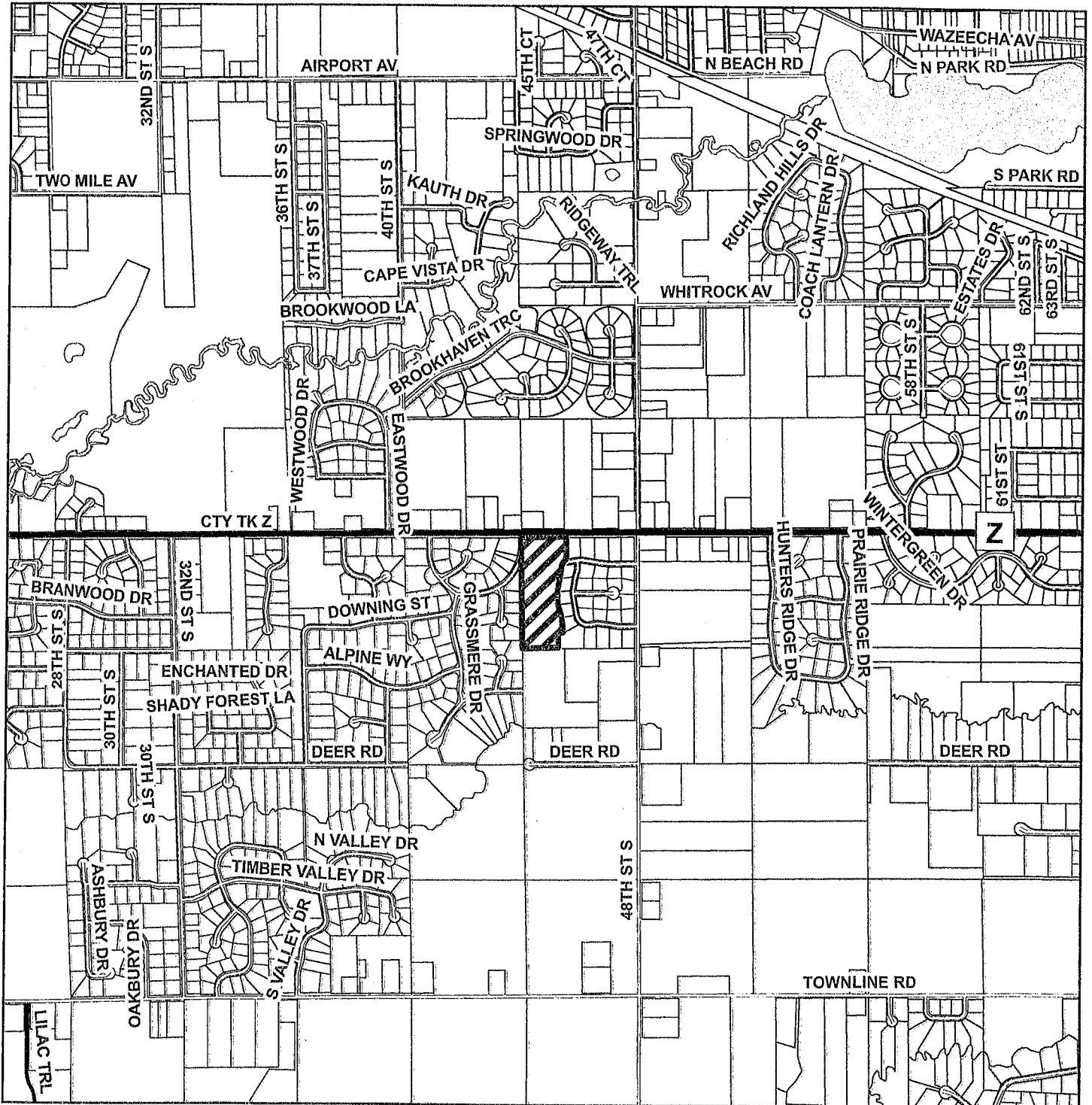
Town of Grand Rapids, Wood County, WI

### Legend

-  Subdivision Plat Area
-  County Highway
-  Water
-  Town Road
-  Parcels



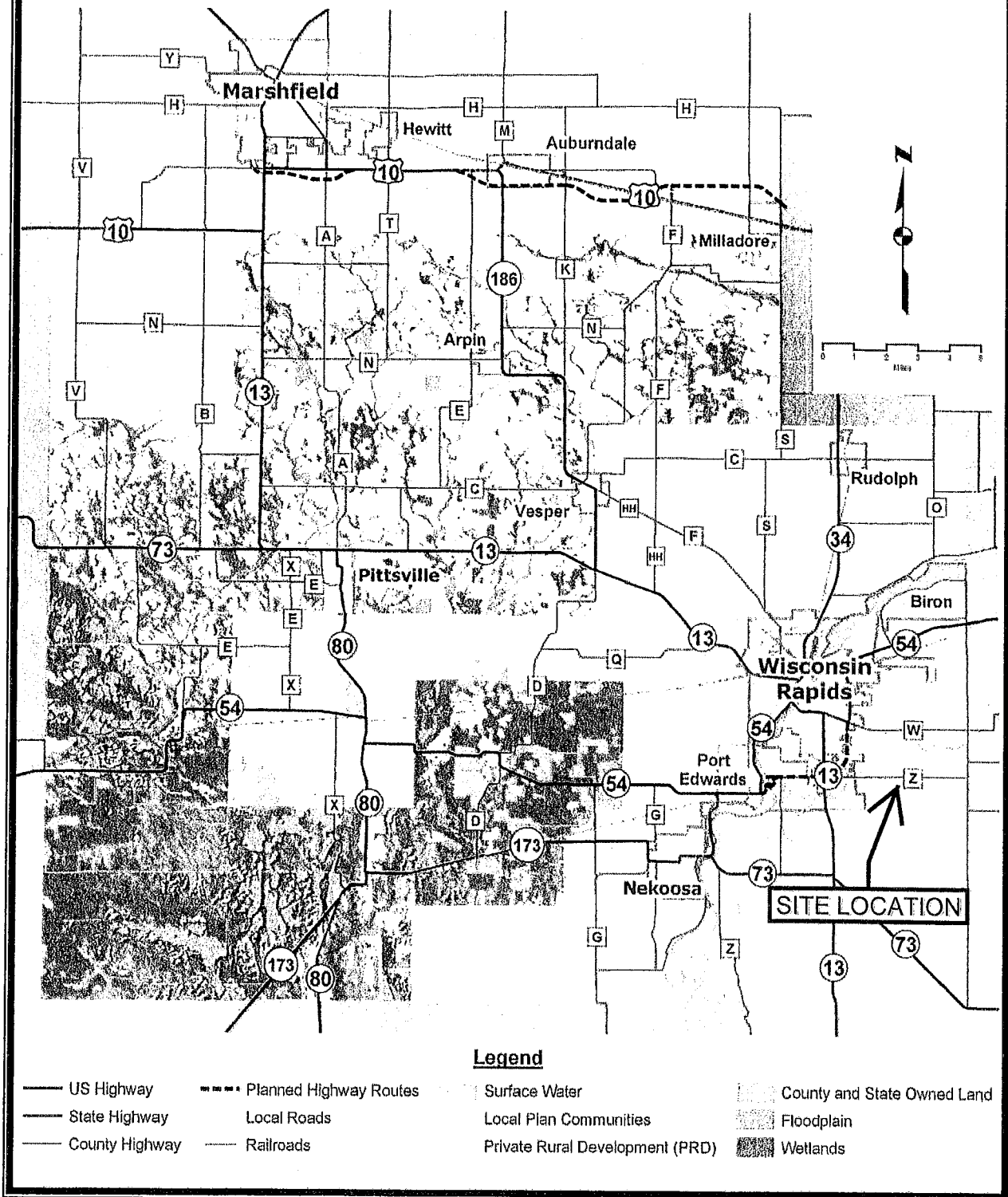
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Map produced by the Wood County Department of Planning and Zoning for reference purposes only (AD-2020)

# FUTURE LAND USE

*Wood County, Wisconsin*

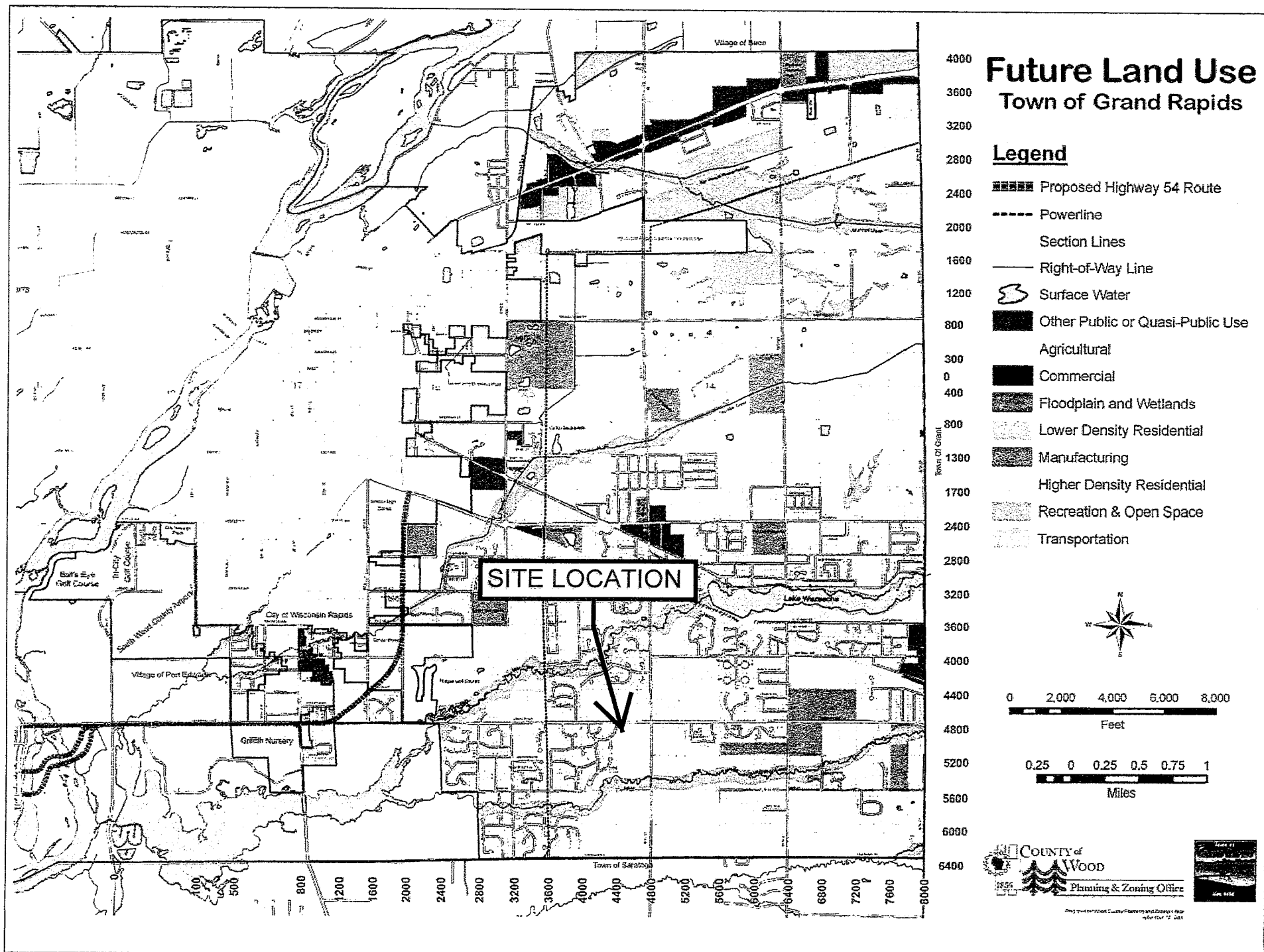


Wood County Comprehensive Plan

**Element 8: Land Use**

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Via: TeleconferenceJason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Angel Whitehead-President-Heart of Wisconsin Chamber of Commerce; Scott Larson-Executive Director-MACCI; Jennifer Resch-Director Economic & Community Development-UWSP; Nancy Turyk-Community Development Educator-UWEX; Meredith Kleker-Executive Director-Wisconsin Rapids CVB; Kristie Rauter-Egge-Community Health Planner-Wood County; Jim Webster-General Manager-Ho-Chunk Gaming, Nekoosa; Betsy Wood-Managing Director-Incourage; Craig Bernstein-Manager-Workforce Development-Mid-State Technical College; Bobbi Damrow-VP of Workforce & Economic Development-Mid-State Technical College; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

***Jason Grueneberg-Wood County Planning & Zoning:***

- The Wisconsin Department of Health Services has similar information as the County Health Department regarding PPE. There is no comprehensive PPE list out there for addressing COVID but there are guidance documents pertaining to cleaning and disinfecting. Two other resources are the Center for Disease Control (CDC) and the World Health Organization. The closest I came to a list of PPE was from OSHA. The list referred to general health of workers, not necessarily in relation to COVID. Wisconsin Economic Development Corporation has re-opening guidelines for different sectors of business. Small Business Administration has financial resources available. The Department of Workforce Development focuses on subsidies for unemployment. Wisconsin Manufacturers and Commerce web page provides guidance on safely opening businesses. These are all resources we could refer to in this discussion.

***Scott Larson-Marshfield Area Chamber of Commerce and Industry:***

- We are going to need to rely quite heavily on the Health Department to help us identify what cleaning supplies and PPE materials are going to be most in demand/needed as businesses begin opening up and continuing to operate. Where are possible sources for those materials? Can we rely on local vendors or manufacturers to help provide or order these items? This group could be a source for information on what materials businesses will need to re-open and operate. Are others in this group hearing about specific needs for businesses as they re-open?

***Angel Whitehead-Heart of WI Chamber of Commerce:***

- I spoke with Chris Stines, President of Aspirus Riverview Hospital and Clinics. He is looking to put together starter kits for businesses for their whole service area. Kits will include items such as gloves, hand sanitizer, thermometers and disinfectant spray. They will also have training videos and webinars available. He is in the process of finding someone to help fund this option. They may be able to partner with us and do bulk buying also. Quantities of kits would be limited and would be for businesses only. I gave Kristie's contact information at the Health Department to Chris also. Cost of the kits has not been determined at this time.

***Kristie Rauter-Egge-Wood County Health Department:***

- We have the Tool Kit that we have put together and are sharing it with the state. Our content is very similar to other Tool Kits out there. However, our kit has more tangible items, such as a self-monitoring form, hand washing signs, front door signage and some specific policy language. Masks for individuals can be obtained by calling United Way's 211.

***Meredith Kleker-Wisconsin Rapids CVB:***

- She has been hearing that lodging properties are having trouble getting cleaning supplies and hand sanitizer.

**Discussion:**

- Discussion and ideas regarding hand sanitizer and where it can be purchased were discussed. Some sources mentioned were Northern Distillery in Plover and Cintas is making sanitizer available to their customers. Meredith will check with Tyler at Cintas on this to see if they can provide to others. The general feel was that this group look into this further to see if we could find a source to buy in bulk. The Marshfield chamber will look into a bulk purchase. Jenny Resch will check with UWSP to see if there is anything coming out of the chem lab. Nancy and Angel will also check on finding a source for hand sanitizer.
- Jim Webster asked how we will know when and which businesses are open? The chambers can help to communicate this. Scott Larson feels that any business that is able to open will open. Businesses can update their Google listing. Heart of Wisconsin has worked with the City of Wisconsin Rapids GIS department to provide an interactive map where businesses can go in and add if they are open and what their hours of operation are. There are pinpoints on the map that people can click on and see who is open and what their hours are as businesses update their information. This is open to everybody, not just Wisconsin Rapids.
- Jim Webster shared a list of vendors that have PPE:
- Dalco Enterprise - Mark Neuville - E-Mail: [mark.neuville@dalcoonline.com](mailto:mark.neuville@dalcoonline.com)<mailto:mark.neuville@dalcoonline.com>
- Complete Office of Wisconsin - Michelle Wisnewski - E-Mail: [mwisnewski@cowiweb.com](mailto:mwisnewski@cowiweb.com)<mailto:mwisnewski@cowiweb.com>
- Power Promotions - Dean Katris - E-Mail: [dean@poweritup.com](mailto:dean@poweritup.com)<mailto:dean@poweritup.com>
- Sovereign Partners - Russ Benoit - E-Mail: [russ@sovereignpartnersprint.com](mailto:russ@sovereignpartnersprint.com)<mailto:russ@sovereignpartnersprint.com>
- The Marek Group - Mike Evans - E-Mail: [mike.evans@marekgroup.com](mailto:mike.evans@marekgroup.com)<mailto:mike.evans@marekgroup.com>
- BankSupplies - Rusty Wigal - E-Mail: [rustyw@banksupplies.com](mailto:rustyw@banksupplies.com)<mailto:rustyw@banksupplies.com>
  
- PPE meeting: Wednesday, May 20<sup>th</sup>, 2020 at 9:00am via teleconference

Adjourned at 9:49am

Via: TeleconferenceJason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Angel Whitehead-President-Heart of Wisconsin Chamber of Commerce; Scott Larson-Executive Director-MACCI; Matt McLean-Director-Visit Marshfield; Michelle Boernke-Campus Executive-UWSP@Marshfield; Jennifer Resch-Director Economic & Community Development-UWSP; Nancy Turyk-Community Development Educator-UWEX; Meredith Kleker-Executive Director-Wisconsin Rapids CVB; Ken Curry-Wood County Board-District 11 Supervisor; Kyle Kearns-Community Development Director-Wisconsin Rapids; Kristie Rauter-Egge-Community Health Planner-Wood County; Tari Jahns-CEO-United Way of South Wood & Adams County; Betsy Wood-Managing Director-Incourage; Josh Miller-Development Services Director-City of Marshfield; Jodi Friday-Community Impact Director-United Way; Craig Bernstein-Manager-Workforce Development-Mid-State Technical College; Chad Schooley-Director-Wood County Parks & Forestry; Stacey Johnson-Regional Economic Development Director-WEDC; Kaelie Gomez-Executive Director-Main Street Marshfield; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

***Jason Grueneberg-Wood County Planning & Zoning:***

- Much has changed in the last 24 hours due to the Wisconsin Supreme Court Ruling to strike down the Emergency Order #28, deeming the order "unlawful, invalid, and unenforceable" after finding that the state's health secretary exceeded her authority. With the order being struck down, businesses are able to open immediately depending on what each County decides to do. Some counties and municipalities are extending or mimicking the Emergency Order #28. At this time we do not know how Wood County is going to respond. (See comments from Kristie at Wood County Health Department)
- Many businesses have been caught off guard with this immediate re-opening. A lot of businesses were planning for the May 26<sup>th</sup> re-opening date as well as their employees. It may be a challenge for employers to call employees back as some employees are making more staying safely at home and receiving additional unemployment funding with the Federal Pandemic Unemployment Compensation funding.
- We had a sub group meeting regarding Personal Protective Equipment (PPE) on Tuesday May 12<sup>th</sup>. Notes were shared with the group this morning. We agreed in that meeting that there is a shortage of hand sanitizer. Several individuals from the sub group are looking into sources for hand sanitizer. We also talked about start up kits for businesses that may be provided by Aspirus pending funding.
- The Payroll Protection Plan still has 40% of its funding available from the second round of funding.
- The County is looking at a possible grant program however this will depend on what happens going forward and what the budget looks like.

***Kristie Rauter-Egge-Wood County Health Department:***

- A press release will be going out today. Wood County is not issuing specific orders or restrictions on businesses unless COVID case numbers continue to increase. We are reminding businesses to continue to follow guidelines to ensure their staff and customers are safe. We are also encouraging businesses to reach out to Wood County Health Department for questions regarding re-opening. There is no indication, at this time from the state, that they will issue anything that replaces the Safer at Home Order. I am predicting that any type of order would come from the local level.

***Scott Larson-Marshfield Area Chamber of Commerce and Industry:***

- I will be meeting via teleconference with Marshfield Clinic to talk about PPE at 10:00am today.
- Getting as much information out to as many businesses as possible will be essential.

***Matt McLean-Visit Marshfield:***

- An update on the Joint Effort Marketing grant. The Central Wisconsin Tourism Association just got an email from The State Department of Tourism that we have been funded for a JEM grant for the full amount of \$39,550 to put together a \$100,000 value marketing program for Central Wisconsin between June and October of this year.

***Angel Whitehead-Heart of WI Chamber of Commerce:***

- With the ruling that happened last night, we are pushing out some communications and helpful guidelines so we are in line with what the Wood County Health Department wants so businesses follow safer protocol as they re-open. Many phone calls have come in and businesses have indicated they have what they need at this point to open safely.
- The interactive map will be very helpful at this time as well, so people know which businesses are open and what their hours are, if they are offering curbside pick-up and so forth. This is open to all of Wood County.

***Jenny Resch-UWSP:***

- Requests to the Small Business Development Center (SBDC) in Stevens Point have slowed down significantly.
- PPE meeting: Wednesday May 20<sup>th</sup>, 2020 at 9:00am via teleconference
- Next meeting: Thursday May 21<sup>st</sup>, 2020 at 9:00am via teleconference

Adjourned at 9:46am

Via: Teleconference

Jason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Scott Larson-Executive Director-MACCI; Nancy Turyk-Community Development Educator-UWEX; Meredith Kleker-Executive Director-Wisconsin Rapids CVB; Kristie Rauter-Egge-Community Health Planner-Wood County; Jim Webster-General Manager-Ho-Chunk Gaming, Nekoosa; Betsy Wood-Managing Director-Incourage; Kyle Kearns-Community Development Director-Wisconsin Rapids; Tari Jahns- CEO-United Way of South Wood & Adams County; Stacey Johnson-Regional Economic Development Director-Wisconsin Economic Development Corporation; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

***Jason Grueneberg-Wood County Planning & Zoning:***

- A lot has happened since last week. What is the sense that everyone is getting from businesses as they begin re-opening? Is the public comfortable going out to businesses at this point? Has anyone heard that businesses are struggling to obtain PPE?
- In talking about supplier lists, last week, the WEDC made us aware that they have a Wisconsin Supplier Network. They have added a new category called Technical Equipment Supplies. This may be an avenue when looking for PPE suppliers.

***Meredith Kleker-Wisconsin Rapids CVB:***

- We are seeing a little bit of everything. Some businesses have opened with precautions on their own. The toolkit and other resources is helpful.

***Scott Larson-Marshfield Area Chamber of Commerce and Industry:***

- Seeing the same thing as what Meredith mentioned. Some businesses opening up at their own pace. Some were ready to open right away, some were not. They are using the guidelines out there and being responsible in their re-openings. We've been getting inquiries about acrylic shields, where to get them and who can install them. Trying to put a list together of companies that can do this.
- Conversation with the health system on the north end. They too, like the idea of starter kits but are not able to provide equipment at this time due to their own equipment needs. They are interested in being able to provide assistance somehow else. More communication to come.
- Hand sanitizer will be in very high demand. We were able to find a distillery in the Milwaukee area to source hand sanitizer by the gallon, pallet or 50-gallon drum. They are selling it for \$27 a gallon which is more cost efficient than other options.
- Suggested reaching out to Nelson Jameson for what opportunities they have for providing spray bottles.
- The two main sources we are pushing out for re-opening is the WEDC and Wood County Health Department Tool Kits. Another thing catching on is the Wisconsin Safety Council with an eight step re-opening guide.

***Nancy Turyk-UWEX:***

- Has been getting questions from municipalities about what they could be doing with parks, or whether they should be opening their halls. Have referred them to Kristi at the Health Department. May need to expand beyond businesses to municipalities and nonprofits.
- Chatted with the distillery in Plover that is producing hand sanitizer. They are prioritizing for municipalities and health care centers. They are happy to work with our group if we want any sanitizer. They sell it in 55-gallon drums, 5 gallon and half-gallon containers.
- Will be on "Over The Back Fence" radio show tomorrow morning if you have information you want shared about any PPE needs. Scott asked Nancy to mention on the show, the interactive map that shows which businesses are open and what their hours are.

***Kristie Rauter-Egge-Wood County Health Department:***

- Funding is still being explored for the Aspirus Toolkit bags. Quotes and pricing have been put together to at least supply some re-opening kits. We should know more later today on funding.
- The biggest question they are being asked is about mass gathering guidance.
- The volunteer effort varies. Some are a little burned out and some are "in it for the long haul".

***Tari Jahns-United Way:***

- We did have hand sanitizer donated to us in the big quantities; however, the small spray bottles to put the sanitizer in are very hard to find. We are looking at containers that are between 3 and 6 ounces. We ordered some but after waiting four weeks, were issued a refund, as they could not provide the bottles.
- Facemask distribution has been steady. We continue to work with Ashley at the Health Department to make sure we have what we need.

***Discussion on other areas our group should reach out to:***

- Is anyone reaching out to the ag groups, ie) dairy or cranberries?
- UW Extension Ag has produced many materials to address these businesses. Nancy will reach out to that group to assess what is being done.
- Next meeting discussion should cover hand sanitizer, accessories to distribute sanitizer, Plexiglas and starter kits.
  
- PPE meeting: Tuesday, May 26<sup>th</sup>, 2020 at 9:00am via teleconference

Adjourned at 9:40am

Via: Teleconference

Jason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Angel Whitehead-President-Heart of Wisconsin Chamber of Commerce; Scott Larson-Executive Director-MACCI; Matt McLean-Director-Visit Marshfield; Jennifer Resch-Director Economic & Community Development-UWSP; Nancy Turyk-Community Development Educator-UWEX; Ken Curry-Wood County Board-District 11 Supervisor; Kristie Rauter-Egge-Community Health Planner-Wood County; Tari Jahns-CEO-United Way of South Wood & Adams County; Betsy Wood-Managing Director-Incourage; Craig Bernstein-Manager-Workforce Development-Mid-State Technical College; Jim Webster-General Manager-Ho-Chunk Gaming, Nekoosa; Allison Jonjak-Cranberry Outreach Specialist-UW Extension

***Jason Grueneberg-Wood County Planning & Zoning:***

- A lot has changed in the past week. We have seen the highest number of reported cases of COVID 19 in our state, at 528. Keep in mind, that is with a large amount of testing going on. That is 8% of 6063 tests that were run since Tuesday. We are also in the middle of seeing businesses open up. There is no specific way the businesses are opening up; rather it is more on a case-by-case basis. One tool out there is an interactive map that shows which businesses are open and what their hours are.
- Nationwide, we are seeing a variety of things happening as far as the stay at home orders. In a lot of cases, we're seeing many of the orders expiring, but in some of those cases local orders are being issued in place of them. Municipalities are stepping up and putting orders in place, however, some of those orders are being challenged.
- The Wood County Health Department is positioning themselves for possible orders if there are outbreaks in the county.
- On the federal level, there is more talk about stimulus money. This is undetermined yet as to what it will look like. Governor Evers has begun allocating some of the Coronavirus Aid, Relief and Economic Security Act (CARES) funds. \$75 million will be used for grant programs for businesses. Some of the federal funding to the state will be put towards agriculture. \$15 million has been put towards food insecurity initiatives in the state. \$25 million will be put towards rent aid in the state. \$1 billion will be put towards testing for the virus.
- We have had a separate group that is meeting to discuss Personal Protective Equipment. Much of the discussion centered on coming up with funding to provide starter kits to help businesses as they re-open. Hand sanitizer and containers to put it in, are items of concern as well, at this time. Finding Plexiglas to provide barriers for staff is another concern.
- At the county, each department is opening up based on the needs and services they provide. The county webpage has updates on which departments are open to the public and which are not.
- The City of Wisconsin Rapids is looking at creating an Economic Recovery taskforce/group. It sounds like they may try to harness what are group is doing to benefit the Wisconsin Rapids area.

***Scott Larson-Marshfield Area Chamber of Commerce and Industry:***

- We are working with our businesses to help them re-open. We will probably open our office to the public as well. We are fielding a lot of calls from businesses as they begin re-opening and are working with them to provide as much information and assistance as possible.

***Matt McLean-Visit Marshfield:***

- Update on Joint Effort Marketing grant. We are working with the State to put out a press release on the grant we were awarded.



**Angel Whitehead-Heart of WI Chamber of Commerce:**

- We have gotten some great feedback on the interactive map that includes all of Wood County. Last week we did a press release with the Marshfield Chamber to let businesses know it is available to everyone. This enables them to let the community know if they are open and what their hours are and how they are operating (masks required or not, etcetera). We were featured on Channel 9 as well as other media platforms over the weekend. We are hoping to open our office next week with some protocols in place to keep our staff and the public safe.

**Allison Jonjak-UW Extension-Ag:**

- I am collecting and sharing COVID19 recovery resources with cranberry growers in 18 counties in Wisconsin. I have some worksheets for cranberry growers on social distancing that could be applicable to farmers also. If anyone wants that information, please contact me. Jason suggested the chambers add this information to their website for the farmers.

- A subgroup will talk about how to ensure the farmers (ag people) are getting information and assistance. Nancy Turyk will head up this group with Allison Jonjak, Scott Larson and Shane Wucherpfennig as other members.

**Craig Bernstein-Mid-State Technical College:**

- Some students returned to campus on Monday. These students needed to finish their spring semester with some hands on learning. We do require facemasks. Only certain areas of the campus are open and only nine students per classroom are allowed. We start the summer semester on June 1<sup>st</sup> with these changes in place. Enrollment for the fall semester is down 20% at this time. A new marketing campaign will be starting in the next couple of weeks called Mid-State-Experience the Choice. Received some grant money from the CARES act.

**Betsy Wood-Incourage:**

- We are continuing to work remotely. We are watching what is happening in the community and seeing where we can fill in the gaps and help. If anyone has ideas or suggestions, please let me know.

**Tari Jahns-United Way:**

- We are working on our staff re-entry plan right now. Staff is coming back in small groups. United Way continues to distribute cloth masks to members of the community; they can call 211 and indicate how many masks they need. Our office has not chosen a public re-opening date yet.

**Kristie Rauter-Egge:**

- We are planning another testing site in Northern Wood County. This will take place on June 2<sup>nd</sup> at the fairgrounds in Marshfield.
- We are waiting to find out from potential funders on the starter kits. A lot of planning has gone into this but nothing has been finalized yet.
- We are getting a lot of questions from businesses about what to do if one of their employees tests positive for COVID19.
- We are working on guidance language for mass gatherings, what our recommendations are and hope to have this information out soon. The goal is to have people use common sense and the organizers take precautions. Our best advice is to not have mass gatherings at this time.

**Jim Webster-Ho-Chunk Gaming:**

- We have about seven cases of COVID19 among Ho-Chunk Nation members. Ho-Chunk Nation made the decision to open the Madison location on May 27<sup>th</sup> with precautions in place. They will not open their food and beverage areas. The other facilities have not received a reopening date at this time.

**Jenny Resch-UW Stevens Point:**

- Currently classes are online through June. We are hoping a decision will come out soon for the remainder of the summer. We are also hoping to have as many face-to-face classes as we can this fall.
- Housing will be a concern, especially if we are bringing in thousands of students to this area. We are working diligently on how we can have classes, whether they be online or in person.
- Most employees are working remotely but they are working on a plan to phase employees back to the campus.
  
- PPE meeting: Tuesday May 26<sup>th</sup>, 2020 at 9:00am via teleconference
- Next meeting: Thursday May 28<sup>th</sup>, 2020 at 1:00pm via teleconference

Adjourned at 10:00am

Via: Teleconference

Jason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Scott Larson-Executive Director-MACCI; Jim Webster-General Manager-Ho-Chunk Gaming, Nekoosa; Betsy Wood-Managing Director-Incourage; Allison Jonjak-Cranberry Outreach Specialist-UW Extension; Craig Bernstein-Manager-Workforce Development-Mid-State Technical College; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

***Jason Grueneberg-Wood County Planning & Zoning:***

- Unfortunately, in the last week we have seen one death in Wood County due to COVID19.
- Have seen some ordering opportunities through Groupon. Our group has been focusing on getting hand sanitizer and buying it in bulk. We need to find containers to put it in so we can distribute it in the community. Scott Larson indicated they are working with Nelson Jameson to see if they can provide these types of containers.
- We are still waiting to hear something on the starter kits that Aspirus had talked about putting together. It sounds like the funding is still being worked out.
- Local guidelines for re-opening businesses have been promoted very well so most businesses should be able to re-open following the guidelines available.

***Scott Larson-Marshfield Area Chamber of Commerce and Industry:***

- Not much has changed since last week. We continue to work on finding out where to obtain Plexiglas as well as find people that can install it for reception and counter areas.
- We are working on putting together a survey that discusses PPE. It will be a brief, approximately four-question survey that will include who can provide installation and fabrication of Plexiglas barriers.
- We continue to put the word out about the interactive map.
- We continue to do research on PPE, where it can be obtained locally and statewide.
- Most businesses are open at this time on some level.

***Jim Webster-Ho-Chunk Gaming, Nekoosa:***

- Is anyone aware of any businesses that had to go out of business? Scott doesn't have information on this at this time but they will be working on finding out this information.
- The PPE that we had ordered for our re-opening is beginning to arrive. We got hand sanitizer, fifteen thermometers and wipes are coming in. We are just waiting for a re-opening date from the president of the nation.

***Betsy Wood-Incourage:***

- Conversations will be taking place this week regarding PPE. They should be able to gauge the needs for PPE after the conversation.
- PPE meeting: Tentatively next week Tuesday or Wednesday.

Adjourned at 9:16am

Via: TeleconferenceJason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Angel Whitehead-President-Heart of Wisconsin Chamber of Commerce; Scott Larson-Executive Director-MACCI; Matt McLean-Director-Visit Marshfield; Nancy Turyk-Community Development Educator-UWEX; Kristie Rauter-Egge-Community Health Planner-Wood County; Tari Jahns-CEO-United Way of South Wood & Adams County; Betsy Wood-Managing Director-Incourage; Craig Bernstein-Manager-Workforce Development-Mid-State Technical College; Allison Jonjak-Cranberry Outreach Specialist-UW Extension; Josh Miller-Development Services Director-City of Marshfield; Meredith Kleker-Executive Director-Wisconsin Rapids Convention & Visitors Bureau; Kyle Kearns-Director of Community Development-City of Wisconsin Rapids; Kristen Fish-Peterson-CWED; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

***Jason Grueneberg-Wood County Planning & Zoning:***

- In the past week, a lot has happened. There has been an increased number of cases in our state but that is in part due to more testing taking place.
- We saw \$200 million of the Cares Act dollars being allocated by Governor Evers to Wisconsin local governments. The Health Department, Emergency Management and possibly the Planning & Zoning office will be looking at gaining some of those funds.
- Many businesses are still working on re-opening.
- Discussion continues at the federal level about another stimulus package.
- Unemployment claims nationwide are at 40 million claims.
- More testing is taking place not only locally, but nationwide. The Health Department will have another testing event on June 2<sup>nd</sup> at the Marshfield Fairgrounds from 11:00am to 7:00pm.
- There is state money from the \$2 billion in federal funding that will be used for small businesses in the state. There will be a \$2500 grant that can be used towards various business expenses. Anybody is eligible that has not used other WEDC programs. This tentatively opens up for applications in the beginning of June.

***Scott Larson-Marshfield Area Chamber of Commerce and Industry:***

- Many businesses are opening up on their own timetables. Most are doing so in a safe and responsible manner.
- In relation to Personal Protective Equipment, it has been quiet so that means businesses are getting what they need.
- The interactive map started by Angel at HOW in Wisconsin Rapids is taking off and has even reached outside of Wood County.
- Our focus has changed to "Recharge Marshfield" in an effort to re-build our economy.

***Matt McLean-Visit Marshfield:***

- Update on Joint Effort Marketing grant. We have finalized paperwork with the state and are working on press release information. This is a \$100,000 marketing program to show case our area.

***Angel Whitehead-Heart of WI Chamber of Commerce:***

- We are getting a lot of questions in regard to where available workforce is in regard to many part time jobs. We are finding there are some gaps in this area. Businesses are opening slowly, partially or not at all until they have a plan in place to open safely.
- Regarding PPE, we have had a few calls. We are working with Aspirus, the Health Department and Incourage and will be meeting this upcoming week to talk about the toolkits we have been working

on. We are putting together a survey to assess the needs of businesses and the community whether it be PPE or other needs.

- A big concern is what the fall school year will look like. There are concerns from parents on whether school will be virtual or in person. What will parents do that cannot afford a sitter or cannot find a sitter. What does this look like for the daycare industry?
- The interactive map is doing well. In order to help promote that, we are doing a campaign to "Tie the community back together". Businesses can have an event, rather than a ribbon cutting, a "tie the ribbon together" event when they re-open.
- Wisconsin Rapids has sent letters out to notify businesses that were eligible or ineligible for loans from the city. Checks will be sent out soon.

***Josh Miller-City of Marshfield:***

- All checks for the loans the City of Marshfield funded were cut last Friday. There were two rounds of loans. The first round of loans provided around \$78,000 for those eligible. The second round saw about ten more businesses apply that were not eligible the first time around but made adjustments and became eligible. Total loaned out was \$97,500 of the \$100,000 that was budgeted.

***Craig Bernstein-Mid-State Technical College:***

- Some students returned to campus on Monday. These students needed to finish their spring semester with some hands on learning. We do require facemasks. Only certain areas of the campus are open and only nine students per classroom are allowed. We start the summer semester on June 1<sup>st</sup> with these changes in place. Enrollment for the fall semester is down 20% at this time. A new marketing campaign will be starting in the next couple of weeks called Mid-State-Experience the Choice. Received some grant money from the CARES act.

***Nancy Turyk-UW Extension:***

- As we met and chatted about reaching out to the ag sector of the community, we realized there is a gap in getting information out to farmers, cranberry growers and etcetera on financial assistance, safety training and PPE. We do not know what their needs are yet but are working with a "network of networks" which include MSTC, Matt Lippert, Shane Wucherpfennig, Allison Jonjak, Angel Whitehead and Scott Larson. We are trying to sort out if there is a list of people that go to the farmer's markets so information can be shared with those people. Most information will be provided via email.
- Received an email from Brian at Northern Distillery that they now have pumps that fit on top of their half gallon jugs.

***Kristie Rauter-Egge:***

- Child Caring is a great resource for those concerned about childcare.
- We have been working with the local group to figure out what resources businesses need. Working together helps us to deploy those resources in a cohesive manner. Angel Whitehead plays a huge role in this with her business connections.
- We are doing another testing even in Marshfield. We have the ability to perform up to 400 tests. This will be on June 2<sup>nd</sup> from 11:00am to 7:00pm at the Marshfield fairgrounds.
- We are getting a lot of questions about mass gatherings. We are cautioning people about what things they attend and are still recommending not having mass gatherings.

***Discussion regarding expanding restaurants or main streets into parking areas/streets:***

- Nationally there are cities that have closed off certain residential streets to traffic. They are making those streets more pedestrian friendly or handicap accessible.
- Having space available for people to be outside, social distance and possibly enjoy a meal or cocktail would be beneficial in all communities. Right now if businesses want to open safely, they are at about 25% seating capacity. This is something we may need to discuss further.
- Josh Miller will share the local policy regarding PROW-Public Right of Way ordinance.

Via: Teleconference

Jason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Scott Larson-Executive Director-MACCI; Jim Webster-General Manager-Ho-Chunk Gaming, Nekoosa; Betsy Wood-Managing Director-Incourage; Krista Coon-Vice President-Heart of Wisconsin; Nancy Turyk-Community Development Educator-UWEX; ; Meredith Kleker-Executive Director-Wisconsin Rapids CVB; Jennifer Resch-Director Economic & Community Development-UWSP; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

***Jason Grueneberg-Wood County Planning & Zoning:***

- There are opportunities in the region to buy hand sanitizer in bulk along with the containers needed.

***Scott Larson-Marshfield Area Chamber of Commerce and Industry:***

- We will need to keep an eye open to see if there are businesses that cannot open or are open but cannot continue their operations. One business in Pittsville has already made the decision to cease operations.

***Jim Webster-Ho-Chunk Gaming, Nekoosa:***

- We are opening June 16<sup>th</sup> and will require everybody to wear a mask.

***Betsy Wood-Incourage:***

- We had a meeting yesterday about PPE and starter kits. On the call was Aspirus, Heart Of Wisconsin, Legacy, Incourage and Wood County Health Department. Angel is working on a survey to get out to the public this week to see what the needs are. We also talked about where the funding is coming from for the kits.

***Nancy Turyk-UW Extension:***

- The We're All In grant program funds can be utilized for PPE and other precautionary items.

This grant combines federal CARES Act funding with specific Wisconsin programs aimed at helping small business respond to and recover from the effects of the COVID-19 health emergency. The **We're All In initiative** includes \$2,500 cash grants to assist with the cost of business interruption or for health and safety improvements, wages and salaries, rent, mortgages and inventory.

- Grants in the amount of \$2,500 will be available for small businesses with 20 or fewer FTEs impacted by COVID-19 that have not already received WEDC COVID-19 assistance.
- Up to 30,000 businesses may receive grants.
- The application period for these grants will open in June from the 15<sup>th</sup> through the 21<sup>st</sup>.

People interested in receiving up-to-date information on the **We're All In** initiative, including the timeline for the applications for the **We're All In** Grant Program, can subscribe to daily alerts at [www.wedc.org/focus-forward](http://www.wedc.org/focus-forward).

***Jenny Resch-UWSP:***

- A lot of people/businesses are not aware that they can obtain masks through United Way's 211.

***Meredith Kleker-Wisc Rapids CVB:***

- I reached out to one of our Cranberry Blossom Festival partners regarding cloth masks that may be available for purchase locally. Maggie LaBarge will make them for small businesses as requested. Businesses should call her directly to coordinate and obtain pricing, 715-886-5081.

- PPE meeting: Tuesday June 9<sup>th</sup>, 2020.

Adjourned at 9:30am



Via: Teleconference

Jason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Angel Whitehead-President-Heart of Wisconsin Chamber of Commerce; Scott Larson-Executive Director-MACCI; Lance Plimi-Chairman-Wood County Board; Jodi Friday- Community Impact Director-United Way; Stacey Johnson- Regional Economic Development Director-WEDC; Nancy Turyk-Community Development Educator-UWEX; Kristie Rauter-Egge-Community Health Planner-Wood County; Kyle Kearns-Director of Community Development-City of Wisconsin Rapids; Jim Webster-General Manager-Ho-Chunk Gaming, Nekoosa; Jennifer Resch-Director Economic & Community Development-UWSP; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

***Jason Grueneberg-Wood County Planning & Zoning:***

- We are seeing about 20,000 new cases of COVID 19 nationwide per day and about 1,000 deaths nationwide per day with 107,000 deaths nationwide total. Wood County's infection rate is rather low with 10 cases and 1 death. Wisconsin has about 16,400 cases with 539 deaths.
- Businesses are trying to re-open at various stages, but it seems consumer confidence is low.
- More testing continues to be done.
- We are seeing updates daily on events that are being cancelled for the summer statewide and nationwide.
- We are seeing negative impacts to the education systems.
- As time progresses during this pandemic, we are seeing the true effect of the virus on the economy. The Department of Revenue is projecting the economy will not recover from this pandemic until 2023.
- The application timeline for the "We're All In" state level program is June 15<sup>th</sup> through June 21<sup>st</sup>. The state will issue 30,000-\$2500 grants to businesses. Information can be found on the Wisconsin Economic Development Corporation (WEDC) website.
- The Payroll Protection Program (PPP) has seen legislative changes. Because of how fast this program was created, it made it difficult for businesses to meet the requirements to make this a forgivable loan.
- The "Routes to Recovery: Local Government Aid Grants" program has allocated \$200 million dollars statewide to governments towards unbudgeted COVID response. We are unsure how these funds will be allocated locally but will be discussed in the next weeks.

***Scott Larson-Marshfield Area Chamber of Commerce and Industry:***

- Our focus is on "Recharge Marshfield" and those things that will help accelerate business and the economy locally.
- We will be pushing a lot of information out on the WEDC grant program.
- With regard to Paycheck Protection Program funding, information will need to be submitted to make that a grant, rather than a loan, for those businesses that took advantage of the program. We will push out information so businesses are aware of this.
- Marshfield Clinic, through their occupational health center is doing onsite visits for businesses to provide feedback, recommendations and guidance to ensure the business is as safe as it can be.

***Angel Whitehead-Heart of WI Chamber of Commerce:***

- We are working with Aspirus, Incurage, Legacy and Wood County Health Department to develop and send out a survey to assess what the Personal Protection Equipment needs are locally. This will help us as we put together starter kits. The survey will be sent out later today.
- We're All In Program will require: a letter or email of acknowledgement from a community organization indicating your business was in operation in February 2020. The letter or email can be



from any of the organizations listed including the chamber of commerce. We anticipate many calls and requests due to this requirement. We are preparing a press release to go out today that talks about the process we will follow to provide the needed letters. Krista Coon will be handling these requests.

- We have at least 200 businesses participating in the interactive map.
- I was on Wisconsin Public Radio where we talked about economic impact of the pandemic. We are hoping to get branding out that businesses can use to show they are open with safe practices in place.
- We are working with the Health Department to have safe practices and branding in place for Lunch by the River, which starts in early July.

***Nancy Turyk-UW Extension:***

- The ag group did not meet this week. Our primary task was to discuss how we are reaching out to agribusinesses regarding health, testing and financial aid information. The group that met the prior week has been able to contact farmers and bridge the gap to ensure they have the information they need.
- I participated in a webinar earlier this week regarding data associated with the businesses that are most at risk or in jeopardy. The most at risk tend to be the marginalized community business owners.
- A subgroup will address making sure we are reaching out and providing information to these businesses. Nancy, Kristie and Stacey will be part of this group.

***Kristie Rauter-Egge:***

- We are providing as much detailed guidance we can to those reaching out to us. Please continue to direct people to us.
- We held another testing event with the National Guard this week. Not all results are in yet but there were two tests that came back as positive. These were not Wood County residents.
- We are working with a local metric dashboard which will give people a better idea of what is going on in our community.
- We will be doing a lot more community testing going forward.
- We are putting out a press release today to let the community know we are still not promoting mass gatherings or events that bring people in from outside of our community.
- We have little experience with pandemics, but history tells us to plan for a spike in cases and a second wave of cases from the COVID pandemic.
- We have a meeting scheduled with our schools on June 9<sup>th</sup>. We are excited to see where that goes. More information to come.

***Update regarding Personal Protective Equipment:***

- Right now it seems the supply chain is starting to adjust to the demand for PPE.
- We continue to meet because the landscape continues to change. We want to be able to get out in front of any issues that may arise.
- We meet Tuesdays at 9:00am if anyone is interested.

***Stacey Johnson-WI Economic Development Cooperation:***

- The money allocated from the CARES Act for farming is being handled through the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP). They are supposed to have that program up and running sometime this month.
- With the "We're All In" program, we have a group that is working constantly to answer questions and update the website.
- PPE meeting: Tuesday June 9<sup>th</sup>, 2020 at 9:00am via teleconference
- Next meeting: Thursday June 11<sup>th</sup>, 2020 at 9:00am via teleconference

Adjourned at 9:59am

Via: Teleconference

Jason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Scott Larson-Executive Director-MACCI; Nancy Turyk-Community Development Educator-UWEX; ; Meredith Kleker-Executive Director-Wisconsin Rapids CVB; Josh Miller-Development Services Director-City of Marshfield; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

***Jason Grueneberg-Wood County Planning & Zoning:***

- We are starting to see some positive indicators such as test rates of only 2.3% being positive for COVID 19.
- June 8<sup>th</sup> marked the first day since May 17<sup>th</sup> that we haven't seen a death as a result of COVID 19 in Wisconsin.
- The unemployment rate, according to the Bureau of Labor Statistics is 14.7% unemployment rate. Other articles however, state it is more of a 20% rate.
- Verso Paper in Wisconsin Rapids and Duluth, MN will be laying off employees and shutting the mills down indefinitely by the end of July due to COVID 19. This will affect about 1000 employees.

***Scott Larson-Marshfield Area Chamber of Commerce and Industry:***

- We did a survey on PPE needs. The response indicated that PPE is not an issue right now. The response was low and the need lower.
- In response to the announcement from Verso this morning, Heart of Wisconsin and MACCI have already put tentative plans in place to have job fairs for those workers affected by the layoffs.
- Working on putting together a local supply chain.

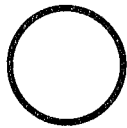
***Betsy Wood-Incourage (Via Email):***

- WCHD, Aspirus, HOW, Legacy and Incourage partnered on the PPE Survey, and Angel was instrumental in getting this released on Friday. The survey is to be completed by this Friday, June 12<sup>th</sup>, and the results will then be collected and should be available by next week. The results will determine the next steps with the PPE Kit needs and next steps. Please feel free to share the link with your resources.
- <https://myemail.constantcontact.com/Local-Organizations-Partner--Together-to-Assess-PPE-Needs-for-Local-Businesses.html?soid=1101563575677&aid=I2L7FWofiyg>

***Nancy Turyk-UW Extension:***

- A couple of things to think about along the lines of anticipating a second wave of COVID; Ray Cross, head of UW Systems, has asked legislature to come back in session to provide permission to start the UW schools early, so they would conclude at Thanksgiving and avoid the peak of the possible second wave.
- Having seen one party held in Portage County have a widespread effect on people and businesses, how will having students return to the UWs affect the spread?
- Next PPE meeting: Tuesday June 16<sup>th</sup>, 2020. Time TBD.

Adjourned at 9:27am



## RESOLUTION#

ITEM#

4-1

DATE

June 16, 2020

Effective Date

June 16, 2020

Conservation, Education &amp; Economic Development and Judicial &amp; Legislative Committees

Introduced by  
Page 1 of 1

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

LAD

**INTENT & SYNOPSIS:** The Wood County Board of Supervisors requests the State Senate to convene in "extraordinary session" to address the 13 "Water Bills" passed in the Assembly earlier this year.

**FISCAL NOTE:** No immediate fiscal impact on the County, but long term the proposed legislation will have significant impact on the finances of the County and the health of its citizens.

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

**WHEREAS,** a clean, plentiful supply of rural drinking water is necessary for the health and well-being of roughly 70% of Wisconsinites, and

**WHEREAS,** keeping Wisconsin's rural drinking water free of pollutants, especially nitrogen and phosphorus, benefits not only citizens but also Wisconsin's tourism industry as well as rural economic development, and

**WHEREAS,** the 2019 Speaker's Task Force on Water Quality brought attention to state legislators and the state's residents, as a whole, the immensity of this problem, and

**WHEREAS,** the Wisconsin Assembly took a step in addressing the problem by passing (most unanimously) 13 "Water Bills" on February 18, 2020, and

**WHEREAS,** the State Senate never had the opportunity to consider these "Water Bills" when its last scheduled session on March 24, 2020, was

postponed by the COVID-19 pandemic.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to request the State Senate to convene in "extraordinary session" to address the 13 "Water Bills" passed in the Assembly earlier this year, and

**BE IT FURTHER RESOLVED,** that the Wood County Clerk is directed to send a copy of this resolution to all 72 Wisconsin counties, members of the Assembly who represent Wood County, all State Senators, the WCA, and the WTA.

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: May 19, 2020  
TIME: 9:00 a.m.  
PLACE: County Board Room, Wood County Courthouse  
TIME ADJOURNED: 9:05 a.m.  
MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,  
Kenneth Curry, Ed Wagner, Joseph Zurfluh  
OTHERS PRESENT: Peter Kastenholz

1. At 9:00 a.m., the meeting was called to order.
2. Public comments. None.
3. Resolution on results of advisory referendum was discussed.  
Moved by Wagner, seconded by Zurfluh, to approve the resolution that directs the County Clerk to present to the elected state officials the results of the referendum supporting nonpartisan legislative redistricting. All ayes.
4. Meeting adjourned without objection by the Chairperson at 9:05 a.m.

Minutes taken by Peter Kastenholz.

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: June 5, 2020  
TIME: 9:00 a.m.  
PLACE: Room 205, Wood County Courthouse  
TIME ADJOURNED: 10:24 a.m.  
MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,  
Kenneth Curry, Ed Wagner, Joseph Zurfluh  
OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 9:00 a.m., the meeting was called to order.
2. Public comments. None at this time.
3. The minutes for the May 8 and 19, 2020, meetings were reviewed. There being no objections, the minutes were deemed approved by the Chair.
4. There were no new claims against the County.
5. There were no new animal claims against the County.
6. Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Wagner, seconded by Leichtnam, to approve the reports and payment of department vouchers. All ayes.  
General updates and discussion had.
  - a. The Corporation Counsel memorandum entitled "Collections - TRIP" was reviewed by the committee and will be forwarded to the county board in the packet.
7. The Committee reviewed correspondence and legislative issues.
  - a. Report of Citizens Groundwater Group. The group did not meet last month.
  - b. Resolution to state legislators requesting an extraordinary session of the senate was discussed. Supervisor Leichtnam gave background information on how COVID-19 has caused delays in proceeding on certain legislative initiatives including groundwater protection matters. There is a need for the legislature to reconvene to address these matters.

Moved by Leichtnam, seconded by Zurfluh, to present a resolution to the county board that encourages the state senate to convene to address the water bills. All ayes.

8. County Board rules.
  - a. Scope of responsibility of Property Committee.  
Moved by Wagner, seconded by Zurfluh, to ask the Property Committee to review Rules 42 and 43 and what responsibilities the committee wants set forth specifically in the county board rules. All ayes.
  - b. Duties of second vice-chairperson. Held over for the next meeting.
9. Criminal Justice Coordinator Committee update.
  - a. Position description of Coordinator. The proposed Criminal Justice Coordinator position description was presented to the committee.  
  
 Discussion had on what to do with the Ad Hoc Committee. The committee determined to ask the Ad Hoc Committee how they suggest proceeding.
10. Attendance at meetings. Nothing.
11. Agenda items for the July 10, 2020, meeting:
  - Duties of second vice-chairperson.
12. The next committee meeting will be July 10, 2020, at 9 a.m.
13. Meeting adjourned without objection by the Chairperson at 10:24 a.m.

Minutes taken by Peter Kastenholz.

## Judicial & Legislative Committee Meeting

Date: \_\_\_\_\_

[illegible]



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## RESIDENTIAL OPTIONS COMMITTEE

Date: Wednesday, May 14, 2020  
Time: 11:00 a.m.  
Location: Room 114, Wood County Courthouse  
Attendees: See attached list

1. The meeting was called to order at 11:00 a.m.
2. Quite a few members of the public attended by means of Webex and commented on concerns they had that the committee was contemplating recommending to the state that a home in their neighborhood be used as a residence for a violent sex offender. Questions were asked about:
  - The process the committee had gone about in locating a home? The statutory set-back criteria were used in conjunction with making sure the property was not adjacent to a home with children living there.
  - How many prospective properties were looked at? Several dozen properties were looked at. This involved assessing compliance with setback criteria, verifying children were not living next door, ascertaining if the property met the criteria (mainly price) that the vendors had set and whether the vendors were interested in investing in the property.
  - How the process worked and if the concerned citizens had a real means of impacting the decision? A brief history of the transition of the obligation to locate the property having been transferred from the state to the county of residence of the subject was reviewed as well as the limited role of the committee in locating the owner of a suitable property that would contract with the state to place a person on supervised release. How the state will take the committee's report and prepare a proposed supervised release plan to the court for its approval and then implementation by the state DHS and DOC.
  - Can the community get access to a picture of the subject? After the committee presents its report to the state and the state submits its plan to the Marathon County Circuit Court, the court will approve some version of a supervised release plan and the state DHS and DOC will then be obligated to implement it. The first steps will include a "core" meeting with the Sheriff's Department followed by contact with the community. This community contact is likely to include a meeting that would be held with the public at which time more specifics, including a name and picture, would be shared.
  - How long will this person be placed in the home? This is likely to be a three-year plan with placement to the home likely going that full length of time. The state enters annual leases for the home and if the subject violates the terms of the court ordered supervised plan, he can be returned to secure detention.
  - Will the home be used with other such placements of sexually violent persons from Wood County? There apparently are not many such folks in secure detention right now but it is not known if the home would be used with any other such placements.
  - A written letter of comments by Rauni and John Vruwink was shared with the committee.

3. Motion by Zurfluh/Ellis to approve the minutes of the committee's February 14, 2020, meeting. All ayes.
4. The committee reviewed a draft report to the state's Department of Health Services that advised that the County had secured arrangements for property located at 5055 Knuth Road, Wisconsin Rapids, WI 54495, in the town of Seneca to be used for placement of the subject who is to be placed on supervised release. Discussion had and a recommendation was made to have the report be modified to make it more definitive on what the committee's recommendation is.  
Motion by Kastenholz/Zurfluh to approve the report with the noted clarity being added to it. All ayes.
5. Consider other duties of the committee. After the report is submitted to the state the committee essentially dissolves until it needs to be reconstituted at some point in the future when a court calls for it again to locate a placement for a sexually violent person who is going to be placed on supervised release in the community. It was pointed out that the committee's actions are final and although the minutes of the committee would go to the County Board, that sharing is for informational purposes only; the County Board is not in a position to change the committee's actions due to the statutory directives. Likewise, state elected officials are not involved in the process.
6. Motion by Kastenholz/Gudmunsen to adjourn at approximately 12:05 p.m. All ayes.

5/13/2020

Bill Clendenning  
~~Wm Clendenning~~

Post # 15 WCB

" # 9 '1

QUENTIN ELLIS

SHERIFF'S DEPT

John O'Hanlon

Corp Counsel

Peter Kastenholz

Corp-Counsel

JOSEPH M. ZURELLO

SHERIFF DEPT.

Stephanie Erdmann

HSD

via Webx

Terry Bores

Paul Bernard P&amp;Z

Raymond Froeba

Scott Timm DHS

Jackie Burkholz

Barb ?

Craig Schuenneman

Brook Burling

Susan Bain

Brad Knoll

Wes Froeba

Laurie Bores

Stacy Burling

Brian Jones

Carla Wolcott

Mitchell Bain

Judy Burling

Karen Huser

Barb Lassa

Ronnie Vruwink

Kristin Schuennemann

Vicki Peshek

Dan Schroeder 189

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Wednesday, May 27, 2020  
**TIME:** 1:00 p.m.  
**PLACE:** Wood County Courthouse-Room 114  
Wisconsin Rapids, WI

**PRESENT:** Adam Fischer, Bill Clendenning, Bill Leichtnam, Mary Solheim, and Shawn Becker; Brad Hamilton appeared via video conferencing; Brent Vruwink appeared via telephone and in-person

**OTHERS PRESENT:** (for part or all of the meeting): Kim McGrath, Shannon Lobner, Reuben Van Tassel and Lisa Keller

1. The meeting was called to order at 1:00 p.m. by Chairman Fischer.
2. A quorum was declared as all committee members were present at the meeting.
3. There were no public comments.
4. **A motion was made by Clendenning and seconded by Leichtnam to approve the minutes from the May 6, 2020 meeting. All voted aye, motion carried.**
5. Chairman Fischer informed the committee that the current contracted Drug Court Coordinator was unable to be present at this meeting due to scheduling conflicts, but will be invited to a future meeting to provide the committee with an overview and summary of the existing drug court process and to answer questions that the committee may have.
6. Mary Solheim, Human Services Deputy Director, provided an overview to the committee about the meeting she and Sheriff Shawn Becker had with Circuit Court Judge Brazeau today. Based on the meeting, Judge Brazeau continues to seem interested in the establishment of a Youth Mental Health Court, but has requested that additional data be gathered and that further discussions take place to identify court needs and differences in existing Juvenile Court and proposed Youth Mental Health Court. Solheim and Becker will continue to meet with Judge Brazeau and report updates at future committee meetings.
7. Reuben Van Tassel, Maintenance Director, informed the committee that the office space for the Criminal Justice Coordinator that was previously identified and located on the second floor of the courthouse across from the Sheriff's Department reception area, is available for use when needed. Rental costs for the office space will need to be addressed in the 2021 budget process.

Van Tassel left the meeting at 1:14 p.m.

The timeline of office relocation for the current contracted Drug Court Coordinator was discussed by the committee. **A motion was made by Vruwink and seconded by Hamilton to have the Drug Court Coordinator moved to the new location on or before July 1, 2020. All voted aye, motion carried.**

8. A copy of the revised Criminal Justice Coordinator job description and recruitment timeline were included with the packet for the meeting. Kim McGrath, Human Resources Director, had highlighted the changes made to the job description based on the previous meeting and also informed the committee that second interviews were incorporated into the timeline. Discussion took place concerning who will be involved with the interview process, application review, establishment of interview questions and members that should be included on the interview panel.

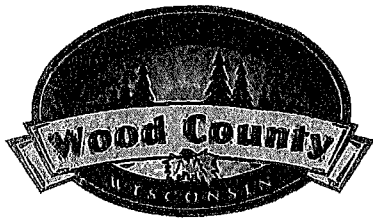
Sheriff Becker attended the meeting in person at 1:33 p.m.

9. Chairman Fischer provided the committee with an update from the May 8, 2020 Judicial and Legislative committee and indicated that there was limited feedback from those committee members on the status of the Criminal Justice Coordinator position and not many questions. The Judicial and Legislative committee will need to address the Criminal Justice Coordinator subcommittee changes that are included in the job description at their next meeting on June 5, 2020.

Vruwink attended the meeting in person at 1:44 p.m.

10. Discussion took place on the establishment of the foundational framework for the Criminal Justice Coordinator position and how to best proceed within the next two months, prior to recruitment. **A motion was made by Leichtnam, and seconded by Hamilton, to commission Mary Solheim to formulate and set position oriented foundational principals to review at a future meeting. All voted aye, motion carried.**
11. Meeting schedules and dates were discussed. The next scheduled meeting will be on June 24, 2020 at 1:00 in Room 114. The committee would like to establish regular meetings on the 4<sup>th</sup> Wednesday of the month. Sheriff Becker will contact the current contracted Drug Court Coordinator to assess availability for future meetings.
12. Chairman Fischer declared the meeting adjourned at 2:16 p.m.

Minutes taken by Shannon Lobner and are in draft format until approved by the committee at the next meeting.



# Wood County WISCONSIN

CHILD SUPPORT  
AGENCY

JUNE 2020

## MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- Interviews were conducted to fill the vacant Elevate Case Manager Position. We were able to identify a candidate and they will start employment with the Elevate Program on June 22<sup>nd</sup>. The Elevate Program is going to be even more critical as we help our customers navigate a job market that has evolved as a result of the COVID-19 pandemic.
- Case Manager Nicole Stelzer submitted her resignation effective June 1<sup>st</sup>. We have begun recruitment to fill the position.
- We have been fielding many calls relating to stimulus checks being intercepted for past due child support. We have also been dealing with unemployment issues. The state unemployment and the federal unemployment that was authorized as part of the CARES Act are dispersed as two separate payments which caused some payers to double pay their child support. When unemployment received the child support income withholding order they withheld the correct weekly amount of child support but they withheld it from both checks which resulted in an overpayment. The issue has now been resolved but it did create several angry customers.
- Agency staff will return to working on site effective June 1<sup>st</sup>. We still will allow some remote work but a majority of our work will be on site unless we get a directive to do otherwise. We are taking all the necessary precautions to protect staff as well as the customers we are charged to serve.
- On May 21<sup>st</sup> I attended the WCSEA meeting which was conducted virtually.
- On May 26<sup>th</sup> I met with representatives from Carlson Dettmann about the Classification and Compensation Study.
- I will be attending the Joint Legislative Committee meeting in Mosinee on June 8<sup>th</sup>.
- The April performance numbers are in and we are doing well considering the COVID-19 pandemic. At this point I am optimistic we will be able to meet all four Federal Performance measures.
- The current IV-D case count is 3,852



# Wood County

## WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

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### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE May 2020

Residential Options Committee. The committee met recently and approved a final report to the state and the court identifying a property as one that is suitable for placement of the subject of the proceedings and for which arrangements have been made to lease the property to the state for the subject's supervised release placement. The county's role in locating the placement ends the committee's actions until the next court referral is made.

Reichert v. Wood County. Subsequent to the county board approving a resolution authorizing settlement of the case a Stipulation and Order for Dismissal was prepared and is being circulated. The stipulation makes clear that this is a global settlement and the case is being dismissed on the merits. It is worth noting that the stipulation does not contain a confidentiality agreement as it is important for everyone to know that although the county settled for nuisance value of \$3,000, that amount is unlikely to cover the attorney fees and costs incurred by Reichert in the case, and therefore, it is not a profitable venture to pursue non-meritorious actions against the county.

Saratoga Solar Farm. Savion's representative has asked that they be able to put their engineer in direct contact with the county's Communications Engineer (Erik Engel) to address the concern that the inverters at the solar farm may cause problems with future enhancements to our radio system. Presumably, the engineers will be in contact with each other shortly if they haven't been already. This office does receive notices from the PSC as to its actions in dealing with Savion's petition to construct and operate a solar array. If anyone has an interest in accessing these documents, please let me know.

Board of Adjustment Appeal Hearing. This office will be assisting the Planning and Zoning Department in its presentation of its objections to the grant of variances to Floodplain and Shoreland Zoning Ordinance requirements. The case may then be further appealed to circuit court.

AGC MOU. As a part of the Memorandum of Understanding Wood and Juneau Counties entered into with the Agricultural Growers Coalition (large farmers in the Wood County town of Port Edwards and Juneau County town of Armenia), the AGC stated it would provide and fund water testing and remediation efforts for nitrogen contaminated groundwater (bottled water and filtration systems). At a recent quarterly meeting, the AGC gave an update on those efforts and neither county expressed any dissatisfaction. Also at the meeting, the DNR expressed satisfaction that the DNR-led 2-year groundwater hydrogeology study on the current and future distribution of nitrogen in the identified agricultural corridor has commenced. The two UW Madison researchers overseeing the study talked about its scope. The DNR and AGC continue to commit to evenly splitting the approximate \$280,000 cost of the study. The AGC talked about a litigation related study taking place now on well contamination, which will be available through the AGC members to the counties. No discussion was had on the second study identified in the MOU, that being a farmer-led analysis on the agricultural impacts on groundwater. The next telephonic meeting has been set for August 26 at 10 a.m.



# Wood County WISCONSIN

## CORPORATION COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

### MEMORANDUM

TO: Wood County Board of Supervisors and County Staff  
FROM: Peter Kastenholz, Corporation Counsel  
RE: Collections – TRIP  
DATE: June 16, 2020

There are a number of ways to collect a debt owed to the County. Well-known methods include small claims actions, regular civil litigation, setoffs, and refusal to grant a license or permit to a person or entity that owes money to the County. Less well known is the TRIP process. TRIP is an acronym for the Tax Refund Interception Program and is the focus of this memo.

Prior to addressing the TRIP program, let's cover some of the pros and cons attendant to the other collection methods.

Small claims is a less formal process for commencing litigation against a person or entity that either owes money to the County or who has violated one of the County ordinances. There is a \$10,000 cap for a small claims action to recover money, but there is no such monetary limitation on small claims code violation matters (sometimes attorneys think otherwise but the County has already succeeded at the Court of Appeals on that issue). It costs about \$100 to file a small claims action and in recent years our courts have changed their operating procedures, and therefore, personal service of the defendant is required as opposed to the old practice of simply having the Clerk of Courts mail the pleadings if the defendant resides in the county. Trials are held in front of a court commissioner and are recorded as opposed to transcribed and re-trials can be had in a circuit court. The small claims process is a good one and is user friendly but is at times too expensive and time consuming when dealing with claims of a few hundred dollars or less.

Regular civil litigation, sometimes called the long-form complaint process, is the procedure one may think of when contemplating a lawsuit. Typically, the claim is for \$10,000 or more and involves an attorney drafting up a complaint containing all of the relevant allegations that is then served on the defendant. Normally an attorney represents the plaintiff and may represent the defendant as well. The process will take many months at a minimum and will often entail one or more type of discovery, such as interrogatories, requests to admit, and depositions. The method is time consuming and tends to be labor intensive.

A setoff is where both parties owe the other and so party #1 advises party #2 that they will take credit against their debt to party #2 what party #2 owes to them. Normally there is no specific statutory authority to take a setoff, but in practice, if one party sues the other, the second party will countersue the first one for the amount owed to them by the first party.



Cities, villages, and towns grant many permits and licenses often associated with construction or a business license, such as for the sale of alcoholic beverages. State laws, local ordinances, and just past practice will often result in the refusal of these municipalities to grant an application for a permit or licensure unless and until the past due amount has been paid in full. Outside of a few departments, the County is not heavily into the permitting process. Those departments may be in a position to deny an application if the applicant owes funds to the County, but it is a case-by-case analysis. More generally, this office has advised numerous departments that a debt for an old record request can serve as a basis for denying a new request if handled properly.

The TRIP process is based off of Wis. Stat. s. 71.935, entitled: Setoffs for municipalities and counties. The state-run program allows a county to certify to the TRIP program a debt owed to the county if the county has obtained a judgment for the debt or if the county has given the debtor reasonable notice and the opportunity to be heard with regard to the debt. Some departments like the Clerk of Courts and Sheriff's Department certify their own debts; others use the Corporation Counsel's office to do so. There are several forms for this process that are available on the County's intranet site, under Corporation Counsel forms, to assist County staff in getting a debt certified. Once certified, the state will withhold funds owed by the state to the debtor for income tax returns and apply those funds to the debt owed to the County. There are a number of other types of debts that individuals and companies may owe that will take priority over the recovery made by the County. These include debts owed to the state and federal governments as well as child support arrearages.

Advantages to the TRIP process include a less cumbersome and time-intensive means of collecting a debt. It may take many years for the debt to be paid in full, but there are no additional processes involved in collecting on a judgment compared to what might be needed in a small claims or regular civil litigation process, such as garnishments or executions. There are no costs to using the TRIP program and as long as the debt exceeds \$20 and is owed to the County, the debt is eligible for the program.

If you have questions about using the TRIP program or any other debt collection matter, please feel free to contact the Corporation Counsel's office.



# Wood County

## WISCONSIN

### REGISTER OF DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

**JUNE 2020**

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

1. I attended the Operations Committee meeting on May 5<sup>th</sup>.
2. I attended the Department Head meeting via Webex on May 5<sup>th</sup>.
3. On May 6<sup>th</sup>, I attended a WRDA Legislative committee Webex training call. We are preparing for new leadership on the legislative committee.
4. I attended the PRIA Local meeting via Webex on May 7<sup>th</sup>. Remote and electronic notary was the main focus of this meeting.
5. On May 8<sup>th</sup>, I attended the Judicial and Legislative committee meeting.
6. On May 13<sup>th</sup>, along with Land Information Coordinator/GIS, Paul Bernard, I attended a Webex demo with Pro-West & Associates. The demo highlighted enhancements for searching.
7. I attended a webinar on May 15<sup>th</sup> with Fidlar and fellow WI Register of Deeds' regarding office reopening strategies and policies.
8. The Register of Deeds office opened to the public on May 18<sup>th</sup>.
9. The Fidlar Symposium conference was cancelled this month due to Covid-19. Fidlar was able to organize some sessions via Webex. I attended: May 18<sup>th</sup> – Keynote speakers presentation; May 20<sup>th</sup> – Government & Social Media; May 21<sup>st</sup> – eNotarization & eCertification; May 22<sup>nd</sup> – The Effects of Privacy Redaction.
10. On May 19<sup>th</sup>, via Webex, I attended the Operations committee meeting, Judicial and Legislative committee meeting and Wood County Board meeting.
11. This month I was elected to the Wisconsin Register of Deeds Association Executive Team. I am very excited for this new opportunity and to serve in this capacity.
12. On May 28<sup>th</sup>, I attended a Webex meeting with Patrick Glynn from Carlson Dettmann regarding the Classification and Compensation study.

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

6

**DAY & DATE:** Thursday, June 4, 2020  
**PLACE:** Wood County Courthouse, Rm 114, 400 Market Street,  
Wisconsin Rapids, WI 54495; Access available via WebEx  
as well.  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:** 10:41 A.M.  
**MEMBERS PRESENT:** Chairman Jake Hahn, Supervisor Al Breu (via WebEx),  
Supervisor John Hokamp, Supervisor Dave LaFontaine,  
Supervisor Lee Thao  
**EXCUSED:** Not Applicable.  
**OTHERS PRESENT:** Supervisor Dennis Polach; Supervisor Lance Pliml (via  
WebEx); Roland Hawk, Highway Commissioner; Chad  
Schooley, Parks and Forestry Director; Fritz Schubert,  
Forest Administrator; Caitlin Carmody, Highway  
Administrative Assistant; Chris Staffon, Highway  
Accounting Technician; Lisa Keller, IT Application  
Support Specialist; William Clendenning, Town of Grand  
Rapids; Todd Radtke, citizen; Lindsay Presterl (citizen, via  
WebEx); Penny Van Tassel, citizen (via WebEx)

1. Call meeting to order.
2. Declaration of Quorum.
3. Public comments.

Todd Radtke stated that he was present in reference to the CTH W and 71<sup>st</sup> Street Culvert item. He stated he is a resident where this culvert is and it causes standing water in his ditch now for the last two years. He said he and his neighbors are constantly pumping water out of their basements. He stated he was here to listen. Supervisor Hahn invited him to speak again when the committee got to that subject.

4. Correspondence
5. Supervisor Hahn declared the minutes approved as there were no corrections to be made.
6. ATV Trail/Route System Update

Parks and Forestry, Highway, and Planning and Zoning representatives had a meeting in the last month that both Supervisor Hahn and Jeff Masephol from the Central Wisconsin ATV Club were in attendance for. They identified future ATV projects and goals. They will be having another meeting this month to discuss expansion of the mainline route into the northern part of the County. Schooley stated that the committee will need to discuss funding of trail expansion at future meetings. Schooley also stated that the ATV campground finally has all the electric sites hooked up. There are ten campsites that are currently set up as first come, first served and they are starting to get some use. He anticipates them going to a reservation system in the future.

Supervisor LaFontaine asked if Ho Chunk was not doing some signing for ATV trails because it was deemed non-essential. Schooley explained that Jim Webster from the Casino stated they were looking to donate funds for trailhead signage and interpretive signing on a trail as well. He had not heard that they were not moving forward with this.

LaFontaine stated it was just delayed, from what he heard. He wanted to clarify it wasn't affecting any of our projects. Schooley said no.

Hawk stated that they had identified three river crossings that were needed to complete the mainline route. One was a crossing over the Yellow River at Dexter. The Town of Dexter has to pass an ordinance to approve the crossing before the DOT will approve it. They have a meeting in July that Hawk will attend to help them get the ordinance passed.

Hahn asked if Hawk is still working on the list of hazardous roads that he does not want open to ATV traffic. Hawk explained that yes, he is, but that he is working with Schooley to determine how to make the mainline route work through the county still.

Supervisor Clendenning stated that the Town of Grand Rapids got their survey results back from their comprehensive plan. They had a good return rate (approximately 30% return) and on the subject of ATV use on town roads, there was a 53-57% (he could not recall) response saying they do not approve of ATV use on town roads. He recommended that people look at the survey results in their planning. Hawk stated they still do not plan to open county roads in townships that don't want ATV use on their town roads.

## 7. HIGHWAY

### a. Highway Staff Report

Hawk stated that Shop Supervisor Brad Martinson resigned to take a job in the Town of Rome and today is his last day. The Department also hired Chris Staffon to fill the role of Accounting Technician. He also informed the committee of a meeting he will be holding with all interested Wood County townships regarding county services. It will be at the Town of Richfield Town Hall on June 18. He is going to address the possibility of having the County Highway Department contract with Townships to do their summer and winter maintenance, if the township is unable to fill their own road positions.

LaFontaine asked if the issues that former Commissioner Doug Passineau was having with the pay scale in recent years was corrected yet. Hawk stated that he has made many improvements to positions that were struggling in the past. Mechanics have been raised a grade, as have Truck Operators. All positions are currently under another wage study.

Hawk stated that the CTH U Village of Biron construction project is underway and on schedule. Most issues so far have been related to people not adhering to the planned detour. They have made some detour adjustments to try to accommodate.

### b. Highway Revenue Report

### c. Natural Sand Bid Results **Motion to accept the quote most advantageous to the county made by D. LaFontaine and seconded by A. Breu. All in favor. Motion carried.**

### d. CTH W & 71<sup>st</sup> Street Culvert (Town of Grand Rapids)

Hawk stated he and Joel Ortman (Highway Engineer) looked back through road plans at the Highway Department and could not find a record of when CTH W

east of 48<sup>th</sup> Street was constructed. They did find a systems plan in 1956 that had that section already listed. So, they suspect that it was built between the 1940s and 1950s or possibly even earlier. It is a concrete culvert structure that is inconsistent with the rest of the system. They suspect the drainage pattern may have been consistent with the drainage of the time, but it has perhaps changed since then. Hawk stated they inspected the culvert and it is in good shape still. They are planning to do work on that section of CTH W in the next 2-3 years.

Clendenning inquired how the drainage was affecting the county park on Lake Wazeecha. Schooley stated the volume of water is really the problem. He stated that the RC&D flowage ditch historically did not flow into the park very often, but it does now a lot. Schooley stated the water crosses the walking path where it goes into the lake, eroding the shore. Clendenning asked if there was a concern for contaminants in the water, given the smell. Schooley stated he never personally noticed the smell, but his is more concerned about the volume and the erosion problem.

D. LaFontaine asked if there was a place where a retention pond could be put in to slow the flow of water into the park. Schooley said the area within the park that it feeds into the lake is almost at lake level. He has considered putting in a meandering ditch lined with stone and then put a culvert under the walking trail to reduce the issues. LaFontaine asked if Schooley was concerned about phosphorous since it is a barnyard drainage flow. Schooley stated that he believed it had a longer filtration stretch than some areas upstream where farms are directly adjacent to ditches that enter into the 4 mile Creek, which feeds Lake Wazeecha. LaFontaine asked if the County could have Land and Water Conservation do testing on the runoff. Schooley stated he would discuss this with them. LaFontaine suggested there might be grant money available for remediation of the runoff. Schooley stated he wasn't sure of the layout at the farm itself, but that it would probably be more effective for the landowner to address any problem at the source.

Todd Radke stated that his ditch acts as the retention pond. That it is the town's ditch that was dug out last year. Lindsay Presterl stated she lives right next to Radtke and that the farm water isn't flowing anywhere. Clendenning recommended that the citizens get the subject on the township's meeting agenda to discuss as well.

e. Proposed wildflower seeding in CTH W ditch between 38<sup>th</sup> and 42<sup>nd</sup> Street

Penny Van Tassel stated that the portion of CTH W/Kellner Rd between 38<sup>th</sup> and 42<sup>nd</sup> Street is not frequently mowed and has clumpy native grass growing there. Van Tassel stated she is part of a group of individuals who would like to plant native wildflower plants in the right-of-way to encourage pollinators in that area, and to beautify the roadside. Hawk stated that the Highway Department does mow every year and then every 2-3 years they mow back to the right-of-way line. However, they do not always manage who is working in the right-of-way. Utilities can do work there and there is no protection for private plantings in the right-of-way. The County only requires utilities to do sod and grass planting. Hawk stated he was also concerned about putting in plants that attract wildlife for obvious reasons related to traffic safety. Additionally, they are concerned about having wild lupine planted because it provides habitat for the endangered Karner

organizers are still looking at the possibility of hosting a 1 day individuals tournament.

Schubert stated that he sent an email with some additional forestry updates. He had met with Joel Ortman from the Highway department regarding the Hay Creek ATV project. They can't really move forward until they have DNR approval and the DNR is currently not field reviewing projects due to the covid-19 shut downs.

b. Timber Sale Contract Extension: #766, #770

Schubert recommended extending these contracts for one year with no increase in stumpage. Hokamp inquired if the land for #770 was land locked. Schubert explained that they do have access through the adjacent cranberry marsh due to landowner permission. Hokamp asked if that was impacting the cutting. Schubert stated there are just extra considerations they must make when working with the landowner to ensure good working relationships. He said that timber sale area, as well as landowner's property is really a winter only access site.

**Motion to grant the extensions and direct the Forest Administrator to inform Yoder Logging that payment history must improve before granting another extension to them made by D. Lafontaine and seconded by A. Breu. All in favor. Motion carried.**

Schubert did clarify that while Yoder has been a bit tardy on payment sometimes, they have generally been good to work with. Schubert expressed they are relatively new to working with counties, their operations are improving, and he cautions against discouraging good contractors from bidding.

c. Timber Sale Bid Opening Results & Award Contracts

Schubert stated this was the poorest bid opening in his recollection as far as the number of bidders. Schubert stated that many recent bid results in other counties have seen similar and worse results. Primary reasons seem to be sales with winter only access, market uncertainty, and possibly overpriced bid minimums. Winter harvest wood is in oversupply due to the past several short winters we have been having. Schubert explained that the one Wood County sale that did not get a bid has marginal access but not great wood quality. This unsold sale will be put in with next bid opening in the fall.

**Motion to award the sales to their respective highest bidders made by D. LaFontaine and seconded by J. Hokamp. All in favor. Motion carried.**

d. Wood County Forestry 15-Year Plan: Draft Chapter 600

Schubert had shared the timeline and the actual draft chapter with the committee via email. He stated that they are a bit behind on the timeline, but should not be a problem because DNR can't get all 29 county forest plans reviewed at the same time anyway. Schubert reiterated that these chapters currently being presented are just in draft form and once all are approved through the committee, he will compile the final draft, submit it for public comment, and then present to the County Board.

**Motion to approve the Draft Chapter 600 of the Wood County Forestry 15-Year Plan made by D. LaFontaine and seconded by L. Thao. All in favor.**

**Motion carried.**

e. Parks Revenue Report

Schooley indicated that camping revenue was a little behind on reservations for May because they stopped taking May reservations with not being sure if they would be open or not. But people were self-registering for camping. The shelters still have a lot of reservations. Schooley stated that refunds done via check are not reflected on the revenue report until the end of the year, so the real revenue numbers are a little different than what's presented.

Schooley also said that he was informed by Emergency Management that they did receive their first check from FEMA for the storm damage last year. The Parks and Forestry department will be receiving a portion of that.

LaFontaine asked if the Powers Bluff project (donations) were still active. Schooley stated they were not actively seeking donations for that. The annual Ho-Chunk allotment of \$27,500 will be going towards single track trail development at the park this year. All donations are in a non-lapsing dedicated fund for future development. Hahn asked if the trails were for biking or hiking. Schooley said the one being funded was for a single-track bike trail. There is a multi-use trail that is a work in progress. Hahn asked how many miles of bike trail the park will have. Schooley stated 7 miles total, with an additional 3 miles of multi-use trail.

f. Forestry Revenue Report

Schubert stated no sales were being actively cut in May which is not that unusual. They did receive an \$8000 check from one logger on June 2<sup>nd</sup> that is not reflected on that report.

g. Parks and Forestry Vouchers

LaFontaine expressed his disappointment with all the additional work that staff have to go through now with so many vouchers for each vendor. L. Pliml stated that this is still being worked on and that it appears to be an issue with the software and the ledger.

**Motion to approve the voucher listing made by D. LaFontaine and seconded by L. Thao. All in favor. Motion carried.**

9. Future Agenda Items

- GSB 88 Pavement Maintenance (Highway)
- 2019 Parks and Forestry Annual Report

10. Set next regular meeting date: Thursday, July 9<sup>th</sup>, 2020 at 9:00 AM. Location to be determined.

11. Adjournment at 10:41 AM.

Minutes taken by Caitlin Carmody, Highway Administrative Assistant



# Wood County

## WISCONSIN

OFFICE OF  
HIGHWAY COMMISSION

*Roland Hawk*  
COMMISSIONER

6

June 4, 2020

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for June 4, 2020 HIRC meeting

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### Department Activities

#### Personnel

Mechanic and accounting technician positions have been filled. Summer help positions have been filled; two have started working the week of May 18, three more will start May 28, and one will start early June. Engineering intern starts June 1.

Highway Department staff completed a full day of Safety Training on May 21 provided by County Mutual Insurance. To abide with Social Distancing requirements, employees were required to view on line videos at home or at the highway office, and required to answer specific questions regarding their training content.

Wood County Health Department and the National Guard provided free COVID-19 testing at the Wisconsin Rapids Highway Shop on Friday May 8 and Saturday May 9. Crews set up traffic cones, barrels, and barricades to direct drivers into 3 lanes for drive up testing.

#### Public Relations

Highway Commissioner is planning to reschedule the 2020 Town Road Forum. Tentative date is June 18 at the Richfield Town Hall.

#### Highway Projects

CTH U (STH 54 – South Biron Drive) STP Urban project started April 20 and is scheduled to be completed in late September. Weekly updates are being posted on the WCH web site. There has been numerous complaints about traffic, particularly large trucks not using the detour and vehicles speeding in residential areas. Highway Dept. has placed additional signs to direct traffic to the marked detour and reduce the number of incidents on local streets. Highway is implementing additional traffic control measures to include reducing speeds on CTH U used for the detour and assisting the Village of Biron with signing and closing selective streets. Sheriff's Department has increased patrol and enforcement in the area.

Work on CTH V between US 10 and CTH Y started in early May replacing culverts, the pavement will be pulverized starting June 1 and paving the new asphalt surface will begin in mid-June.

Wood County has been awarded a County Highway Improvement Discretionary (CHID) Program grant in the amount of \$256,609 for improving the intersection of CTH P & CTH K in the town of Auburndale.



This intersection has seen a drastic increase in truck traffic since CTH K is one of the primary access roads for traffic exiting and entering US 10 from the Village of Auburndale. This work is currently proposed for 2021 or 2022. There is much coordination needed with Canadian National Railroad due to their mainline running through the intersection.

#### Highway Maintenance

Crews have been filling cracks and preparing for chip sealing County Highway scheduled to begin June 1. In addition to crack filling, crews have been cleaning ditches, cutting and removing brush in the R/W, repairing bridges, and replacing signs.

Wood County contracts with Waushara County to spray noxious/invasive weeds in the R/W. Spraying began May 26 and generally takes about two weeks to complete if weather cooperates.

Crews have been performing rubber crack filling on STH 54 west of STH 80 under a DMA contract for Wisconsin Department of Transportation.

Highway Department has acquired an ArcGIS Desktop Basic Concurrent Use License through an agreement with Planning & Zoning to aid in our infrastructure Asset Management plan. The cost of the shared license is \$900.

#### ATV Plan

The ATV sub-committee met May 21 to discuss expanding ATV routes and access. Jeff Masephol from the ATV club joined the meeting to provide input on how the club can assist with signs and maintenance.

CTH AA from CTH G to Lynn Hill Road and CTH X from STH 80 to STH 54 approved in May HIRC meeting will be signed and open to ATVs by June 5.

#### On Line Permitting

Highway Department has reached out to local contractors, utilities, and municipalities to notify them of the recent flagger certification and Temporary Rumble Strips that is required when working on county highways.

Over Size/Over Weight/Over Length/Over Width truck permits will soon be available on line. The vender developing these permits will be providing the Department with testing in June.

## **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

The audit went very smoothly for the Highway Department. There were no issues.

We have added a new member to the Accounting Staff at the Highway Department, replacing Accounting Technician Nancy Levy, who has resigned to seek other opportunities. Our new employee's name is Chris Staffon. She comes to us from Aspirus. Please welcome her when you get the chance.

County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Highway Departmentwide  
 Sunday, May 31, 2020

	Actual	2020 Budget	Variance	Variance %
<b>REVENUES</b>				
Intergovernmental Revenues				
43531 State Aid-Transportation	\$630,897.20	\$2,194,425.00	(\$1,563,527.80)	(71.25%)
43534 State Aid-LRIP		218,258.00	(218,258.00)	(100.00%)
Total Intergovernmental	630,897.20	2,412,683.00	(1,781,785.80)	(73.85%)
Licenses and Permits				
44101 Utility Permits	11,360.00	1,050.00	10,310.00	981.90%
44102 Driveway Permits		860.00	(860.00)	(100.00%)
44260 Moving Permits		1,025.00	(1,025.00)	(100.00%)
Total Licenses and Permits	11,360.00	2,935.00	8,425.00	287.05%
Intergovernmental Charges for Services				
47230 State Charges	428,591.31	1,702,757.00	(1,274,165.69)	(74.83%)
47231 State Charges-Highway	117,436.08	232,838.00	(115,401.92)	(49.56%)
47232 State Charges-Machinery	19,075.49		19,075.49	0.00%
47300 Local Gov Chgs	96,788.34	594,327.00	(497,538.66)	(83.71%)
47330 Local Gov Chgs-Transp	125,553.52	1,277,200.00	(1,151,646.48)	(90.17%)
47332 Local Gov Chgs-Roads		420,187.00	(420,187.00)	(100.00%)
47333 Local Gov Chgs-Bridges	(11,773.74)	78,103.00	(89,876.74)	(115.07%)
Total Charges to Other Governments	775,671.00	4,305,412.00	(3,529,741.00)	(81.98%)
Interdepartmental Charges for Services				
47470 Dept Charges-Highway	58,379.89	2,169,804.00	(2,111,424.11)	(97.31%)
Total Interdepartmental Charges	58,379.89	2,169,804.00	(2,111,424.11)	(97.31%)
Total Intergovernmental Charges for Services	834,050.89	6,475,216.00	(5,641,165.11)	(87.12%)
Miscellaneous				
48300 Gain/Loss-Sale of Property	185,060.00		185,060.00	0.00%
48340 Gain/Loss-Sale of Salvage and Waste	2,554.10	6,700.00	(4,145.90)	(61.88%)
Total Miscellaneous	187,614.10	6,700.00	180,914.10	2,700.21%
Other Financing Sources				
49110 Proceeds from Long-Term Debt		2,300,000.00	(2,300,000.00)	(100.00%)
Total Other Financing Sources		2,300,000.00	(2,300,000.00)	(100.00%)
<b>TOTAL REVENUES</b>	<b>1,663,922.19</b>	<b>11,197,534.00</b>	<b>(9,533,611.81)</b>	<b>(85.14%)</b>
<b>EXPENDITURES</b>				
Public Works-Highway				
53110 Hwy-Administration	146,250.33	351,879.80	205,629.47	58.44%
53120 Hwy-Engineer	96,350.92	254,866.05	158,515.13	62.20%
53191 Hwy-Other Administration	148,768.79	335,532.33	186,763.54	55.66%
53210 Hwy-Employee Taxes & Benefits	(842,711.18)	1,753,982.36	2,596,693.54	148.05%
53220 Hwy-Field Tools	14,781.79	(1,839.92)	(16,621.71)	903.39%
53230 Hwy-Shop Operations	123,745.86	247,343.16	123,597.30	49.97%
53232 Hwy-Fuel Handling	(4,437.28)	(23,105.00)	(18,667.72)	80.80%
53240 Hwy-Machinery Operations	(407,729.13)	92,274.18	500,003.31	541.87%
53260 Hwy-Bituminous Ops	25,419.43	230,793.04	205,373.61	88.99%
53262 Hwy-Bituminous Ops	21,041.54		(21,041.54)	0.00%
53266 Hwy-Bituminous Ops	44,392.85	1,856,661.62	1,812,268.77	97.61%
53270 Hwy-Buildings & Grounds	83,143.07	181,404.12	98,261.05	54.17%
53290 Hwy-Salt Brine Operations	19,509.43		(19,509.43)	0.00%
53291 Hwy-Salt Brine Operations	(28,849.95)	150.00	28,999.95	19,333.30%
53281 Hwy-Acquisition of Capital Assets	215,093.05		(215,093.05)	0.00%
53310 Hwy-Maintenance CTHS		21,950.55	21,950.55	100.00%
53311 Hwy-Maint CTHS Patrol Sectn	722,287.17	1,907,786.45	1,185,499.28	62.14%
53312 Hwy-Snow Remov	588,221.86	802,481.54	214,259.68	26.70%
53313 Hwy-Maintenance Gang	13,346.19	103,111.16	89,764.97	87.06%
53314 Hwy-Maint Gang-Materials	6,439.76	2,900.00	(3,539.76)	(122.06%)
53320 Hwy-Maint STHS	573,869.95	1,442,910.19	869,040.24	60.23%
53330 Hwy-Local Roads	195,230.19	1,195,139.14	999,908.95	83.66%
53340 Hwy-County-Aid Road Construction		456,930.91	456,930.91	100.00%
53341 Hwy-County-Aid Bridge Construction		131,193.61	131,193.61	100.00%
53490 Hwy-State & Local Other Services	128,711.43	555,188.46	426,477.03	76.82%
Total Public Works-Highway	1,882,876.07	11,899,533.75	10,016,657.68	84.18%
Capital Outlay				
57310 Highway Capital Projects	114,054.57	2,132,862.32	2,018,807.75	94.65%
Total Capital Outlay	114,054.57	2,132,862.32	2,018,807.75	94.65%
<b>TOTAL EXPENDITURES</b>	<b>1,996,930.64</b>	<b>14,032,396.07</b>	<b>12,035,465.43</b>	<b>85.77%</b>
<b>NET INCOME (LOSS) *</b>	<b>(333,008.45)</b>	<b>(2,834,862.07)</b>	<b>2,501,853.62</b>	<b>(88.25%)</b>



## Parks & Forestry Committee Reports

Thursday, June 4, 2020

6

### Director Report, by Chad Schooley

- COVID-19 response. Our most recent News Release is included in the packet. All park areas and facilities are open to the public. Several large community events have been cancelled by the event organizers, including the state water-ski show, bluegrass concert, and Kiwanis youth summer outdoor day. Smaller reservations are being allowed at this time.
- I have been communicating with Riverblock Department Heads regarding a reopening plan. We continue to work on this to ensure employee and visitor safety. We plan on meeting again the week of June 1<sup>st</sup>.
- Participated in a meeting with Carlson/Dettman staff in the next step of the process.
- I have been participating in meetings with Sarah Salewski, former Health Department employee and Grand Rapids resident, along with 3 playground installation contractors, regarding applying for a Legacy Foundation grant for construction of an accessible playground at W. Sands Beach. I will discuss this more at the meeting.
- The ATV planning group held a meeting to discuss potential future projects in Wood County.
- IT has now placed a link on the Nepco Lake Park website, which shows daily, monthly, and annual energy production from the Solar Panels. The web address is:  
<http://www.co.wood.wi.us/Departments/Parks/NepcoLake.aspx>
- **Special Use Permits**
  - None at this time.

### Construction Supervisor Report, by Dennis Quinnell

#### **Current Projects**

- White Beach Remodel landscaping.
- We will be starting the soffit and fascia replacement on the South Park Ranger Cabin.
- The contractors should be starting the North Park wood fence and the South Park Roofing jobs in June.
- Dexter ATV camping electrical and landscaping is done and open for use.

#### **Maintenance Operations**

- All park areas and facilities are open for use as of May 22nd.

#### **Employee Matters**

- All LTE II employee positions are filled.
- We have postponed the spring employee meeting/training until a later date.

### Office Supervisor Report, by Sandra Green

### **Snowmobile / ATV**

- Began to receive SNARS submissions for snowmobile maintenance from the snowmobile clubs. Will begin reconciling and submitting for reimbursement in early June.
- Requested the ATV map be updated through Planning & Zoning with new, added routes.
- Participated in a WEBEX ATV meeting with Highway on May 21<sup>st</sup>.

### **Office**

- Loss of revenues due to COVID19 continues.  
May reservations canceled beginning May 1<sup>st</sup> through May 27<sup>th</sup>  
Shelter = \$2,270. Camping = \$7,600.  
March/April reservations canceled beginning March 1<sup>st</sup> through April 30<sup>th</sup>  
Shelter = \$7,050. Camping = \$8,600.
- News Release regarding opening of Campgrounds and COVID19.
- Advertised and created signs for the Boat Launch Annual pass sale we had for the week of May 18<sup>th</sup> to the 22<sup>nd</sup>.
- Requested all new Campground Maps from Planning & Zoning.
- Worked with Sue and Chad regarding cancellation of State Water Ski Tournament at Lake Wazeecha and how to handle camping reservations and other logistics.
- Sent THANK YOU letters to all brochure advertisers.
- Attended Timber Sale Bid opening on May 27<sup>th</sup> at the ATV Park at 9am.
- Attended and took minutes for the May HIRC meeting.
- Responding to **COVID 19** changes on a daily basis. Sue is working from home on Mondays and Tuesdays. I am working from home, Wednesdays, Thursdays and Fridays. Beginning June 1<sup>st</sup>, we will both be back in the office full time.
- Updated our website, Facebook & Instagram regarding COVID19 and news release information.
- Continued work on 2019 Annual Report.
- Participated in weekly department planning for COVID19 and opening of campgrounds.
- Created, printed and laminated many signs for the campgrounds regarding closures and restrictions.

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

- Routine Timber sale administration (Office Admin - 0 sales currently being cut).
- Timber Sale Establishment -Finalized fieldwork for timber sales to be bid May 27, 2020.
- Completed paperwork/Bid Prospectus for May 27 bid opening.
- Held Timber Bid Opening. Bid results to be included in committee packet.
- Continued work on 15-year Plan, Draft Chapter #600
- Checked ground conditions and toured Hay Creek Road ATV project with HWY Dept. personnel.
- Attended ATV planning meeting.
- Forest road repair and maintenance (vicinity of Hemlock Road, HWY X, East Hazelnut).
- Cleaned up public shooting range.

FOREST ADMINISTRATOR  
REVENUE REPORT & TIMBER SALE BALANCES

**May-20**

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE CURRENT YR	AMOUNT RCVD TO DATE CURRENT YR	ENDING MONTH BALANCE
719	9-13	SCHREINER	47,060.00	10/03/13			\$0.00	\$0.00	\$0.00
724	14-13	FUTUREWOOD	28,856.00	06/05/14			\$0.00	\$0.00	\$0.00
741	8-15	THURST LOGGING	23,936.00	04/07/16			\$3,417.68	\$3,417.68	\$0.00
744	2-16	DELANEY FP	26,079.50	04/07/16			\$0.00	\$0.00	\$0.00
745	3-16	FUTUREWOOD	15,157.50	04/07/16	03/31/20	\$14,378.93	\$19,935.94	\$19,935.94	\$0.00
748	5-16	FUTUREWOOD	18,522.10	10/06/16	12/31/20		\$0.00	\$0.00	\$0.00
749	6-16	FUTUREWOOD	33,638.00	10/06/16	12/31/20		\$0.00	\$0.00	\$0.00
758	13-16	FUTUREWOOD	37,074.50	11/14/17	12/31/20		\$14,768.80	\$15,407.25	\$638.45
759	13-16	VERSO	35,935.00	04-04-18	03/15/21	\$587.25	\$46,489.92	\$46,489.92	\$0.00
761	4-18	VERSO	36,625.00	07/07/18	06/01/20		\$40,138.03	\$39,112.33	-\$1,025.70
762	4-17	FUTUREWOOD	14,431.60	11/14/17	12/31/20		\$0.00	\$0.00	\$0.00
764	6-17	FUTUREWOOD	14,091.00	11/17/17	12/31/20		\$0.00	\$0.00	\$0.00
765	2-17	FUTUREWOOD	16,850.05	07/02/18	06/01/21		\$23,420.66	\$23,420.66	\$0.00
766	7-17	YODER LOGGING	6,120.00	07/02/18	06/01/21		\$0.00	\$0.00	\$0.00
767	2-18	WIITALA & VOZKA	37,800.04	07/07/18	12/31/20		\$0.00	\$0.00	\$0.00
770	6-18	LAMBERT FP	64,706.00	07/07/18	06/01/21		\$27,580.08	\$26,897.75	-\$682.33
771	3-18	YODER LOGGING	64,671.00	07/07/18	07/01/21		\$39,548.17	\$29,441.11	-\$10,107.06
773	7-18	KOERNER	22,990.00	03/29/19	04/01/21		\$0.00	\$0.00	\$0.00
775	9-18	COUNTRY F.P.	37,260.00	03/29/19	04/01/21		\$0.00	\$0.00	\$0.00
776	10-18	FUTUREWOOD	15,998.00	03/29/19	04/01/21		\$1,553.73	\$1,553.73	\$0.00
777	1-19	KOERNER	38,680.50	03/29/19	04/01/21		\$0.00	\$0.00	\$0.00
778	7-19	FUTUREWOOD	19,650.20	08/21/19			\$29,524.13	\$29,203.86	-\$320.27
755		FIREWOOD							

CR

Payments Received This Month: \$14,966.18

(11,496.91)

2020 Budgeted Total Revenues \$385,000

2020 Total County Forestry Revenues this month (90%) \$ 13,469.56

2020 Total Township Revenues this month (10%): \$1,496.62

**2020 TOTAL NET FORESTRY REVENUE TO DATE: \$ 162,283.56**

Jobs Finished  
Jobs Continuing  
Jobs Gone Inactive

**WOOD COUNTY PARKS & FORESTRY DEPARTMENT  
REVENUE SUMMARY 2020**

<b>MAY REVENUE - JUNE HIRC</b>							
<b>BUDGETED REVENUES</b>	<b>46721 SOURCE</b>	<b>FEES</b>	<b>YTD REVENUE 2020</b>	<b>YTD REVENUE 2019</b>	<b>MAY REV 2020</b>	<b>MAY REV 2019</b>	<b>ACTUAL REV 2019</b>
\$ 290,000.00	Camping Reservations (PAYPAL & In Office Cash/Check) All site types.	\$10 Resv. Fee+/\$18/\$21/\$23/\$26/\$33	\$99,020.28	\$ 109,454.28	\$42,869.68	\$ 33,743.64	\$ 278,508.81
\$ 84,000.00	Camping Self-Registration, All site types	\$18/\$21/\$23/\$26/\$33	\$31,632.23	\$ 8,961.14	\$31,632.23	\$ 8,889.10	\$ 76,893.84
\$ 30,000.00	Campground Firewood Sales	\$6 per rack	\$6,602.84	\$ 3,192.42	\$6,602.84	\$ 3,192.42	\$ 25,949.36
\$ 7,000.00	Ice	\$3 (7 lbs.) /\$6 (20 lbs.)	\$963.98	\$ 258.77	\$963.98	\$ 258.77	\$ 5,058.30
\$ 1,700.00	Non-Camper Dump Fee	\$7	\$240.76	\$ 59.72	\$240.76	\$ 59.72	\$ 1,530.81
\$ 900.00	Camper Storage Fee	\$15/wk - \$60/mo	\$0.00	\$ 127.96	\$0.00	\$ 127.96	\$ 630.33
\$ 900.00	Washer/Dryer	\$2 wash / \$2 dry/\$1 Laundry Pods	\$0.00	\$ 20.85	\$0.00	\$ 20.85	\$ 742.65
\$ 54,600.00	Shelters Enclosed (SP, NP, DX, PB, Nepco, ATV)	\$100/\$150/\$175/\$200/\$225	\$17,561.97	\$ 16,639.29	\$2,876.78	\$ 3,838.86	\$ 43,755.47
\$ 10,000.00	Shelters - Open (DX, SP, RSBP, White Sands)	\$75/\$125	\$4,189.57	\$ 3,459.72	\$189.57	\$ 663.51	\$ 6,507.11
\$ 900.00	General Park User Fees (outside of normal shelter fee areas)	\$50 / \$10 per picnic table	\$616.11	\$ 663.50	\$0.00	\$ 47.39	\$ 710.89
\$ 20,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$10/\$15/\$250/\$450/\$500	\$31,810.06	\$ 27,822.46	\$0.00	-	\$ 29,102.08
\$ 2,000.00	X-Country Skiing	\$5/daily; \$15/annual; \$40/family	\$1,493.84	\$ 1,855.64	\$18.96	-	\$ 2,046.16
\$ 6,000.00	Disc Golf	\$2 / \$4 / \$20 / \$40 (2019 Inc.)	\$2,431.29	\$ 1,529.86	\$2,362.09	\$ 1,529.86	\$ 4,004.17
\$ 2,000.00	Parks Pulpwood	Market Price	\$0.00	\$ -	\$0.00	-	\$ 1,758.89
\$ 20,000.00	Boat Launch	\$20/annual; \$5/daily	\$8,619.72	\$ 7,972.51	\$4,960.95	\$ 6,242.65	\$ 19,828.58
\$ 1,000.00	45123 - Violations (non-tax)	\$50.00	\$0.00	\$ -	\$0.00	-	\$ 495.00
\$ 18,000.00	Miscellaneous*	May/2020 - Donation for Shooting Range \$100 /\$20 CC Trail Donation	\$4,575.83	\$ 4,738.56	\$131.37	\$ 4,488.15	\$ 16,110.73
\$ 1,000.00	Gift Certificates	Gift Certificates	\$0.00	\$ -	\$0.00	-	\$ -
\$ 550,000.00			\$209,758.48	\$186,756.68	\$92,849.21	\$63,102.88	\$513,633.18
Misc. *PB Land Rental, General Donations, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc.							
\$ 5,000.00	Powers Bluff Project Donations Non-Lapsing	Informational purposes only. CASH/CHECK/PAYPAL	\$0.00	\$ 625.11	\$0.00	\$ 200.00	\$ 1,711.11
\$ 385,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships)	CONTRACTED	\$162,283.57	\$ 144,833.01	\$13,469.56	\$ 54.00	\$ 259,456.44
New Line / 2020	Auctions - Non-Lapsing	WI Surplus	\$3,932.00	\$ -	\$3,932.00	-	\$ -

**\*REFUNDS PROCESSED IN PAYPAL ARE REFLECTED ON THIS REPORT. REFUNDS PROCESSED VIA CHECK/CASH/IE WILL SHOW AT EOY.**

What's New 2020: Added the White Sands Shelters under OPEN Shelters.  
Added a Gift Certificate line to track how much we sell each year. This revenue was listed under "Misc" in the past.  
Added an Auction Line.

# COUNTY FOREST COMPREHENSIVE LAND USE PLAN

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Revised 6/06/19

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## **600 PROTECTION**

### **OBJECTIVE**

To protect and manage the resources of the forest from preventable losses resulting from fire, insects, diseases and other destructive elements including those caused by people. Protective methods shall include proper silvicultural methods.

The DNR provides statewide technical guidance that will be used to inform local decisions. This guidance will be referenced to make decisions at the county level.

## **605 FIRE CONTROL**

Damage to the forest caused by uncontrolled fire can create an important challenge in the management of the forest. Loss of resource values caused by fire will be minimized through organized prevention, detection and suppression methods. Maintaining a healthy forest is key to fire management. The DNR is responsible for all matters relating to the prevention, detection and suppression of forest fires outside the limits of incorporated villages and cities, as stated in s.26.11(1), Wis. Stats. The DNR works cooperatively with local fire departments in all fire control efforts. Wood County Forest is part of the Intensive Forest Fire protection area. The Fire Management Handbook No. 4325.1 and the Area Operations Plan shall serve as the guidelines for fire control activities.

### **605.1 COOPERATION WITH THE DEPARTMENT OF NATURAL RESOURCES**

Pursuant to s. 26.11(4) and s. 28.11(4)(f), Wis. Stats., and section 500.01 of the Wood County Forestry Ordinance, the county may cooperate with the DNR in the interest of fire prevention, detection and suppression on the County Forest. This is accomplished through agreements authorizing the DNR to use County Forest land or to utilize county personnel and equipment for fire protection activities.

#### **605.1.1 Personnel**

County Forest personnel, upon request from the DNR, shall be made available for forest fire control efforts within the county in accordance with an established memorandum of understanding (MOU). The DNR is responsible for training and directing the activities of county personnel in accordance with the rules identified in the Fire Management Handbook,

No. 4325.1.

#### 605.1.2 Equipment

County Forest equipment, upon request and as identified in the MOU, shall be available for forest fire control suppression. During periods of high fire hazard, all County Forest vehicles and/or crews should be equipped with one or more back pack cans, axes or shovels, appropriate personal protective equipment, mobile communication and any other equipment deemed essential by the MOU. All hand tools shall be maintained and provided by the DNR.

#### 605.1.3 Fire Detection

Fire detection is the responsibility of the DNR. County Forestry personnel may assist and report any wild fires to the DNR, local Fire Department or 911 Dispatch.

#### 605.1.4 Forest Fire Prevention

DNR fire control personnel are authorized by the county to place fire prevention signs at recreational areas and other strategic locations within the forest. The County conducts and controls all operations (including harvesting) on the forest in a manner designed to prevent forest fires. The use of the county forest during high fire danger periods may be restricted. The Wood County Forest and the Department will coordinate to impose any necessary restrictions. These restrictions may include, but are not limited to, recreation and logging.

### 605.2 DEBRIS BURNING

Unauthorized burning of debris will not be permitted on County Forest Lands pursuant to s. 26.12(5), Wis. Stats.

### 605.3 CAMP FIRES

During periods of high fire danger, use of campfires may be restricted.

### 605.4 PRESCRIBED BURNING

All prescribed burning on County Forest lands will follow the DNR recommendations. See Prescribed Burn Handbook No. 4360.5 for details. Prescribed fire may be an effective

management tool on the County Forest.

#### 605.5 COUNTY FOREST FIRE HAZARD AREAS

The DNR places primary emphasis on fire control efforts in pine areas. Maps of these areas are available at the local DNR field office. The County will cooperate with DNR Fire Control in providing for firebreaks or access ways. Existing access roads, firebreaks and water access points will be maintained as deemed necessary. Secondary emphasis will be placed on hardwood areas with no firebreaks developed or maintained. However, access roads will be maintained as defined in Chapter 700 of this plan.

### 610 CONTROL OF FOREST PESTS & PATHOGENS

#### 610.1 DETECTION

Damage to the forest caused by insects, other pests and diseases can adversely affect management of the forest resources. Losses to resource values impacted by forest pests will be minimized through integrated pest management methods, with emphasis on silvicultural prescriptions (timber sales). The detection and control of pest problems will be accomplished by county and DNR personnel in cooperation with other agencies.

#### 610.2 PEST SURVEYS

Pest surveys are conducted under the direction of the DNR's forest health specialists. The County may cooperate by providing personnel and equipment to assist in these operations.

#### 610.3 SPECIFIC PESTS AND PATHOGENS OF CONCERN

Integrated pest management for the purpose of this Plan, is defined as follows:

*"The maintenance of destructive agents, including insects, at tolerable levels, by the planned use of a variety of preventive, suppressive, or regulatory tactics and strategies that are ecologically and economically efficient and socially acceptable."*

The integrated pest management control and methodology shall be determined jointly by the County Forest Administrator, and DNR liaison forester in consultation with the DNR district Forest Health Specialist. Suppression of forest pests may include the following:

1. Silvicultural prescriptions, including timber sales.

2. Biological control.
3. Chemical control.

#### 610.3.1 Specific Pests of Interest

##### 610.3.1.1 Gypsy Moth

*County forests could consider an aerial spray through a private contractor if they desired.*

##### 610.3.1.2 Jack Pine Budworm

Jack pine budworm, *Choristoneura pinus*, is a native needle-feeding caterpillar that is generally considered the most significant pest of jack pine. Red, Scotch and white pine, and spruce, can also be defoliated and suffer top-kill and mortality by jack pine budworm. Vigorous, young jack pine stands are less likely to be damaged during outbreaks. The most vigorous stands are well stocked, evenly spaced, fairly uniform in height, and less than 45 years old. Stands older than 45 years that are growing on very sandy sites and suffering from drought or other stresses are very vulnerable to damage. Tree mortality and top-kill are more likely to occur in these stands. In addition, stressed stands are more susceptible to attack by Ips bark beetle. Mortality from Ips can occur for 2-3 years after the jack pine budworm outbreak collapses. This mortality and top-kill create fuel for intense wildfires.

It will be Wood County's strategy to harvest at the appropriate rotation age, maintain high stand densities (without overcrowding), and use good site selection for jack pine. This will be an effort to help avoid budworm-caused tree mortality and reduce the threat of damaging wildfires while still providing suitable conditions for jack pine regeneration. Prompt salvage following an outbreak will also help reduce the possibility of wildfire. Esthetic strips and/or islands should not be used. Leaving these esthetic strips/islands can prolong the outbreak by giving the budworm areas for breeding. Use of insecticides is not warranted in combating this forest pest on the County Forest.

#### 610.3.1.3 Oak Wilt

Oak wilt, *Bretziella fagacearum*, is a destructive disease of oak trees. It is responsible for the death of thousands of oak trees in forests, woodlots, and home landscapes each year. Oak wilt is caused by a fungus that invades and impairs the tree's water conducting system, resulting in branch wilting and tree death. Trees in both the red oak group and white oak group are affected. There is no known cure once a tree has oak wilt. Prevention of new oak wilt infection centers is the best management option and involves avoiding injury to healthy trees and removing dead or diseased trees. Counties should use the Oak Harvesting Guidelines to Reduce the Risk of Introduction and Spread of Oak Wilt for management guidance. If pruning is necessary or damage is incurred during the high risk period (April 1 through July 15), e.g. through construction activities or storms, the wounds should be painted immediately with a wound paint.

*In and around high use recreation areas, i.e. Dexter Park, it will be Wood County's policy to remove infected trees during the dormant season after infection occurs. Diseased trees will be moved out of the park proper and cut and used for firewood. If possible, the wood will be cut, split and dried for one growing season prior to being brought back into the park for sale to campers. Also, cut and split wood may be covered with plastic for a period of six months to kill the fungus and any insects in the material. A vibratory plow, or similar implement, may be used to sever root grafts on isolated pockets where feasible.*

*Outside of intensive use recreation areas, timber harvests of stands containing red, black and pin oak will be restricted between April 1 and July 15.*

#### 610.3.1.4 Forest Tent Caterpillar

Forest tent caterpillar, *Malacosoma disstria*, can be found throughout the United States and Canada wherever hardwoods grow. The favored hosts in Wisconsin are aspen and oak. This native insect causes region-wide outbreaks at intervals from 10 to 15 years; outbreaks usually last 2 - 5 years in the Lake States. Severe and repeated defoliation can lead to dieback and/or reduced growth of affected

trees, which in some instances may be significant. Populations are often controlled by natural enemies, helping the population crash. Aerial spraying of insecticides can be an option for control as well. It will be Wood County's strategy to employ sound silvicultural practices to combat this cyclic pest.

#### 610.3.1.5 Two-lined Chestnut Borer

The two-lined chestnut borer, *Agrilus bilineatus*, is a common secondary pest in trees which have been severely defoliated several years in a row. Oaks that are under stress from drought and/or defoliation by insects such as gypsy moth (*Lymantria dispar*), fall cankerworm (*Alsophila pometaria*), and forest tent caterpillar (*Malacosoma disstria*) can be infested and killed by two-lined chestnut borer. Prevention of two-lined chestnut borer through sound silvicultural practices is the best management option. Postponing management activities in stressed stands for two years after severe drought and/or defoliation have ended will provide time for trees to recover and reduce their susceptibility to two-lined chestnut borer attack. Infestations should be salvaged promptly. Wood County will strive to maintain healthy trees through sound silvicultural practices to discourage infestation.

#### 610.3.1.6 Emerald Ash Borer

The emerald ash borer, *Agrilus planipennis*, was accidentally introduced to North America from Asia in 2002. Emerald ash borer (EAB) infestations in Wisconsin have resulted in widespread mortality to *Fraxinus* species including green, white, and black ash. It is expected that 99% of the ash trees in Wisconsin will die. Ash comprises a significant component in the northern hardwood timber type and can be found in nearly pure stands in some lowland areas. Adult EAB beetles feed on foliage but it is the larvae that cause mortality by feeding on the phloem and outer sapwood of the ash trees.

The [Emerald Ash Borer Silviculture Guidelines](#) are available to help resource managers make informed stand-level decisions to manage forests that are not yet infested by EAB, as well as implement salvage harvests and rehabilitation in

stands that have already been impacted by EAB.

It is Wood County's policy to follow the Emerald Ash Borer Silviculture Guidelines.

#### 610.3.1.7 HRD

Heterobasidion root disease (HRD, previously called annosum root rot), is caused by the fungus, *Heterobasidion irregulare*. It is a serious disease that causes pine and spruce mortality in Wisconsin, but over 200 woody species have been reported as hosts. Red and white pine trees are most commonly affected in plantation-grown stands subjected to thinning. The disease was first confirmed in Wisconsin in 1993 and has since been found in a number of counties throughout Wisconsin. Diseased trees, including overstory trees and understory seedlings and saplings, will show fading, thin crowns with tufted foliage, and eventual mortality. Currently there are no curative treatments to eliminate the HRD pathogen from a stand once it is infested, so preventing disease introduction is the best approach.

Infection most often occurs when HRD spores land and germinate on a freshly cut stump. The pathogen then grows into the root tissue and progresses underground from tree to tree through root contact. As the pathogen spreads, and trees decline and die, an ever-expanding pocket of mortality is formed. HRD fruit bodies, or conks, may be found at the base of dead trees and old stumps. Fruit bodies are most commonly observed in the fall but can be found any time of the year.

Guidelines for stump treatment to reduce the risk of introduction and spread of Heterobasidion root disease in Wisconsin should be used by the county forests.

The HRD guidelines are designed to help property managers and landowners determine whether the preventive pesticide treatment should be used to reduce the risk of introduction and spread of HRD at the time of harvest in a pine and/or spruce stand.



It is Wood County's policy to follow the "Guidelines for stump treatment to reduce the risk of introduction and spread of Heterobasidion root disease in Wisconsin." In general, in pine stands where future plans include continued maintenance of pine species, fungicide application to cut pine stumps will be required on all timber harvests where pine is cut between April 1 and November 30.

#### 610.3.2 Funding

Desired control activities on the County Forest will be funded through the county forestry budget if other sources of funding are not available. In the event costs require additional funding, ~~special~~, special appropriations from the Wood County Park & Forestry Special Revenue Fund will be sought. In addition, state legislation may provide monetary assistance in direct crisis situations where major control operations are undertaken. The Wood County Forest will make all reasonable efforts to secure funding for control efforts, through county funds, or other state, federal or private funding sources.

#### 610.3.4 Special Projects

The County may cooperate with other agencies in forest pest research.

### 610.3 DEER BROWSE

Forest regeneration and reproduction is critical to sustain both timber production and wildlife habitat and the overall health of the deer herd. As a keystone species, deer can affect forest regeneration, long-term forest production, and forest sustainability. This is a concern for all interested in forest production and trying to balance deer numbers with habitat.

Wood County Forest may monitor herbivory impacts during forest reconnaissance.

### 610.5 INVASIVE PLANT SPECIES

Invasive plants can cause significant negative impacts to the forest. Invasive species can displace native plants and hinder the forest regeneration efforts. Preventing them from dominating habitats is critical to the long-term health of the forest. There are a number of invasive plant species in varying densities on the County Forest.

Some warrant immediate and continual treatment efforts while others may be allowed to remain due to extent and financial ability to control them. The County will continue to train staff in invasive species identification as well as attempt to secure funding sources to control them as much as is practical. Invasive plants on the forest should be documented as well as potential response to new infestations.

#### 605.5.1 Funding and Partnerships

Grant opportunities for invasive species control funding can be found on the Financial Assistance webpage of the Wisconsin Invasive Species Council. The number of grants for local governments and county forest is limited, especially for terrestrial invasive plant control. Some grants, such as the Department of Natural Resource's turkey stamp program, support invasive plant control as part of larger efforts to promote certain outcomes and might be applicable.

The Department of Natural Resources promotes the formation of cooperative invasive species management areas (CISMAs) through its Weed Management Area – Private Forest Grant Program. While activities funded by this grant are restricted to non-industrial private forests, CISMAs are encouraged to partner with other groups in their area and some can provide technical support to county forests. The CISMA's of Wisconsin can be found on this map.

#### 605.5.2 Best Management Practices

In 2009, the Department of Natural Resources and many stakeholder groups approved a series of Best Management Practices (BMPs) for minimizing the spread of forest invasive plants. The full text of the BMPs is found on the Wisconsin Council on Forestry website. Voluntary use of the BMPs during forestry stewardship activities reduces the spread of invasive plants that can impede forest regeneration in county forests.

BMPs used before, during and after a harvest promote forest regeneration.

Reasonable efforts to clean vehicles, equipment, footwear and other clothing helps reduce the spread of seeds and plant fragments to un-infested forests. Planning the sequence and timing of stewardship activities to reduce contact with invasive plants during forestry operations is another helpful strategy. Similarly, controlling populations of invasive plants before logging reduces the risk of spreading them. Follow-up monitoring of disturbed stands can detect populations of invasive plants while they are still small and more easily managed.

### 605.5.3 Current Plant Invasives

#### 605.5.3.1 Buckthorn

*Two species of invasive buckthorn impact Wisconsin's forests. Common buckthorn, Frangula cathartica, is more often found growing on well-drained soils while glossy buckthorn, Frangula alnus, favors wetter soils. Both species grow in shade or sun, quickly form dense, even-aged thickets that shade out understory plants, including tree seedlings, and hinder forest regeneration. Their dark colored fruits are eaten by birds who disperse them long distances. Both buckthorns green-up before native plants and remain green after the natives drop their leaves.*

*Buckthorn can be controlled by taking advantage of the longer period in which they retain their leaves. Foliar applications of herbicide applied when buckthorn has leaves and the natives are leafless will minimize damage to native plants. Other control options include mowing the shrubs and then treating re-sprouts with foliar herbicide, basal bark herbicide applications, and cut stump herbicide applications.*

#### 605.5.3.2 Garlic Mustard

*Garlic mustard (Alliaria petiolata) is an herbaceous, biennial, native to Europe. During the first year a basal rosette of only leaves develops. The second year, several stems from 1 – 4 feet tall grow from the basal rosette. The leaves have a distinct garlic fragrance when crushed. From the stems grow several small*

white flowers. Each plant can produce 100's of tiny seeds inside long, narrow capsules. Garlic mustard can quickly colonize disturbed forests as it often follows corridors such as game trails or man-made roads/paths. As garlic mustard spreads, it quickly displaces native plants and is known to radiate chemicals into the soil that disrupt associations between mycorrhizal fungi and native plants. Small populations can be hand pulled, while larger populations are better controlled with prescribed fire and/or herbicide. All pulled plant materials should be bagged and removed from the forest as seeds have been known to mature on dead plants left on site. Treatment should be repeated until the seed bank is depleted, which takes multiple years. Garlic mustard sites should be monitored annually, until no plants are discovered for several years.

#### 605.5.3.3 Honeysuckle

Bush Honeysuckles (*Lonicera maackii*, *L. tatarica*, *L. morrowii*, *L. X bella*) were introduced from Eurasia as ornamentals, wildlife cover and soil erosion control. Bush honeysuckles are upright deciduous shrubs, ranging from 5 - 12 feet tall with gray shaggy bark. The leaves are opposite, simple, oval and untoothed and can be smooth, to velvety depending on species. Flowers are fragrant and tubular ranging in colors of white, red and pink. They bloom May through June and then form red to yellow berries that are found as pairs on the leaf axils. Honeysuckles replace native forest shrubs and herbaceous plants by inhibiting growth of understory plants due to early leaf-out which shades out herbaceous ground cover and depletes soil moisture. Control options include hand pulling small infestations and prescribed burning which kills seedlings and top kills mature shrubs. Herbicide options include cut stump treatment and foliar spraying. With all control efforts repeated monitoring is needed.

#### 605.5.3.4 Spotted Knapweed

Spotted knapweed (*Centaurea stoebe*) is an herbaceous, short-lived perennial native to Eurasia that can grow 2 – 4 feet tall. This plant first appears as a basal rosette of somewhat silvery leaves and may persist this way for several years before developing pink-purple flowers on long spreading stems. The

*flowers are thistle-like with many petals and stiff bracts. Knapweed invades dry-upland areas including disturbed sites such as forest trails and openings. The roots exude an allelopathic chemical which inhibits establishment of other plants; hindering forest regeneration. Small populations can be hand pulled provided the entire tap root is removed. Gloves, long sleeves and pants should be worn when handling this plant as it may cause skin irritation. Chemical control should be applied directly to plants or broadcast across large areas of infestation. Biological control is also available as part of an integrated pest management plan.*

#### *605.5.3.5 Japanese Barberry*

*Japanese barberry (Berberis thunbergii) was introduced from Japan around 1875 and now ranges across most of North America. It is a compact, spiny, deciduous shrub with arching branches of dense foliage. It commonly grows 2 - 3 feet tall and has been known to reach heights of 6 feet. Japanese barberry regenerates by seed, creeping roots and branches that root freely when they touch the ground; which increases its overall spread. Small, rounded, smooth edged leaves are clustered in tight bunches close to the spiny branches and small yellow flowers bloom through May forming red oblong berries that mature in mid-summer and persist into winter. This plant is highly adapted to growing in young forests where it forms thorny thickets that shade out and limit the growth of native plants and spreads easily under the shade of established forests. The primary method of mechanically controlling barberry is hand pulling or digging early before seed set in areas where there are only a few plants. It has shallow roots but resprouting may occur if the entire root system is not removed. Larger populations may be controlled by herbicides with a cut stump treatment and repeated monitoring for both seedlings and roots re-sprouting.*

#### *605.5.3.6 Other*

## Wood County Forest 15 Year plan (2021-2035) Project Schedule

The following is a proposed timeline for completion of the plan and approval process. This schedule is subject to change.

<b><u>Wood County Forest 15-Year Comprehensive Land Use Plan</u></b> <b><u>Planning Timeline</u></b>	
<b>January 2019</b>	Wood county HIRC Committee Reviews and Approves Public Participation Process and Projected Project Completion Timeline.  Stakeholder letters mailed. General public notification via Wood County website, Facebook, and newspaper(s).
<b>February 2019</b>	HIRC Committee review & recommend changes, Chapters 100-300.  Public participation: Draft chapters posted on website, P&F Facebook. Public comment received via email, in writing, at regular committee meetings.
<b>March 2019</b>	HIRC Committee review & recommend changes, Chapters 400-500.  Public participation and comment: See above
<b>April 2019</b>	HIRC Committee review & recommend changes, Chapters 600-700.  Public participation and comment: See above
<b>May 2019</b>	HIRC Committee review & recommend changes, Chapters 800-900.  Public participation and comment: See above
<b>June 2019</b>	HIRC Committee review & recommend changes, Chapters 1000-2000.  Public participation and comment: See above
<b>July 2019</b>	HIRC Committee review & recommend changes, Chapters 3000-4000.  Public participation: See above
<b>August 2019</b>	Allow 30-Day Public Comment Period Open House Public Meeting
<b>September 2019</b>	Make Final Plan Changes and Committee Discussion
<b>October 2019</b>	Committee Approval of draft plan Send to DNR for Review
<b>November 2019</b>	Incorporate any DNR mandated changes. Final Committee approval (if necessary). Send to County Board for approval (by resolution).
<b>December 2019</b>	DNR Final approval for Wood County Forest 15 Year Plan

### List of Possible Stakeholders

- AVT Clubs
- Snowmobile Clubs
- Bike Trails
- Ski Trails
- Loggers/Wood Buyers
- Town Governments
- Tribes
- Trappers Association
- Hunting Clubs
- WCWA Advisory Committee
- Utilities

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

7

**DATE:** Monday, June 1, 2020  
**TIME:** 9:30 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Al Breu, Dennis Polach, Brad Hamilton, Laura Valenstein, Bill Winch

**OTHERS PRESENT** (for part or all of the meeting): Nicole Gessert, Reuben Van Tassel, Amy Kaup, Jason DeMarco, Bill Clendenning, Jake Hahn, Lance Pliml. **Via WebEx:** Adam Fischer

1. The meeting was called to order at 9:30 a.m. by Chair Breu.
2. Public Comments: None
3. Approve minutes from the previous meeting.

**Motion (Polach/Valenstein) to approve the minutes from the previous meeting. Motion carried unanimously.**

4. (a) Supervisor Winch asked for clarification on items within the Information Technology packet. Department Head, Amy Kaup answered general questions pertaining to her department.

**Motion (Hamilton/Valenstein) to approve the vouchers for the Information Technology Department. Motion carried unanimously.**

- (b) Information Technology Director, Amy Kaup shared several projects that her department has been working on as indicated in her May Monthly Letter of Comments. Discussion ensued.
- (c) Kaup presented an overview of the Information Technology (IT) department for the Committee. Discussion ensued.
- (d) Kaup presented the IT Capital Improvement Projects for the upcoming 2021 budget. Discussion ensued.

**Motion (Hamilton/Polach) to accept the Capital Improvement Projects for the IT Department and to pass along to the Operations Committee. Motion carried unanimously.**

5. (a) Supervisor Winch asked for clarification on items within the Maintenance Department packet. Department Head, Reuben Van Tassel answered general questions pertaining to his department.

**Motion (Hamilton/Valenstein) to approve the vouchers for the Maintenance Department. Motion carried unanimously.**

- (b) Facilities Manager, Reuben Van Tassel presented an overview of the Maintenance department for the Committee. Discussion ensued.
- (c) Van Tassel presented the Maintenance Department Capital Improvement Projects for the upcoming 2021 budget. Discussion ensued.



**Motion (Hamilton/Valenstein) to accept the Capital Improvement Projects for the Maintenance Department and to pass along to the Operations Committee. Motion carried unanimously.**

6. Supervisor Hahn gave an update on the Renewable and Sustainable Committee (R&S), indicating due to Covid'19 projects and meetings have been on hold. Van Tassel presented a handout indicating the responsibilities of the R&S Committee.
7. The next Committee meeting will be Monday, July 6, 2020 at 9:30 a.m.
8. Chair Breu declared the meeting adjourned at 11:30 p.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next PIT meeting.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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May 2020

1. Tremendous IT resources were spent transiting staff from working onsite to Telework. During the course of approximately three weeks, Wood County went from having zero Teleworkers to 134 staff working remotely. This provides IT with an entirely new set of challenges. We are working hard to continue to provide support to an ever changing workforce.
2. Wood County internet and intranet website updates concerning COVID-19 are being posted rapidly and continually as we work to keep employees and citizens informed.
3. Reviewed and implemented Webex, a secure video conferencing solution to allow staff to hold virtual meetings with clients.
4. Tested and implemented a soft phone solution. This solution allows users to make and take phone calls using their computer just like they would from their desk phone. The software can also be used to chat with other County staff.
5. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month.
6. Completed work on building an integration between the door control system, Avigilon, and the Active Directory user system to keep both in sync with one another. Employee photos are now uploaded to Active Directory and the employee photo is now displayed in County Emails.
7. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. The Edgewater Haven Matrix upgrade to CareAssist implementation and training is complete. The new pharmacy interface for Edgewater is live. The Norwood Health upgrade to CareAssist implementation now continues after the project was placed on hold due to COVID. Train the trainer employee group is beginning CareAssist POC testing as security templates are being converted and tested. The next 2 trainings, eMar and My Analytics, will be scheduled in June. The Matrix vendor and upgrade team is being very accommodating and patient as the COVID regulations and processes have taken staff resources and slowed the project progress.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

8. Discovery continues for the Treasurer's Office for a project that will scan and electronically archive the large collection of hard copy tax rolls that are stored in the Treasurer's vault. Hard copy tax rolls date back to 1942.
9. Implementation of the RtVision OneGov permit system for the Highway Department continues. This system will provide online permit applications and payments processing.
10. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. The TimeStar software is scheduled for a large upgrade in early June. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. TimeStar PBJ modifications for Norwood is being manually adjusted by IT before submission to CMS. Issues are due to Norwood's CMS facility ID integration for Norwood PBJ data submissions.
11. Implementation of the Monarch software for the Treasurer's Office is progressing. Monarch software interfaces with the Register of Deeds Fidar software and the Treasurer's GCS property tax software. Monarch allows for automated synchronization and work flow processing of deed transfers necessary for maintaining property tax parcel data.
12. System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.
13. Fidar Technologies AVID software implementation is complete for the Register of Deeds Office.
14. Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module continues. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
15. Completed development of software features for the Health Department, Environmental Health Division. The new features enable management of residential well water testing results. Deployed an updated version of the software and imported previous results starting from 2019 forward.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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16. Completed an upgrade to the Laserfiche document management system which is used by the Human Resources and Child Support departments. New servers were built for this upgrade due to outdated operating system and database software.
  17. Implementing Laserfiche for the Jail. This will replace their current IMS21 system. This includes new setup for Jail users, training, and migrating documents.
  18. Began work on the Questica budgeting software, salary module, to automate the import process for employees, positions, pay grades and steps, benefit information, and other information that impact the budget costs related to employees. This automated data interface will streamline budget procedures for Finance staff and provide departments with more current employment information over the course of the budgeting process. Expected completion is in June.
  19. Continued work with the Parks and Forestry department on improvements to their online reservations software. Planned improvements include greater self service capability for customers, and online sale of permits and passes.
  20. Created new COVID-19 related information pages and alerts on the public website for the Health Department.
  21. Began work with the Human Services Transportation program to consider new software for ride scheduling and routing.
  22. Applied multiple updates to the TraCS Law Enforcement citation/warning ticketing system for the newly required Use of Force forms that the State is requiring all agencies to utilize.
  23. Attended SmartCare implementation and Business Process Analysis meetings.
  24. All Wood County wide area network (WAN) circuits have been switched to Spectrum for primary or backup connectivity to the Courthouse. This will increase bandwidth and provide a cost savings to the County.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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25. Completed a Health IT maturity assessment with Human Services and MetaStar, a nonprofit health IT quality improvement organization. MetaStar has been contracted by WI Department Health Services (DHS) to provide counties with assistance in Health IT.
  26. A new router and network core switches were placed at Norwood. Existing switches were also upgraded.
  27. Providing continual support of Webex Meetings Webex Room Kit. – Due to COVID-19 additional measures were taken by the IT staff to support many remote worker daily operations. This included the increased use of video conferencing software and hardware. The County has been using Cisco Webex Meetings, Teams, and Roomkits for video conferencing as well as Cisco Jabber for phone access.
  28. Firewall update – The County firewall OS was upgraded to support additional functionality as well as address security issues.
  29. We have implemented an Albert Sensor for cyber security. This unit monitors internet traffic in and out of our network for known signature to determine the possibility of malicious activity on our network. In the first month in action, it was able to identify a Citrix Server that was infected with a crypto-mining software. We were notified within minutes of it being activated, and able to stop it from carrying out its purpose within an hour. Procurement of the Albert monitor was a joint effort between the County Clerk and the IT department.
  30. Began implementation of Duo, a multi-factor authentication software. Currently, we use multi-factor in Wood County squad cars to meet CJIS requirements. This solution will be implemented Countywide as a cyber-security safeguard.
  31. In conjunction with Maintenance and Human Resources, we are starting the research into improving the paging system at the courthouse. These improvements will allow notices to be sent directly to users' phones. Phone notifications will help solve this issues staff being unable to hear the paging speaker in the hallways. It will also allow for other notifications, like severe weather warnings, to be sent directly to user phones.
  32. The Network team has started a Cisco Call Manager upgrade project. Our current hardware will no longer receive support if used past November 30, 2020 by the vendor. This will be a major upgrade to the software used to manage many aspects of the VOIP (Voice over IP)/phone system.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
33. For the month of April, 610 helpdesk requests were created, with staff completing 593 tickets and leaving 162 open requests. These numbers represent service requests from departments throughout the County.
  34. Remarkable progress was made this month in eliminating Windows 7 machines from the County network. Approximately 108 new devices were imaged, and 90 of those devices have been placed.
  35. Staff are working to replace several video conferencing units throughout the county. This includes permanent units at Health and Highway and a portable unit for Human Services. We are also replacing End of Support video units in the training room and Room 317a in Branch 3 and a current Cisco unit in Human Services.
  36. Assisted in scheduling and monitoring several committee meetings.
  37. The network team completed several security updates to multiple systems. This includes Service Pack updates to the email servers and operating system updates to the firewalls and wireless controllers.
  38. Completed fiber installation at North Park from the maintenance shop to the ranger's station. This provides a network connection to the County for their PC, Printer, and phone.
  39. IT Management participated in an interview with Carlson Dettman regarding the Classification & Compensation Study.
  40. Recruitment for the Network Analyst vacancy is underway. Interviews are scheduled for early June.

# Information Technology

ROOM 205, COURTHOUSE  
HELPDESK@CO.WOOD.WI.US  
715-421-8433

# Who, What, Where, When, & Why of IT

- About Information Technology
- Main Budgets
- Supported People, Places, & Things
- Services Provided
- Projects



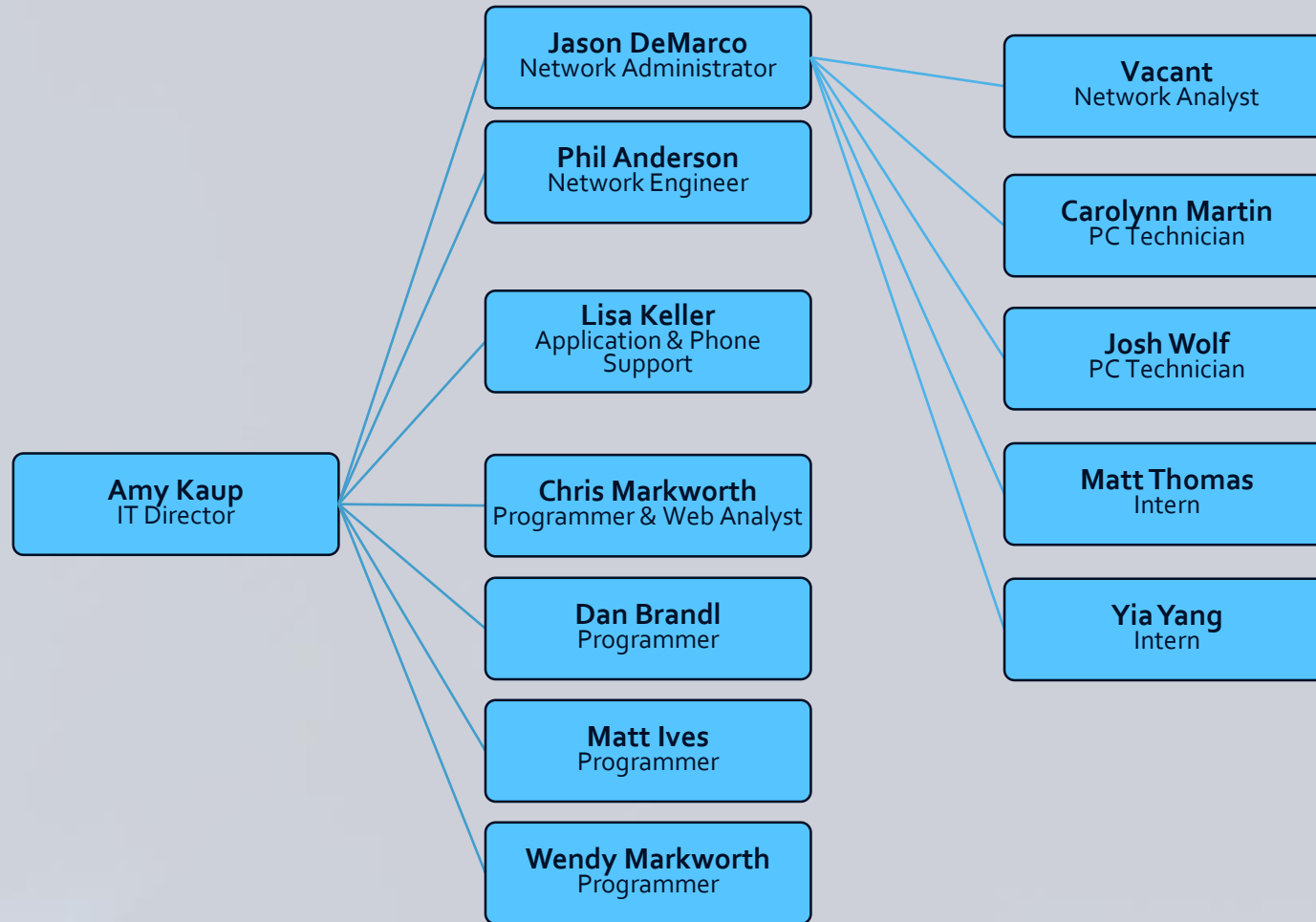
# About Information Technology

HISTORY & ORGANIZATIONAL CHART

# History Highlights of Information Technology

- 1974 to 2012
  - Named Information Systems (aka Systems)
  - Started with 3 staff and grew to 10 by 1999
    - Started with a Director, programmer, and data entry person
  - Added PCs in 1985
  - Started HIPAA compliance in 2006
  - Added VoIP in 2008
- 2012 to 2017
  - Located in 3 locations within the Courthouse
  - Renamed Information Technology
  - Department grew from 10 to 11 staff
  - Started an internship program
- 2017 to Present
  - Department moved to current home on 2<sup>nd</sup> floor of the Courthouse
  - All staff in one office location
  - 13 staff
  - Modern data center
  - Started county wide cyber security training

# Information Technology Organizational Chart



# Budgets

MAIN, PHONES, & PC REPLACEMENTS

# Main Budget

- Professional or Contracted Services
- Maintenance Agreements
- Office Supplies
- Software & Equipment
  - Software
  - Network Equipment
- Capital Projects

# VoIP Budget

- Phones & Supplies
- Maintenance
- Upgrades to software and hardware for VoIP system

# PC Replacement Budget

- All computers in the county
- All computer accessories
  - Docking stations
  - Keyboards
  - Mice
  - External drives

# Supported People, Places, & Things

DEPARTMENTS, NETWORK LOCATIONS, & EQUIPMENT

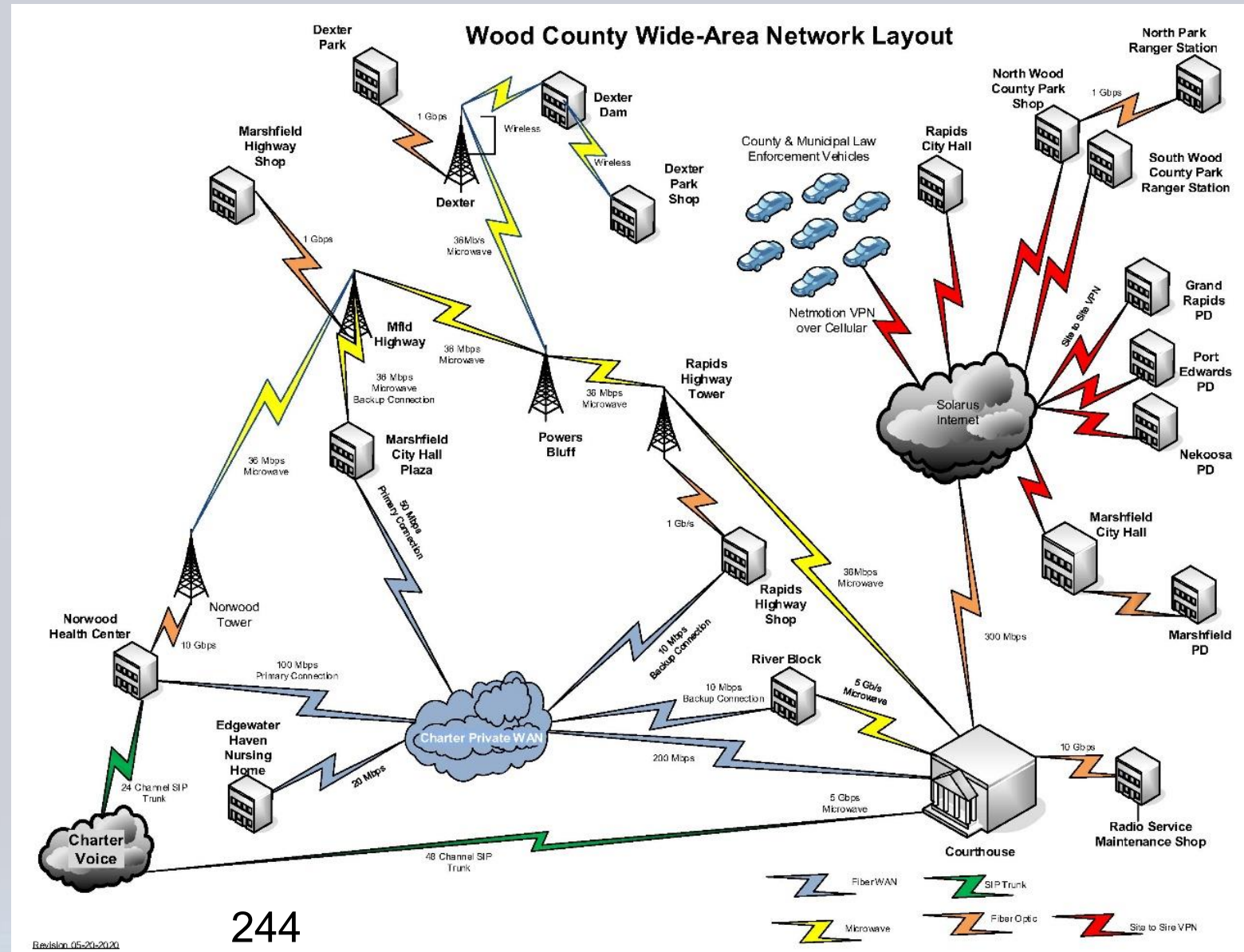


# Departments & Other Providers

- Branch I
  - Register & Probate
- Branch II
- Branch III
  - Drug Court
- Child Support
- Clerk of Courts
- Communications
- Coroner
- Corporation Counsel
- County Board
- County Clerk
- Dispatch
- District Attorney
- Edgewater
  - Administration
  - Administrative Services
  - Client Services
  - Fiscal Services
  - Food Services
  - Health Information Services
  - Maintenance
  - Nursing
- Emergency Management
- Extension
  - Outside Providers
    - Master Gardeners
- Finance
- Health
  - Administration
- Administrative Services
- Communicable Disease
- Community Health
- Environmental Health
- Family Health
- Healthy Smiles
- WIC
- Highway
- Human Resources
  - Safety & Risk
- Human Services
  - Administration
  - Administrative Services
    - Fiscal Services
    - Support Services
  - Behavioral Health
    - Children's Services
    - Community Services
    - Legal/APS
    - Nursing
    - Outpatient Services
  - Community Resources
  - Economic Support
  - Employment & Training (FSET)
  - Family Services
    - Initial Assessment
    - Intensive Services
    - Ongoing Services
    - Youth Justice Services
  - IM Consortium
    - Outside Contacts
  - Outside Providers
- ABW Clubhouse
- CCLS
- Central WI Counseling
- Charis Counseling
- Compass Counseling
- Innovative Services
- LSS
- Mentoring Activity Therapy Services
- New Rehab
- ODC
- Positive Alternatives
- River Cities Clubhouse
- Therapy Without Walls
- Humane Officer
- Information Technology
  - Vendor
- Land & Water Conservation
- Maintenance
  - Purchasing
- Municipal
  - Grand Rapids PD
  - Marshfield PD
  - Marshfield Fire
  - Nekoosa PD
  - Pittsville PD
  - Pittsville Fire
  - Port Edwards PD
  - Wisconsin Rapids PD
  - Wisconsin Rapids Fire
- Norwood
  - Administration
  - Administrative Services
- Client Services
- Bridgeway
- Fiscal Services
- Food Services
- Health Information Services
- Maintenance
- Nursing
  - Admissions
  - Pathways
  - Crossroads
- Parks & Forestry
- Planning & Zoning
  - Land Records
  - Planning
  - Private Sewage
  - Surveyor
- Register of Deeds
- Sheriff
  - Administration
  - Administrative Services
  - Corrections
  - Investigation
  - Patrol
  - Rescue
  - Security
  - SRT
- Treasurer
- Veterans
- Victim Witness
- Wellness

# Network Locations

- Wood County Locations
  - Courthouse
  - Radio Service Maintenance Shop
  - River Block
  - Edgewater
  - Highway Shop
  - Marshfield City Hall
  - Marshfield Highway Shop
  - Dexter Park
  - North Park
  - South Park
  - Wood County Annex & Health Center / Norwood
- Municipalities
  - WI Rapids City Hall & PD
  - Grand Rapids PD
  - Port Edwards PD
  - Nekoosa PD
  - Marshfield City Hall & PD
  - County & Municipal Law Enforcement Vehicles



# Equipment & Software

- Windows Desktop, Laptop, & Tablet Computers
  - ~650 Computers
- Multifunction Machines & Printers
  - ~150 Print Managed Devices
- iPads
  - ~30 iPads
- VoIP Wired and Wireless Phones
  - ~750 Phones
- Cellular Phones, Tablets, Hot Spots, & Network Cards
  - ~140 Cellular Devices
- Network Hardware
  - ~120 Wireless Access Points
  - ~125 Network Routers & Switches
- Servers
  - ~210 Servers
- Software Systems
  - ~150 Systems

# Provided Services

USER, NETWORK, & APPLICATION SUPPORT

# User Support Services

- Account creation, updates, & termination
- Computer builds, troubleshooting, & support
- Orientation & training
- Phone builds, troubleshooting, & support
- Checkout equipment
- Video conferencing support

# Network Support Services

- 24/7 network & systems access for all locations
- Monitoring & troubleshooting network issues
- Security mitigation (Actively monitor, patch, update, secure)
- Manage network infrastructure (Servers, network devices, etc)
- Communications Systems (Phones, Video Conference, Email, etc)
- Wireless Access Devices
- Backup/Recovery Systems
- Business Continuity

# Application Services

- Custom built applications
- Custom built integrations between applications
- Training and user support
- Software vendor liaisons
- Project Management
- Business Analysis

# Projects

PAST & PRESENT



# Past Projects

- Moved from Solarus to Spectrum (Charter)
- AD Cleanup – adding rooms, buildings, managers
- County wide Employee Self Service & Project Manager system
- Social Media policy, archiving, and security
- County wide Email System upgrade
- Questica Budgeting Software
- Wood County Annex & Health Center and Marshfield City Hall Network Refresh
- Standardized Camera, HVAC, keycard systems throughout County locations
- Various County Department and Location moves

# Current and Ongoing Projects

- Cyber Security testing and training
- Windows 7 to Windows 10
- Phone System
- Video Conferencing
- Two factor authentication
- Business Continuity
- Human Services Electronic Health Record (EHR)
- Printer Management
- Law Enforcement Software (CIS) Incident Based Reporting (IBR)
- COVID19
- Network Refresh at Edgewater & Municipalities



# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

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### Letter of Comments April/May 2020

#### 1. Ongoing Projects and Planning

- a. COVID-19 – As with all departments, the last couple months have presented new and unique challenges for day to day operations and special projects alike. We have done our best to assist other departments by helping provide sanitizer and disinfectant products, along with cleaning supplies for some who were affected by product shortages. We installed several document drop boxes to assist departments making operational changes in order to follow Health Department guidelines. We have also been fabricating protective barriers to help protect clients and staff where in-person interaction is necessary.
- b. District Attorney – The remodeled location on third floor is nearly complete and will provide a modern and efficient office space for many years to come. We will be assisting with equipment and staff relocation in the coming weeks.
- c. Jail Cameras – One of this year's projects was to assist the Sheriff's Department with a security camera upgrade for the Jail. IT installed the needed server and software, and I worked with the Jail Administrator on migrating all existing cameras in the Jail onto the new security camera system. This upgrade has been completed and will provide increased reliability and monitoring capabilities for the Sheriff's Department.
- d. Exterior Repairs – Many of you have noticed the contractor working on the Courthouse exterior in recent weeks. Our aging facility is receiving some needed tuck-pointing and repairs to eliminate water infiltration and preserve our historic building. We are also replacing/repairing some exterior concrete steps and other surfaces around our facilities.
- e. 2021 Budget – next year's budget process has already begun with CIP items being forwarded to Finance. Given the age and size of many of our facilities, we will likely have a number of projects to review and discuss as we work our way through the 2021 budget.

#### 2. Miscellaneous

- a. Attended Operations, PIT, J&L, County Board, and Criminal Justice Ad Hoc meetings.
- b. Attended various informational meetings regarding COVID-19.
- c. Reviewed Jackson Street property discussed by Operations Committee as part of the County's offer to purchase.
- d. Continuing discussion and planning for improvements to Courthouse public announcement system.

8

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
March 12th, 2020

**Finance Committee Members Present:** Norbert Ashbeck, Jim Hampton, Sandi Cihlar, Mike Feirer

**Excused:**

**Others Present:** Steve Prell

**1. Call to Order:**

- a. Meeting was called to order at 8:45 AM by Norbert Ashbeck

**2. Public Comments:**

- a. Committee asked what affect COVID 19 was having, Steve advised this was a topic on the board agenda and would be discussed at that meeting.

**3. Approval of Minutes 02/13/2020:**

- a. Motion to approve the minutes from 02/13/2020 by Mike Feirer, second by Sandi Cihlar. Motion approved. Abstained – Norbert Ashbeck

**4. Discussion/Possible Action – Year End Update:**

- a. Steve explained that we are processing year end entries at this time which generally takes until early March to complete. The unaudited 2019 year-end financial report will be provided to the ADRC Board at the April meeting.

**5. Discussion/Possible Action – Review Financial Report January 2019:**

- a. The committee reviewed the reports. There were no questions. Motion to approve by Mike Feirer, second by Sandi Cihlar. Motion approved

**6. Discussion/Possible Action – Review Monthly Disbursements:**

- a. Committee reviewed reports. Committee had brief discussion regarding lease payments for offices.

**7. Discussion/Possible Action – Review Budget Policy:**

- a. Committee reviewed the draft revisions to the Budget policy. Discussion followed. Committee recommends revised policy be brought to ADRC CW board for approval.

**8. Future Agenda Items:**

- a. Policy Review
  - i. ADRC CW Reserves of Support from Member Counties
  - ii. ADRC CW Distribution of Assets upon Member County Withdrawal or ADRC CW Dissolution

**9. Adjournment:**

- a. Motion to adjourn made by Mike Feirer, second by Jim Hampton. Meeting adjourned at 9:24 am.



## Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

Location: Wausau ADRC-CW boardroom, 2600 Stewart Avenue, Wausau, Wisconsin  
March 12, 2020

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Board members present: Chair – Tim Buttke, Vice-chair – Dora Gorski, Mike Feirer, Jim Hampton, Sharon Rybacki, Danielle Yuska, Sandi Cihlar, Doug Machon, Dona Schwichtenberg, Will Hascall, Norbert Ashbeck, Vern Cahak, and Dick Hurlbert

Others present: Jonette Arms, Pa Thao, Mike Rhea, Steve Prell, Jennifer Cummings, Ronda James, and Angela Hansen.

1. Call to order:
  - a. Meeting was called to order by Chair Tim Buttke, at 9:32 am.
2. Public comments:
  - a. Norbert Ashbeck asked what the ADRC-CW was doing to prepare for COVID-19.
    - i. Jonette Arms stated the ADRC-CW has met with the health departments and is providing the Center for Disease Control and Prevention (CDC) guidelines to staff.
    - ii. A communication plan is being worked on to provide customers, volunteers, and staff information.
    - iii. Norbert Ashbeck thanked the ADRC-CW staff for being proactive.
  - b. Sandi Cihlar discussed a phishing email she received that appeared to look like it came from our staff. Also, to consider changing the domain to .gov.
  - c. Sharon Rybacki provided the board information on a customer encounter she experienced. A customer came to her for assistance and understanding regarding a recent appointment with the ADRC-CW staff.
    - i. Mike Rhea responds asking that these encounters be brought to the ADRC-CW leadership attention for review and training.
  - d. Dora Gorski asked if it would be okay to make contact with the ADRC-CW on behalf of individuals.
    - i. The customer needs to be okay with the ADRC-CW calling back on these contacts.
3. Discussion/possible action – Approval of Minutes:
  - a. February 13, 2020
    - i. No corrections.
    - ii. Motion to approve February 13, 2020 minutes by Dora Gorski, seconded by Will Hascall. Motion carried, minutes approved.
4. Discussion/possible action – Report from the Finance Committee:
  - a. Steve Prell presents the report.
    - i. Full report in the packet.
  - b. The 2019 Year End Report will be ready for the Board next month.
  - c. Budget Policy reviewed and revised, will present to the Board next month.

- c. Initial agreements are drafted based on approvals from Marathon and Lincoln counties.
    - i. Meetings with Langlade and Wood counties are scheduled.
  - d. Final report will most likely be before the ADRC-CW Board in June.
  - e. Motion to table any further discussion on APS by Will Hascall, seconded by Danielle Yuska. Motion carried, APS off the agenda until all four counties have made independent rulings.
9. Discussion/possible action - Executive Director's Report
- a. Need to recruit new citizen members, application created, asking for Board feedback.
    - i. Dona Schwichtenberg refers to the Board Recruitment Policy regarding county or population representation.
    - ii. Note of preference to county and population representation needed indicated on the application.
    - iii. By consensus, Board approves application.
  - b. The issue of term limits for citizen board members should be discussed.
    - i. Will Hascall believed he, as a citizen member, had a term limit.
    - ii. Discussion should include the differences between county appointed members and citizen members.
  - c. Program service area reports will remain as summary narratives. Data reports will be available to the Board on a quarterly basis.
  - d. Advocacy day updates provided by Jennifer Cummings.
    - i. Events cancelled for public health reasons.
    - ii. Advocacy can be done in writing in lieu of meeting in Madison.
10. Future agenda items
- a. COVID-19 preparedness plan updates.
  - b. Board program education
  - c. Landline infrastructure letter
  - d. WI Rapids office update
  - e. Policy Committee
11. Adjournment:
- a. Motion to adjourn by Dick Hurlbert, seconded by Vern Cahak. Motion carried, meeting adjourned at 11:25 am.

8

A SPECIAL (TELECONFERENCE) meeting of the AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD was held on March 26, 2020 at 9:10 AM.

Mission: The Aging and Disability Resource of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

**THIS MEETING WAS HELD AS A CONFERENCE CALL  
CALL IN NUMBER 844-875-7777, ACCESS CODE 775803#**

**To listen to a recording of this conference call, click <https://fccdl.in/iB5zWZzYSH>**

**AGENDA**

1. Call to Order: Meeting called to order by Tim Buttke at 9:11 am.
2. Public Comments: No public comments but roll of teleconference attendees.  
Board members: Tim Buttke, Jim Hampton, Danielle Yuska, Vern Cahak, Mike Fierer, Dona Schwichtenberg, Dick Hurlbert, Doug Machon, Sandi Cihlar, and Dora Gorski. Excused: Sharon Rybacki  
  
Staff participating in the call: Jonette N. Arms, Mike Rhea, Ronda James, Angela Hansen, Steve Prell, Traci Zernicki, Jennifer Cummings, and Pa Thao.
3. Discussion/possible action – ADRC-CW COVID-19 agency preparation and response
  - a. Jonette Arms refers to documents in the Board packet that outlined the modifications to ADRC-CW services in accordance with recommended response to COVID-19.
  - b. Recent Governor's order has again required modifications and new documents will be sent to the Board.
  - c. Mike Rhea speaks on the services provided by the Specialists and expresses an appreciation for staff flexibility.
  - d. Ronda James speaks on the adjustment to the nutrition program including senior dining and meals on wheels. She also makes an ask for hand sanitizer to be used by volunteer drivers.
  - e. Angela Hansen updates the board on communication to the public via press releases and frequent meetings with the emergency management departments for the member counties. Press releases are sent to print, radio, and television outlets in the region. Emergency management situation report-out meetings are held weekly via video conferencing or teleconferencing. The office phones have an updated voicemail message to advise callers of our modified services and to encourage leaving a message. Messages are collected at least every 30 minutes and distributed to appropriate staff for customer assistance.
  - f. Steve Prell informs the Board of the funding source impacts and changes. The State is providing a bit of flexibility with allocating grant funds to the programs.
  - g. Jonette Arms expresses appreciation for the staff and leadership team for the work done for the organization in response to COVID-19.
  - h. Tim Buttke shares a letter he received from a staff member who expressed appreciation for Jonette's leadership and the support and leadership of the entire ADRC-CW leadership team.
4. Adjournment: Tim Buttke adjourns the meeting at 9:56 am.

*Minutes respectfully submitted by Angela Hansen*



8

**Central Wisconsin State Fair**  
**Board of Directors Meeting Minutes**  
Monday, February 17th at 7:00 PM

**ROLL CALL:** Dale Christiansen, Peggy Sue Meyer, Vicki Selz, Scott Karl, Ken Bargender, Bob Ashbeck, Kara McManus, Megan Kunding, Brian Varsho, Julie Schooley, and Jeff Viergutz.

The meeting of the Central Wisconsin State Fair Board was called to order at 7:04 PM in the Fair office building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

**Public Comment:** No public was present.

**Approval of Minutes:** Minutes from the January meeting were presented. Brian Varsho moved to approve the 01/20/2020 minutes and Vicki Selz seconded, all approved.

**Financial Report:** A copy of the financial report was given to the Board and reviewed. Kara McManus motioned to approve the report, Julie Schooley seconded. All approved.

**Executive Director's Report:** Dale Christiansen updated the Fair Board about the ongoing discussions with the City and the management agreement. The CWSF's Attorney reviewed and approved emails from Dale and will send the information on to the City of Marshfield. Scott Karl motioned to approve turning over the emails to the City, Kara McManus seconded. All approved. The City is looking at moving forward with another three year agreement.

There was a 4-H Extension office meeting. Dale will be going to the Junior Fair Board meeting and will be asking for three members from both boards to form a committee in regards to the Junior Fair Entry. Members from the CWSF Board will include Scott Karl, Kara McManus, and Peggy Sue Meyer. Dale is looking into hiring a part-time person to take on the Junior Fair entry in the Fair office.

**Jr. Fair Report:** Megan Kunding reported that the Jr. Fair board is working on rules as to who can show in the Junior Fair. Children from other counties are coming to the CWSF due to the higher market animal sale prices.

**Commission Report:** Dale attended the County meeting and gave a report to the commission. Dale reported the numbers for the Junior Fair and they were well received. They will be looking at possible adjustments.

**City Report:** Ken Bargender reported that the City is pleased with the records they received from Dale. In April, with the City's reorganization happening, they will be giving pamphlets to new committee members in regards to personal email records requests. It is agreed that we need to communicate better between the Fair board and the City. Ken will give a report during the City's committee reports, but suggests coming to the City Council meeting occasionally.

**Committee Reports:**

1. **Executive Committee:** There will be a team building event on April 4<sup>th</sup>. Kara McManus is working on securing someone to lead a team building event in the morning from approximately 9:00 AM – 3:00 PM. Julie Schooley made a motion to approve the team building exercise, Kara McManus seconded. All approved to save the date and plan the event.

2. Sponsorship Committee: This committee met before the CWSF Board meeting today and discussed the Steak Feed and the businesses that Dale will be contacting for sponsorship.
3. Marketing Committee: NRG Media and Lamar Advertising came in and made a presentation to the committee. The committee discussed about rejuvenating "Barney" to have during parades, dairy breakfasts, etc. They also discussed posting videos on social media to promote the Fair.
4. Fairest of the Fair: Fliers are ready for the Fairest Breakfast, and the Fairest Committee is asking that all Board members help distribute them around Wood County. The Junior Fairest of the Fair Attendant – Rainna was on WDLB Radio, and both Rainna and the Junior Fairest of the Fair – Maddy did a TV interview with Marshfield Media Access with Kara McManus as the host. They discussed the Fairest of the Fair program, the upcoming Fairest Breakfast, and the upcoming CWSF Steak Feed.
5. Volunteer & Livestock Committee: Scott Karl and Kara McManus requested that the two departments be separated into two committees. The CWSF Board approved. They agreed to find other committee members to help in each department to help them.
6. Buildings & Grounds Committee: Justin Casperson from the Parks & Rec. Dept. and Dale feel that the Junior Fair building is in very poor condition. A Marawood rep. Will be coming to give an estimate on the roof of the building and look over the general shape of the building. Dale reported that the CWSF office is not handicapped accessible and in bad condition, and that a larger building that includes an office may be the way to remedy the needs of both buildings.

**Old Business:**

1. Fair & Non-Fair event Ideas: Dale suggested a BBQ and Beer competition for a non-Fair event. The board is asked to bring other Fair and non-Fair event ideas to the next board meeting.

**New Business:** Julie Schooley made a motion to discuss changing the bylaws for the CWSF Board member's terms, Jeff Viergutz seconded the motion. All approved.

The current bylaw is that board members serve a three 3-year term with a mandatory one year break. The board discussed the pros and cons on changing this by-law. Scott Karl made a motion to amend the bylaw so board members could serve a 3-year term and could be re-elected every three years with no time off. Brian Varsho seconded this motion. Amendment passed. Motion to amend the bylaw passed a vote after a 9-0 vote.

**Agenda items for next meeting:** None at this time.

**Adjournment:** Bob Ashbeck made a motion to adjourn the meeting and Ken Bargender seconded the motion, all approved. The meeting was adjourned at 8:05 PM.

Respectfully submitted by,

CWSF Board Secretary  
*Julie Schooley*

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**Draft**  
**South Central Library System Board of Trustees Minutes**  
**4/23/2020, 12:15 p.m.**  
**4610 S. Biltmore Lane, Suite 101, Madison, WI 53718**  
**Meeting held remotely via BlueJeans**

**Action Items:**

**Approved the board meeting dates for November and December 2020 – Friday November 20, Friday December 18.**

**Present:** N. Brien, F. Cherney, P. Cox, N. Foth, J. Healy-Plotkin, J. Honl, N. Long, M. Meloy, K. Michaelis, M. Nelson, G. Poulson, T. Walske, A. Weier, K. Williams

**Absent:** M. Furgal

**Excused:**

**Recorder:** H. Moe

**SCLS Staff Present:** K. Goeden, M. Van Pelt, C. Baumann

**Call to Order Time:** 12: 19 p.m. J. Healy-Plotkin, President

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: None

**Approval of previous meeting minutes:** 03/26/2020

- a. Motion: K. Williams moved approval. N. Long seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.

**Bills for Payments:** K. Goeden noted the bills for payment amount is \$512,274.52

- a. Motion: N. Brien moved approval of the bills for payment. N. Long seconded.
- b. Discussion: None
- c. Vote: Motion carried.

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

**Presentation:** Visiting Libraries Report – M. Van Pelt provided an overview of the 2019 Visiting Libraries Report. The trends among the member libraries include creating partnerships in communities, social work issues, building upgrades/issues, and staffing issues. N. Foth mentioned that in her experience those four issues are probably the most common topics that occur every year. N. Long inquired if there has been an increase in libraries going fine free from previous years. Yes, more libraries are going fine free.

**Committee Reports:**

- a. Advocacy: A. Weier noted ALA is asking folks to contact their representatives in Congress regarding support for IMLS emergency recovery funding.
- b. Personnel – Wage study and recommendation. N. Long noted the committee report was included in the meeting packet and online. The wage study was reviewed and the wages for SCLS staff fall within the ranges of the sources available. K. Goeden noted the goal was to compare SCLS staff to the private sector, UW, and other systems in the state. The committee moved to accept the report with the recognition, that as finances permit, wage increases should be accommodated. The report will be

shared with public libraries and other systems in the state via SRLAAW.

**Action Items:**

- a. **Approve board meeting dates for November and December 2020 – Friday November 20, Friday December 18.**
  - i. Motion: A. Weier moved approval. F. Cherney seconded.
  - ii. Discussion:
  - iii. Motion: Motion carried.

**SCLS Foundation Report:** M. Van Pelt noted the committee will be meeting following the Board meeting today. They will discuss what to do with the 2020 disbursement funds in the amount of \$3,795.73. Options include funding for a presenter at the All Directors meeting in November, funds toward SCLS Advantage materials and funding for cooking and baking maker kits.

**System Director's Report:** M. Van Pelt noted the system directors and DPI are working to create guidelines and FAQs for phased in services from closed to fully operational. Over 40 member libraries in SCLS indicated they would begin to provide curbside services once the Governor's order is lifted. SCLS will create a new website indicating the status of what member libraries will be offering curbside service. All due dates for materials have been extended to May 1<sup>st</sup>. A survey was sent to the directors to determine if they would like to extend the due dates to June 1 or July 1. The delivery status is being reviewed. SCLS has over 25 drivers/sorters that are all in one building, which makes it difficult to practice social distancing.

There has been a dramatic increase in OverDrive check outs, new users, and unique users from Feb 2020 to March 2020. Check outs increased 57% from 351,610 to 550,905. New users increased 107% from 5,465 to 11,323 new users. Unique users increased 7% from 94,372 to 101,341 users, and user activity increased 90% in March over February.

WPLC worked to create a plan to allocate and spend a quarter of a million dollars they received in LSTA funds through IMLS grants for digital content. About \$30,000 will go toward additional simultaneous use titles, \$150,000 in cost per circ titles to fill specific holds and \$120,000 for new titles.

When SCLS reopens, we will prepare to assist libraries with more laptops for library staff as well as exterior wireless Wi-Fi access and conferencing software. One priority will be to prepare SCLS and its members for another possible shut down in the fall.

The Marshfield Public Library has hired a new director, Jill Porter, from Michigan but she isn't able to start due to the shut downs. Lori Belongia will continue as director until Jill Porter can start.

C. Baumann – provided a brief update of delivery. The delivery managers have been meeting to discuss strategies about the potential reopening. J. Stewart is looking for a supplier of sanitizer, masks, etc. to supply the HQ and delivery facility.

G. Poulson inquired if we have received insurance rebates. SCLS does qualify for workers compensation insurance rebates.

P. Cox inquired how long it will take the delivery system to get caught up when things get back to normal. Statewide delivery and ILL will be the last thing that gets resumed. Currently delivery must stay within each system's border. There is a three day quarantine for certain items touched so a tailored schedule may need to be developed.

J. Healy Plotkin noted how integral our delivery system is and that curbside pickup is different than delivery. Bibliovation does allow patrons to limit their search to their personal library for an item. When a library starts offering curbside service, it will only lend items from their library. A patron will need to contact the library for curbside service and follow the library's website and/or Facebook page for information.

When can books be returned? Continue to hold the books in your house. We are extending the due dates.

**Discussion:**

**Administrative Council (AC) Report:** The AC Meeting was held 4/16/2020. You may view the minutes online.

**Other Business:** None

**Information Sharing:** April 23<sup>rd</sup> is library giving day. Support your library by donating funds. MPL Foundation wants to raise money to add titles to Overdrive.

**Adjournment:** 1:33 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt

BOT/Minutes/4-23-2020

## County of Wood Library Board minutes

Jan. 16, 2020

### Board members :

Francis Cherney  
Hugh O'Donnell  
Joe Zurfluh  
Brad Hamilton  
Linda Schmidt  
Dave Barth  
Jean Anderson  
Bill Clendenning

### Library Directors:

Lori Belongia, Everett Roehl Marshfield Public Library  
Tammy Hardinger, Pittsville Public Library  
Andrea Halbersma, Lester Public Library of Vesper  
Darla Allen, Charles and Joann Lester Library of Nekoosa  
Andy Bartlett, McMillan Memorial Library  
Stacy Kunding, Lester Library of Arpin

Chairman Fran called the January 16, meeting to order at the Lester Public Library of Vesper. The minutes were read and approved. The county board approved the 2020 Library Budget. Andy explained how the formula for reimbursement works.

### Library reports:

Andy is excited about all the renovations that have been done and will be done this year, the fiftieth year of McMillan Memorial Library! He plans to renovate the whole theater from top to bottom. There also will be a new adult room. The cost of 15,000 feet being renovated will cost about 2 million dollars. They will host Arty Grau this year.

Stacy added Christmas and New Year's story hour. She said that they will be changing lights to LED for children's and youth rooms. Mark Jocham brought in some resources for Stacy to use. She said her son is doing a computer program for Book Bingo. March 7 will be Murder Mystery night.

Jean said that she will attend the Wild Wis. Winter Conference in Jan. She said that Marathon County still doesn't know when they will join South Central.

Andrea was awarded a grant for new computers. She will need to be trained and will be required to teach computer classes. This includes tech support. She is starting a new adult craft series. Andrea and the Lester Public Library of Vesper were awarded the honor of being a Three-Star top 30 library in the nation according to class 10K-49K. Congratulations, Andrea!

Lori is retiring at the end of April and is looking for a new Adult Service Librarian. She has an Adult Winter Reading Program. They are reading Sand County Almanac. Lori is working with the Wood County Master Gardeners. She will have the show "The Public" which is about homelessness on Jan. 29 at 6:30. She plans to have a party for teens. Friends of the Library will read "Timeless Tales" and then have music and dessert.

Tammy has been focusing on cleaning the library. Some leather furniture was donated. She had a Mingle and Jingle Christmas sing which was fun. She has an Adult Winter Reading Program. She hosted a

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**DRAFT**

Subject to  
Approval

## **MINUTES**

McMillan Memorial Library  
Board of Trustees  
April 15, 2020

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m. via Zoom teleconference.

### ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Anne Zacher, David Farmbrough, Craig Broeren, Susan Bovee, William Clendenning, Scott Kellogg, William Hascall, and Heather Gygi.

Absent: Kevin Finbraaten.

Administration: Andrew Barnett, Vicki Steiner, Brian Kopetsky, and Alicia Woodland.

**Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.**

CORRESPONDENCE: There was no correspondence to bring before the Board.

MINUTES: **A motion to approve the Minutes of the March 15, 2020 Library Board meeting was made by Mr. Broeren, second by Mr. Hascall. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for April 2020. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.**

### Director's Report:

Library Use and Events – We have been closed since March 16 and will continue to be closed to the public until we are advised it is safe. The website has been remodeled to highlight online resources and virtual programs. We expanded the online magazine collection to include comics (mainly Marvel). The Overdrive collection was expanded through a \$250,000 statewide purchase. A community watch series is underway, which we will operate in conjunction with the Chamber's Spirit Week. Our use of social media has expanded, with all managers posting on a regular schedule. Staff volunteered to work on Election Day. Our staff and equipment collaborated with Create Portage County to make face shields.

Building & Grounds – We are planning to go ahead with waterproofing the balcony, which should not be delayed. All other projects are on hold, pending a review of the budget.

Pandemic Related Matters – From March 22 to April 18, most hourly staff has been assigned training they can do from home (50%) and assessed Emergency Paid Sick Leave (50%). This will exhaust such leave on April 18. After that point, we plan to continue to assign training (50%) and in-facility tasks (50%). The Health Department

approved this if physical distancing and sanitary processes are followed. Continued government operations are essential under the current orders. Staff are free to use other leave in place of training or in-facility tasks. If circumstances require it, the Director may change this. We will work with the City to apply for any state or federal funding.

Miscellaneous – The UniverCity project is going forward. Documents accepting the Legacy Foundation grant were filed. Preliminary documents for a City capital request for 2021 were also filed, following the previously approved five year capital plan.

OLD BUSINESS: Mr. Barnett has updated the first contact letter for the capital campaign, campaign lists have contact info listed. Mr. Barnett has asked Incourage about funds available. The matching grant deadline is June 15<sup>th</sup>. The Capital Campaign Committee will meet on Wednesday, April 22, 2020 at 5pm.

Mr. Barnett has contacted mayor-elect Shane Blaser and offered to meet with him and has sent him the campaign documents.

NEW BUSINESS: There were no items of new business to bring before the Board.

**A motion to adjourn was made by Ms. Bovee, second by Mr. Clendenning. Motion carried and the meeting adjourned at 5:53 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on May 20, 2020 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary



APPROVED

**MINUTES OF THE UNIVERSITY COMMISSION-UWSP AT MARSHFIELD MEETING  
OF JANUARY 16, 2020.**

Chair Rozar called the meeting to order at 5:00 p.m.

Present: Rozar, Breu, Poeschel, Spirios, Hahn and Feirer.

Also present: Doug Machon, Wood County Board Supervisor; Michelle Boernke, Campus Executive; Brian Panzer, Building and Grounds Superintendent Operations Director; Mike Zsido Facility Services UWSP; Paul Hasler, Facility Services UWSP; Tony Babl, UWSP Security; Christina Rickert, CBO UWSP; Ralph Nussbaum, Recruit for Commission Bookkeeper position; and Diane Wolf, University Commission Bookkeeper.

Rozar declared a quorum.

Introductions were made.

Motion (Spirios/Feirer) to approve as presented and place on file the minutes of the November 14, 2019 meeting. MOTION CARRIED. (Minutes on file.)

Panzer explained difference with financial report to include last snow plowing bill for 2019. Updated numbers were given. Motion (Poeschel/Breu) to approve 2019 Register Report. MOTION CARRIED. (Updated Report on file.)

Motion (Spirios/Breu) to receive and place on file the 2019 Comparing Budget to Actual Report. MOTION CARRIED. (Report on file.)

Motion (Breu/Spirios) to approve the year-to-date Register Report. MOTION CARRIED. (Report on file.)

Motion (Spirios/Breu) to receive and place on file the Year-to-Date Comparing Budget to Actual Report. MOTION CARRIED. (Report on file.)

Motion (Breu/ Spirios) to approve Financial Activity Report since 11/14/19 meeting. MOTION CARRIED. (Report on File.)

Panzer explain that \$1000 was being withheld from the paid invoice to Kulp Roofing until minor repairs are made.

He also discussed that talks are underway with City and Marshfield Utilities to utilize light posts in certain areas of the city for banners to promote campus and students. Commission will be updated as project proceeds.

The minutes from Safety Walk as well as Eagle Scout Walking Trail map are included with his report.

The rest of Panzer's report was reviewed.

Motion (Feier/Spiros) to receive and place on file the Building & Grounds Superintendent Operations Director's Report. MOTION CARRIED. (Report on file.)

At this point, Hasler and Babl discussed upgrades to the surveillance equipment at main UWSP campus. UWSP at Marshfield was encouraged to participate. Rickert discussed some of the funding options. Information about costs, locations and monitoring will be presented at a Special Meeting on February 13, 2020 at 5:00. At that time CIP for 2021 will also be discussed.

Boernke distributed her Campus Connections report for January, 2020. She discussed upcoming events and the need for volunteers to assist in the on-campus visits of Juniors and Sophomores in March and April. More info coming.

MACCI's Business After 5 will be held on campus April 23, 2020.

Rozar discussed the meeting date for the May meeting. After review of member schedules, **the date for next meeting will be May 21, 2020.**

Meeting adjourned at 6:12 p.m.

Minutes taken for Nick Poeschel, Secretary by Diane Wolf

APPROVED

**MINUTES OF THE UNIVERSITY COMMISSION  
UWSP AT MARSHFIELD MEETING OF FEBRUARY 13, 2020**

Chair Rozar called the meeting to order at 5:00 p.m.

Present: Rozar, Breu, Feier, Spiros and Hahn.

Also present: Michelle Boernke, Campus Executive; Brian Panzer, Building and Grounds Superintendent Operations Director; Mike Zsido, Facility Services UWSP; Doug Machon, Wood County Board Chair; Gretal Stock; Tina Kramer; Paul Hasler; Tony Babl; Peter Zuge; Ralph Nussbaum and Diane Wolf.

Rozar declared a quorum.

There were no public comments.

Rozar indicated that current Commission Bookkeeper is moving out-of-Marshfield and a new Bookkeeper has been hired. Motion (Spiros/Feier) to officially hire Ralph Nussbaum as Commission Bookkeeper and direct him to process new signature cards for check signing authority to include: Rozar, Breu, Boernke, and Nussbaum.

**MOTION CARRIED.**

Mike Zsido distributed/explained a summary of activities and costs related to the possible purchase of surveillance equipment at Marshfield campus. This summary is attached to minutes. Projected costs to link with UWSP main campus is \$62,720. Commission would be responsible for \$30,000; UWSP would provide a one-time \$32,720. There would be a subsequent budget of \$10,000 for maintenance. This account would roll-over unused funds on annual basis. The City/County would each be responsible for the one-time \$15,000 and then annually \$5,000.

All UWSP attendees left the meeting at 5:20 so Commission members could discuss funding and purchase. After lengthy discussion, Motion (Feier/Breu) to approach the City for \$15,000 to purchase surveillance cameras and equipment and put into operation budget an annual cost for upkeep of \$5,000. If approved by City, the County would be

approached for a comparable amount. **MOTION CARRIED** with Spiros, Breu, Feier, Rozar voted for the motion and Hahn voting in opposition.

Next, Panzer discussed the proposed CIP projects for the campus for 2021 thru 2025. Summary and cost projections are attached to minutes. Motion (Breu/Spiros) to approved proposed projects and forward request to City and County. **MOTION CARRIED.**

Machon stated this was his last meeting because he is not running for re-election. He stated that he enjoyed and really appreciated the work of this committee. His involvement in the STEM project was one of the highlights of his tenure on Wood County Board. Rozar thanked him for his efforts and contributions to Commission.

Next meeting is scheduled for May 21, 2020 at 5:00 p.m.

Meeting adjourned at 6:25 p.m.

Minutes taken for Nick Poeschel, Secretary by Diane Wolf

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UNAPPROVED

**MINUTES OF THE UNIVERSITY COMMISSION-UWSP AT MARSHFIELD MEETING  
OF MAY 21, 2020.**

Chair Rozar called the meeting to order at 5:00 p.m. Present: Rozar, Breu, Poeschel, Spiros, Hahn and Feirer.

Also present: Michelle Boernke, Campus Executive; Brian Panzer, Building and Grounds Superintendent Operations Director; Dean Gretel Stock, UWSP; Lance Pliml, Wood County Board Chair; and Bill Clendenning, District 15 Wood County Board Supervisor.

Rozar declared a quorum.

Public Comments: None

Election of Officers: Election of Officers: Hahn nominated Rozar for Chair. There were no further nominations. Motion (Feier/Hahn) to close nominations and cast a unanimous vote for Rozar for Chair. Motion carried.

Feier nominated Breu for Vice-Chair. There were no further nominations. Motion (Feier/Hahn) to close nominations and cast a unanimous vote for Breu for Vice-Chair. Motion carried.

Hahn nominated Poeschel for Secretary. Poeschel nominated Spiros for Secretary. Spiros declined the nomination. There were no further nominations. Motion (Breu/Feier) to close nominations and cast a unanimous vote for Poeschel for Secretary. Motion carried.

Motion (Breu/Hahn) to approve as presented and place on file the minutes of the January 16, 2020 and February 13, 2020 meetings. Discussion carried regarding the remaining \$1,000 to be paid to Kulp roofing, Rozar to contact Kulp to resolve and submit final payment. MOTION CARRIED. (Minutes on file.)

Motion (Poeschel/Feier) to receive and place on file the year-to-date Register Report and Comparing Budget to Actual Report. Rozar noted for Nussbaum to move the \$3,673.22 entry on the C.I.P. and move to the operating budget. MOTION CARRIED. (Report on file.)

Motion (Breu/Spiros) to approve Current Bills – Financial Activity Report for 1/9/20 through 5/15/2020. MOTION CARRIED. (Report on file.)

Panzer reviewed the 2020 CIP budget, and the greenhouse carry over as explained in his attached report. Panzer noted the City of Marshfield will cover their \$56,299.50 portion as budgeted in FY20 and the county has approved a carryover of \$52,000 for FY20, leaving the remaining \$4,299.50 to be included in the county's CIP portion next fiscal year. FY21 Commission CIP includes \$16,000 for a hot water heater in the administrative building.

Panzer updated the Commission on the security camera project, details included in the attached report.

Motion (Breu/Feier) to receive and place on file the Building & Grounds Superintendent Operations Director's Report. MOTION CARRIED. (Report on file.)

Boernke distributed her report for Spring 2020 (Report on file.)

Rozar and Boernke gave an update regarding the annual audit done in the past. After almost two years of researching the origins of why the Commission was conducting a full audit, it was discovered that when the Commission reports to both the County and City Finance Departments with less than \$100,000 each, a full audit is not necessary. Boernke consulted with UWSP administration and Rozar contacted both the City and County Finance Directors to inquire about whether a full audit was necessary. Boernke and Rozar reported that all parties consulted do not require a full audit, a letter of review, or any other paid financial review. Boernke noted she believes a full audit was done in the past due to a UW Colleges requirement, as they also requested the same from the UW Foundation. It was also the recommendation of Nussbaum, who has years of experience in accounting, that this accountability and transparency can be provided by our Year End reports and current financials. Rozar ask that details of this discussion be noted in the minutes and emphasize that a full investigation of this process was made and included all stakeholders. Therefore, the Commission will proceed with detailed End of the Year financial reporting and full disclosure financial statements at each meeting and share these statements with both funding entities at the end of each calendar year.

Boernke noted that due to the COVID19 pandemic, the MACCI's Business After 5, which was planned to be held on the campus, was cancelled, and rescheduled for April 2021.

Dean Gretel Stock gave a short update regarding UWSP planning process and the COVID19 situation. Stock indicated that an announcement will be made around mid-June as to the level of opening and operations for fall 2020 semester.

No Chair's report.

Future Meetings dates: August 20, 2020 and November 12, 2020, both at 5:00 p.m.

No further business.

Meeting adjourned at 6:06 p.m.

Minutes taken for Nick Poeschel, Secretary by Michelle Boernke