

EXECUTIVE COMMITTEE

DATE: Tuesday, November 5, 2019
TIME: 8:00 a.m.
LOCATION: Wood County River Block
Auditorium – Room 206
111 W. Jackson St.
Wisconsin Rapids, WI

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Renewable & Sustainable Committee update
 - (a) Review R&S recommendations
 - (b) Discuss R&S Committee Authority
6. Update on county strategic plan
7. Sol-Smart Update
8. **Treasurer**
 - (a) Resolution(s) to sell tax deed properties (4)
9. **Finance**
 - (a) Resolution – Sheriff Civil Processing Fees
 - (b) Resolution – UW Efficiencies Grant
 - (c) General Fund – Fund Balance Policy
10. **Wellness**
 - (a) Wellness Coordinator Update
 - (b) 2020 Wellness Program Structure approval
11. **Human Resources (HR)**
 - (a) Introduction of Safety & Risk Specialist
 - (b) Performance Evaluation Process
12. Administrative Coordinator's Report
13. Consider any agenda items for next meeting
14. Set next regular committee meeting date – Tuesday, December 3, 2019
15. Adjourn

EXECUTIVE COMMITTEE

DATE: Wednesday, September 25, 2019
TIME: 8:00 a.m.
LOCATION: Wood County Courthouse, Room 114
Wisconsin Rapids, WI 54495

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

OTHERS PRESENT (for all or part of the meeting): See attached list

Chair Machon called the meeting to order.

Public Comments: None

Chair Machon stated the agenda item for the Nepco Lake solar project was a misunderstanding that he thought it was scheduled for the next meeting. He asked for permission from the Committee to have it put on the next meeting agenda. Consensus was to move the Nepco Lake solar project to the October 1st, 2019 Executive Committee meeting agenda. Facilities Manager Van Tassel passed around information for the Committee to review on the project.

Budget Meetings

Budget Overview: Finance Director Cummings handed out some budget changes to the Committee. Cummings indicated in order to stay within the recommendation of keeping the general fund at 15%, the current budget numbers indicate a shortfall of \$620,584.00. Discussion ensued.

Clerk of Courts– Brad Hamilton and Laura Clark presented the Clerk of Courts budget. Questions and general discussion followed.

Branch III and Justice Coordinator– Judge Wolfe presented the Branch III and Justice Coordinator budget. Questions and general discussion followed.

Branch I– Budget was included in the budget book. Questions and general discussion followed.

Branch II– Budget was included in the budget book. Questions and general discussion followed.

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

Corporation Counsel– Budget was included in the budget book. Questions and general discussion followed.

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

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

University Extension – Jason Hausler presented the University Extension budget. Questions and general discussion followed.

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

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

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

Coroner –Scott Brehm presented the Coroner budget. Questions and general discussion followed.

Veterans – Rock Larson presented the Veterans budget. Questions and general discussion followed.

Break at 9:55 a.m. Meeting reconvened at 10:09 a.m.

Sheriff- Sheriff Becker and Randy Dorshorst presented the Sheriff budget. Questions and general discussion followed.

Dispatch – Lori Heideman presented the Dispatch budget. Questions and general discussion followed.

Communications – Erik Engel presented the Communications budget. Questions and general discussion followed.

Wood County Libraries – Andy Barnett presented the Wood County Libraries budget. Questions and general discussion followed.

Humane Officer –Budget was in the budget book. Questions and general discussion followed.

Emergency Management – Steve Kreuser presented the Emergency Management/Communications budget. Questions and general discussion followed.

Break at 11:31 a.m. Meeting reconvened at 11:37 a.m.

Public Health – Kathy Alft presented the Public Health budget. Questions and general discussion followed.

Edgewater Haven – Brandon Vruwink, Marissa Laher and Jo Timmerman presented the Edgewater budget. Questions and general discussion followed.

Norwood – Brandon Vruwink and Jordon Bruce presented the Norwood budget. Questions and general discussion followed.

Human Services – Brandon Vruwink presented the Human Services budget. Questions and general discussion followed.

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

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

Break at 12:28 p.m. Meeting reconvened at 1:01 p.m.

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

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

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

Maintenance and Purchasing – Reuben Van Tassel presented the Maintenance Department budget. Van Tassel indicated with the upcoming retirement in the Purchasing Department the duties will be absorbed by the Maintenance Department support staff. Questions and general discussion followed.

Human Resources and Safety/Risk Management – Kim McGrath presented the Human Resources Department budget and indicated with the prior approval from Executive Committee the Safety/Risk Management position is now under her department's budget. Questions and general discussion followed.

Finance – Finance Director Cummings presented the Finance budget. Questions and general discussion followed.

General Budget presentations – Finance Director Cummings presented information regarding Debt service and Capital bonding. Questions and general discussion followed.

Chair Machon stated in order to balance the budget approximately \$620,000.00 would need to be cut. Extensive discussion ensued.

Supervisor Winch was excused at 2:10 p.m.

Finance Director Cummings will bring suggested budget changes to the October 1st, 2019 Executive Committee. Committee would also like to have the representatives from McMillian Memorial Library, Clerk of Courts and the Humane Office attend the meeting to answer some questions regarding their budgets.

Chair Machon declared the Executive Committee meeting adjourned at 3:07 p.m.

Minutes taken and prepared by Nicole Gessert. Minutes in draft form until approved at the next EC meeting.

Executive Committee Meeting

September 25, 2019

NAME (PLEASE PRINT)	REPRESENTING
Brandon Vukobratovic	WCHSD
Marla Cummings	Finance
BRAD HAMILTON	WCB 18
Jason Grunberg	WC PIZ
KEVIN VANTASSEL	WC MAINT.
MARSHALL LARSEN	Edgewater
Ed Newton	FINANCE
Amy Karp	IT
Karla Clark	Branch 3
Laura Clark	COC
Todd Wolf	Br 3 Judge
Jake Huh	WCN 8
Rock Larson	VETERANS
CRAIG LAMBERT	D.A.
Jason DeMarco	IT
Steve Kreuzer	EM
Fritz Engel	WC Communications
Scott Brettn	CORONER
Tiffany Ringer	ROD
Jeff Haush	UNEX
Gert Krueger	CSP
Shawn Becker	WOSO
RANDY DORSHORST	WCSD
Shane McPherson	WCSD
Jordan Bruce	Norwood
Kathy Aft	Health
Jo Timmerman	Human Services
Andy Barnett	McMillan Library

Executive Committee Meeting

September 25, 2019

[illegible]

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, October 1, 2019
TIME: 8:00 a.m.
PLACE: Wood County River Block
Health Dept. EOC
Wisconsin Rapids, WI

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

OTHERS PRESENT (for part or all of the meeting): See attached list.

1. The meeting was called to order by Chair Machon.
2. There was no public comment.
3. Consent Agenda.
4. Pages 2, 4, 8, 9, 10, 13, 23, 24, 26, 30, 34, 38, 40, 41, 43, 44, 45, 47, 50 and 51 were pulled from the consent agenda for discussion.

Supervisors Clendenning and Winch asked for clarification on several items within the packet. Discussion ensued. Various Department Heads answered general questions pertaining to their departments.

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

5. Facilities Manager Van Tassel and Parks & Forestry Director Schooley reported on the Nepco Lake solar project approved by the HIRC Committee. Supervisor Clendenning questioned the possibility of vandalism. Discussion ensued.
6. (a) Van Tassel reported on the recommendations from the Renewable & Sustainable (R&S) Committee for the Lean Process and Renewable & Sustainable grant applications. Van Tassel noted that the Committee recommended blending the two funds to utilize the greatest benefit. Van Tassel noted the \$2,000.00 that was previously approved by the Executive Committee to come out of the Lean Process grant fund for an Energy Data Analysis intern was inadvertently not included in the R&S Committee's final total so the overage can be covered by reducing reimbursement to the Maintenance Department for the LED lighting project which was previously approved. Discussion ensued.

Motion (Rozar/Curry) to approve all recommendations from the Renewable & Sustainable Committee for grant funds in the amount of \$50,000.00 with a reduction in the amount approved for the Maintenance department. Motion carried unanimously.

Van Tassel referred to the Wood County Energy Goals and Plan as presented in the packet as a recommendation from the R&S Committee as a part of SolSmart designation. Discussion ensued.

Motion (Rozar/Curry) to refer the Wood County Energy Goals and Plan back to the R&S Committee for revision. Motion (Rozar/Fischer) to amend the motion to include the R&S Committee and the Executive Committee meet regarding the goals revision before the County Board meeting on October 15th, 2019. Amendment carried. Voting no: Polach (no reason given), Clendenning (against the amendment). Motion to approve as amended carried unanimously

(b) Van Tassel indicated the R&S Committee authority came into question regarding appointing a spokesperson for upcoming solar recognition projects in the County. As an advisory only Committee, the R&S Committee is unable to make those decisions. Discussion ensued. Chair Machon stated he would like the R&S Committee authority to be discussed at the next R&S Committee meeting and recommendations be brought back to the Executive Committee.

7. Supervisor Rozar reported the next step in the County strategic plan is to get Department Head input.
8. Jason Grueneberg from Planning & Zoning reported he recently completed the inspector training as part of the SolSmart designation.
9. Chair Machon stated he attended the Saratoga Solar Array meeting last week presented by Drew Gibbons from Savion. Supervisor Clendenning stated he also attended and Savion was very upfront and truthful and he felt it was a well-run meeting. Discussion ensued.
12. (a) (iii) Without objection from the Committee, this agenda item was taken ahead of schedule. Andy Barnett from McMillian Memorial Library presented a handout to the Committee regarding the services and costs provided from the library to County residents. Discussion ensued.
10. Van Tassel distributed a potential layout for the proposed Courthouse department location changes. Discussion ensued.

Motion (Fischer/Rozar) to approve the layout plans as presented by the Facilities Manager. Motion carried. Voting no: Machon.

Break at 9:57 a.m. Reconvened at 10:03 a.m.

11. (a) Treasurer Gehrt presented six resolutions to authorize the sale of tax deed property back to the former owners.

Motion (Fischer/Curry) to accept the resolution to authorize the sale of tax deed property back to the former owners. Motion carried unanimously.

(b) Treasurer Gehrt presented a resolution to accept an offer of sale of tax deed property.

Motion (Clendenning/Polach) to accept the resolution to accept an offer of sale of tax deed property. Motion carried unanimously.

(c) Treasurer Gehrt presented a resolution to tax deed eligible property- authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

Motion (Rozar/Fischer) to accept the resolution to tax deed eligible property- authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes. Motion carried unanimously.

(d) Treasurer Gehrt presented a resolution to cancel stale dated checks as recommended by the auditors. Said checks are from the County General Account as per office of the County Treasurer.

Motion (Fischer/Winch) to accept the resolution to cancel stale dated check as recommended by the auditors. Motion carried unanimously.

12. (a) (vi) Finance Director Cummings handed out an updated 2020 budget summary. Cummings indicated the proposed changes from the prior budget meetings were reflected in the updated report resulting in a working capital margin of \$346,332.

(i) Clerk of Courts was not present.

(ii) Humane Officer Nanci Olson was in attendance to answer question relating to mileage and per diem charges. Discussion ensued. Chair Machon stated that the Public Safety Committee should look further into this budget.

(iv) Finance Director Cummings stated there was no longer a need to discuss the OPEB budget.

(v) Jason Grueneberg presented information regarding membership with the North Central Wisconsin Regional Planning Commission. Grueneberg indicated the budgetary request for 2020 is for \$13,000. Yearly membership is \$43,000 but \$30,000 would be requested in 2019 under unexpended funds. Discussion ensued.

13. Human Resources Director McGrath presented the Wood County Employee Wellness Program document with the added Late Participant Policy and Appeal Process. McGrath explained that the Late Participant Policy introduces a scalable consequence for missing the deadlines for the three core activities required to receive the insurance premium incentive. McGrath explained that the Appeal Process can be utilized if an employee misses a deadline and believes that they have an extenuating circumstance and should not be subject to the Late Participant Policy. McGrath stated that there are currently 13 employees who have missed the deadlines to qualify for the 2020 insurance premium incentive and explained how this policy would impact them. Supervisor Polach stated that he would have a hard time voting for this because he doesn't believe that these employees that missed the deadline this year should be penalized. Discussion ensued.

Motion (Clendenning/Rozar) to approve the Wood County Employee Wellness Program policies as presented. Motion carried. Voting no: Winch, Polach.

14. Chair Machon presented the Administrative Coordinator's report. There were no questions.

15. There will be a special meeting of the Executive Committee at 6:30 p.m. on October 15, 2019 preceding the County Board meeting to address the Renewable & Sustainable Committee goals and to review the final budget.
16. The next regularly scheduled committee meeting is Tuesday, November 5, 2019 at 8:00 a.m.
17. The Chair declared the meeting adjourned at 11:02 a.m.

Human Resources minutes recorded and prepared by Kelli Quinnell. All other minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next EC meeting.

Executive Committee Meeting

October 1, 2019

NAME (PLEASE PRINT)	REPRESENTING
Jason Gruenberg	Wood Co P+Z
Michele Newman	VW
Andrea Halbersma	Lester Public Library Vesper
Ari Belongia	Everett Lechl Marshfield Public Library
Mary Schlayerhof	HHS /
Adam Foudre	Wellness
Gue Kunderman	Health
Marla Cumming	Finance
Ed Newton	Finance
Josh Miller	City of Marshfield
Kelli Quinnell	HR
Kim McGrover	HR
CRAIG LAMBERT	D. A.
Amy KAP	IT
Bill Leitchnam	WCB #19
Heather Gehrt	Treasurer
Jason Demarco	IT
Nanci Olson	Human Resources
CHAD SCHOOLEY	PAKTS & FORESTRY
Roland Hawk	Highway
Andy Barrett	McMillan Library
Jo Timmerman	Human Services

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, October 15, 2019
TIME: 6:30 p.m.
PLACE: Courthouse
Room 317A
Wisconsin Rapids, WI

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

OTHERS PRESENT (for part or all of the meeting): See attached list.

Chair Machon called the meeting to order at 6:30 p.m. and declared a quorum present.

The resolution for adopting the Wood County Energy Goals and Plan was presented.

Motion Rozar/Curry to approve the resolution and forward to the County Board for their consideration. Discussion was held regarding the plan incorporated into the SolSmart Gold designation and the point system used for that determination. Motion carried unanimously.

The proposed 2020 budget summary was presented to the committee. Motion Rozar/Machon to approve the 2020 budget for publication. Motion carried 6-1 with Winch voting no.

There being no other business, Chair Machon adjourned the meeting at 6:38 p.m.

Minutes taken by Trent Miner, County Clerk

Executive Committee Meeting
October 15, 2019 – 6:30 p.m.

Name	Representing
Kenneth Curry	WCB 11
DENNIS POLACH	WCB-14
Wm W. M. Hoff	IL-7
Bill Clendenning	WCB 15
Adam G. Fischer	WCB # 5
Kim Mcbram	HR
Ed Newton	Finance
REUBEN VANTASSEL	MAINT.
Jake Hahn	WCB 8
Nancy Long	UWEX
Eve Kuehn	Health
David Truendling	P+Z
Bill Leichtnam	WCB #19
Cindy Gaskin	COC
Reuben Van Tassel	Mtnc
Lance Flynn	WCB #16
Trent Miner	Co Clerk



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments - November 2019

- The state has implemented a new electronic version of their DMV software. Because we go through a third party (like all non-state entities that do vehicle title transactions/registrations have to), there is a fee assigned for upkeep of that new system. When this was introduced to us, we knew about the fees to be charged, however what was not told to us is that those fees would come out of OUR share of the transaction. For title transactions, we used to make \$10.70 per transaction. With the \$3.35 eMV fee assessed, that number drops to \$7.35 per transaction. This will cause some budgetary heartburn. I'll keep you apprised as needed. It still makes sense for us to offer this service and it is still profitable for us.....just not as profitable as it was.
- I was invited to do a train-the-trainer for Chief Election Inspectors at the Wisconsin Elections Commission in Madison on October 23rd. After the training, I am now certified to train and certify Chief Election Inspectors. In order to be invited, you have to administer a 4-year cycle of elections. While I have only been a county clerk for a little over a year, I was fortunate to be able to use my deputy county clerk and town experience to reach that threshold. It is a huge advantage to be able to conduct this training for our municipalities as well as for those in the surrounding counties close by. I will be setting up a couple of these trainings for the beginning of the year.
- The special election I discussed last month has new dates attached to it. The dates set forth in Gov. Evers' original Executive Order complied with state law, but because this is a federal election, there are different timelines that need to be adhered to in order to comply with the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). In short, there is conflict between state statutes and federal law. The special primary, if needed, will be held in conjunction with the spring primary date of February 18, 2020. The special election will be held on May 12, 2020.
- The Elections Commission also asked for volunteer counties to help with pre-certification testing of the new version of the election software that will be a part of our upgrade in 2020. I offered up Wood County. It sounds like they will drop anchor in our office and in about 3 of our municipalities to conduct the testing. They bring their own equipment and personnel to conduct this testing. It will be a great "sneak-peek" at how some of it works before we get this updated version.
- I have not done anything "historical" in my letter of comments for a while, so I thought I would give you a little something this month. In my office, there is an old metal stand that holds a number of old ink stamps. A number of them are signature stamps from old county board chairs. Maybe you know some of these gentlemen. Most of the information I have listed is from the supervisor cards that we have for a few of them. Some of it is just personal knowledge and from other sources. There are other ink stamps, used for a variety of reasons, in my office that I will share with you in the future.



Wood County WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Andrew Hellner

County Board Supervisor	1962-1989
County Board Chair	1970-1973
County Board Chair	1985-1987

Elmer Meyer

County Board Supervisor	1960-1985
County Board Chair	1973-1975
Town of Marshfield Chair	24 years
Towns Association Chair	10 years

James Leigh

County Board Supervisor	1969-1981
County Board Chair	1977-1979
Town of Wood Supervisor	1963-1965
Town of Wood Chair	1965-1993

**Sgt. Cory Leigh of the Sheriff's Dept is Jim's grandson.

Harland Clark

County Board Chair	1979-1981
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Norman Fehrenbach

County Board Chair	1981-1983
County Board Chair	1989-1991



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

November 5, 2019

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Marla Cummings, Finance Director

Departmental Activities

Project completion for the following:

1. The 2020 Wood County Budget.
2. P-Cards implementation
3. Budget Software was deployed to Wood County Servers on October 22, 2019.

Ongoing 2019 projects:

1. General Fund Fund Balance Policy target date November 12, 2019.
2. Other Funds Fund Balance Policy target date December 17, 2019.
3. Carryover Funds Policy target date December 17, 2019
4. Strategic Planning for the Finance Department target date of December 17, 2019.
5. Expense Report Policy target date December 31, 2019.
6. Procurement/Accounts Payable Policy target date December 31, 2019.
7. Internal Audit Policy target date December 31, 2019.
8. Internal Audit implementation January 1, 2020.
9. Budget Software finalized with the Salary Sync April 2020.
10. Dynamics Workflow April 2020.

Meetings, Webinars and Conferences

1. Weekly Status Call with the Budgeting Software Vendor.
2. Attended Questica Webinar on Modifiers.
3. Attended Governmental Financial Officers Association (GFOA) Leadership Academy.
4. Attended Oversight Committee meetings.
5. Met with HR and IT Directors on Highway access to ESS.
6. Met with IT Director on integrations between software.
7. Biweekly meeting with Finance Department Staff.

Budget to Actual Income Statement for the 10 months ending October 31, 2019.

10/31/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Thursday, October 31, 2019

	Actual	2019 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$22,420,484.20	\$26,904,581.00	(\$4,484,096.80)	(16.67%)
41150 Forest Cropland/Managed Forest Land	54,750.04	25,000.00	29,750.04	119.00%
41220 General Sales and Retailers' Discount	196.20		196.20	0.00%
41221 County Sales Tax	4,090,332.64	5,800,000.00	(1,709,667.36)	(29.48%)
41230 Real Estate Transfer Fees	115,311.74	120,000.00	(4,688.26)	(3.91%)
41800 Interest and Penalties on Taxes	345,690.03	410,000.00	(64,309.97)	(15.69%)
41910 Payments in Lieu of Taxes	18,661.73	18,500.00	161.73	0.87%
Total Taxes	27,045,426.58	33,278,081.00	(6,232,654.42)	(18.73%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government	4,341.00		4,341.00	0.00%
43410 State Aid-Shared Revenue	458,961.21	3,059,556.00	(2,600,594.79)	(85.00%)
43430 State Aid-Other State Shared Revenues	220,567.48	291,141.00	(70,573.52)	(24.24%)
43511 State Aid-Victim Witness	36,237.71	73,300.00	(37,062.29)	(50.56%)
43512 State Aid-Courts	340,806.03	377,350.00	(36,543.97)	(9.68%)
43514 State Aid-Court Support Services	84,342.00	58,400.00	25,942.00	44.42%
43516 State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00)	(35.88%)
43521 State Aid - Law Enforcement	160,461.93	232,326.00	(71,864.07)	(30.93%)
43523 State Aid-Other Law Enforcement	18,089.00	18,000.00	89.00	0.49%
43528 State Aid-Emergency Government	1,250.47	93,250.00	(91,999.53)	(98.66%)
43531 State Aid-Transportation	2,194,425.05	2,096,592.00	97,833.05	4.67%
43549 State Aid-Private Sewage	24,210.00	20,000.00	4,210.00	21.05%
43551 State Aid-Health Grants	57,128.66	77,978.00	(20,849.34)	(26.74%)
43554 State Aid-Health WIC Program	188,891.00	360,000.00	(171,109.00)	(47.53%)
43557 State Aid-Health Consolidated Contract	45,896.00	66,766.00	(20,870.00)	(31.26%)
43560 State Aid-Grants	51,623.00	66,391.00	(14,768.00)	(22.24%)
43561 State Aids	9,405,079.91	12,352,657.00	(2,947,577.09)	(23.86%)
43567 State Aid-Transportation	216,615.00	211,515.00	5,100.00	2.41%
43568 State Aid-Child Support	657,791.00	938,661.00	(280,870.00)	(29.92%)
43571 State Aid-UW Extension	1,344.00	11,500.00	(10,156.00)	(88.31%)
43572 State Aid-ATV Maintenance	6,715.00	6,715.00		0.00%
43574 State Aid-Snowmobile Trail Maint	37,145.81	75,006.81	(37,861.00)	(50.48%)
43576 State Aid-Parks		162,500.00	(162,500.00)	(100.00%)
43581 State Aid-Forestry	48,407.18	49,090.00	(682.82)	(1.39%)
43586 State Aid-Land Conservation	105,613.70	407,487.00	(301,873.30)	(74.08%)
43640 State Aid-Co Share Managed Forest Lands	21,300.21	20,000.00	1,300.21	6.50%
43690 State Aid-Forestry Roads	3,245.08	3,249.00	(3.92)	(0.12%)
Total Intergovernmental	14,427,751.43	21,187,550.81	(6,759,799.38)	(31.90%)
Licenses and Permits				
44100 Business and Occupational Licenses	379,056.32	350,000.00	29,056.32	8.30%
44101 Utility Permits	3,650.02	1,050.00	2,600.02	247.62%
44102 Driveway Permits	1,500.00	860.00	640.00	74.42%
44200 DNR & ML Fees	61,504.81	54,250.00	7,254.81	13.37%
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	1,400.00	1,025.00	375.00	36.59%
44300 Sanitary Permit Fees	51,475.00	60,253.00	(8,778.00)	(14.57%)
44411 County Planner Plat Review Fees	2,375.00	7,500.00	(5,125.00)	(68.33%)
44412 Wisconsin Fund Application Fees	750.00	750.00		0.00%
44413 Shoreland zoning Fees & Permits	9,017.60	15,675.00	(6,657.40)	(42.47%)
44415 HT Database Annual Fee	5,440.00	90,560.00	(85,120.00)	(93.99%)
44435 Water Meter Revenues	165.00		165.00	0.00%
Total Licenses and Permits	516,333.75	582,923.00	(66,589.25)	(11.42%)
Fines, Forfeits and Penalties				
45110 Ordinances Violations	1,426.24	1,700.00	(273.76)	(16.10%)
45115 County Share of Occupational Driver	200.00	200.00		0.00%
45120 County Share of State Fines and Forfeitures	108,235.78	152,000.00	(43,764.22)	(28.79%)
45123 County Parks Violation Fee	495.00	750.00	(255.00)	(34.00%)
45130 County Forfeitures Revenue	73,504.23	92,000.00	(18,495.77)	(20.10%)
45191 Private Sewage Fines	11,051.44	15,000.00	(3,948.56)	(26.32%)
Total Fines, Forfeits and Penalties	194,912.69	261,650.00	(66,737.31)	(25.51%)
Public Charges for Services				
46110 County Clerk-Passport Fees	27,090.00	20,000.00	7,090.00	35.45%
46121 Treasurer Fees-Redemption Notices	11,488.27	4,000.00	7,488.27	187.21%
46122 Property Conversion Charges	2,787.43	1,000.00	1,787.43	178.74%
46130 Register of Deeds-Fees	234,811.17	309,000.00	(74,188.83)	(24.01%)
46131 Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00)	(100.00%)
46135 Land Record-Fees	64,944.00	92,880.00	(27,936.00)	(30.08%)
46140 Court Fees	118,846.93	170,000.00	(51,153.07)	(30.09%)
46141 Court Fees and Costs-Marriage Counseling	9,975.00	12,700.00	(2,725.00)	(21.46%)
46142 Court/Juvenile	22,645.28	22,000.00	645.28	2.93%
46143 Other Professional Reimbursements	17,474.27	14,750.00	2,724.27	18.47%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Thursday, October 31, 2019

	Actual	2019 Budget	Variance	Variance %
46144 Circuit Court Branch I	26,221.48	28,600.00	(2,378.52)	(8.32%)
46146 Circuit Court Branch III	9,743.00	7,500.00	2,243.00	29.91%
46191 Public Chgs-Clerk	6,600.00	7,600.00	(1,000.00)	(13.16%)
46192 Public Chgs-Temp Licenses	6,327.60	7,000.00	(672.40)	(9.61%)
46194 County Clerk Copy Fees	121.00	275.00	(154.00)	(56.00%)
46195 Public Chgs-Map & Data Sales	50.00	100.00	(50.00)	(50.00%)
46196 Public Chgs-Human Resources	1,294,802.39	1,500,767.00	(205,964.61)	(13.72%)
46210 Sheriff-Public Charges	362.02	350.00	12.02	3.43%
46211 Sheriff Revenue-Civil Process Fees	57,810.76	60,000.00	(2,189.24)	(3.65%)
46212 Sheriff Cost Reimbursement/Witness Fees	42,550.57	53,000.00	(10,449.43)	(19.72%)
46214 Reserve Deputy Revenue	18,199.42	12,000.00	6,199.42	51.66%
46215 Sheriff Escort Service	26,899.84	30,000.00	(3,100.16)	(10.33%)
46216 Restitution	2,287.95	200.00	2,087.95	1,043.98%
46217 OWI Restitution	1,134.52	1,800.00	(665.48)	(36.97%)
46221 Public Chgs-Coroner Cremation	50,000.00	60,000.00	(10,000.00)	(16.67%)
46230 Death Certificates	16,200.00	15,000.00	1,200.00	8.00%
46241 Jail Surcharge	23,074.70	35,000.00	(11,925.30)	(34.07%)
46242 Huber/Electronic Monitoring	202,653.33	347,678.00	(145,024.67)	(41.71%)
46243 Inmate Booking/Processing Fee	11,390.93	18,000.00	(6,609.07)	(36.72%)
46244 Other County Transports	13,340.74	22,000.00	(8,659.26)	(39.36%)
46245 Jail Stay Fee	27,977.18	41,975.00	(13,997.82)	(33.35%)
46291 Public Chgs-ID Cards		100.00	(100.00)	(100.00%)
46310 Public Chgs-Frac Sand	248,912.16		248,912.16	0.00%
46330 Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510 Public Chgs-Crisis Stabilization	316,789.05	509,837.00	(193,047.95)	(37.86%)
46520 Institutional Care-Private Pay	652,607.17	1,380,056.00	(727,448.83)	(52.71%)
46521 Institutional Care-Other Pay	3,386.00	5,500.00	(2,114.00)	(38.44%)
46525 Public Chgs- Medicare	2,045,554.24	2,156,613.00	(111,058.76)	(5.15%)
46526 Public Chgs- Medicaid	3,283,466.98	6,227,595.00	(2,944,128.02)	(47.28%)
46527 Public Chgs-Veterans EVW	8,442.72		8,442.72	0.00%
46530 Public Charges	4,097,362.11	5,893,278.00	(1,795,915.89)	(30.47%)
46531 Public Chgs- Private Insurance	863,484.36	923,369.00	(59,884.64)	(6.49%)
46532 Public Chgs-County Responsible	44,671.19	202,819.00	(158,147.81)	(77.97%)
46533 Public Chgs-NW Mental Health Inpatient	149,116.47	529,195.00	(380,078.53)	(71.82%)
46534 Public Chgs-NW Mental Health Inpatient	1,284,911.82	1,823,383.00	(538,471.18)	(29.53%)
46536 Third Party Awards & Settlements	323,618.88	404,946.00	(81,327.12)	(20.08%)
46537 Contractual Adjustment	(2,795,825.95)	(4,430,479.00)	1,634,653.05	(36.90%)
46590 Provision for Bad Debts-Edgewater	(45,999.96)	(92,000.00)	46,000.04	(50.00%)
46621 Child Support-Genetic Tests	3,430.20	4,300.00	(869.80)	(20.23%)
46623 Child Support-Filing Fees	139.74	200.00	(60.26)	(30.13%)
46624 Child Support-Service Fees	9,226.33	12,000.00	(2,773.67)	(23.11%)
46625 Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721 Public Chgs-Parks	471,270.11	550,000.00	(78,729.89)	(14.31%)
46772 UW-Extension Project Revenue	2,761.08	3,050.00	(288.92)	(9.47%)
46813 County Forest Revenue	218,433.56	385,000.00	(166,566.44)	(43.26%)
46825 Land Conservation Fees & Sales	57,604.75	68,185.00	(10,580.25)	(15.52%)
46826 Private Sewage Charges	9,110.00	19,150.00	(10,040.00)	(52.43%)
Total Public Charges for Services	13,600,282.79	19,503,072.00	(5,902,789.21)	(30.27%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	420,115.85	570,700.00	(150,584.15)	(26.39%)
47230 State Charges	1,059,003.83	1,433,100.00	(374,096.17)	(26.10%)
47231 State Charges-Highway	194,066.39	232,838.00	(38,771.61)	(16.65%)
47232 State Charges-Machinery		2,090,226.00	(2,090,226.00)	(100.00%)
47233 State Charges-Performance Based Maintenance	120,878.44		120,878.44	0.00%
47250 Intergovernmental Transfer Program Rev	669,229.93	618,800.00	50,429.93	8.15%
47300 Local Gov Chgs	251,936.25	561,660.00	(309,723.75)	(55.14%)
47320 Local Gov Chgs-Public Safety	28,156.17	30,000.00	(1,843.83)	(6.15%)
47330 Local Gov Chgs-Transp	703,490.71	1,207,485.00	(503,994.29)	(41.74%)
47332 Local Gov Chgs-Roads	105,634.87	403,360.00	(297,725.13)	(73.81%)
47333 Local Gov Chgs-Bridges	(23,142.30)	27,440.00	(50,582.30)	(184.34%)
47350 Local Gov Chgs-Hlth & Human Svcs	36,711.00	68,858.00	(30,147.00)	(45.09%)
47351 Local Gov Chgs-Other Governments		5,000.00	(5,000.00)	(100.00%)
47391 Local Gov Chgs-BNI (Materials)	772.77	2,500.00	(1,727.23)	(69.09%)
47392 Local Gov Chgs-BNI (Staff)	190.50	850.00	(659.50)	(77.59%)
47393 Local Gov Chgs-Work Relief	14,463.16	14,200.00	263.16	1.85%
47395 Local Gov Chgs-EM Vehicles	4,032.98	5,000.00	(967.02)	(19.34%)
47396 Local Gov Chgs-EM Equipment	2,377.50	800.00	1,577.50	197.19%
Total Charges to Other Governments	3,587,918.05	7,270,817.00	(3,682,898.95)	(50.65%)
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	9,189,179.75	10,813,388.00	(1,624,208.25)	(15.02%)
47411 Dept Charges-Purchasing	31,143.31	38,200.00	(7,056.69)	(18.47%)
47412 Dept Charges-Insurance	415,342.00	498,408.00	(83,066.00)	(16.67%)
47413 Dept Charges-Gen Govt	991,555.15	1,128,105.00	(136,549.85)	(12.10%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Thursday, October 31, 2019

	Actual	2019 Budget	Variance	Variance %
47415 Dept Charges-Systems	251,585.81	318,245.00	(66,659.19)	(20.95%)
47421 Dept Charges-Public Safety	26,035.76	21,500.00	4,535.76	21.10%
47430 Dept Charges-Bldg Rent	743,659.20	926,936.00	(183,276.80)	(19.77%)
47435 Dept Charges-Sheriff Lockup Rent	13,333.30	16,000.00	(2,666.70)	(16.67%)
47438 Dept Charges-Riverblock Rent	496,631.00	597,276.00	(100,645.00)	(16.85%)
47440 Dept Charges	6,160.09	3,400.00	2,760.09	81.18%
47460 Dept Charges-Drug Court	51,000.00	73,000.00	(22,000.00)	(30.14%)
47470 Dept Charges-Highway	2,079,760.67	1,783,420.00	296,340.67	16.62%
Total Interdepartmental Charges	14,295,386.04	16,217,878.00	(1,922,491.96)	(11.85%)
Total Intergovernmental Charges for Services	17,883,304.09	23,488,695.00	(5,605,390.91)	(23.86%)
Miscellaneous				
48000 Miscellaneous	357.10		357.10	0.00%
48100 Interest	67.82	20.00	47.82	239.10%
48110 Interest-Capital Projects	1.85	10.00	(8.15)	(81.50%)
48113 Unrealized Gain/Loss on Investment	104,276.82	(24,500.00)	128,776.82	(525.62%)
48114 Interest-Investment	229,032.71	124,812.00	104,220.71	83.50%
48115 Interest-General Investment	235,227.92	30,000.00	205,227.92	684.09%
48116 Interest-Section 125 & Health	781.52	378.00	403.52	106.75%
48117 Interest-Clerk of Courts	198.40	400.00	(201.60)	(50.40%)
48200 Rental Income	128,321.61	138,196.00	(9,874.39)	(7.15%)
48300 Gain/Loss-Sale of Property	62,146.94	152,000.00	(89,853.06)	(59.11%)
48310 Gain/Loss-Sale of Fixed Assets	23,664.87		23,664.87	0.00%
48320 Gain/Loss-Sale of Surplus Property	851.00	500.00	351.00	70.20%
48340 Gain/Loss-Sale of Salvage and Waste	4,637.05	6,700.00	(2,062.95)	(30.79%)
48440 Insurance Recoveries-Other	988,296.81	1,404,240.00	(415,943.19)	(29.62%)
48500 Donations	260,065.35	127,550.00	132,515.35	103.89%
48502 Donations-Veterans Loan Repayment	4,290.92		4,290.92	0.00%
48503 Donations-Services ATV Club	4,149.50	6,000.00	(1,850.50)	(30.84%)
48540 Donations & Contributions	30,328.82	45,000.00	(14,671.18)	(32.60%)
48830 Recovery of PYBD & Contractual Adj	40,477.05	46,500.00	(6,022.95)	(12.95%)
48860 Revenue from Meals	11,306.90	21,000.00	(9,693.10)	(46.16%)
48880 Food Vending Machine Income	2,173.29	4,500.00	(2,326.71)	(51.70%)
48900 Other Miscellaneous Revenue	82,712.44	37,450.00	45,262.44	120.86%
48901 Other/Miscellaneous Revenue	6,624.38	1,500.00	5,124.38	341.63%
48910 Vending/Cafeteria Revenue	6,488.45	8,700.00	(2,211.55)	(25.42%)
48920 Vending Machine Revenue	2,931.05	4,200.00	(1,268.95)	(30.21%)
48940 Canteen Income		500.00	(500.00)	(100.00%)
48970 Rental Income- NHC, Health Annex	14,590.00	17,508.00	(2,918.00)	(16.67%)
48980 Misc/Other Workshop Revenue	66.87	100.00	(33.13)	(33.13%)
48990 Other Operating Income	2,375.69	1,984.00	391.69	19.74%
48991 Copier Revenue	1,267.00	1,800.00	(533.00)	(29.61%)
Total Miscellaneous	2,247,710.13	2,157,048.00	90,662.13	4.20%
Other Financing Sources				
49110 Proceeds from Long-Term Debt	3,356.00	59,486.00	(56,130.00)	(94.36%)
49210 Transfer from General Fund	60,000.00	310,000.00	(250,000.00)	(80.65%)
49220 Transfer from Special Revenue	4,090,332.64	5,800,000.00	(1,709,667.36)	(29.48%)
49270 Transfer from Internal Service		377,267.00	(377,267.00)	(100.00%)
Total Other Financing Sources	4,153,688.64	6,546,753.00	(2,393,064.36)	(36.55%)
TOTAL REVENUES	80,069,410.10	107,005,772.81	(26,936,362.71)	(25.17%)

EXPENDITURES

General Government				
51120 Committees & Commissions	159,463.89	216,928.00	57,464.11	26.49%
51212 Circuit Court Branch I	331,520.98	412,441.00	80,920.02	19.62%
51213 Circuit Court Branch II	95,420.35	122,773.00	27,352.65	22.28%
51214 Circuit Court Branch III	112,633.56	130,614.00	17,980.44	13.77%
51215 Drug Court	169,026.79	216,187.00	47,160.21	21.81%
51217 Clerk of Courts-Divorce Mediation	13,800.00	25,000.00	11,200.00	44.80%
51220 Family Court Commissioner	52,916.60	65,000.00	12,083.40	18.59%
51221 Clerk of Courts	1,078,442.41	1,344,176.00	265,733.59	19.77%
51231 Coroner	125,491.99	160,607.00	35,115.01	21.86%
51310 District Attorney	244,027.18	322,279.00	78,251.82	24.28%
51315 Victim Witness Program	121,950.38	152,796.00	30,845.62	20.19%
51320 Corporation Counsel	233,615.54	310,643.00	77,027.46	24.80%
51330 Child Support	839,306.37	1,049,541.00	210,234.63	20.03%
51420 County Clerk	223,445.49	302,827.00	79,381.51	26.21%
51424 County Clerk-Postage Meter	11,441.43	14,000.00	2,558.57	18.28%
51430 Health Benefit Payments	9,064,599.68	13,210,172.00	4,145,572.32	31.38%
51431 Health-Wellness	270,683.99	377,267.00	106,583.01	28.25%
51433 Human Resources-Labor Relations	4,608.00	30,000.00	25,392.00	84.64%
51435 Human Resources-Personnel	326,193.30	415,754.00	89,560.70	21.54%
51436 Human Resources-Programs	198.72	6,000.00	5,801.28	96.69%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Thursday, October 31, 2019

	Actual	2019 Budget	Variance	Variance %
51440 County Clerk-Elections	31,567.75	50,953.00	19,385.25	38.05%
51450 Data Processing	1,457,104.38	1,776,746.00	319,641.62	17.99%
51451 Voice over IP	121,063.79	147,300.00	26,236.21	17.81%
51452 PC Replacement	161,994.98	176,500.00	14,505.04	8.22%
51453 Co Clerk-Inform & Commun	10,227.82	18,500.00	8,272.18	44.71%
51510 Finance	383,037.69	467,934.00	84,896.31	18.14%
51520 Treasurer	327,245.53	453,189.00	125,943.47	27.79%
51550 Purchasing	44,527.24	53,006.00	8,478.76	16.00%
51590 Contingency		281,639.13	281,639.13	100.00%
51591 Efficiency	1,397.00	25,000.00	23,603.00	94.41%
51592 Initiatives		25,000.00	25,000.00	100.00%
51611 Bldg Maint-Courthouse and Jail	867,417.26	1,227,675.00	360,257.74	29.34%
51630 Bldg Maint-Unified Svcs Building	8,199.23	10,022.00	1,822.77	18.19%
51640 Bldg Maint-Joint Use Building	7,040.13	12,272.00	5,231.87	42.63%
51650 Bldg Maint-Sheriff Lockup	2,583.89	5,472.00	2,888.11	52.78%
51660 Bldg Maint-CBRF's		3,450.00	3,450.00	100.00%
51670 Bldg Maint-River Block	270,408.45	597,276.00	326,867.55	54.73%
51710 Register of Deeds	379,998.11	463,224.00	83,225.89	17.97%
51931 Property and Liability Insurance	556,543.85	613,429.00	56,885.15	9.27%
51933 Workers Comp Insurance	294,331.95	488,268.00	193,936.05	39.72%
51934 Sick Leave Conversion	91,143.58	500,000.00	408,856.42	81.77%
Total General Government	18,494,619.26	26,281,860.13	7,787,240.87	29.63%
Public Safety				
52110 Sheriff-Administration	2,050,822.49	2,753,446.00	702,623.51	25.52%
52130 Radio Engineer	145,433.05	231,544.00	86,110.95	37.19%
52131 Sheriff-Indian Law Enforce	21,500.92	34,541.00	13,040.08	37.75%
52140 Sheriff-Traffic Police	2,404,851.69	3,192,419.00	787,567.31	24.67%
52150 Sheriff-Civil Svc Comm	960.50	1,000.00	39.50	3.95%
52220 Emer Mgmt-Fire Suppression	56,759.78	143,164.00	86,404.22	60.35%
52510 Emer Mgmt-SARA Title III	30,593.79	52,807.00	22,213.21	42.06%
52520 Emergency Management	237,843.73	290,606.00	52,762.27	18.16%
52601 Dispatch	1,422,836.40	1,801,711.00	378,874.60	21.03%
52530 Emer Mgmt-Bldg Numbering	1,206.00	3,000.00	1,794.00	59.80%
52540 Emer Mgmt-Work Relief	143,426.32	185,677.00	42,250.68	22.75%
52710 Sheriff-Jail	2,144,770.16	2,741,849.00	597,078.84	21.78%
52712 Sheriff-Electronic Monitoring	147,972.04	221,737.00	73,764.96	33.27%
52713 Sheriff-PT Transp/Safekeeper	1,052,553.83	1,388,247.00	335,693.17	24.18%
52721 Sheriff-Jail Surcharge	2,136.22	100,000.00	97,863.78	97.86%
Total Public Safety	9,863,666.92	13,141,748.00	3,278,081.08	24.94%
Public Works-Highway				
53110 Hwy-Administration	261,467.32	334,628.00	73,160.68	21.86%
53120 Hwy-Engineer	155,168.38	232,838.00	77,669.62	33.36%
53191 Hwy-Other Administration	271,166.12	323,806.00	52,639.88	16.26%
53210 Hwy-Employee Taxes & Benefits	(487,105.27)		487,105.27	0.00%
53220 Hwy-Field Tools	(10,728.95)	13,400.00	24,128.95	180.07%
53230 Hwy-Shop Operations	274,661.15	331,129.00	56,467.85	17.05%
53232 Hwy-Fuel Handling	(23,584.81)	12,100.00	35,684.81	294.92%
53240 Hwy-Machinery Operations	(1,040,989.90)	2,173,434.00	3,214,423.90	147.90%
53260 Hwy-Bituminous Ops	135,529.79	230,902.00	95,372.21	41.30%
53262 Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01	74.39%
53266 Hwy-Bituminous Ops	1,800,301.43	1,762,924.00	(37,377.43)	(2.12%)
53270 Hwy-Buildings & Grounds	182,850.72	181,436.00	(1,414.72)	(0.78%)
53290 Hwy-Salt Brine Operations	37,309.91		(37,309.91)	0.00%
53291 Hwy-Salt Brine Operations	(846.61)		846.61	0.00%
53281 Hwy-Acquisition of Capital Assets	98,520.95		(98,520.95)	0.00%
53310 Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311 Hwy-Maint CTHS Patrol Sectn	1,336,486.39	1,701,201.00	364,714.61	21.44%
53312 Hwy-Snow Remov	1,044,854.70	947,088.00	(97,766.70)	(10.32%)
53313 Hwy-Maintenance Gang	116,058.29	107,015.00	(9,043.29)	(8.45%)
53314 Hwy-Maint Gang-Materials	2,230.49		(2,230.49)	0.00%
53320 Hwy-Maint STHS	1,159,593.43	1,386,445.00	226,851.57	16.36%
53323 Hwy-Maint STHS PBM	59,684.25		(59,684.25)	0.00%
53330 Hwy-Local Roads	1,030,653.58	1,190,217.00	159,563.42	13.41%
53340 Hwy-County-Aid Road Construction	670,594.83	440,617.00	(229,977.83)	(52.19%)
53341 Hwy-County-Aid Bridge Construction	180,304.08	200,422.00	20,117.92	10.04%
53490 Hwy-State & Local Other Services	356,865.90	555,842.00	198,976.10	35.80%
Total Public Works-Highway	7,641,623.16	12,248,116.00	4,606,492.84	37.61%
Health and Human Services				
54121 Health-Public Health	1,391,989.77	1,808,272.00	416,282.23	23.02%
54122 Health-WIC Program	295,454.07	359,800.00	64,345.93	17.88%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Thursday, October 31, 2019

	Actual	2019 Budget	Variance	Variance %
54128 Health-Public Health Grants	66,422.52	67,205.00	782.48	1.16%
54129 Humane Officer	36,098.02	35,485.00	(613.02)	(1.73%)
54130 Health-Dental Sealants	85,751.28	114,654.00	28,902.72	25.21%
54132 Adams-Juneau Sanitation	264,233.30	307,487.00	43,253.70	14.07%
54210 Edgewater-Nursing	3,182,819.19	4,320,403.00	1,137,583.81	26.33%
54211 Edgewater-Housekeeping	108,284.98	130,363.00	22,078.02	16.94%
54212 Edgewater-Dietary	568,411.30	742,634.00	174,222.70	23.46%
54213 Edgewater-Laundry	45,741.62	54,322.00	8,580.38	15.80%
54214 Edgewater-Maintenance	300,049.87	441,542.87	141,493.00	32.05%
54217 Edgewater-Activities	138,526.17	184,131.00	45,604.83	24.77%
54218 Edgewater-Social Services	129,447.62	152,037.00	22,589.38	14.86%
54219 Edgewater-Administration	591,511.33	726,015.00	134,503.67	18.53%
54220 Wood Haven TBI	(19.04)	897,983.00	898,002.04	100.00%
54315 Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54317 Human Services Crisis Stabilization	216,424.61	291,153.00	74,728.39	25.67%
54324 Norwood-SNF-CMI	897,314.87	1,146,558.00	249,243.13	21.74%
54325 Norwood SNF TBI	651,725.06	728,974.00	77,248.94	10.60%
54326 Norwood-Inpatient	2,764,269.00	3,524,103.00	759,834.00	21.56%
54350 Norwood-Dietary	965,332.48	1,129,370.00	164,037.52	14.52%
54351 Norwood-Plant Ops & Maint	506,395.33	675,913.00	169,517.67	25.08%
54363 Norwood-Medical Records	209,651.02	261,726.00	52,074.98	19.90%
54365 Norwood-Administration	977,231.44	1,199,527.00	222,295.56	18.53%
54401 Human Services-Child Welfare	2,890,317.40	3,822,418.00	932,100.60	24.39%
54405 Human Services-Youth Aids	2,254,765.43	3,343,095.00	1,088,329.57	32.55%
54410 Human Services-Child Care	98,123.65	159,188.00	61,064.35	38.36%
54413 Human Services-Transportation	290,086.72	449,566.00	159,479.28	35.47%
54420 Human Services-ESS	1,196,938.97	1,466,547.00	269,608.03	18.38%
54425 Human Services-FSET	2,561,730.32	3,176,589.00	614,858.68	19.36%
54435 Human Services-LIEAP	81,966.33	120,256.00	38,289.67	31.84%
54440 Human Services-Birth to Three	411,777.71	545,393.00	133,615.29	24.50%
54445 Human Services-Childrens COP	41,273.68	177,844.00	136,570.32	76.79%
54450 Human Services-Childrens Waivers	278,722.81	350,302.00	71,579.19	20.43%
54455 Human Services-CSP	459,977.11	590,056.00	130,078.89	22.05%
54460 Human Services-OPC MH	925,117.19	1,516,881.00	591,763.81	39.01%
54465 Human Services-CCS	1,835,600.49	2,288,081.00	452,480.51	19.78%
54470 Human Services-Crisis Legal Svc	816,247.59	979,664.00	163,416.41	16.68%
54475 Human Services-MH Contr COP	511,496.27	1,393,677.00	882,180.73	63.30%
54480 Human Services-OPC AODA	344,288.09	428,196.00	83,907.91	19.60%
54485 Human Services-OPC Day Treatment	47,044.16	84,601.00	37,556.84	44.39%
54495 Human Services-AODA Contract	33,777.82	126,100.00	92,322.18	73.21%
54500 Human Services-Administration	2,799,452.17	3,508,916.00	709,463.83	20.22%
54611 Aging-Committee on Aging		198,278.00	198,278.00	100.00%
54710 Veterans-Veterans Relief	4,963.29	9,236.00	4,272.71	46.26%
54720 Veterans-Veterans Service Officer	272,033.24	344,334.00	72,300.76	21.00%
54730 Veterans Relief Donations	280.92	300.00	19.08	6.36%
54740 Veterans-Care of Veterans Graves	1,264.00	2,865.00	1,601.00	55.88%
54750 Veterans-WDVA Grant	10,175.20	11,058.00	882.80	7.98%
Total Health and Human Services	32,560,486.37	44,420,598.87	11,860,112.50	26.70%
Culture, Recreation and Education				
55112 County Aid to Libraries	977,892.57	977,893.00	0.43	0.00%
55210 County Parks	1,338,376.74	1,679,377.00	341,000.26	20.31%
55441 Maintenance Snowmobile Trails	112,299.32	88,591.81	(23,707.51)	(26.76%)
55442 ATV Maintenance	10,040.55	11,370.00	1,329.45	11.69%
55460 Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620 UW-Extension	308,994.49	522,198.00	213,203.51	40.83%
55630 UW-Extension Center-Marshfield	47,872.00	47,872.00		0.00%
55650 UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660 UW-Extension Projects	26,865.00	17,700.00	(9,165.00)	(51.78%)
Total Culture, Recreation and Education:	2,879,340.67	3,402,001.81	522,661.14	15.36%
Conservation and Development				
56111 State Forestry Roads	3,426.76	7,000.00	3,573.24	51.05%
56121 Land Conservation	231,885.55	292,602.00	60,716.45	20.75%
56122 DATCP Grant	201,421.19	314,582.00	113,160.81	35.97%
56123 Wildlife Damage Abatement	33,174.17	61,019.00	27,844.83	45.63%
56125 Non-Metallic Mining Reclamation	31,948.82	40,288.00	8,339.18	20.70%
56126 MDV	233.64	1,390.00	1,156.36	83.19%
56128 Mill Creek	4,366.64	22,000.00	17,633.36	80.15%
56310 County Planner	313,215.87	387,027.00	73,811.13	19.07%
56320 Land Record	77,846.52	246,750.00	168,903.48	68.45%
56340 Surveyor	19,562.92	44,304.00	24,741.08	55.84%
56730 Transp & ED-Airport Aid	17,500.00	13,384.00	(4,116.00)	(30.75%)

10/31/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Thursday, October 31, 2019

	Actual	2019 Budget	Variance	Variance %
56740 Payment in Lieu of Tax	77,344.10	77,345.00	0.90	0.00%
56750 Transp & Economic Develop	105,575.00	145,191.00	39,616.00	27.29%
56780 CDBG-ED	33,820.08	35,000.00	1,179.92	3.37%
56911 State Wildlife Habitat	567.00	2,500.00	1,933.00	77.32%
56913 Park & Forestry Capital Proj	200,733.76	359,330.00	158,596.24	44.14%
56943 Private Sewage System	157,963.83	261,793.00	103,829.17	39.66%
Total Conservation and Development	1,510,585.85	2,311,505.00	800,919.15	34.65%
Capital Outlay				
57120 Cap Projects-Gen Government	358,896.23	375,000.00	16,103.77	4.29%
57121 Cap Projects-Parks	34,035.19	75,300.00	41,264.81	54.80%
57213 Cap Projects-Emergency Management		249,000.00	249,000.00	100.00%
57216 Cap Projects-Computer Software	20,402.79	15,337.00	(5,065.79)	(33.03%)
57310 Highway Capital Projects	3,120,783.58	2,313,082.00	(807,701.58)	(34.92%)
57410 Cap Projects-Human Services	423.98		(423.98)	0.00%
57412 Cap Projects-Edgewater	148,263.96	169,000.00	20,736.04	12.27%
57420 Cap Projects-Norwood	248,231.38	357,477.00	109,245.62	30.56%
57610 Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00		0.00%
57640 UW Remodeling/Construction	30,278.66	70,500.00	40,221.34	57.05%
57930 Depreciation & Amortization	5,857.18		(5,857.18)	0.00%
57940 Depreciation & Amortization	289,113.54		(289,113.54)	0.00%
Total Capital Outlay	4,290,286.49	3,658,696.00	(631,590.49)	(17.26%)
Debt Service				
58140 Debt Service Principal-Highway	3,400,000.00	3,400,000.00		0.00%
58240 Debt Service Interest-Highway	568,619.17	568,620.00	0.83	0.00%
58295 Paying Agent & Fiscal Charges	31,000.00		(31,000.00)	0.00%
Total Debt Service	3,999,619.17	3,968,620.00	(30,999.17)	(0.78%)
Other Financing Uses				
59210 Transfers to General Fund	4,150,332.64	6,487,267.00	2,336,934.36	36.02%
59270 Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
Total Other Financing Uses	4,150,332.64	6,300,255.00	2,149,922.36	34.12%
TOTAL EXPENDITURES	85,390,560.53	115,733,400.81	30,342,840.28	26.22%
NET INCOME (LOSS) *	(5,321,150.43)	(8,727,628.00)	3,406,477.57	(39.03%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

October 31, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – October 2019

Human Resources Activity

	October 2019	2019 Year-to-Date
Applications Received	111	1,088
Positions Filled	13	129
Promotions/Transfers	12	36
New Hire Orientations	11	69
Terminations, Voluntary	10	74
Terminations, Involuntary	2	10
Retirements	2	7
Exit Interviews	3	32

Human Resources Narrative

General Highlights

1. Our new Safety & Risk Specialist, Nick Flugaur, started on October 21st. Nick has spent the majority of his first couple weeks training with and shadowing Terry Stelzer. We are excited to have Nick as part of our team and are looking forward to working with him. We thank Terry for his many years of dedicated service to Wood County and wish him the very best in his upcoming retirement!
2. Benefit Open Enrollment is currently underway for 2020 employee benefits. Nine open enrollment informational meetings were held the week of October 14th for employees to review the plan changes and choices for 2020. The presentation is also available online for those that were unable to attend an on-site meeting. All open enrollment forms are due back to HR by November 11th.
3. All Annual Performance Evaluations are due to HR by December 6th. All main Committee Chairs have been provided a packet of information and forms, including the evaluations that are due to be completed by the deadline. Performance evaluation reminder emails have been sent to department heads and supervisors who have outstanding evaluations to complete.
4. The Maintenance Department worked diligently this month to renovate our office space. Among our updates are new flooring and lighting, an updated ceiling, and a reconfigured front office space. We are very thankful for the hard work that the Maintenance Department has put into making our vision a reality.

Meetings & Trainings

1. Attended the Executive Committee meeting on October 1st where the HR topics addressed was the Wellness Program Appeal Process and Late Participant Policy.
2. Attended County Board on October 15th.
3. Held two separate conference calls with The Horton Group and Anthem on October 9th and 23rd to discuss the plan details and implementation of the health plan for 2020.
4. Held the quarterly Employee Feedback Group Meeting on October 2nd. Notes from the meeting were distributed to all employees.
5. Attended the WACPD conference on October 3rd and October 4th where the topics presented were: Falling Behind: Migration Changes and State Workforce, Effectively Navigating the Internal Investigation Involving Criminal Charges, Supporting Mental Health in the Workplace, Juggling Caregiving and Work, and HR Metrics 101.
6. Attended a WCA Seminar on October 14th where topics discussed were: Leave Requests, Personnel Issues Unique to Public Safety Employees, Collective Bargaining, and Roles of Constitutional Officers.
7. Attended a Diversity & Inclusion training through WPELRA on October 16th entitled "Gray Area Thinking™".
8. Completed the assigned KnowBe4 Training.

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections 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. Distributed Open Enrollment election forms and instructions to all benefit eligible staff via inter-office mail.
5. Answered multiple questions related to benefit changes and forms.
6. Tracked the return of Open Enrollment forms.
7. Completed the Medicare Disclosure Reporting for 2019 and mailed the notification to all Medicare eligible participants.
8. Updated the New Hire Orientation presentation to include the 2020 benefit plan changes.
9. Processed the Boston Mutual Whole Life Insurance premium changes.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Multiple post-offer, pre-employment drug tests scheduled and results forwarded.
5. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of the position being filled.
6. Posted positions on Cyber Recruiter, Job Net, Indeed, and the Wood County Employment Opportunities site: PC Technician, Equipment Operator – Screed, Social Worker – Ongoing, Social Worker – Ongoing/FSET, CCS/CSP Service Facilitator, Crisis Interventionist, Case Worker – Paternity, Deputy Sheriff, and Appointment Secretary/Receptionist.
7. Interviews coordinated for the following positions: Mechanic and PC Technician.
8. References/Background/Degree verifications made regarding the following positions: Transcriptionist, Child Care/Volunteer Coordinator, Social Worker – Ongoing/FSET, Safety & Risk Specialist, PC Technician, and three casual Crisis Interventionists.

9. Offers made and accepted regarding the following positions: Senior Sign Coordinator, Psychiatrist, AODA Counselor, Legal Administrative Assistant, Transcriptionist, Child Care/Volunteer Coordinator, Safety & Risk Specialist, and PC Technician.
10. Attended a Career Networking Event at MSTC highlighting Diesel and Heavy Equipment Technician Students and Alumni on October 2nd.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Child Support	Case Worker	Filled
Replacement	Child Support	Case Worker – Paternity	Deadline 10/27/19
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	District Attorney	Legal Administrative Assistant	Filled
Replacement	Highway	Senior Sign Coordinator	Filled
Replacement	Highway	Equipment Operators	Filled
Replacement	Highway	Truck Operator	Filled
Replacement	Human Resources	Safety/Risk Specialist	Filled
Replacement	Human Services	Psychiatrist	Filled
Replacement	Human Services	Transcriptionist	Filled
Replacement	Human Services	Crisis Interventionist (PT 50%)	Deadline 10/27/19
Replacement	Human Services	Social Worker (Ongoing/FSET)	Filled
Replacement	Human Services	CCS/CSP Service Facilitator	Deadline 10/27/19
Replacements	Human Services	Crisis Interventionists-Casual (2)	Deadline 11/6/19
Replacement	Human Services	Child Care/Volunteer Coordinator	Filled
Replacement	Human Services	Social Worker (Ongoing)	Deadline 10/27/19
Replacement	Human Services	FSET Case Manager	Filled
Replacement	Human Services	AODA Counselor	Filled
Reinstated	Human Services	Bridgeway CBRF Supervisor	Filled
Replacement	IT Department	PC Technician	Filled
Replacements	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacements	Sheriff	Deputy Sheriff's	Deadline 1/5/2020
New	Sheriff	Part-Time Deputies (Reserves)	Deadline 10/31/19

Safety, Risk, and Liability

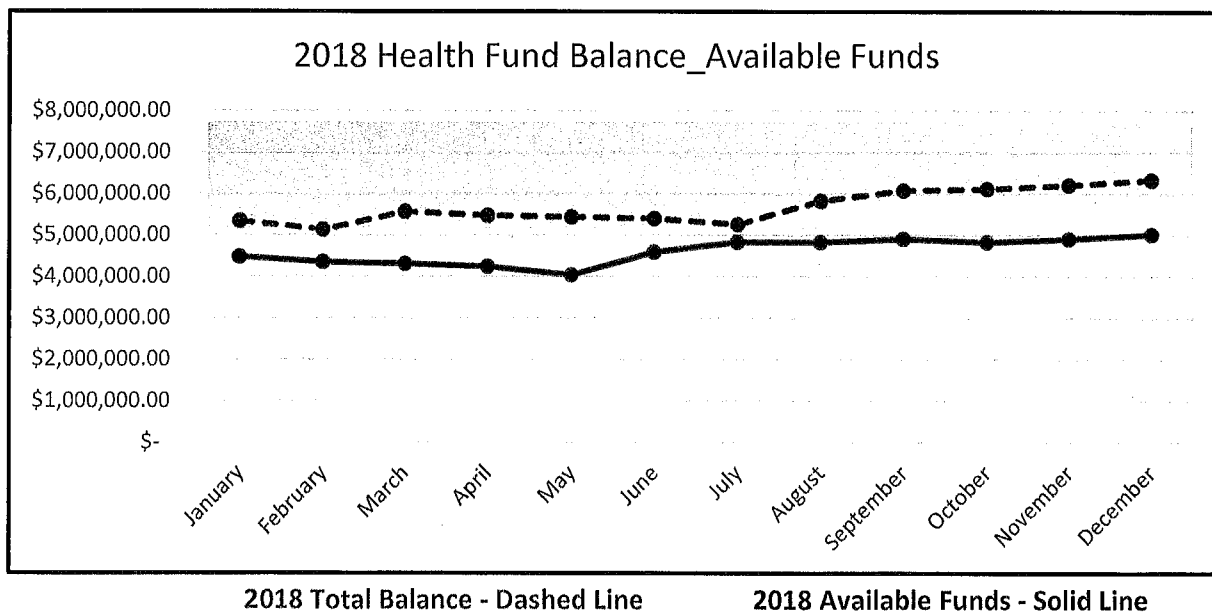
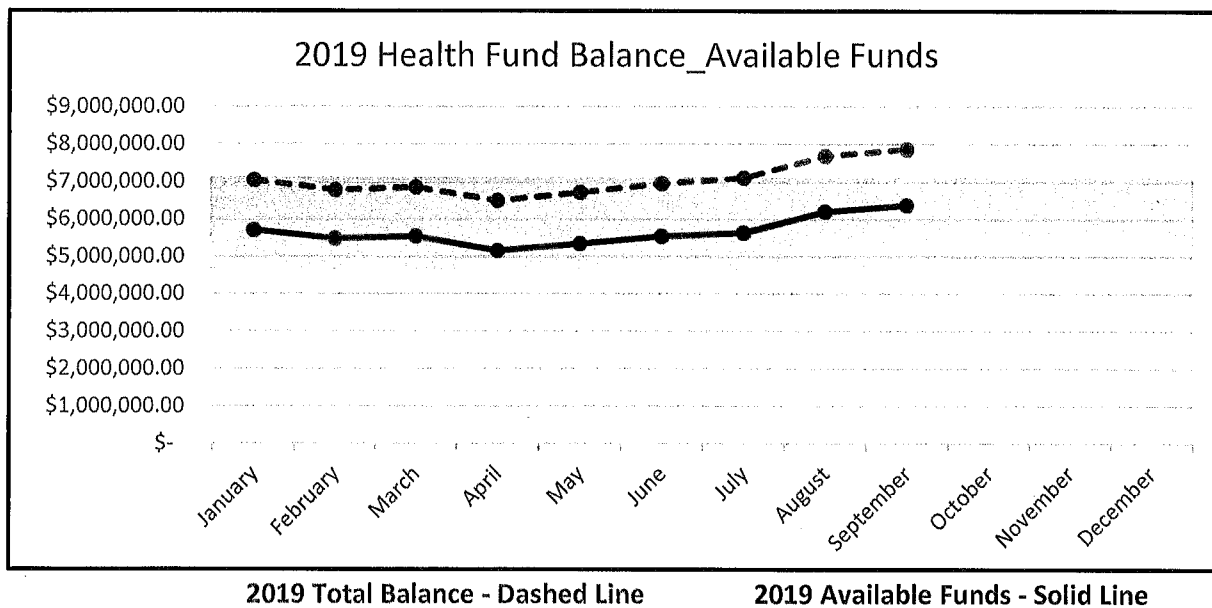
1. Taught CPR Renewal course at Norwood on October 29th.
2. In regards to the Reichert v. County of Wood case, the Motion for Summary Judgement was denied. Continuing to prepare for the trial, now scheduled for May 27-28, 2020.
3. We currently have two open Department of Workforce Development-Equal Rights Division (ERD) discrimination claims:
 - a. One new claim received on September 16th; submitted our position statement to the ERD on October 11th.
 - b. One claim from 2016 of which 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 now appealed to the Labor and Industry Review Commission (LIRC). On October 4th Counsel submitted the County's Reply Brief in Opposition to the Petition for Review.

Other

1. Facilitated New Hire Orientation on September 30th, October 7th, 14th, 21st, and 28th.
2. Conducted exit interviews on October 2nd, 8th, and 30th including benefit and payout information.
3. Completed multiple questionnaires for Unemployment Insurance and reconciled and processed the September Unemployment Insurance payment.
4. Completed a compensation survey at the request of WPELRA, being conducted by Carlson Dettmann Consulting. We will receive the collective results from municipalities around the state once the data has been compiled and analyzed.
5. Replied to multiple requests from surrounding counties with varied information.
6. Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
7. Met and spoke with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

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

Months	2019		2018	
	Total	Available	Total	Available
January	\$ 7,021,371.56	\$ 5,685,137.45	\$ 5,325,107.44	\$ 4,466,063.78
February	\$ 6,755,901.70	\$ 5,469,001.54	\$ 5,115,644.74	\$ 4,342,724.58
March	\$ 6,834,145.97	\$ 5,529,400.66	\$ 5,551,583.01	\$ 4,304,425.43
April	\$ 6,472,162.23	\$ 5,141,045.93	\$ 5,462,109.67	\$ 4,228,079.72
May	\$ 6,701,880.37	\$ 5,329,290.53	\$ 5,430,613.86	\$ 4,027,710.81
June	\$ 6,935,298.36	\$ 5,526,859.63	\$ 5,389,571.46	\$ 4,578,811.63
July	\$ 7,088,744.49	\$ 5,617,057.79	\$ 5,247,789.82	\$ 4,822,978.42
August	\$ 7,670,878.32	\$ 6,182,575.07	\$ 5,817,203.30	\$ 4,820,156.19
September	\$ 7,858,325.78	\$ 6,358,024.31	\$ 6,067,797.47	\$ 4,901,947.05
October			\$ 6,105,707.22	\$ 4,820,156.19
November			\$ 6,198,294.08	\$ 4,901,947.05
December			\$ 6,321,744.80	\$ 5,006,814.05





Wood County WISCONSIN

INFORMATION TECHNOLOGY

October 2019

1. 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.
2. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. System discovery regarding a solution to Norwood and Edgewater needs for facility infection reporting is complete.
3. 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.
4. Discovery for a Highway Department permit system is complete. Configuration and specification for RtVision OneGov permit solution continues. This system will provide online permit applications and payments processing.
5. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. The Sheriff Department migration to real time vacation is complete and ready for the 2020 deployment.
6. 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.
7. The move of Cornerstone to the 2nd Floor of Marshfield City Hall Plaza was planned and completed. This included moving all computers, phones, video conference equipment, etc. We have installed new network hardware for the new area. We have also moved the servers and network hardware that was housed in a single room on one floor to a new data closet on another floor. Collaborated with Wood County's north end phone provider to coordinate moves of the phone and fax lines.
8. New Data Connections (WAN circuits) at Norwood, City Hall, Highway, River Block, Edgewater, and the Courthouse have been installed. The new circuits will provide us with increased bandwidth at a lower cost.
9. Configured and replaced all phones at Edgewater. This upgrade allows users to have more desk phone features, less issues with failing equipment, and up-to-date hardware and software. All desk phones were also configured with Panic buttons for making discrete calls to Dispatch for help. During this refresh we ran into a problem of older switches not being able to provide enough POE (Power over Ethernet) to support all the phones. As a result, the primary switch was replaced to support the added load from the new phones.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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10. Worked with a vendor to resolve an external access issue with the Citrix Server Environment. Now that this issue is resolved, staff will begin to plan and migrate systems to the new environment.
 11. Attended the Central Records meeting to discuss different IT needs. This included the conversion of data for Incident Based Reporting, IBR, and discussion concerning user account security.
 12. Began work with Lee Ackerman on a project to monitor the refrigeration units in the Norwood Kitchen. Equipment for this project has been recycled from the old Data Center.
 13. Staff continues to work on updating internal documentation of the County network as multiple recent changes must be added. This will also provide a real time status view into the County network which gives IT staff the ability to identify network issues quicker.
 14. Completed implementation of Questica budget software, involving Finance, IT, and Questica staff. The last step in the process was installing the fully configured system on our servers at the Courthouse, which was completed in October.
 15. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing programs. The new software has been deployed and Environmental Health staff are now entering water sample information and testing results. Work continues on further customizing data entry screens, and building data exports and mail merges for test results letters.
 16. Continued work with the Parks and Forestry Department to improve the Park Reservations system.
 17. Continued work with the Health Department on a new mobile-friendly design for their department on the public website.
 18. Went live with the customer in-house built TreeSales system for Land and Water Conservation.
 19. Applied the latest feature and tax updates to the HR and Payroll system.
 20. Assisted and provided information to various Wood County Law Enforcement Agencies and Dispatch in response to a CJIS Audit.
 21. Attended Demo of new software for the phone attendant console for Human Services, Child Support & Health Departments. This software will replace VistaPoint, which helps receptionists manage and transfer phone calls from



Wood County WISCONSIN

INFORMATION TECHNOLOGY

their computers. The new software will result in smaller maintenance fees and have more features to help receptionist's process calls.

22. Worked with individual users to apply a fix for our Sophos AntiVirus Agent. This fixed ensures that all users are fully protected.
23. Started planning and ordering phones for part of the Human Services upgrade to new phones. The goal is to have all of Human Services 2nd floor of River Block upgraded to new equipment by the end of this year.
24. Attended Citrix ShareFile demo to determine if it would meet needs of securely sharing files to people outside the County Network. A future demo will be scheduled with Health Department staff.
25. For the month of September, 561 helpdesk requests were created, with staff completing 561 tickets and leaving 172 open requests. These numbers represent service requests from departments throughout the County.
26. IT continues to implement new ServiceDesk Desktop Central software. This software will improve software management on County devices by identifying software that is in need of upgrade. Updated software ensures that the County network is secure by allowing us to quickly identify and address vulnerabilities. This software will also allow IT to be more efficient when deploying computers to users.
27. Data migration planning continues as we prepare to eliminate the SharePoint software.
28. Staff attended the Health Department Tabletop Excise held on October 10th. The intent of this tabletop was to test Continuity of Operations Plan (COOP).
29. IT Director attended the Wisconsin Elections Security Council meeting in Madison on October 16th. This was the first meeting of this newly formed Council. The objectives of this Council is to increase collaboration between federal, state, and local government in order to improve communication and provide maximum election security.
30. PC Technician vacancy has been filled. Joshua Wolf will begin in the IT Department on November 11, 2019.
31. IT Director was reelected to serve another three year term on the GIPAW (Governmental Information Processing Association of Wisconsin) Board of Directors and subsequently reelected as the Chair of GIPAW to serve an additional one year term. This will be the third year serving as the Chair of this organization.



Wood County

WISCONSIN

Reuben Van Tassel
Facilities Manager

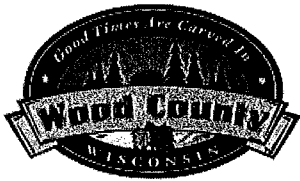
Letter of Comments October 2019

1. Ongoing Projects and Planning

- a. District Attorney's Office – Continuing to work through details for the 2020 remodeling that will accommodate the DA's space needs for years to come. This project is another step toward meeting some of the needs identified in a 2014 analysis conducted by Venture Architects.
- b. Security – The recent changes to building access and security at the Courthouse have required some time and effort to work through implementation details. This process has also highlighted a simple change we can make at River Block to route all public to a staffed point of entry; this will be completed in the near future.
- c. Edgewater Haven – Remodeling for the 300 South wing will commence in 2020. I have been working with staff to coordinate documents and approvals in order to get the project started as early in January as possible.
- d. Human Services – The relocation of Cornerstone from 4th Street to 2nd floor of the former Marshfield City Hall Plaza is complete. Staff are settling in to their new space and should find the environment more suitable for meeting the needs of staff and clients alike.
- e. Courthouse/Jail HVAC – As I reported a few months ago, we continue to deal with Mechanical, Electrical, and Plumbing (MEP) issues within our aging facility. A substantial portion of our MEP equipment dates back to the 1950s. While we do our best to maintain this equipment, each passing year results in decreased reliability and efficiency. I will continue planning for MEP improvements each year, and expect to see our level of efficiency and reliability increase in the years to come.

2. Miscellaneous

- a. Attended: Executive Committee, J&L, Security Committee, Public Safety, Health & Human Services, Renewable & Sustainable and County Board meetings.
- b. Participated in an Emergency Planning exercise with the Health Department.
- c. Met with new Safety Specialist to assist with orientation and discuss current procedures.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – October 2019

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

- Working on 7/20/2019 storm damage claims for Wood County.
- Working on 2020 insurance renewals with Aegis.

Lost Time/ Restricted Duty/Medical Injuries: 1

- 09/19/2019 – Norwood HC – Employee sustained contusions to neck and head from a combative resident.

First Aid Injuries:

- 09/30/2019 – Maintenance – Employee sustained a contusion and pain from a slip and fall on steps.

Property/Vehicle Damage Claims: 1

- 09/30/2019 – Forestry – Forestry truck vs. deer. Loss of \$6901.90.

Liability – Wood County - Notice of Injury and Claim: 0

-

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

- Currently two active suicide claims.
- Currently one active EEOC claim.
- Currently one discrimination claim.

2019 Goals: Work with Human Resources on training for a new Risk Manager in Wood County.

Continue to encourage departments and employee's to call the Alaris Care Line when injured at work and the injury requires medical treatment. This will help control work comp claims costs.

Continue to lower work comp department charges for future budgets if work comp reserve funds remain high. Continue with the proactive approach on safety for Wood County.

TREASURER'S REPORT

11-05-2019

By: H. Gehrt

1. Attended Executive Committee meeting on October 1.
2. Attended County Treasurer District Meeting in Osseo on October 3.
3. Put out For Sale signs on tax deed properties on October 4.
4. Started sealed bid tax deed sale on October 7-25.
5. Attended open enrollment meeting for insurance at the Highway Department on October 14.
6. Attended Wisconsin County Treasurer's Association Fall Conference in St. Croix Falls October 16-18.
7. Met with taxpayer to discuss where they are in the tax deed process and possible solutions on October 25.
8. Opened sealed bids on October 28.
9. There was a trespassing issue over the weekend, with a county owned property, that recently the County took by tax deed. I met with the Sheriff's Department and Dispatch on October 30 to put a plan in place going forward on how to deal with these types of issues if they occur during nonworking hours and to ensure that I am notified of the situation the next working day.
10. I have been having ongoing discussions with a delinquent taxpayer and their lending agencies to try to get the required amount due before eviction takes place on November 10 via phone calls, e-mails, and correspondence.



Wood County WISCONSIN

WELLNESS

Adam Fandre
Wellness Coordinator

Letter of Comments – October 2019

Throughout this past month one of my primary focuses has been handling the logistics of the flu shot clinics for Wood County employees and dependents. With the help from Edgewater Haven, Health Department and Norwood Health Center staff, we were able to hold 11 one-hour long flu shot clinics at various Wood County office locations. Likewise, adjustments to the flu shot clinic process and procedure were implemented based on feedback from last year to improve privacy, efficiency and flow. Feedback received from those who attended a flu shot clinic was overwhelmingly positive.

This month also marked the beginning of quarter 4 for the 2019 Wellness Program and with it, the start of many of the quarterly wellness activities. The two primary wellness activities which have begun are the *workout watch* activity and *follow-up health coaching*. As a reminder, the *workout watch activity* involves employees setting a physical fitness goal they plan to accomplish throughout the remainder of the year and upon approval of their goal, they will track their progress and report the results to me. Total registered participants for this activity is 140. *Follow-up health coaching* is an optional activity for those who wish to meet with me to check-in on their wellness goals and discuss progress being made. I created 200 appointment times and currently 126 employees have either scheduled or completed their appointment.

With the approval of "Late Participation" policy at last month's Executive Committee meeting, I have reached out to the 13 employees who missed one or more of the deadlines earlier in the year to earn the reduced health insurance premiums for 2020, to discuss completing any outstanding activities. Of the 13 employees who missed one of these deadlines, 6 have completed all requirements.

At the recent employee feedback meeting held on October 2nd I provided various updates in regards to the Wellness Program. Specifically, the various changes taking place with cash incentives, the new late participation policy as well the overview of the 2020 Wellness Program structure and layout.

Lastly, I have been continuing to prepare for the 2020 Wellness Program. A total of 11 four-hour onsite biometric screenings have been scheduled which will create roughly 450+ appointment times for employees and spouses to complete their biometric screening requirement on-site between the months of January and March of 2020. Additionally, I have been working closely with the support team from www.ManageWell.com to implement various changes to Wood County's wellness portal to improve user experience. Likewise, since the point and activity structure for 2020 will be different than it has been in the past, I am continuing to work and provide feedback on what the most efficient way is to roll-out this new look and design.

Enclosed documents:

Rough Draft 2020 Wellness Program Structure

COUNTY BOARD CLAIMS

September-19

Sep-19

Paid September 2019

CLAIMANT	MONTH		PER DIEM \$	MILEAGE \$	MEALS/PKG HOTEL \$	TOTAL \$
Robert Ashbeck	Sep-19		350.00	96.28		\$446.28
Allen Breu	Sep-19		350.00	82.36		\$432.36
William Clendenning	Sep-19		830.00	103.24		\$933.24
Ken Curry	Sep-19		665.00	110.78	18.00	\$793.78
Michael Feirer	Sep-19		350.00	160.08		\$510.08
Adam Fischer	Sep-19		745.00	382.22		\$1,127.22
Jake Hahn	Sep-19		500.00	170.52		\$670.52
Brad Hamilton	Sep-19		550.00	102.08	18.00	\$670.08
Marion Hokamp	Sep-19		450.00	74.24		\$524.24
David La Fontaine	Sep-19		400.00	214.60		\$614.60
Bill Leichtnam	Sep-19		750.00	216.92		\$966.92
Doug Machon	Sep-19		550.00	207.06	18.00	\$775.06
Lance Pliml	Sep-19		550.00	49.88		\$599.88
Dennis Polach	Sep-19		680.00	64.32		\$744.32
Donna Rozar	Sep-19		560.00	172.84		\$732.84
William Winch	Sep-19		700.00	143.84		\$843.84
Jason Zaleski	Sep-19		250.00	31.58		\$281.58
Joe Zurfluh	Sep-19		300.00	55.10		\$355.10
David Barth	19-Oct		50.00	7.54		\$57.54
Steve Kulick	Aug/Sept 19		100.00	40.02		\$140.02
Jane Maciejewski	19-Oct		50.00	26.68		\$76.68
Linda Schmidt	19-Oct		60.00	3.48		\$63.48
			\$ 9,790.00	\$ 2,515.66	\$ 54.00	\$ 12,359.66

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: October 2019

For the range of vouchers: 06190203 - 06190251

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06190203	LANGTON DENNIS	September Mail Deliveries	09/30/2019	\$190.00	P
06190204	FRONTIER COMMUNICATIONS	Various Mfld Phone Chgs - Sept	09/30/2019	\$138.36	P
06190205	TDS TELECOM	TDS PH BILLS 7156522107 AUG 19	09/30/2019	\$57.83	P
06190206	TDS TELECOM	TDS PH BILLS 7158846479 AUG 19	09/30/2019	\$59.38	P
06190207	TDS TELECOM	TDS PH BILLS 7156522067 AUG 19	09/30/2019	\$70.30	P
06190208	TDS TELECOM	TDS PH 7156523551 AUG 19	09/30/2019	\$44.21	P
06190209	TDS TELECOM	TDS PH BILL 7158846596 AUG 19	09/30/2019	\$23.10	P
06190210	BOUMA KARMEN M	2019 DOG LISTER KARMEN BOUMA	10/02/2019	\$50.50	P
06190211	AUE JAMES	2019 DOG LISTER JAMES AUE	10/02/2019	\$43.00	P
06190212	LILLEY CHARLES ASSESSOR	2019 DOG LISTER CHARLES LILLEY	10/02/2019	\$59.00	P
06190213	TOWN OF GRAND RAPIDS	2019 DOG LISTER TOWN OF GR RAP	10/02/2019	\$565.50	P
06190214	MARTINSON PAMELA	2019 DOG LISTER PAM MARTINSON	10/02/2019	\$45.00	P
06190215	KROSTAG SORAYA YASMEEN	2019 DOG LISTER SOR KROSTAG	10/02/2019	\$12.00	P
06190216	JANET BELL	2019 DOG LISTER JANET BELL	10/02/2019	\$92.50	P
06190217	DANHOF RENEE	2019 DOG LISTER RENEE DANHOF	10/02/2019	\$42.00	P
06190218	CEGIELSKI ANDREW ASSESSOR	2019 DOG LISTER ANDY CEGIELSKI	10/02/2019	\$46.50	P
06190219	SORENSEN MICHELLE	2019 DOG LISTER MICH SORENSON	10/02/2019	\$69.50	P
06190220	PERNSTEINER TAMMI	2019 DOG LISTER TAMMI PERNSTEI	10/02/2019	\$91.00	P
06190221	BANECK DARLENE	2019 DOG LISTER DARLENE BANECK	10/02/2019	\$49.00	P
06190222	KESTER BILLIE JO M	2019 DOG LISTER BILLIE JO KEST	10/02/2019	\$384.00	P
06190223	RADTKE JOAN	2019 DOG LISTER JOAN RADTKE	10/02/2019	\$62.00	P
06190224	HAAS LINDA M	2019 DOG LISTER LINDA HAAS	10/02/2019	\$31.50	P
06190225	LARSON DAWN M	2019 DOG LISTER DAWN LARSON	10/02/2019	\$73.50	P
06190226	TRITZ RALPH J	2019 DOG LISTER RALPH TRITZ	10/02/2019	\$51.00	P
06190227	RICHARDSON JILL	2019 DOG LISTER JILL RICHARDSO	10/02/2019	\$10.00	P
06190228	MARTH DALE R	2019 DOG LISTER DALE MARTH	10/02/2019	\$38.50	P
06190229	WITT PAM	2019 DOG LISTER PAM WITT	10/02/2019	\$65.50	P
06190230	BURR MARY JANE	2019 DOG LISTER MARYJBURR	10/02/2019	\$70.00	P
06190231	KING KAY F	2019 DOG LISTER KAY KING	10/02/2019	\$21.00	P
06190232	VILLAGE OF PORT EDWARDS TREAS	2019 DOG LISTER VILL PT EDWARD	10/02/2019	\$53.50	P
06190233	PAWELSKI SANDRA	2019 DOG LISTER SANDY PAWLESKI	10/02/2019	\$20.50	P
06190234	SCHALOW DEBRA E	2019 DOG LISTER DEBRASCHALOW	10/02/2019	\$20.00	P
06190235	CITY OF MARSHFIELD TREASURER	2019 DOG LISTER CITY OF MARSHF	10/02/2019	\$443.50	P
06190236	CITY OF NEKOOSA TREASURER	2019 DOG LISTER CITYNEKOOSA	10/02/2019	\$72.50	P

Committee Report - County of Wood

County Clerk - October 2019

06190203 - 06190251

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06190237	HAHN TAMI	2019 DOG LISTER TAMI HAHN	10/02/2019	\$83.00	P
06190238	CITY OF WIS RAPIDS TREASURER	2019 DOG LISTER CITY OF WR	10/02/2019	\$314.00	P
06190239	MAILFINANCE	Mail Machine Lease Payment	10/07/2019	\$1,552.86	P
06190240	UNITED MAILING SERVICE	MAIL FEES SEPT 1-30 2019 UMS	10/08/2019	\$947.06	P
06190241	CENTURYLINK	Various Long Distance - Sept	10/14/2019	\$160.73	P
06190242	WISCONSIN MEDIA	VARIOUS ADS 9/1 - 9/30/19	10/14/2019	\$1,012.76	P
Grand Total:				\$7,236.09	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: OCTOBER 2019

For the range of vouchers: 14190308R -
14190338

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190308R	CUMMINGS MARLA	REIMB AIRFARE TO/FROM SC	09/30/2019	\$627.90	P
14190309	MOODY'S INVESTORS SERVICE	2020 DEBT PROCEEDS ISSUANCE	09/26/2019	\$12,500.00	P
14190310	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/03/2019	\$6.59	P
14190311	BADGER STATE INDUSTRIES	SIGNAGE FOR UW MFLD	09/30/2019	\$26.61	P
14190312	BLITT AND GAINES PC	GARNISHMENT PAYMENT	10/10/2019	\$386.06	P
14190313	BOSTON MUTUAL	WHOLE LIFE INSURANCE	10/10/2019	\$1,327.04	P
14190314	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	10/10/2019	\$288.68	P
14190315	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	10/10/2019	\$3,134.28	P
14190316	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	10/10/2019	\$2,006.60	P
14190317	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP(VOL) LIFE INS	10/10/2019	\$3,761.21	P
14190318	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	10/10/2019	\$73.64	P
14190319	SOLID OAK FINANCE	GARNISHMENT PAYMENT	10/10/2019	\$165.22	P
14190320	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	10/03/2019	\$11,574.00	P
14190321	WI SCTF	CHILD SUPPORT R&D FEES 10/2019	10/10/2019	\$192.57	P
14190322	BADGER STATE INDUSTRIES	SIGNAGE FOR UW MFLD	10/07/2019	\$439.56	P
14190323	UW - GREEN BAY	2019 WGFOA WINTER CONF-CUMMING	10/10/2019	\$85.00	P
14190324	UW - GREEN BAY	2019 WGFOA WINTER CONF-NEWTON	10/11/2019	\$85.00	P
14190325	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT FOR CIP EXPENSES	10/11/2019	\$736.28	P
14190326	BLITT AND GAINES PC	GARNISHMENT PAYMENT	10/24/2019	\$346.67	P
14190327	BOSTON MUTUAL	WHOLE LIFE INSURANCE	10/24/2019	\$1,325.32	P
14190328	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	10/24/2019	\$283.18	P
14190329	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	10/24/2019	\$3,078.27	P
14190330	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	10/24/2019	\$1,911.67	P
14190331	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	10/24/2019	\$3,685.47	P
14190332	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	10/24/2019	\$73.64	P
14190333	SOLID OAK FINANCE	GARNISHMENT PAYMENT	10/24/2019	\$170.15	P
14190334	VRUWINK DANIEL DVM	GARNISHMENT PAYMENT	10/24/2019	\$224.32	P
14190335	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	4TH QTR 2019 TAX LEVY	10/24/2019	\$49,569.50	
14190336	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/29/2019	\$10.59	
14190337	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	10/25/2019	\$13,195.50	
14190338	US BANK	CREDIT CARD CHARGES	10/16/2019	\$64.78	

Grand Total:

\$111,355.30

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: OCTOBER 2019

For the range of vouchers: 17190084 - 17190095

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17190084	BLUE WATER BENEFITS CONSULTING LLC	2019 Q3 Reporting	09/27/2019	\$947.40	P
17190085	RUDER WARE LLSC	2019 RUDERWARE CONFERENCE	10/07/2019	\$85.00	P
17190086	WI DEPT OF WORKFORCE DEVELOPMENT	September Unemployment Charges	10/03/2019	\$605.97	P
17190087	WOOD TRUST BANK	Visa Charges - Sept 2019	09/20/2019	\$130.00	P
17190088	DIETRICH VANDERWAAL SC	Legal Fees	10/07/2019	\$45.00	P
17190089	HORTON GROUP INC THE	Consulting Fees - Oct 2019	10/04/2019	\$2,083.33	P
17190090	US HEALTH WORKS MEDICAL GROUP PC	Drug & Alcohol Testing	07/31/2019	\$55.00	P
17190091	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	09/20/2019	\$450.00	P
17190092	NATIONWIDE TRUST CO FSB	PEHP	10/23/2019	\$116.62	P
17190093	US BANK	P Card Charges - Oct 2019	10/16/2019	\$37.58	
17190094	WOOD TRUST BANK	Visa Charges - Oct 2019	10/20/2019	\$991.73	
17190095	AMAZON CAPITAL SERVICES	CPR & Office Supplies	10/02/2019	\$110.81	
Grand Total:				\$5,658.44	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: OCTOBER 2019

For the range of vouchers: 27190333 - 27190366

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190333	EO JOHNSON COMPANY INC	PAPERCUT BILLING 3RD QTR 2019	09/25/2019	\$1,245.01	P
27190334	SOLARUS	PHONE CHGS ACCT 00063942-1	10/01/2019	\$9,077.33	P
27190335	SOLARUS	PHONE CHGS ACCT 00077856-5	10/01/2019	\$297.94	P
27190336	SOLARUS	PHONE CHGS ACCT 00061009-7	10/01/2019	\$69.99	P
27190337	US CELLULAR	CELL PHONE CHGS ACCT 277407322	09/16/2019	\$1,910.82	P
27190338	US CELLULAR	CELL PHONE CHGS ACCT 851710598	09/16/2019	\$679.32	P
27190339	US CELLULAR	CELL PHONE CHGS ACCT 203538532	09/20/2019	\$829.82	P
27190340	US CELLULAR	CELL PHONE CHGS ACCT 203391922	09/20/2019	\$178.85	P
27190341	BAYCOM INC	PARKS TOUGHBOOK	09/30/2019	\$2,748.00	P
27190342	CHARTER COMMUNICATIONS	INTERNET PRO100	09/24/2019	\$130.00	P
27190343	FRONTIER COMMUNICATIONS	PHONE CHARGES	09/22/2019	\$1,148.51	P
27190344	INSIGHT PUBLIC SECTOR INC	PC REPLACEMENT ORDER	09/22/2019	\$421.95	P
27190345	INSIGHT PUBLIC SECTOR INC	PC REPLACEMENT ORDER	09/24/2019	\$1,001.90	P
27190346	MARSHFIELD UTILITIES	FIBEROPTIC - 3RD QTR 2019	09/30/2019	\$903.25	P
27190347	RHYME BUSINESS PRODUCTS	STAPLE CARTRIDGE - HEALTH	09/30/2019	\$98.00	P
27190348	US BANK	CREDIT CARD CHARGES	09/25/2019	\$345.93	P
27190349	VERIZON	CELL CHGS ACCT 242258062-00001	10/09/2019	\$2,053.69	P
27190350	AMAZON CAPITAL SERVICES	HUMAN SERVICES HEADSET	09/25/2019	\$57.95	P
27190351	AMAZON CAPITAL SERVICES	CORP COUNS HEADSET, IT SCREEN	10/04/2019	\$252.49	P
27190352	AMAZON CAPITAL SERVICES	HS HEADSET, CTY CLK CHARGER	10/07/2019	\$112.16	P
27190353	AMAZON CAPITAL SERVICES	PRIVACY SCREEN, MARKERS	10/09/2019	\$59.25	P
27190354	AMAZON CAPITAL SERVICES	CREDIT MEMO - PRIVACY SCREEN	10/11/2019	(\$49.98)	P
27190355	AKITABOX INC	SHAREPOINT REPLACEMENT	09/30/2019	\$1,090.79	P
27190356	AMAZON CAPITAL SERVICES	WIRELESS MICE	10/15/2019	\$99.95	P
27190357	AMAZON CAPITAL SERVICES	CORNERSTONE MOVE SUPPLIES	10/16/2019	\$385.69	P
27190358	INSIGHT PUBLIC SECTOR INC	PC REPLACEMENT ORDER	09/26/2019	\$3,224.28	P
27190359	TREBRON COMPANY INC	SOPHOS RENEWAL - PAYMENT 2	07/01/2019	\$10,854.00	P
27190360	VISTA IT GROUP	8851 PHONES FOR UPGRADES	10/14/2019	\$15,846.42	P
27190361	CDW GOVERNMENT INC	CORNERSTONE MOVING SUPPLIES	10/18/2019	\$1,407.04	
27190362	CHARTER COMMUNICATIONS	INTERNET PRO100	10/24/2019	\$130.00	
27190363	COLLABORATION SQUARED LTD	UBIETY LICENCE RENEWAL	10/30/2019	\$1,920.00	
27190364	FRONTIER COMMUNICATIONS	PHONE CHARGES	10/22/2019	\$1,149.71	
27190365	INSIGHT PUBLIC SECTOR INC	EDGEWATER SWITCH	10/22/2019	\$6,975.00	

INFORMATION TECHNOLOGY - OCTOBER
2019

27190333 - 27190366

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190366	SOLARWINDS	KIWI SYSLOG RENEWAL	10/29/2019	\$319.00	
Grand Total:				\$66,974.06	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: OCTOBER 2019

For the range of vouchers: 19190991 - 19191210

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190991	ACE HARDWARE	SHOP SUPPLIES	09/19/2019	\$30.97	P
19190992	ACE HARDWARE	TOOLS	09/19/2019	\$9.78	P
19190993	ACE HARDWARE	LACTATION ROOM - PARTS	09/20/2019	\$3.59	P
19190994	ACE HARDWARE	TOOLS	09/23/2019	\$46.35	P
19190995	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	09/17/2019	\$276.16	P
19190996	AMAZON CAPITAL SERVICES	CH SECURITY - SIGNAGE	09/18/2019	\$84.54	P
19190997	AMAZON CAPITAL SERVICES	SHELVES FOR JAIL LAUNDRY	09/19/2019	\$75.47	P
19190998	AMAZON CAPITAL SERVICES	CH SECURITY - SIGNAGE	09/23/2019	\$11.99	P
19190999	AMAZON CAPITAL SERVICES	CH SECURITY - CORD PROTECTOR	09/26/2019	\$23.99	P
19191000	CRESCENT ELECTRIC SUPPLY CO	RB LIGHTS	09/16/2019	\$110.27	P
19191001	CRESCENT ELECTRIC SUPPLY CO	RB OCCUPANCY SENSOR	09/17/2019	\$76.16	P
19191002	CRESCENT ELECTRIC SUPPLY CO	12TH ST - PHOTO EYE	09/23/2019	\$14.67	P
19191003	LIBERTY CLEANERS-INC	CLEANING COURTHOUSE, JAIL	09/23/2019	\$7,913.91	P
19191004	MENARDS - PLOVER	CREDIT - LACTATION ROOM	09/18/2019	(\$15.03)	P
19191005	NICK MICHELS & SONS	RB ROOF REPAIRS	09/16/2019	\$375.00	P
19191006	RAPIDS RENTAL & SUPPLY	LAWNMOWER PARTS	09/18/2019	\$264.01	P
19191007	RAPIDS RENTAL & SUPPLY	LAWNMOWER PARTS	09/20/2019	\$12.00	P
19191008	RON'S REFRIGERATION & AC INC	RB HVAC REPAIRS	09/19/2019	\$315.00	P
19191009	SMITHS DETECTION	CH SECURITY - ROLLER TABLE	09/16/2019	\$955.00	P
19191010	WISCONSIN VALLEY BUILDING PRODUCTS	HEAT GUN	09/23/2019	\$118.25	P
19191011	NASCO	OFFICE SUPPLIES	10/01/2019	\$340.56	P
19191012	OFFICE DEPOT	OFFICE SUPPLIES	10/01/2019	\$99.78	P
19191013	OFFICE DEPOT	OFFICE SUPPLIES	10/01/2019	\$68.88	P
19191014	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/01/2019	\$78.90	P
19191015	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/01/2019	\$20.06	P
19191016	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/01/2019	\$50.15	P
19191017	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/01/2019	\$12.64	P
19191018	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/02/2019	\$12.98	P
19191019	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/02/2019	\$48.18	P
19191020	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/02/2019	\$14.57	P
19191021	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/02/2019	\$3.84	P
19191022	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/02/2019	\$26.06	P
19191023	STAPLES ADVANTAGE	office supplies	10/02/2019	\$31.16	P
19191024	STAPLES ADVANTAGE		10/02/2019	\$33.45	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
OCTOBER 2019

19190991 - 19191210

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19191025	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/02/2019	\$58.39	P
19191026	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/02/2019	\$7.82	P
19191027	OFFICE DEPOT	OFFICE SUPPLIES	10/08/2019	\$51.05	P
19191028	INDIANHEAD SPECIALTY CO	OFFICE SUPPLIES	10/08/2019	\$29.08	P
19191029	QUALITY PLUS PRINTING INC	OFFICE SUPPLIES	10/08/2019	\$580.00	P
19191030	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$26.06	P
19191031	STAPLES ADVANTAGE	OFFICE SUPPLIES CREDIT	10/08/2019	(\$26.06)	P
19191032	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$12.04	P
19191033	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$1.52	P
19191034	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$12.38	P
19191035	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$30.99	P
19191036	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$34.74	P
19191037	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$110.75	P
19191038	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$68.08	P
19191039	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$2.84	P
19191040	STAPLES ADVANTAGE	OFFICE SUPPLIES CREDIT	10/08/2019	(\$2.84)	P
19191041	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$3.38	P
19191042	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$114.11	P
19191043	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$29.79	P
19191044	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$39.95	P
19191045	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$51.19	P
19191046	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$127.84	P
19191047	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$30.99	P
19191048	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$15.98	P
19191049	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$434.70	P
19191050	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$83.67	P
19191051	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$14.73	P
19191052	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$52.38	P
19191053	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$44.15	P
19191054	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/08/2019	\$50.21	P
19191055	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	09/25/2019	\$4,069.35	P
19191056	AIRGAS USA LLC	NOZZLE	09/25/2019	\$14.24	P
19191057	AMAZON CAPITAL SERVICES	LANYARDS	10/01/2019	\$13.88	P
19191058	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/02/2019	\$89.62	P
19191059	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	10/02/2019	\$4,690.78	P
19191060	DECKER SUPPLY CO	CH SECURITY - SIGNAGE	09/27/2019	\$358.88	P
19191061	FERGUSON ENTERPRISES LLC	PLUMBING SUPPLIES	09/24/2019	\$60.10	P
19191062	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	10/02/2019	\$268.27	P
19191063	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE HUMAN SERVICES	09/27/2019	\$209.00	P
19191064	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE RIVER BLOCK	09/27/2019	\$198.00	P
19191065	HAZARD SKATES AND SPORTS LLC	CLOTHING	09/30/2019	\$90.42	P
19191066	QUALITY DOOR & HARDWARE	CH SECURITY - DOOR HARDWARE	09/26/2019	\$293.68	P
19191067	QUALITY DOOR & HARDWARE	CH SECURITY - DOOR	09/26/2019	\$851.98	P
19191068	QUALITY DOOR & HARDWARE	CH SECURITY - DOOR HARDWARE	09/26/2019	\$445.50	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
OCTOBER 2019

19190991 - 19191210

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19191069	QUALITY DOOR & HARDWARE	CH SECURITY - DOOR HARDWARE	09/26/2019	\$569.22	P
19191070	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	09/26/2019	\$412.48	P
19191071	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	09/26/2019	\$302.53	P
19191072	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	09/26/2019	\$68.63	P
19191073	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	09/26/2019	\$10.51	P
19191074	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	09/26/2019	\$524.79	P
19191075	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	09/26/2019	\$91.62	P
19191076	WE ENERGIES	GAS SERVICE JAIL	09/26/2019	\$306.18	P
19191077	WE ENERGIES	GAS SERVICE COMMUNICATIONS	09/26/2019	\$11.00	P
19191078	WE ENERGIES	GAS SERVICE COURTHOUSE	09/26/2019	\$214.11	P
19191079	WE ENERGIES	GAS SERVICE RIVER BLOCK	09/26/2019	\$684.60	P
19191080	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	09/30/2019	\$10.89	P
19191081	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	09/30/2019	\$14.23	P
19191082	WESTERN DETENTION PRODUCTS INC	JAIL DOOR LOCKS	09/25/2019	\$571.50	P
19191083	WOOD TRUST BANK	LACTATION RM LIGHTING	09/20/2019	\$54.94	P
19191084	KRANZ INC	OFFICE SUPPLIES	10/15/2019	\$282.75	P
19191085	KRANZ INC	OFFICE SUPPLIES	10/15/2019	\$31.17	P
19191086	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$2.08	P
19191087	DIAMOND BUSINESS GRAPHICS	OFFICE SUPPLIES	10/15/2019	\$28.50	P
19191088	DIAMOND BUSINESS GRAPHICS	OFFICE SUPPLIES	10/15/2019	\$28.50	P
19191089	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$28.27	P
19191090	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$68.65	P
19191091	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$16.12	P
19191092	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$167.21	P
19191093	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$1,791.17	P
19191094	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$8.66	P
19191095	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$77.24	P
19191096	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$23.44	P
19191097	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$25.97	P
19191098	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$122.80	P
19191099	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$22.09	P
19191100	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$136.72	P
19191101	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$402.70	P
19191102	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$245.67	P
19191103	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$23.17	P
19191104	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$65.66	P
19191105	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$114.27	P
19191106	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$9.25	P
19191107	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$43.53	P
19191108	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$378.12	P
19191109	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$48.15	P
19191110	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/15/2019	\$98.73	P
19191111	ACE HARDWARE	TOOLS	10/09/2019	\$19.99	P
19191112	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	09/30/2019	\$590.20	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
OCTOBER 2019

19190991 - 19191210

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19191113	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	09/30/2019	\$245.82	P
19191114	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	10/04/2019	\$101.95	P
19191115	AMAZON CAPITAL SERVICES	CH SECURITY - SIGNAGE	10/03/2019	\$28.18	P
19191116	AMAZON CAPITAL SERVICES	SUPPLIES	10/03/2019	\$6.99	P
19191117	AMAZON CAPITAL SERVICES	LACTATION ROOM SIGNAGE	10/03/2019	\$27.50	P
19191118	BAUER'S FLOOR MART	CH REMODELING-HR CARPET TILES	10/02/2019	\$2,621.57	P
19191119	CRESCENT ELECTRIC SUPPLY CO	LIGHTS FOR IMPOUND/JOINT USE	10/01/2019	\$1,807.23	P
19191120	CRESCENT ELECTRIC SUPPLY CO	ELECTRICAL FOR IMPOUND	10/04/2019	\$33.79	P
19191121	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	10/02/2019	\$87.46	P
19191122	NAPA CENTRAL WI AUTO PARTS	BASKET LIFT BATTERY	10/04/2019	\$123.99	P
19191123	WERNER ELECTRIC SUPPLY	LIGHT BULBS - JAIL	09/27/2019	\$991.90	P
19191124	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/16/2019	\$4.32	P
19191125	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/16/2019	\$27.58	P
19191126	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/16/2019	\$127.38	P
19191127	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/16/2019	\$23.86	P
19191128	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/16/2019	\$0.20	P
19191129	MIDLAND PAPER	OFFICE SUPPLIES	10/22/2019	\$236.31	P
19191130	OFFICE DEPOT	OFFICE SUPPLIES	10/22/2019	\$34.06	P
19191131	OFFICE DEPOT	OFFICE SUPPLIES	10/22/2019	\$11.70	P
19191132	DASH MEDICAL GLOVES	OFFICE SUPPLIES	10/22/2019	\$25.80	P
19191133	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/22/2019	\$12.77	P
19191134	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/22/2019	\$2.27	P
19191135	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/22/2019	\$55.84	P
19191136	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/22/2019	\$23.32	P
19191137	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/22/2019	\$20.85	P
19191138	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/22/2019	\$12.28	P
19191139	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/22/2019	\$34.98	P
19191140	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/22/2019	\$34.74	P
19191141	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/22/2019	\$50.50	P
19191142	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	10/08/2019	\$139.10	P
19191143	AMAZON CAPITAL SERVICES	CH SECURITY - BARRIERS	10/13/2019	\$85.91	P
19191144	AMAZON CAPITAL SERVICES	SUPPLIES	10/13/2019	\$174.85	P
19191145	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/14/2019	\$7.98	P
19191146	AMAZON CAPITAL SERVICES	CH SECURITY-WIRELESS DOORBELL	10/15/2019	\$26.99	P
19191147	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/16/2019	\$28.25	P
19191148	AMAZON CAPITAL SERVICES	CREDIT MEMO	10/16/2019	(\$6.98)	P
19191149	APPLIED INDUSTRIAL TECHNOLOGY	CH - BEARINGS	10/09/2019	\$54.90	P
19191150	CRESCENT ELECTRIC SUPPLY CO	CH SECURITY - ELECTRICAL	10/08/2019	\$17.15	P
19191151	CRESCENT ELECTRIC SUPPLY CO	CH SECURITY - ELECTRICAL	10/09/2019	\$31.44	P
19191152	CRESCENT ELECTRIC SUPPLY CO	CH LIGHT BULBS	10/09/2019	\$115.00	P
19191153	CRESCENT ELECTRIC SUPPLY CO	CH REMODEL - HR LIGHTS	10/11/2019	\$46.03	P
19191154	CRESCENT ELECTRIC SUPPLY CO	CH REMODEL - HR LIGHTS	10/11/2019	\$280.56	P
19191155	FERGUSON ENTERPRISES LLC	CH PLUMBING SUPPLIES	10/09/2019	\$338.91	P
19191156	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	10/14/2019	\$40.00	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
OCTOBER 2019

19190991 - 19191210

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19191157	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	10/14/2019	\$40.00	P
19191158	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	10/16/2019	\$200.44	P
19191159	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY HARDWARE PARTIAL	09/27/2019	\$16,358.88	P
19191160	GAPPA SECURITY SOLUTIONS LLC	DOOR LOCK - UW EXTENSION	10/07/2019	\$36.00	P
19191161	GRAYBAR	CH REMODEL-DA WIRE/ELECTRICAL	10/10/2019	\$318.70	P
19191162	HENRICKSEN AND COMPANY INC	CH SECURITY OFFICE FURNITURE	08/12/2019	\$3,860.94	P
19191163	HOME DEPOT CREDIT SERV (Maintenance)	CH,JAIL,SECURITY,LACTATION RM	10/04/2019	\$463.18	P
19191164	KRISS PREMIUM PRODUCTS INC	BOILER CHEMICALS	10/11/2019	\$608.52	P
19191165	RAPID QUALITY LAWN & LANDSCAPING	FERTILIZING AND WEED CONTROL	10/11/2019	\$350.46	P
19191166	SCHMITT ACOUSTICS LLC	CH REMODEL - HR CEILING TILES	10/11/2019	\$618.00	P
19191167	SHERWIN-WILLIAMS CO THE	CH REMODEL - HR PAINT	10/15/2019	\$43.10	P
19191168	SHERWIN-WILLIAMS CO THE	CH REMODEL - HR PAINT	10/17/2019	\$179.08	P
19191169	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	10/15/2019	\$180.00	P
19191170	WERNER ELECTRIC SUPPLY	LIGHT BULBS - JAIL	10/07/2019	\$443.30	P
19191171	NASSCO	OFFICE SUPPLIES	10/29/2019	\$340.56	
19191172	NASSCO	OFFICE SUPPLIES	10/29/2019	\$252.00	
19191173	DIAMOND BUSINESS GRAPHICS		10/29/2019	\$29.02	
19191174	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/29/2019	\$55.46	
19191175	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/29/2019	\$26.25	
19191176	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/29/2019	\$63.24	
19191177	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	10/17/2019	\$153.78	
19191178	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	10/22/2019	\$258.84	
19191179	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/18/2019	\$16.99	
19191180	AMAZON CAPITAL SERVICES	CH SECURITY - TABLE	10/22/2019	\$36.70	
19191181	CRESCENT ELECTRIC SUPPLY CO	CH REMODEL - HR ELECTRICAL	10/16/2019	\$178.36	
19191182	NASSCO	ICE MELT	10/17/2019	\$40.75	
19191183	FIRE & SAFETY EQUIPMENT INC	SEMI ANNUAL FIRE SYSTEM SVC	10/21/2019	\$208.75	
19191184	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	10/24/2019	\$7,913.91	
19191185	MENARDS - PLOVER	WIPER BLADES	10/22/2019	\$35.94	
19191186	NAPA CENTRAL WI AUTO PARTS	OIL, FILTER - 2013 F250	10/22/2019	\$27.98	
19191187	SUPERIOR CHEMICAL CORPORATION	CLEANING SUPPLIES	10/21/2019	\$304.99	
19191188	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	10/14/2019	\$54.69	
19191189	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	10/14/2019	\$38.39	
19191190	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	10/14/2019	\$262.10	
19191191	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	10/14/2019	\$947.58	
19191192	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	10/14/2019	\$2,461.06	
19191193	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	10/14/2019	\$7.45	
19191194	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	10/14/2019	\$76.83	
19191195	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	10/14/2019	\$35.27	
19191196	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	10/14/2019	\$8,568.43	
19191197	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	10/14/2019	\$3,395.31	
19191198	WISCONSIN VALLEY BUILDING PRODUCTS	DA DEMO HAMMER, JAIL CAULK	10/23/2019	\$71.75	
19191199	DIAMOND BUSINESS GRAPHICS	OFFICE SUPPLIES	10/30/2019	\$50.87	
19191200	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/30/2019	\$34.98	

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
OCTOBER 2019

19190991 - 19191210

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19191201	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/30/2019	\$129.12	
19191202	STAPLES ADVANTAGE		10/30/2019	\$28.52	
19191203	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/30/2019	\$5.72	
19191204	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/30/2019	\$20.44	
19191205	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/30/2019	\$57.69	
19191206	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/30/2019	\$55.98	
19191207	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/30/2019	\$19.46	
19191208	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/30/2019	\$161.19	
19191209	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/30/2019	\$15.58	
19191210	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/30/2019	\$155.04	
Grand Total:				\$92,527.71	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: OCTOBER 2019

For the range of vouchers: 23190049 - 23190053

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23190049	GAPPA SECURITY SOLUTIONS LLC	POWER SURGE DAMAGES	10/02/2019	\$9,471.90	P
23190050	NORTHWAY COMMUNICATIONS	WATER DAMAGE - RADIO HEAD	10/02/2019	\$1,365.00	P
23190051	ECON ELECTRIC	POWER SURGE DAMAGES	10/07/2019	\$5,316.89	P
23190052	VAN ERT ELECTRIC COMPANY INC	POWER SURGE DAMAGES	10/07/2019	\$446.16	P
23190053	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Parks	10/10/2019	\$6,901.90	
Grand Total:				\$23,501.85	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
SEPTEMBER 2019

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
ALL THE BELOW WERE PAID BY AEGIS (TPA)			
PREPAID	WISCONSIN RIVER ORTHOPAEDICS	WC MED REIMBURSE	\$513.63
PREPAID	LINDER & MARSACK	ATTORNEY FEES	\$64.00
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$289.00
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$533.20
PREPAID	PITTSVILLE THERAPY SERVICES INC	WC MED REIMBURSE	\$141.25
PREPAID	KRISTINE BEATHARD	MILEAGE REIMBURSEMENT	\$45.49
PREPAID	ROBERTS & ASSOCIATES	WC MED REIMBURSE	\$198.90
PREPAID	PITTSVILLE THERAPY SERVICES INC	WC MED REIMBURSE	\$294.58
PREPAID	WISCONSIN RIVER ORTHOPAEDICS	WC MED REIMBURSE	\$171.29
PREPAID	WISCONSIN RIVER ORTHOPAEDICS	WC MED REIMBURSE	\$216.51
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$493.04
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$149.63
PREPAID	ASPIRUS RIVERVIEW HOSPITAL & CLINICS	WC MED REIMBURSE	\$314.45
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$50.31
	TOTAL		\$3,475.28

TTD - TEMPORARY TOTAL DISABILITY
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY
DB - DEATH BENEFIT

CHAIRMAN

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: OCTOBER 2019

For the range of vouchers: 28190248 - 28190275

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28190248	CITY OF MARSHFIELD	SEPTEMBER SPECIALS	10/02/2019	\$1,263.18	P
28190249	CITY OF NEKOOSA TREASURER	SEPTEMBER SPECIALS	10/02/2019	\$1,349.84	P
28190250	CITY OF WISCONSIN RAPIDS	SEPTEMBER SPECIALS	10/02/2019	\$3,540.41	P
28190251	MIDWEST TITLE	TAX OVERPAYMENT REFUND	10/02/2019	\$12.85	P
28190252	POTTER & SON INC	TAX OVERPAYMENT REFUND	10/02/2019	\$863.50	P
28190253	TOWN OF PORT EDWARDS	SEPTEMBER SPECIALS	10/02/2019	\$381.74	P
28190254	TOWN OF SARATOGA	SEPTEMBER SPECIALS	10/02/2019	\$2,687.70	P
28190255	TOWN OF GRAND RAPIDS	SEPTEMBER SPECIALS	10/02/2019	\$1,222.62	P
28190256	TOWN OF LINCOLN	SEPTEMBER SPECIALS	10/02/2019	\$525.95	P
28190257	TOWN OF MARSHFIELD	SEPTEMBER SPECIALS	10/02/2019	\$404.16	P
28190258	TOWN OF RICHFIELD	SEPTEMBER SPECIALS	10/02/2019	\$275.30	P
28190259	TWARDOWSKI RON & HEIDI	TAX OVERPAYMENT REFUND	10/02/2019	\$15.21	P
28190260	VILLAGE OF VESPER	SEPTEMBER SPECIALS	10/02/2019	\$214.62	P
28190261	VILLAGE OF HEWITT	SEPTEMBER SPECIALS	10/02/2019	\$1,588.36	P
28190262	VILLAGE OF PORT EDWARDS TREAS	SEPTEMBER SPECIALS	10/02/2019	\$1,469.77	P
28190263	VILLAGE OF RUDOLPH	SEPTEMBER SPECIALS	10/02/2019	\$855.24	P
28190264	WI DEPT OF ADMINISTRATION	SEPT WI LAND INFO	10/02/2019	\$6,461.00	P
28190265	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	10/02/2019	\$30.00	P
28190266	STATE OF WISCONSIN TREASURER	3RD QTR PROBATE & BIRTH FEES	10/09/2019	\$41,048.13	P
28190267	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/23/2019	\$116.97	P
28190268	ASPIRUS BUSINESS HEALTH RIVERVIEW	RESPIRATOR PHYSICAL	10/23/2019	\$80.00	P
28190269	FAGBEMI SETH & OLUBUKOLA	TAX OVERPAYMENT REFUND	10/23/2019	\$17.22	P
28190270	FREIBERG JOSEPH	TAX OVERPAYMENT REFUND	10/23/2019	\$52.12	P
28190271	MARSHFIELD UTILITIES	TAX DEED UTILITIES	10/23/2019	\$10.87	P
28190272	MIDWEST TITLE	TAX OVERPAYMENT REFUND	10/23/2019	\$61.40	P
28190273	STATE OF WISCONSIN TREASURER	SEPTEMBER COC REVENUES	10/23/2019	\$147,992.30	P
28190274	TOWN OF RUDOLPH	OVERPAYMENT OF MFL	10/23/2019	\$971.44	P
28190275	WOODTRUST BANK	MONTHLY SERVICE FEES	10/23/2019	\$741.75	P

Grand Total:

\$214,253.65

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: OCTOBER 2019

For the range of vouchers: 34190013 - 34190013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34190013	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	10/01/2019	\$6,462.20	P
Grand Total:				\$6,462.20	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

RENEWABLE & SUSTAINABLE COMMITTEE MEETING

DATE: Thursday, September 26, 2019
 TIME: 10:00 AM
 LOCATION: Wood County Courthouse – Room 115, Wisconsin Rapids, WI

Present: Reuben Van Tassel, Nancy Turyk, Sue Knuferman, Jake Hahn, Bill Leichtnam, Nicole Gessert

Others

Present: Bill Clendenning, Doug Machon

1. **Call Meeting to Order:** Chair, Reuben Van Tassel called the meeting to order at 10:00 a.m.
2. **Public Comments:**
Supervisor Bill Clendenning shared a publication, "Sustainable Times".
3. **Review/approve previous meeting minutes:**
Minutes from the July 12, 2019 R&S Committee meeting and Minutes from the August 20, 2019 R&S Committee meeting.

Motion: (Kunferman/Turyk) to approve the prior meeting minutes. Motion carried unanimously.

4. **Update on SolSmart and other Community solar initiatives:**
Nancy Turyk reported there are two items left for SolSmart gold designation. Permitting and inspector training sessions, which Jason Grueneberg from Planning and Zoning is working on; and the goals of this committee which will be discussed later in the meeting as an agenda item.

Turyk reported she had been contacted by The Solar Foundation to see if the County would be interested in being part of the 300th SolSmart designation. Van Tassel indicated this would be a good recommendation to pass along to the Executive Committee.

Van Tassel passed around a copy of a recent article in the Hub City Times featuring the solar projects the County is working on.

Van Tassel passed around a hand-out from the recent Saratoga Solar project meeting. Discussion ensued.
5. **Update on recommendations made to Executive Committee:**
Van Tassel reported that both recommendation that the R&S Committee made were forwarded to the Executive Committee. The Nepco Solar project was then forwarded to HIRC. HIRC approved the project. The Courthouse solar car charging station was approved by the Executive Committee.

Hahn questioned if the recommendation for the energy study was approved by the Executive Committee. Van Tassel confirmed the \$2,000.00 for the energy study is approved from the Lean Process grant funds.
6. **Review grant applications and send recommendations to Executive Committee:**
Van Tassel shared the R&S and Lean Process grant applications received. Van Tassel indicated that prior to this committee being formed the Executive Committee had approved an application from the Maintenance Department for LED lighting in the Jail for \$2,950.00 which would leave the funds available for the R&S grant at around \$22,000.00. The Committee reviewed the remaining three R&S grant applications. Discussion ensued.

Motion: (Kunferman/Hahn) to forward a recommendation to the Executive Committee to use the Renewable and Sustainable grant funds for a net cost of \$20,103.00 for the Nepco Lake solar project.

Motion: (Kunferman/Leichtnam) to amend the motion to ask that there be a requirement to the system installed so that there is future capability of adding power storage and the inverter used in the initial system is capable of providing power during a utility outage. Motion passed unanimously.

Motion: (Kunferman/Hahn) to forward a recommendation to the Executive Committee to use the Renewable and Sustainable grant funds for a net cost of \$20,103.00 for the Nepco Lake solar project with a requirement to the system installed so that there is future capability of adding power storage and the inverter used in the initial system is capable of providing power during a utility outage. Motion passed unanimously.

Turyk stated that she would like to see a recommendation to Edgewater for resubmittal of their grant application in the future so it could be reviewed again next year because she feels it is a good project. The group consensus agreed with Turyk.

The Committee reviewed the two Lean Process grant applications. Discussion ensued.

Motion: (Hahn/Turyk) to forward a recommendation to the Executive Committee to approve both Lean Process grants for a total amount of \$26,500.00 with the additional cost coming from the amount left in the R&S grant funds. Motion passed unanimously.

7. Review draft of County goals and consider forwarding to Executive Committee:

Van Tassel handed out an update to the Wood County Energy Goals and Plan with some minor edits that he had made. Turyk updated the group on some edits she made after having a representative from SolSmart review the draft. Discussion ensued.

Motion: (Hahn/Leichtnam) to send the Wood County Energy Goals and Plan draft with the discussed edits to Executive Committee for approval. Motion passed unanimously.

Sue Knuferman was excused at 12:00 p.m.

8. Future agenda items:

- Bill Leichtnam will reach out to Drew Gibbons from Savion
- Ground breaking solar event
- Committee Structure
- Approve Past meeting minutes

9. Next Meeting:

Thursday, October 24th. 10:00 a.m. @ Wood County Courthouse, Room 115

10. Adjourn Renewable & Sustainable Committee Meeting: Reuben Van Tassel adjourned @ 12:18 p.m.

Notes by Nicole Gessert, Maintenance Department

RENEWABLE & SUSTAINABLE COMMITTEE MEETING

5

DATE: Monday, October 7, 2019
TIME: 1:00 PM
LOCATION: Wood County Courthouse – Room 115, Wisconsin Rapids, WI

Present: Reuben Van Tassel, Nancy Turyk, Sue Kunferman, Jake Hahn, Nicole Gessert

Excused: Bill Leichtnam

Others

Present: Doug Machon

1. **Call Meeting to Order:** Chair, Reuben Van Tassel called the meeting to order at 1:00 p.m.
2. **Public Comments:**
Chair Machon advised the Committee of the importance of the energy goals as a final step in SolSmart designation.
3. **Review/approve previous meeting minutes:**
Minutes from the September 26, 2019 R&S Committee meeting.

Motion: (Kunferman/Turyk) to approve the prior meeting minutes. Motion carried unanimously.

4. **Update on recommendations made to Executive Committee:**
Van Tassel indicated the Executive Committee accepted all but one of the R&S Committee recommendations. The one recommendation Executive Committee has sent back to R&S Committee for review is the Wood County Energy Goals and Plan. Van Tassel indicated the feedback received was related to the long term target. Discussion ensued.
5. **Review/edit draft of County goals:**
Discussion ensued regarding various options for editing the Wood County Energy Goals and Plan. Van Tassel stated he would like to see the goals be a single page document to simplify the plan. Group consensus determined to remove the long term target and add minor edits to a few key sentences within the goals and plan.

Motion: (Hahn/Turyk) to forward a revised draft of the Wood County Energy Goals and Plan with the noted changes to the Executive Committee. Motion passed unanimously.

Sue Kunferman was excused at 1:31 p.m.

6. **Future agenda items:**
Previously listed in the minutes from September 26, 2019.
7. **Next Meeting:**
Thursday, October 24th. 10:00 a.m. @ Wood County Courthouse, Room 115
8. **Adjourn Renewable & Sustainable Committee Meeting:** Reuben Van Tassel adjourned @ 1:42 p.m.

Notes by Nicole Gessert, Maintenance Department

Wood County Energy Goals and Plan

Reducing unnecessary energy consumption and expenditures is an important issue for many individuals, businesses, organizations, and local governments. Wood County seeks to achieve a feasible level of energy independence as a way of enhancing energy security, reducing costs, attracting new residents, and positively impacting health, the environment, and local natural resources for future generations. Declining costs associated with renewable energy systems are making the local generation of energy more attainable and economically beneficial. Furthermore, leading credit rating agencies look favorably on an energy plan and goals when determining municipal credit ratings.

Setting targets, developing strategies, engaging employees, and planning for initial capital investments will pave the way for reductions in energy use and expand the amount of energy generation by Wood County, resulting in saved tax dollars, greater energy security, and positive health and environmental outcomes.

Energy is undergoing swift transitions worldwide. As a result, this plan should be reviewed and updated at least annually by the Wood County Renewable and Sustainable Committee.

Goals:

Promote energy efficiency/conservation and renewable energy for Wood County operations

Initial target: By 2025, reduce nonrenewable energy usage by 15%.

Lead by example.

1. By 2025, reduce nonrenewable energy usage by 15%.
 - a. Conduct focus groups with Wood County employees to discuss energy use and gather input and ideas for energy efficiencies and renewables.
 - b. Develop a mechanism to regularly distribute energy-saving tips to employees. Reward positive changes.
 - c. By February 29, 2020, work with UW-Madison to complete an energy audit of Wood County facilities.
 - d. Using the energy audit results, prioritize energy efficiency and renewable energy strategies.
 - e. By July 1, 2020, establish a plan to monitor the County's consumption of electricity, natural gas, liquid propane, and vehicle fuels.
 - f. By December 31, 2020, outline the steps needed to achieve a feasible level of energy independence. Include benchmarks.
 - g. Conduct site assessments for five County properties for solar feasibility.

- h. Consider solar installation for facilities that will be re-roofed, renovated, or newly constructed.
- i. Install at least 3 photovoltaic (PV) systems on County property in differing areas of Wood County. Those already recommended by the Renewable and Sustainable Committee include a system at NEPCO park and EV charging station at the courthouse.

Adopt renewable energy policies and practices as part of a strategy to meet future energy needs.

1. Utilize sustainability and local renewable energy independence as tools to enhance economic stability and quality of life in the County.
 - a. When feasible, enhance renewable energy workforce development thru partnerships with Mid-State Technical College and other renewable energy training programs and their students.
 - b. Publicize County efforts associated with energy efficiencies and renewable energy to attract new residents and businesses.
 - c. Set standards for land management practices within utility scale solar developments that are beneficial to water resources in Wood County such as pollinator habitat, perennial cover, etc.
2. Identify and take steps to remove barriers to development of renewable energy.
 - a. Maintain updated permitting list for interested property owners.
 - b. When requested, provide guidance to Wood County municipalities interested in reducing barriers to local renewable energy installations.
 - c. Assist, to the extent possible, the location of renewable energy production facilities.
 - d. Maintain County energy webpages.
<https://www.co.wood.wi.us/Departments/UWEX/Energy.aspx>
3. Take advantage of opportunities as they arise.
 - a. By October 31, 2019, achieve SolSmart Gold level designation for Wood County.
 - i. Identify the SolSmart initiatives that should be continued or pursued by the County over the long term.
 - b. Monitor best practices as exemplified by other counties in the state and nation.
 - c. Stay informed on funding and incentive program opportunities and timelines for energy efficiencies and renewable energy.
 - i. Utilize experienced grant writers to pursue funding available from utilities, government agencies, and private foundations.
 - d. Ensure the continuation of the County's Renewable and Sustainable Committee.
 - e. Continue to invest in renewable energy for Wood County properties. If possible, identify a long-term funding stream such as a portion of funds received by renewable energy developments.
 - f. Develop and maintain local and regional partnerships

RENEWABLE & SUSTAINABLE COMMITTEE MEETING

DATE: Thursday, October 24, 2019
TIME: 10:00 AM
LOCATION: Wood County Courthouse – Room 115, Wisconsin Rapids, WI

Present: Reuben Van Tassel, Bill Leichtnam, Sue Kunferman, Jake Hahn, Nancy Turyk (via phone)

Others

Present: Nicole Gessert, Bill Clendenning, Chad Schooley

1. Call Meeting to Order: Chair, Reuben Van Tassel called the meeting to order at 10:01 a.m.
2. Public Comments:
None
3. Review/approve previous meeting minutes:
Minutes from the October 7, 2019 R&S Committee meeting.

Motion: (Leichtnam/Hahn) to approve the prior meeting minutes. Motion carried unanimously.

4. Update on recommendations made to Executive Committee:
 - a. Energy Goals:
Van Tassel indicated the Executive Committee accepted the Energy Goals and Plan and moved it along to County Board where it was approved unanimously.
 - b. Energy Study:
Van Tassel indicated Turyk is coordinating the details regarding the intern for the energy study. Turyk indicated the intern will begin work in November and the hope is to have a summary by the end of January. Turyk indicated due to the structure of the intern job role, a resolution will need to go before County board in November. Discussion ensued.
 - c. Ribbon cutting for Nepco solar project:
Chad Schooley provided an update on the solar project. The contractor has installed the uprights. Trenching is scheduled for next week and the panels could be any time after the trenching although it is a project the contractor is needing to fit in along with other projects they already had scheduled. Discussion ensued regarding possible times for a ribbon cutting ceremony and who would be in charge of organizing such event. Turyk will coordinate with Chair Machon and Chad Schooley a meeting to discuss further.
5. Discuss Committee structure/authority:
Van Tassel stated the agenda item of Committee structure was presented at the last Executive Committee (EC) meeting and it was indicated the Renewable and Sustainable Committee (R&S) should bring back to EC recommendations. Van Tassel indicated his level of discomfort with being a Committee chair and a Department Head if the role of the R&S Committee ever became more than advisory to the Executive Committee, as currently established. Van Tassel feels it would be best, if the R&S Committee role is expanded, for the chair to then be a County board supervisor. Discussion ensued.

Motion: (Leichtnam/Kunferman) to nominate Supervisor Hahn to chair the Renewable and Sustainable Committee. Motion passed. (Van Tassel abstained)

Committee members stated Van Tassel has done a wonderful job as Committee chair.

Motion: (Leichtnam/Hahn) to recommend EC change the structure of the R&S Committee to include one additional County Board Supervisor, give increased authority for public relations, and grant authority over budgeted R&S grant funding to R&S Committee for direct approval. Motion passed unanimously.

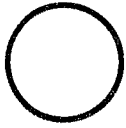
6. Future agenda items:
- Oakdale Co-Op. (Nancy will bring more information)
 - Energy Goals and Plan
 - Meeting Frequency

7. Next Meeting:

Friday, December 20th. 9:00 a.m. @ Wood County Courthouse, Room 115

8. **Adjourn Renewable & Sustainable Committee Meeting:** Jake Hahn adjourned @ 11:15 a.m.

Notes by Nicole Gessert, Maintenance Department



RESOLUTION#

Introduced by _____ Executive Committee
Page 1 of 2

Committee

CAK

INTENT & SYNOPSIS: To accept offer of sale of tax deeded property.

FISCAL NOTE:

Offered Amount	\$51,663.00
R.E. Taxes	(5,898.21)
Special Charges	(393.44)
Delinquent Utilities	(4,082.83)
Publication Fees	(140.00)
Tax Deed Expense	(557.00)

GAIN

\$40,591.52

WHEREAS, a sealed bid process was held and these were the best offers received on the below mentioned properties, and,

WHEREAS, it is beneficial for Wood County to sell tax deeded property so as to obtain deficient tax revenues and to place the property back on the tax roll:

THEREFORE BE IT RESOLVED, that the following offers be accepted

Town of Lincoln

10-00006D Outlot 1 of Wood County Certified Survey Map No. 9272 (recorded in Volume 32 of Survey Maps at Page 172 as Document No. 2011R02657) being part of the NW fractional ¼ of the NW ¼ of Section 1, Township 25 North, Range 2 East, Town of Lincoln, Wood County, Wisconsin.

MINIMUM BID

\$50.00

OFFER

\$62.00

Property is a vacant strip on Wren Rd, Town of Lincoln.

City of Pittsville

31-00300 Lot 7, Block 7, Subdivision of the Southwest Quarter of the Southeast Quarter of Section 27, Township 23 North, Range 3 East, City of Pittsville, Wood County, Wisconsin.

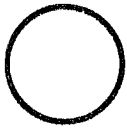
MINIMUM BID

\$1,000.00

OFFER

\$1,150.00

Property is vacant lot on 3rd Ave, City of Pittsville.

**RESOLUTION#** _____

Introduced by _____

Page 2 of 2

Committee _____

Village of Arpin

32-00045 Lot 1 of Wood County Certified Survey Map No. 8151 (recorded in Volume 28 of Survey Maps at Page 51 as Document No. 2005R00531) being part of the Northeast Quarter of the Northeast Quarter of Section 28, Township 24 North, Range 4 East, Village of Arpin, Wood County, Wisconsin.

MINIMUM BID

\$10,000.00

OFFER

\$15,100.00

Property is located at 6181 County Rd N, Village of Arpin.

Village of Arpin

32-00133A Lot 6, Block 1, Moffats Addition, Village of Arpin, Wood County, Wisconsin.

MINIMUM BID

\$250.00

OFFER

\$350.00

Property is located at 8118 Elm St, Village of Arpin.

City of Wisconsin Rapids

34-03608 That part of the Northwest Quarter of the Northeast Quarter of Section 13, Township 22 North, Range 5 East, according to the Sargent & Philleo's Plat, City of Wisconsin Rapids, Wood County, Wisconsin, as described below: All of said Northwest Quarter of the Northeast Quarter, except the East 712.39 feet of the North 409.16 feet thereof; also excepting commencing at the Southwest corner of said forty for the point of beginning; run North 801 feet on the West line of said forty; thence East 383.8 feet; thence South to a point which is 350 feet North of the North line of Chase Street; thence East to the West line of the Schingo Lot (as recorded in Volume 65 of Deeds, Page 238, Wood County Registry); thence North along said West line to the South line of Essex Street, if extended Westward; thence East along the South line of Essex Street to the East line of said forty; thence South on said East line of said forty to the South line of said forty; thence West on the South line of said forty to the Point of beginning; and also excepting the South 66 feet of the North 475.16 feet of the East 153 feet of said forty, except land used or deeded for streets.

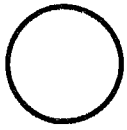
MINIMUM BID

\$30,000.00

OFFER

\$35,001.00

Property is located at the corner of Alton & 25th Ave S, City of Wisconsin Rapids.

**RESOLUTION#** _____
 Introduced by EXECUTIVE COMMITTEE
 Page 1 of 1

Committee

CAK

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

INTENT & SYNOPSIS: To accept offer of sale of tax deed property.

FISCAL NOTE:

Offered Amount	\$7,000.00
R.E. Taxes	(573.89)
Special Assessments	(130.25)
Tax Deed Expense	(141.00)

GAIN **\$6,154.86**

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

WHEREAS, during the sealed bid process no offer was received on the below mentioned property, and,

WHEREAS, an open bid process was held and this was the best offer received on the below mentioned property, and,

WHEREAS, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:

THEREFORE BE IT RESOLVED, that the following offer be accepted

City of Wisconsin Rapids

34-03601 Lot 2 of Wood County Certified Survey Map No. 222 (recorded in Volume 1 of Survey Maps at Page 222 as Document No. 474219)(Murwin Realty's First Certified Survey) being part of the Northwest Quarter of the Northeast Quarter of Section 13, Township 22 North, Range 5 East according to Sargent & Philleo's Plat, City of Wisconsin Rapids, Wood County,

Wisconsin.

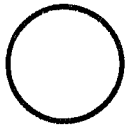
OFFERED AMOUNT

\$7,000.00

APPRAISED AMOUNT

\$8,000.00

Property is vacant land on 21st Ave S, City of Wisconsin Rapids.



RESOLUTION#

Introduced by EXECUTIVE COMMITTEE
Page 1 of 1

Committee

CAK

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

INTENT & SYNOPSIS: To accept offer of sale of tax deed property.

FISCAL NOTE:

Offered Amount	\$3,000.00
R.E. Taxes	(3,035.95)
Delinquent Utilities	(981.00)
Tax Deed Expense	(216.79)

LOSS (\$1,233.74)

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

WHEREAS, during the sealed bid process no offer was received on the below mentioned property, and,

WHEREAS, an open bid process was held and this was the best offer received on the below mentioned property, and,

WHEREAS, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:

THEREFORE BE IT RESOLVED, that the following offer be accepted

Town of Milladore

12-00589 The West 80 feet of Lot 2 and Lot 4, except the South 75 feet of the East 20 feet, all in Block 2 of Community Plat of Blenker, Town of Milladore, Wood County, Wisconsin.

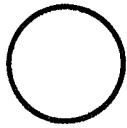
OFFERED AMOUNT

\$3,000.00

APPRAISED AMOUNT

\$8,000.00

Property is located at 3818 US Hwy 10, Town of Milladore.

**RESOLUTION#** _____
 Introduced by EXECUTIVE COMMITTEE
 Page 1 of 1

Committee

CAK

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

INTENT & SYNOPSIS: To accept offer of sale of tax deed property.

FISCAL NOTE:

Offered Amount	\$11,100.00
R.E. Taxes	(20,729.94)
Delinquent Utilities	(289.87)
Tax Deed Expense	(365.86)

LOSS (\$10,285.67)

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

WHEREAS, during the sealed bid process no offer was received on the below mentioned property, and,**WHEREAS**, an open bid process was held and this was the best offer received on the below mentioned property, and,**WHEREAS**, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:**THEREFORE BE IT RESOLVED**, that the following offer be accepted**City of Marshfield**

33-00973 Lot 5, Block 79 of the First Addition to the Village, now City of Marshfield, Wood County, Wisconsin.

OFFERED AMOUNT

\$11,100.00

APPRAISED AMOUNT

\$40,000.00

Property is located at 319-321 S Central Ave, City of Marshfield.

RESOLUTION#

Introduced by
Page 1 of 1

Public Safety Committee and Executive Committee

Committee

RSD

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

INTENT & SYNOPSIS: To increase the Civil Process service fee in the Wood County Sheriff's Department from \$65 to \$75 for basic service fees and service attempts. Writs of replevin, writs of restitution, and writs of execution will be increased from \$65 to \$75 for service and will still have the additional costs including officers productive hourly rate added.

FISCAL NOTE: Unknown Revenue

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

WHEREAS, the Wood County Sheriff's Department is Statutorily responsible for Civil Process in the County and the sale of real property in certain situations, and County Board is responsible for setting fees for these services, and

WHEREAS, the Wood County Sheriff's Department has one Sergeant assigned to Civil Process and a significant portion of a secretaries time is spent on billing and filing returns, and

WHEREAS, the Wood County Sheriff's Department generates approximately \$62,000 in revenue for providing this service, and

WHEREAS, an increase in fees will reduce the cost incurred by the County having a deputy sheriff perform this statutorily required function, and

WHEREAS, it is felt that this service should become more of a user fee, and

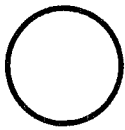
WHEREAS, the last increase in Civil Process fees was in 2009, is currently \$65 per attempt and is below that of most surrounding counties, and

WHEREAS, some of the Civil Process papers can be served by private business and the Wood County Sheriff's Department encourages this so the Deputy assigned to Civil Process can be used for other law enforcement needs, and

WHEREAS, the increases would be effective January 1, 2020, and

WHEREAS, the Public Safety Committee believes it is in the best interest of Wood County to increase the service fee for Civil Process,

NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors to increase the Civil Process Service Fees from \$65 to \$75 for basic service fees and service attempts. Writs of replevin, writs of restitution, and writs of execution will be increased from \$65 to \$75 for service.



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

KT

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

INTENT & SYNOPSIS: To amend the 2019 budget for Extension with a transfer of available appropriations from fund balance.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed in the Extension budget are available in the General Fund-Efficiencies budget.

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

Account	Account Name	Debit	Credit
55620	Extension		\$2000.00
51591	General Fund-Efficiencies	\$2000.00	

WHEREAS, the Executive Committee has approved funding for efficiency projects, and

WHEREAS, it has been determined that the hiring of an intern to analyze the County's energy data is appropriate and beneficial, and

WHEREAS, the intern would be supervised by Extension and funding needs to be reallocated to that function.

THEREFORE BE IT RESOLVED, to amend the Extension budget to reflect a transfer out of appropriations of \$2000.00 from the General Fund-Efficiencies (51591) and transfer in appropriations of the same amount to the Extension budget (55620), and

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

WOOD COUNTY

9c



Responsible Official:	Finance Director
Responsible Office:	Finance
Policy #	
Origination Date:	December 17, 2019
Last Amended Date:	

GENERAL FUND – FUND BALANCE RESERVES

Purpose Statement

The purpose of this policy is to establish a key element of financial stability of the County by setting guidelines for the General Fund – Fund Balance(s). A health fund balance is an important measure of economic stability. It is essential that the County maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. The fund balance also provides cash flow liquidity of the County's general operations.

Objective

The County desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this policy is intended to document the appropriate fund balance level to protect the County's credit worthiness. The General Fund – Fund Balance(s) are accumulated and maintained to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

Scope

This policy establishes the amounts the County will strive to maintain in its General Fund – Fund Balance(s), how the Fund Balance(s) will be funded and the conditions under which the Fund Balance(s) may be used.

General Policy

Wood County has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Fund Balance Type Definitions. GASB No. 54 applies to governmental funds and therefore does not apply to Enterprise and Internal Service Funds. The definitions of the fund balance classifications used in this policy shall be consistent with GASB No. 54.

1. Nonspendable – this classification represents funds that are inherently nonspendable. Resources that must be maintained intact pursuant to legal or contractual requirements are nonspendable. This can include assets that will never convert to cash such as prepaids and inventories, or will not convert to cash within the current fiscal year such as tax deeds and long term accounts receivables.
2. Restricted – these funds are limited by externally enforceable limitations on use. This includes limitations from the entity providing the money, such as grantors. Also, this classification includes funds with limitations placed by law or enabling legislation such as debt service and capital outlay funds.
3. Committed – funds in this classification are those with limitations the government places on itself. The purpose of these funds is decided by the County Board action and also requires County Board action to change the purpose. Funds in this category are non-lapsing or carryover funds.

WOOD COUNTY

4. Assigned – assigned fund balance has limitations based on the intended use of the funds. The assigned use can be established by the County Board as described in the financial statements, such as Highway Governmental and Special Revenue Funds.
5. Unassigned – residual net resources, or the balance after nonspendable, restricted, committed and assigned are classified as unassigned fund balance. This is the amount of fund balance that is available to address emergencies and provide fiscal stability. This is the classification governed by this Fund Balance Policy.

Considerations – Credit rating agencies determine the adequacy of the unassigned fund balance using a complex series of financial evaluations. The size of the fund balance is an important, but not the only consideration in the County's rating. Other important factors are the reliability of a government's revenue performance and fiscal decisions made by the County Board.

The Government Finance Officers Association (GFOA) recommends maintaining a total fund balance of as high as 25% of annual General Fund revenue or expenditures. This percentage varies depending on individual situations, based on the above mentioned considerations and risk. Also, GFOA recommends that Counties of any size maintain an unrestricted General Fund balance of no less than two months of regular general fund operating revenues or expenditures, whichever is more predictable.

1. Unassigned Fund Balance Levels – The County will maintain a minimum level of Unassigned Fund Balance in the General Fund equivalent to 4 months of regular, on-going operating expenditures (including transfers out) whichever is higher. The County will measure its compliance with this policy as of December 31st each year, as soon as practical after final year-end account information becomes available. During the course of the year the Finance Department shall closely monitor the County's revenues and expenditures to ensure Unassigned Levels are not used beyond any planned. For the purpose of this policy, current year's actual expenditures will exclude significant Non-Recurring Items.

If, based on staff's analysis and forecasting, the target level of Unassigned Fund Balance is not being met or are likely to not be met at some point within a five-year time horizon, then during the annual budget process, Unassigned levels will be provided to the Chairman and County Board Supervisors. Should the projected year-end Unassigned be below the minimum amount established by this policy, a plan to replenish the Unassigned would be established based on the requirements outline in this policy.

2. Cash Balance – In order to provide liquidity adequate to meet the needs and demands of providing government services including unanticipated reductions in revenues or unplanned increases in expenditures, Cash Balances will be maintained and managed through the Pooled Cash method in such a way as to minimize short-term borrowing. This reduces overall cost to taxpayers by minimizing interest expense. The 4 month Reserve is intended to support this effort and counterbalance the tax collection cycle.
3. Fund the Unassigned – Funding of Unassigned targets will generally come from excess revenues over expenditures or one-time revenues.
4. Conditions for Use of Unassigned – Available fund balances shall not be used for ongoing operating expenditures, unless a determination has been made that available balances are in excess of required guidelines and that plans have been established to address any future operating budget shortfalls. Emphasis shall be placed on one-time uses that achieve future operating cost reductions. Use of

WOOD COUNTY

Unassigned in balancing the subsequent fiscal year will maintain a **15%** or higher of current working capital.

5. Authority over Unassigned – The County Board Supervisors may authorize the use of Unassigned. The Finance Department will regularly report both current and projected Reserve levels to the County Board of Supervisors.
6. Maintenance of Unassigned – In the event that the Unassigned is so calculated to be less than the policy anticipates, the County shall plan to adjust budget resources in the subsequent fiscal years to restore the balance. Except in extraordinary circumstances, Unassigned should not be used to fund any portion of the ongoing and routine year-to-year operating expenditures of the County. It should be used primarily to insure adequate assigned balances, to respond to unforeseen emergencies, to provide cash flow and to provide overall financial stability.
7. Excess of Unassigned – In the event Unassigned exceed the minimum balance requirements, at the end of each fiscal year, any excess Unassigned may be used in the following ways:
 - a. One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or
 - b. Pay as you go capital outlay expenditures
8. Reporting of Unassigned – The Finance Director shall annually submit a report to the Executive Committee outlining the status of the County's various components of the fund balance. This report shall be submitted within thirty days of the receipt of the annual financial audit. The Finance Director shall also provide status reports at other times to the Executive Committee as may be requested.

Appendix

Appendix A

Glossary

Approval — the action of officially agreeing to something or accepting something as satisfactory.

Authorization — limits the initiation of a transaction or performance of a process to selected individuals.

Carryover funds — refer to funds budgeted but unexpended during a budget year which are brought forward as additions to the subsequent year's budget.

Cash Flow Liquidity — is a term that refers to the enterprise's ability to repay its debts from generated cash funds.

Expenditures — an amount of money that is spent on something. : an amount of time, energy, effort, etc., that is used to do something. : the act of spending money.

WOOD COUNTY

Fund Balance — is the difference between assets and liabilities in a governmental fund. The general fund, where a government accounts for everything not reported in another fund. Special revenue funds, for reporting specific revenue sources that are limited to being used for a particular purpose.

Generally Accepted Accounting Procedures (GAAP) – is a framework of accounting standards, rules and procedures defined by the professional accounting industry, which has been adopted by nearly all publicly traded U.S. companies.

Governmental Accounting Standards Board (GASB) – is the source of generally accepted accounting principles (GAAP) used by State and Local governments in the United States.

Policy — a course or principle of action adopted or proposed by a government, party, business, or individual.

Pooled Cash Method – takes all reserve items in an association and puts them into one general use account and pays for variable expenses when they occur.

Requirements — need for a particular purpose.

Revenues — the income of a **government** from taxation, excise duties, customs, or other sources, appropriated to the payment of the public expenses. 2. the **government** department charged with the collection of such income. 3. **revenues**, the collective items or amounts of income of a person, a state, etc.

Appendix B

See attached Best Practices from the GFOA



Government Finance Officers Association

BEST PRACTICE

Fund Balance Guidelines for the General Fund

BACKGROUND:

In the context of financial reporting, the term *fund balance* is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net position of governmental funds calculated on a government's budgetary basis.¹ While in both cases *fund balance* is intended to serve as a measure of the financial resources available in a governmental fund; it is essential that differences between GAAP *fund balance* and budgetary *fund balance* be fully appreciated.

1. GAAP financial statements report up to five separate categories of fund balance based on the type and source of constraints placed on how resources can be spent (presented in descending order from most constraining to least constraining): *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*.² The total of the amounts in these last three categories (where the only constraint on spending, if any, is imposed by the government itself) is termed *unrestricted fund balance*. In contrast, budgetary fund balance, while it is subject to the same constraints on spending as GAAP fund balance, typically represents simply the total amount accumulated from prior years at a point in time.
2. The calculation of GAAP fund balance and budgetary fund balance sometimes is complicated by the use of sub-funds within the general fund. In such cases, GAAP fund balance includes amounts from all of the subfunds, whereas budgetary fund balance typically does not.
3. Often the timing of the recognition of revenues and expenditures is different for purposes of GAAP financial reporting and budgeting. For example, encumbrances arising from purchase orders often are recognized as expenditures for budgetary purposes, but never for the preparation of GAAP financial statements.

The effect of these and other differences on the amounts reported as *GAAP fund balance* and *budgetary fund balance* in the general fund should be clarified, understood, and documented.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates.

In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance in the general fund.

RECOMMENDATION:

GFOA recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgetary purposes.³ Such a guideline should be set by the appropriate policy body and articulate a framework and process for how the government would increase or decrease the level of unrestricted fund balance over a specific time period.⁴ In particular, governments should provide broad guidance in the policy for how resources will be directed to replenish fund balance should the balance fall below the level prescribed.

Appropriate Level. The adequacy of unrestricted fund balance in the general fund should take into account each government's own unique circumstances. For example, governments that may be vulnerable to natural disasters, more dependent on a volatile revenue source, or potentially subject to cuts in state aid and/or federal grants may need to maintain a higher level in the unrestricted fund balance. Articulating these risks in a fund balance policy makes it easier to explain to stakeholders the rationale for a seemingly higher than normal level of fund balance that protects taxpayers and employees from unexpected changes in financial condition. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.⁵ The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.⁶ Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time. In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

1. The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
2. Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
3. The potential drain upon general fund resources from other funds, as well as, the availability of resources in other funds;
4. The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds;
5. Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose). Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance, rather than on unrestricted fund balance.

Use and Replenishment.

The fund balance policy should define conditions warranting its use, and if a fund balance falls below the government's policy level, a solid plan to replenish it. In that context, the fund balance policy should:

1. Define the time period within which and contingencies for which fund balances will be used;
2. Describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge;
3. Describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished.

Generally, governments should seek to replenish their fund balances within one to three years of use. Specifically, factors influencing the replenishment time horizon include:

1. The budgetary reasons behind the fund balance targets;
2. Recovering from an extreme event;
3. Political continuity;
4. Financial planning time horizons;
5. Long-term forecasts and economic conditions;
6. External financing expectations.

Revenue sources that would typically be looked to for replenishment of a fund balance include nonrecurring revenues, budget surpluses, and excess resources in other funds (if legally permissible and there is a defensible rationale). Year-end surpluses are an appropriate source for replenishing fund balance.

Unrestricted Fund Balance Above Formal Policy Requirement. In some cases, governments can find themselves in a position with an amount of unrestricted fund balance in the general fund over their formal policy reserve requirement even after taking into account potential financial risks in the foreseeable future. Amounts over the formal policy may reflect a structural trend, in which case governments should consider a policy as to how this would be addressed. Additionally, an education or communication strategy, or at a minimum, explanation of large changes in fund balance is encouraged. In all cases, use of those funds should be prohibited as a funding source for ongoing recurring expenditures.

Notes:

1. For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.
2. These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.
3. Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.
4. See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).
5. In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.
6. In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues and/or expenditures, that decision should be followed consistently from period to period.

*This best practice was previously titled *Appropriate Level of Unrestricted Fund Balance in the General Fund*.*

203 N. LaSalle Street - Suite 2700 | Chicago, IL 60601-1210 | Phone: (312) 977-9700 - Fax: (312) 977-4806



Wood County WISCONSIN

10a
WELLNESS

Adam Fandre

Wellness Coordinator

Wellness Coordinator Monthly Updates

- Providing Wellness Program overview at new hire orientation.
- Continuing to work with Wellness Champs on communicating any important deadlines, activities and information at their respective department meetings.
- Attended employee feedback meeting on October 2nd, 2019 to provide updates on Wellness Program.
- Working with staff at departments who do not have computers or readily available access to computers in order to complete various wellness activities.
- Working with Human Resources and Finance to send any applicable quarterly payouts to new hires who completed qualifying wellness activities.
- Worked with Finance department to distributed quarter 3 payouts to 271 employees.
- Worked with Human Resources to coordinate October Lunch & Learn focused on open enrollment and any changes to health insurance plans. Recorded presentation with the help of video equipment from Wisconsin Rapids Community Media Center to share information with employees unable to attend an open enrollment meeting.
- Working with Human Resources and IT to update Wood County Wellness intranet page with updated deadlines, resources, etc.
- Crafted October lunch & learn quiz to be uploaded to ManageWell for participants unable to view in-person as well as hard copy versions for employees without readily available computer access.
- Reaching out to various contacts to finalize presenters for other upcoming Lunch & Learns.
- Created and scheduled 200+ follow-up health coaching appointment times at various Wood County office locations.
- Worked with staff from Edgewater Haven, Health Department and Norwood Health Center to coordinate and hold 11 one-hour flu shot clinics for Wood County employees and dependents on health insurance.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations.
- Coordinated with various massage therapists to hold chair massages at the courthouse and River Block in order to meet the needs/wants of various shifts/departments. Sending out appointment reminders to employees who scheduled appointments.
- Continue to update wellness bulletin boards at various Wood County locations with most up-to-date information and wellness resources.
- Continue to assist participants with navigating wellness portal and answering questions as they arise. Any feedback received is passed along to ManageWell support staff.
- Continuing to work on finalizing communication pieces for 2020 Wellness Program. Working closely with ManageWell's support team to make changes to 2020 wellness program portal to improve user experience.
- Working with employees who missed one or more of the deadlines to earn the 2020 health insurance premium discount to complete any outstanding activities.

2020 Employee Wellness Program Wood County Employee Incentive Packages

Qualifying Activities

Activities that must be completed to be eligible for incentives.

Qualifying Activities:

Biometric Screening by **March 31st**
 Health Risk Assessment by **March 31st**
 Health Coaching #1 by **June 30th**

Incentives:

Employees on health insurance:
Premium Reduction in 2021 +
Eligible for Wellness Incentive Packages

Employees not on health insurance:
Eligible for Wellness Incentive Packages

Additional Wellness Incentive Packages

Qualifying Activities must be completed to earn points toward additional incentives.
 Please note that employees can only earn Bronze, Silver or Gold rewards.

Pick any activity offered in this section to accumulate points to earn the Bronze, Silver or Gold incentives.

300 Points Each

Wellness Challenge (FOUR PER YEAR)
 Health Coaching #2 with Goal Met
 6 Week Nutrition Tracking with Goal Met
 12 Week Physical Activity Tracking with Goal Met

200 Points Each

Annual Flu Vaccination
 Annual Medical Exam
 Annual Eye Exam
 Bi-Annual Dental (TWO PER YEAR)

100 Points Each

6 Months Nicotine Free
 TBD

50 Points Each

Wellness Bulletin Board Coupons (FOUR PER YEAR)
 Volunteer/Blood Donation (TWO PER YEAR)
 Community Physical Fitness Event (FOUR PER YEAR)
 Well Story Submission
 Monthly Lunch & Learn (SIX PER YEAR)

BRONZE PACKAGE:

1,000 Points
\$50 + 1 Entry in Prize
Drawing

OR

SILVER PACKAGE:

2,000 Points
\$100 + 2 Entries in Prize
Drawing

OR

GOLD PACKAGE:

3,000 Points
\$150 + 3 Entries in Prize
Drawing

Prize Drawing Cash Rewards

Cash rewards will be paid out at the end of the year. Entries in prize drawing will depend on Wellness Incentive Package earned.

1 - \$250

5 - \$100

10 - \$75

Administrative Coordinator Report

1. Attended Town meeting in Saratoga.
2. Interview with Channel 9 regarding Solar Array in Saratoga.
3. Presentation to Ho-Chunk Leadership on Economic Development in Wood County.
4. Attended WCUTA meeting with Corp. Counsel in Madison.
5. Attended meeting with ADRC-CW and Aging officials concerning Centralia Center.
6. Spoke at Legislative Breakfast about Solar in Wood County.
7. Did live interview with WDLB in Marshfield filmed by their Community Cable station.
8. Spoke at Climate Change Forum II.



Extension
UNIVERSITY OF WISCONSIN-MADISON

September 27, 2019

Dear Chairman Machon,

It is with great excitement that I inform you Heather Gehrt and Kimberly McGrath graduated from the Wisconsin Local Government Leadership Academy on Tuesday, September 24th!

During the 8-month Academy, they were joined by 25 other individuals from county governments across the State. They grew their networks, honed their leadership skills, and explored new tools and strategies for tackling challenges in local government. Completion of the Academy involved participation in four workshops, online self-study and group conference calls. They examined four areas of leadership: Relationships as a Foundation for Effective Leadership, Communication Tools for Effective Leadership, Effective Decision-Making, and Visionary Leadership.

I encourage you to take the time to congratulate Heather and Kimberly on this significant accomplishment and to find out what they learned that is helping them be more effective leaders in their roles in Wood County.

We are currently recruiting for the 2020 Wisconsin Local Government Leadership Academy class. Applications are due on October 31st. Please encourage others in Wood County to consider applying. <https://leadershipwisconsin.org/local-government-leadership-academy/>

Sincerely,

Sarah Schlosser
Program Manager, Leadership Wisconsin
UW-Madison Division of Extension

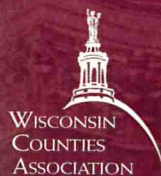
“State and federal funding reductions, paired with increasing demands for services, will force local government to find innovative solutions to better serve their citizenry.”

MARK O'CONNELL
EXECUTIVE DIRECTOR,
WISCONSIN COUNTIES ASSOCIATION

The Wisconsin Local Government Leadership Academy is designed for individuals who want to increase their impact and lead the way to greater results.

Our 8-month program will enhance your leadership skills, expand your network, and give you the tools to address issues impacting local government.

Graduates receive recognition in Local Government Leadership from UW-Madison Division of Extension at prestigious events such as the Wisconsin Counties Association annual conference.



Extension
UNIVERSITY OF WISCONSIN-MADISON



leadershipwisconsin.org/local-government-leadership-academy



sarah.schlosser@wisc.edu



(608) 263-0817 (711 for Wisconsin Relay)

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WISCONSIN
local government leadership
ACADEMY

#LeadingLocalGovt



leadershipwisconsin.org/local-government-leadership-academy



WHO SHOULD APPLY?

Qualified candidates include employees who are currently in, or aspiring to, leadership roles (e.g., department heads); elected and appointed officials; and others who want to become more effective leaders in local government.

WHY SHOULD I APPLY?

You won't just attend a course, you will become part of a network of dedicated local government leaders. The program is designed to draw upon the knowledge of participants so that you can learn from the experiences of other local government leaders.

You won't just learn new skills and tools, you will have the opportunity to apply what you learn to current and relevant issues facing your organization. The program is designed to help you explore and find solutions to generate results.

COST

The program cost is \$1,200. This includes instruction fees, learning materials, a professional portrait, and workshop meals (Thursday lunch and Friday breakfast). You are responsible for your own transportation and lodging costs, as well as meals not included as part of the workshops.

A \$150 nonrefundable deposit is required upon acceptance to the program. The remaining \$1,050 in fees may be paid in monthly installments of \$150. Fees must be paid in full to graduate from the program.

FORMAT

The program runs from January through August and includes a combination of four two-day workshops, group conference calls, and self-study modules (accessible online at your convenience). To graduate, you must complete 6 continuing education units (the equivalent of 60 hours of instruction), **and** attend two educational events outside of the program.

Online self-study modules

Self-study modules are accessible online and prepare you for in-person workshops. Modules include brief videos, short articles, and other formats relevant to the concepts the program explores.

Solutions-based learning

Come to each workshop with an issue or challenge in your department, committee, or local government that you want to address. Workshop activities will apply the skills and tools you've learned to your organization's issue or challenge. You may bring different issues or challenges to each workshop or focus on one issue or challenge for the entire 8 months.

Educational events outside of the program

You **must** attend two educational events outside of the program. The events you select can include, but are not limited to, online educational events, workshops, and regional meetings. All events must be approved by Academy facilitators to count toward graduation.



PROGRAM SCHEDULE

	October Applications due
	November Acceptance letters mailed
	December Nonrefundable \$150 deposit due
	January Orientation via conference call and "Relationships" self-study modules
	February 2-day workshop: Relationships as a foundation for leading for results
	March Conference call and "Communications" self-study modules
	April 2-day workshop: Communication tools for effective leadership
	May Conference call and "Effective decision-making" self-study modules
	June 2-day workshop: Leaders as effective decision-makers
	July Conference call and "Visionary leadership" self-study modules
	August 2-day workshop: Visionary leadership
	September Recognition ceremony

