

## EXECUTIVE COMMITTEE

DATE: Tuesday, October 2, 2018  
TIME: 8:00 a.m.  
LOCATION: Edgewater Haven Nursing Home  
Room 110 – Administration Bldg.  
1351 Wisconsin River Dr.  
Port Edwards, 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. Consider WE Energies proposal to relocate gas regulation facility east side of county-owned parking lot at 1<sup>st</sup> and Baker St.
6. Discussion of county strategic plan
7. Update/Action on status of 1010 Airport Avenue Property
8. Reports from HR, IT, and Finance regarding payroll and the current software.
9. **Treasurer**
  - (a) Resolution to sell tax deed property to former owner (2).
  - (b) Resolution to tax deed properties.
10. **Finance**
  - (a) Set Tax Rate
  - (b) Discussion of Efficiency Audit of Fiscal Staff of County
  - (c) Correspondence
    - Budget and actual reports for 9 months ending September 30, 2018
11. **Human Resources (HR)**
  - (a) Resolution for updated Wage Plan
  - (b) Review 2018 JDQ recommendations
  - (c) Review suggested changes to the Employee Policy Handbook
  - (d) Consider cost-of-living-adjustments (COLA) and step increases to go into effect January 1<sup>st</sup> of the calendar year
  - (e) The committee may go into closed session pursuant to Wis. Stat. s. 19.85(1)(f) to consider an application for a leave of absence
  - (f) Return to open session
12. The Committee may go into closed session pursuant to Wis. Stat. s. 19.85(1)(c) to review the work of the Administrative Coordinator
13. Return to open session
14. Consider any agenda items for next meeting.
15. Set next regular committee meeting date.
16. Adjourn

## EXECUTIVE COMMITTEE

**DATE:** Tuesday, September 4, 2018  
**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):** Nicole Gessert, Kim McGrath, Kelli Quinnell, Reuben Van Tassel, Brandon Vruwink, Marla Cummings, Sue Kunferman, Josh Miller, Cindy Robinson, Amy Kaup, Mary Schlagenhaft, Jo Timmerman, Krista Coon, Brent Vruwink, Heather Gehrt, Jordon Bruce, Lacey Bell, Scott Larson, Mike Feirer, Kathy Alft, Shane Wucherpennig, Jason Grueneberg, Rock Larson, Terry Stelzer, Randal Dorshorst, Thomas Reichert, Jason Hausler, John Peckham, Roland Hawk, Tiffany Ringer, Craig Lambert, Trent Miner, Julie Terrill, Peter Kastenholz

The meeting was called to order by Chair Machon.

**Public Comment:** None

### **Consent Agenda**

Supervisor Fisher requested the Finance and HR monthly letter of comments be pulled from the Consent Agenda for discussion.

**Motion (Rozar/Fischer) to approve the Consent Agenda excluding the items requested pulled for discussion. Motion carried unanimously.**

Supervisor Fischer asked for clarification regarding Finance Director Cummings' Letter of Comments about the recent payroll issues. Finance Director Cummings indicated that Finance, HR, and IT are scheduled to meet September 7<sup>th</sup> to discuss payroll issues.

Supervisor Fischer requested clarification regarding HR Director McGrath's Letter of Comments about meeting with the Chair, Corporation Counsel, and the IT Director on the creation of a Remote Work (Telework) policy and whom Telework would affect. McGrath replied that this was an initial meeting and any further information on a Remote work policy would be brought before the Executive Committee.

Supervisor Fischer asked for clarification regarding HR Director McGrath's Letter of Comments about meeting with the County Board Chair and the Maintenance Manger to discuss Renewable and Sustainable Energy as well as a review of the Maintenance Manager's job description with applicable energy initiatives. Chair Machon indicated he had initiated a preliminary discussion with the Maintenance Manger to investigate different Renewable Energy options and that it is just the initial stage to investigate options. Discussion ensued about the need for the Executive Committee's involvement and under which department/oversight committee these discussions should fall.

**Motion (Rozar/Curry) to approve the consent agenda items removed for discussion. Motion carried unanimously.**

Supervisor Rozar presented a Resolution to go before the County Board for Health and Human Services to extend the lease with the City of Marshfield for Human Services office space in the previous Marshfield City Hall. Rent remains at the current level for one year. Discussion ensued about the possibility of utilizing space at Norwood. This possibility has been discussed previously and the conclusion has been that there is not enough square footage that could be used for office space.

**Motion (Clendenning/Fischer) to approve the resolution to authorize the lease extension with the City of Marshfield for office space in the Marshfield City Hall and forward that resolution to the full County Board. Motion carried unanimously.**

Machon discussed a notification received regarding the HoChunk Nation proposal to add to trust lands. No action needs to be taken. This proposal affects land that is in the township of Port Edwards. The land has been used as a health clinic. This HoChunk Nation land is being removed from County tax rolls and placed in federal land.

Finance Director Cummings stated that due to budget meetings, department heads for Finance, HR and IT would not be meeting until September 7<sup>th</sup> to discuss payroll issues. Discussion ensued about the appropriate permissions for each department in the payroll software. HR Director McGrath indicated that with the change in permissions not all of her staff are able to make the necessary benefit changes. IT Director Kaup is looking for clarification as to who to take direction from regarding permissions.

**Motion (Curry/Rozar) to allow HR staff benefit, performance evaluations input, and appropriate access to the payroll software so their job can be done. Motion carried unanimously.**

Agenda item #8--Motion to approve transfer of proceeds from sale of Land & Water Conservation vehicle moved until later on in the meeting due to specific time requirements.

#### **Treasurer**

Treasurer Gehrt expressed appreciation for the Maintenance Department and their help when she recently encountered trespassers at the Airport Avenue property. All 3 trespassers were charged. Maintenance Manager VanTassel has two showings on September 5<sup>th</sup>. The 90-day term of posting the property as "For Sale by Owner" as approved by the Committee had ended.

**Motion (Curry/Rozar) to list the Airport Avenue property with a Realtor following the appropriate process and after Chair Machon discusses that process with Corporation Counsel, to list the property for sale as appropriate. Motion carried unanimously.**

#### **Finance**

Finance Director Cummings presented a resolution to amend the 2018 budget of Sheriff Electronic Monitoring for additional expenditures that were not anticipated during the original budget process.

**Motion (Rozar/Fisher) to approve the resolution to amend the 2018 budget of Sheriff Electronic Monitoring. Motion carried. Voting no: Poloch, Clendenning (would like the resolution to go to Public Safety Committee first)**

Cummings presented a resolution to amend the 2018 budget of Wildlife Damage Abatement for unanticipated state aid monies and to appropriate those monies to Wildlife Damage expenditures. Cummings noted the funds were for a fence for a farmer and the County will be reimbursed by the DNR but not until after the New Year.

**Motion (Clendenning/Curry) to approve the resolution to amend the 2018 budget of Wildlife Damage Abatement. Motion carried unanimously.**

Cummings discussed the 2018 Budget and actual reports for 8 months ending August 31, 2018 that are included in the packet for review.

### **Human Resources**

HR Director McGrath presented a resolution for the revised Wage Plan Policy. McGrath explained there are three key changes. The first is the removal of the JDQ process dates. She explained that due to the timing of the budget, this change makes sense. The second is the removal of Merit Pay. The third was to amend the retention guidelines.

**Motion (Machon/Curry) to approve the resolution on the Wage Plan Policy.**

Discussion of the motion ensued. Supervisor Rozar stated that this policy gives no flexibility to retain employees, especially in competitive positions. Supervisor Fischer stated that he would be voting "no" on this motion because of the removal of Merit Pay and because it would not allow Department Heads and Oversight Committees to negotiate. Supervisor Rozar stated that she would be voting "no" because she does not like the lack of flexibility.

**Motion failed. Voting no: Fischer, Rozar, Winch, Polach, Curry, Clendenning**

Supervisor Clendenning asked McGrath why she brought this resolution before the Committee. She replied because the Committee voted in August to eliminate Merit Pay and it was determined that the elimination needs to be done by resolution. It was discussed that there are two issues here. One is the elimination of merit pay, the other is the change in the way wages are determined.

**Motion (Curry/Rozar) to direct the HR Director to create a resolution modifying the current wage plan to remove Merit Pay. Motion carried. Voting no: Fischer, Clendenning (stated he doesn't think Merit Pay should be eliminated because Department Heads desire for it to be continued)**

McGrath shared with the Committee that she is planning a Department Head Retreat for October 24. It will be a full day event focused on Real Colors training in the morning with team building and communication exercises in the afternoon. McGrath shared that the cost would be \$9 per person for the materials needed and lunch. McGrath expressed appreciation that Parks Director Schooley is allowing the retreat to be held at the Nepco Shelter at no cost.

**Motion (Rozar/Curry) to support the Department Head Retreat. Motion carried unanimously.**

Machon reported he discussed with UW Extension the possibility of developing a County strategic plan and is bringing this possibility to the Committee to see if they agree and discuss if they would like to research it further. Discussion ensued and it was determined to have UW Extension come to Committee to discuss and present further.

Break at 9:21 a.m. Meeting reconvened at 9:36 a.m.

Shane Wucherpennig from Land & Water Conservation presented information to receive approval to transfer funds from the sale of a 14-year-old county owned vehicle in accordance with Wood County Board of Supervisors Rule 43.

Wucherpennig discussed this transfer with his oversight Committee and they recommend the proceeds from this sale go into the No-Till Drill account.

**Motion (Clendenning/Curry) to allow the funds from the sale of the vehicle to go into the No-Till Drill account. Motion carried unanimously.**

### **Budget Meetings**

Marla Cummings gave a general overview of the 2019 budget. Cummings mentioned the current system is manual and labor intensive causing the need to make numerous corrections. Finance will review different options for budgeting software.

Human Services—Edgewater Haven--Brandon Vruwink and Cindy Robinson presented the Edgewater Haven budget. Questions and general discussion followed.

**Motion (Fischer/Clendenning) to approve the Human Services--Edgewater Haven budget as submitted. Motion carried unanimously.**

Human Services--Brandon Vruwink presented Community – This budget. Questions and general discussion followed.

**Motion (Rozar/Clendenning) to approve the Human Services – Community budget as submitted. Motion carried unanimously.**

Brandon Vruwink and Jordan Bruce presented human Services--Norwood – The Norwood budget. Questions and general discussion followed.

**Motion (Clendenning/Fischer) to approve the Human Services--Norwood budget as submitted. Motion carried unanimously.**

Sue Kunferman presented Health Department – The Health Department budget. Questions and general discussion followed.

**Motion (Rozar/Fischer) to approve the Health Department budget as submitted. Motion carried unanimously.**

Break at 10:47 a.m. Meeting reconvened at 10:52 a.m.

Veterans – Rock Larson presented the Veteran Services budget.

**Motion (Rozar/Fischer) to approve the Veteran Services budget as submitted. Motion carried unanimously.**

Jason Hausler presented UW Extension – The UW Extension budget. Questions and general discussion followed.

**Motion (Clendenning/Rozar) to approve the UW Extension budget as submitted. Motion carried unanimously.**

Sheriff- Sheriff Reichert and Randal Dorhorst presented the Sheriff budget that still has to go before the Public Safety Committee so a vote will not occur from this Committee on the Sheriff budget until the September 18<sup>th</sup> meeting of this Committee.

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

**Motion (Clendenning/Rozar) to approve the Planning & Zoning budget as submitted. Motion carried unanimously.**

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

**Motion by Fischer to approve Economic Development budget. Motion died due to lack of a second.**

**Motion (Curry/Rozar) to send submitted Economic Development budget back to CEED Committee. Motion carried. Voting no was Fischer (he stated he is not sure what the goal is in having the budget go back to CEED)**

Break at 11:35 a.m. Meeting reconvened at 11:40 a.m.

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

**Motion (Curry/Clendenning) to approve the Land & Water Conservation budget as submitted. Motion carried unanimously.**

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

**Motion (Fischer/Rozar) to approve the Parks budget as submitted. Motion carried unanimously.**

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

**Motion (Rozar/Fischer) to approve the Highway budget as submitted. Motion carried unanimously.**

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

**Motion (Rozar/Clendenning) to approve the Information Technology budget as submitted. Motion carried unanimously.**

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

**Motion (Clendenning/Curry) to approve the County Clerk budget as submitted. Motion carried unanimously.**

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

**Motion (Rozar/Clendenning) to approve the Treasurer budget as submitted. Motion carried unanimously.**

Human Resources – Kim McGrath presented the Human Resources budget. Questions and general discussion followed.

**Motion (Clendenning/Curry) to approve the Human Resources budget as submitted. Motion carried unanimously.**

Risk Management – Terry Stelzer presented the Risk Management budget.

**Motion (Rozar/Fischer) to approve the Risk Management budget as submitted. Motion carried unanimously.**

Reuben Van Tassel presented maintenance and Purchasing – The Maintenance and Purchasing budget. Questions and general discussion followed.

**Motion (Clendenning/Winch) to approve the Maintenance and Purchasing budget as submitted. Motion carried unanimously.**

Peter Kastenholz presented Corporation Counsel – The Corporation Counsel budget. Questions and general discussion followed.

**Motion (Clendenning/Winch) to approve the Corporation Counsel budget as submitted. Motion carried unanimously.**

Clerk of Courts including Family Court Commissioner – The Clerk of Courts budget was reviewed. Questions and general discussion followed.

**Motion (Clendenning/Rozar) to approve the Clerk of Courts budget as submitted. Motion carried unanimously.**

Julie Terrill presented the Courts (Branch 2) budget. Questions and general discussion followed.

**Motion (Rozar/Clendenning) to approve the Courts (Branch 2) budget as submitted. Motion carried unanimously.**

Courts (Branches 1 & 3) and Drug Court – The Courts and Drug Court budgets were reviewed. Questions and general discussion followed.

**Motion (Clendenning/Rozar) to approve the Courts and Drug Court budgets as submitted. Motion carried unanimously.**

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

**Motion (Clendenning/Fischer) to approve the Register of Deeds budget as submitted. Motion carried unanimously.**

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

**Motion (Clendenning/Fischer) to approve the Child Support budget as submitted. Motion carried unanimously.**

Break at 12:44 p.m. Meeting reconvened at 12:50 p.m.

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

**Motion (Clendenning/Fischer) to approve the District Attorney & Victim Witness budgets as submitted. Motion carried unanimously.**

Agenda items for next meeting: Administrative Coordinator position evaluation

The special meeting to finish budgets will be held immediately following the County Board meeting on Tuesday, September 18<sup>th</sup>.

Next month's regular Executive Committee meeting is scheduled for Tuesday, October 2 at 8:00 a.m. and will be held at Edgewater Haven in the conference room. A tour of the newly remodeled halls/rooms will be held on that date as well.

**Motion (Machon/Clendenning) to adjourn the Executive Committee meeting at 1:34 p.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.



## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, September 18, 2018  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114  
Wisconsin Rapids, WI 54495

**PRESENT:** Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach, Bill Winch, Donna Rozar  
**OTHERS PRESENT:** Nicole Gessert, Heather Gehrt, Bill Leichtnam

The meeting was called to order by Chairman Machon.

**Public Comment** – There were no public comments.

Resolution for the transfer of tax deeded property to the Village of Arpin was presented.

**Motion (Rozar/Fischer) to approve the above resolution and forward to the full County Board of Supervisors meeting at 9:30 p.m. Motion carried unanimously.**

Resolution for the sale of tax deeded property back to the former owner was presented.

**Motion (Curry/Clendenning) to approve the above resolution and forward to the full County Board of Supervisors meeting at 9:30 p.m. Motion carried unanimously.**

**Motion (Clendenning/Fischer) to adjourn the Executive Committee meeting at 9:03 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary.  
Minutes in draft form until approved at the next EC meeting.

## EXECUTIVE COMMITTEE

**DATE:** Tuesday, September 18, 2018  
**TIME:** 10:30 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):** Nicole Gessert, Reuben Van Tassel, Marla Cummings, Krista Coon, Lacey Bell, Jason Grueneberg, Thomas Reichert, Lori Heideman, Josh Miller, Jason Zaleski, Adam Tegen, Andy Barnett, Darla Allen, Francis Cherney, Lori Belongia, Michelle Boernke

Chair Machon called the meeting to order.

**Public Comments:** None

### **Budget Meetings**

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

**Motion (Curry/Machon) to accept the CEED Committee approved budget from 9/7/18 of \$151,250.00.**

**Motion amended (Fischer/Clendenning) to adjust the Economic Development budget amount to \$161,250.00 with funding to be delegated the same as 2018 budget totals with the addition of \$10,000.00 for Wildwood Park & Zoo Welcome Center Project. Motion failed.**

**Motion (Rozar/Fischer) to accept the original 2018 budget totals for Economic Development in the amount of \$151,250.00. Motion carried. Voting no: Curry (he is standing by his Committee's recommendation).**

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

**Motion (Clendenning/Rozar) to accept the Wood County Libraries budget as submitted. Motion carried unanimously.**

Break at 11:21 a.m. Meeting reconvened at 11:27 a.m.

UW Marshfield – Michelle Boernke presented the UW Marshfield/Wood County Commission budget. Questions and general discussion followed.

**Motion (Fischer/Rozar) to accept the UW Marshfield/Wood County Commission budget as submitted. Motion carried. Voting no: Clendenning (UWSP at Marshfield no longer has "Wood County" in the name).**

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

**Motion (Clendenning/Rozar) to accept the Emergency Management/Communications budget as submitted. Motion carried unanimously.**

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

**Motion (Clendenning/Fischer) to accept the Shared Dispatch budget as submitted. Motion carried unanimously.**

Sheriff & Corrections- Sheriff Reichert presented the Sheriff budget. Questions and general discussion followed.

**Motion (Rozar/Clendenning) to restore the \$10,250.00 of the budget under the Sheriff Administrative supplies for the maintenance of the Rescue vehicle.** Discussion followed regarding the use of this vehicle. Sheriff Reichert defended his decision to eliminate this item from the budget. **Motion fails.**

**Motion (Clendenning/Winch) to accept the Sheriff & Corrections budget as submitted. Motion carried. Voting no: Rozar (believed funding the Rescue vehicle was of benefit to the County and because of past investments in the vehicle, should be funded until the vehicle's end-of-life, when then another discussion could take place about its possible elimination).**

Coroner –The Coroner's budget was included in the budget book. Questions and general discussion followed.

**Motion (Clendenning/Fischer) to accept the Coroner's budget as submitted. Motion carried unanimously.**

Humane Officer –The Humane Officer's budget was in the budget book. Questions and general discussion followed.

**Motion (Rozar/Winch) to accept the Humane Officer's budget as submitted. Motion carried unanimously.**

Break at 12:25 p.m. Meeting reconvened at 12:32 p.m.

Contingency & Non-Departmental Revenues – Finance Director Cummings presented the Contingency & Non-Departmental Revenues budget. Questions and general discussion followed.

**Motion (Fischer/Winch) to accept the additional budgeted \$25,000.00 designated for an Efficiency Audit initiative and another \$25,000.00 designated for a Sustainable and Renewable Energy initiative in the Non-Departmental budget. Motion carried unanimously.**

**Motion (Rozar/Clendenning) to accept the Contingency & Non-Departmental Revenues budget as submitted. Motion carried unanimously.**

Marshfield Fairgrounds – The Marshfield Fairgrounds budget was included in the budget book. Questions and general discussion followed.

**Motion (Rozar/Fischer) to accept the Marshfield Fairgrounds budget as submitted. Motion carried unanimously.**

PILOTS (payments in lieu of taxes) – Finance Director Cummings presented the PILOTS budget. Questions and general discussion followed.

**Motion (Fischer/Curry) to accept the PILOTS budget as submitted. Motion carried unanimously.**

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

**Motion (Rozar/Fischer) to accept the County Sales Tax budget as submitted. Motion carried unanimously.**

HoChunk Donations – The submitted HoChunk Donations budget was presented. Questions and general discussion followed.

**Motion (Fischer/Clendenning) to accept the HoChunk Donations budget as submitted. Motion carried unanimously.**

ADRC – The submitted ADRC budget was presented. Questions and general discussion followed.

**Motion (Clendenning/Rozar) to accept the ADRC budget as submitted. Motion carried unanimously.**

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

**Motion (Clendenning/Rozar) to accept the Finance budget as submitted. Motion carried unanimously.**

Debt Service – Finance Director Cummings presented the Debt Service budget. Questions and general discussion followed. A discussion ensued regarding the need for the amount (not to exceed \$4 million) mentioned in a previously passed resolution at the County Board. Cummings reported that with the Highway dollars requested for projects and the CIP needs that will be financed with borrowing, the County would only need to borrow \$3.5 million. The consensus of the Committee was that the \$4 million previously mentioned would be decreased to \$3.5 million.

**Motion (Fischer/Clendenning) to accept the Debt Service budget as submitted. Motion carried unanimously.**

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

**Motion (Rozar/Fischer) to accept the Finance budget as submitted. Motion carried unanimously.**

**Chair Machon declared the Executive Committee meeting adjourned at 1:25 p.m.**

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

# Executive Committee Meeting

**September 18, 2018**

[illegible]



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – October 2018

- The feature of the September issue of the Wisconsin Counties magazine was elections. The articles were very well written and extremely informative. I would be remiss if I didn't STRONGLY encourage you read them.
- I attended the WCA Conference in LaCrosse on September 24<sup>th</sup> & 25<sup>th</sup>. The Wisconsin County Clerk's Association has their fall meeting in conjunction with the WCA Conference. Our two days of meetings mostly revolved around elections and election security. Representatives of the federal Elections Assistance Commission and the Department of Homeland Security presented to our group. The presentations were structured around their specific roles and what they provide to the election security equation. The Wisconsin Elections Commission was there to discuss issues with county clerks as well. The face-to-face interaction with these entities, as well as other county clerks, is invaluable.
- One of the highlights at the WCA Conference was the surprise awarding of the WCA's yearly FRIEND IN COUNTY GOVERNMENT award to the Marathon County Clerk, Nan Kottke. She started in the Marathon County Clerk's office in 1971 and was elected county clerk in 1996. Because of her tenure and her openness she is a mentor, role model, and friend to all county clerks and a lot of county board supervisors all over the state.
- I will be conducting 2 election security tabletop exercises on (TTX) October 10<sup>th</sup> and 22<sup>nd</sup> in Pittsville for municipal clerks and chief election inspectors. These trainings, as has been discussed in previous months' comments, are different than what we are used to conducting. The TTX is more interactive with role playing involved and it takes multiple people to administer/present it. Both my deputy and administrative services staff person will be coming with me, separately, on each day to help. I've also enlisted/conscripted my daughter (free of charge to the county, by the way ☺) to help out. She is a past chief election inspector for the Town of Hiles and has worked as an election inspector over in Clark County.
- The City Clerk for Wisconsin Rapids resigned right after the August election and I was asked if I would do a pre-election training for their poll workers and chief election inspectors. These will be about 1-hour long sessions and will cover Election Day topics concentrating on voter registrations and election night procedures. We have scheduled those for the last week in October.



# Wood County

## WISCONSIN

Office of  
Finance Director

**Marla A. Cummings**  
Finance Director

October 2, 2018

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

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### **Departmental Activities**

#### **Payroll**

The Information Technology (IT), Human Resource (HR) and Finance Directors met twice in the month of September to review and work on solutions to payroll. Our collaborative report is enclosed.

The Payroll Administrator has been trained and is now entering in the new hire information into the Payroll software. The only data entry problem this last payroll was from Veterans Services; the department head noticed that an employee was being wrongly charged to his budget for workers comp. In researching this it was determined this was a data entry error from February and has now been resolved.

#### **Accounts Payable**

The Accounts Payable (AP) Administrator has been busy working on Vendor clean up in Dynamics. We also received a notice from the IRS that about 20 vendors' names don't match their Federal Identification number. The IRS "B" notices were sent to those vendors. AP Administrator also researched and applied for access to an On-Line Taxpayer Identification Number (TIN) Matching service offered by the IRS.

#### **Budget**

A great deal of the Finance Director and Deputy Finance Directors' time was spent going through departmental budgets looking for any mechanical errors. We analyzed the data in the short amount of time we had before we compiled the data for an overall County budget outlook.

#### **Meetings**

- Attended meetings for Port Edwards TID Review Board.
- Attended TID 5 Escrow Request meeting for the City of Marshfield.
- Attended numerous Oversight Committee meetings on budgets.
- Met with the IT Director and the HR Director on Payroll (Standing Meeting).
- Met with the Human Service (HS) Fiscal staff to discuss the use of Quicken.
- Met with the HR Director to discuss Comp Time payouts and WRS implications.
- Had a conference call with a representative from Wipfli to discuss having an efficiency audit done on the Fiscal Staff (Quote enclosed).
- Attended two Executive Committee budget meetings.

#### **Webinars and Conferences**

- Attended Government Finance Officers Association (GFOA) webinar on Fiscal Sustainability.
- Attended GFOA webinar on How to Account for Capital Assets.

- Attended a week long training in Chicago at the GFOA headquarters on Data Analysis, Advance Financial Reporting and Fiscal Policies
- Attended a Women in Business Event in Stevens Point.

Budget to Actual Income Statement

Budget and actual reports for 9 months ending September 30, 2018. Departments should not be over 75% of their budget for expenses and have received at least 75% of their revenues.





# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

### Interdepartmental Memo

September 28, 2018

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – September 2018

#### **General Highlights- Kim McGrath:**

- Attended the September Executive Meeting where the committee discussed the payroll transition, Wage Plan, Department Head Retreat, and 2019 HR Department Budget.
- With respect to a former employee appealing a termination at the 5<sup>th</sup> step in the County's Complaint Resolution Process, began the initial stages of planning for the upcoming hearing including identifying potential witnesses. The hearing will be held before an Impartial Hearing Officer on Friday, November 2, 2018 at the Wood County Courthouse.
- Attended the September Judicial & Legislative Committee. Topics discussed include merit pay, reviewing the benchmarking information on the size and scope of the Corporation Counsel Office, and reviewing a draft job description for the County's Administrative Coordinator.
- Attended the Stevens Point Area Human Resources Association annual conference on the topic of "HR as a Strategic Partner" in Stevens Point on September 12<sup>th</sup>.
- Reviewed the 2018 JDQ results with Carlson Dettmann consultant, Patrick Glynn. Prepared a summary and memo for the Executive Committee to review.
- On September 5<sup>th</sup> and 19<sup>th</sup> met with Finance and IT staff to discuss any payroll related issues that came up in the most recent pay cycles.
- Met with the Highway Commissioner on September 13<sup>th</sup> regarding the current safety reimbursement policy and draft step-up-pay policy.
- Met with the Finance Director on September 19<sup>th</sup> to discuss the County's reimbursement policy and WRS guidelines on reportable earnings.
- Continued planning the Department Head Retreat to be held on October 24<sup>th</sup> at the Nepco Shelter Building.
- Attended the continuation of a Department of Workforce Development Equal Rights Division "Hearing on the Issue of Probable Cause" at Wisconsin Rapids City Hall on September 20<sup>th</sup> and 21<sup>st</sup>. The hearing is now concluded. The Administrative Law Judge will allow both parties to submit a brief or position statement, due in November. The judge will then issue her decision within 3 months of receiving the briefs.
- On September 25<sup>th</sup>, attended the monthly conference call with The Horton Group. Items discussed include 2019 open enrollment, 2019 benefits guide, potential changes to the Summary Plan Document (SPD), credible coverage notices, the status of a life insurance claim, and benefit vendor billing cycles.
- Prepared the updated Wage Plan draft and resolution for the Executive Committee.
- Reviewed and compiled all potential edits and recommendations for the Employee Policy handbook update for the Executive Committee to review.
- Received and responded to several open records requests.

- Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

**Benefits & HRIS Administrator – Jodi Pingel (working limited hours due to LOA)**

- Processed Family Medical Leave requests
- New Hire Entries and Benefit Elections/Qualifying Events – Add in vendor websites
- Terminations –cancel insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc.
- September 2018 COBRA Remittance
- September 2018 TASC Admin Fees
- September 2018 WPS Billing Statements/Bill Summary
- PEHP Accounts set-up and voucher completed
- Beneficiary Designation Forms
  - Requested completed forms from employees and processed updates
- Processed vouchers for vendor invoices
- Met with employees re: questions on benefits, FMLA, qualifying events, etc.

**Human Resource Generalist- Angel Butler-Meddaugh**

- Requested list from Department of Safety and Professional Services regarding licensed RN's and LPN's within the State of Wisconsin for Wood County Annex and Health Center. Prepared flyer for Administrator who emailed over 6,000 license holders of positions available.
- References and backgrounds completed for two full-time Economic Support Specialists. Offers extended and accepted, both with a start date on September 24, 2018. Recruitment file closed and all applicants notified that position was filled.
- Coordinated interviews for part-time Legal Assistant position in Corporation Counsel Office. Final candidate selected, references and offer made, which was accepted with a start date of September 17, 2018. Recruitment file closed and all applicants notified that position was filled.
- Ran six caregiver background checks with Department of Justice, in the State of Wisconsin. Results forwarded to supervisors for review.
- Coordinated interviews for Corrections Officers on September 18<sup>th</sup> and 19<sup>th</sup>.
- Replied to four requests from other counties requesting varied information on selected topics.
- Conducted three exit interviews with outgoing employees. Memo sent to Department Head and HR Director for review. Prepared six payout information forms and either discussed with outgoing employee or forwarded to Finance to be included with their final paycheck.
- References and background completed on one full-time Crisis Interventionist. Offer extended and accepted with a start date of September 10<sup>th</sup>. Recruitment file closed and all applicants notified that the position has been filled.
- Coordinated interviews for the Maintenance Technician at Edgewater Haven Nursing Home in the absence of their assistant.
- Coordinated interviews for the PC Technician position in the IT Department for September 14<sup>th</sup>. References and background completed, offer was extended and accepted. Start date will be October 8, 2018. Closed recruitment file and notified all applicants position was filled.
- References and background were conducted on a full-time Social Worker. Offer extended and accepted, with a start date of September 17, 2018. Recruitment file closed and all applicants notified that the position has been filled.
- References and background completed for a casual Residential Aide. Offer extended and accepted with a start date of September 17<sup>th</sup>.
- Set up new account services with Concentra Health Solutions regarding our random DOT testing program. USHealthWorks was bought out by Concentra.

- Reported wages and hours to the Wisconsin Retirement System for seven employees who have left Wood County employment for various reasons, including retirement.
- References and backgrounds; along with degree verifications were completed on two candidates regarding two WIC Health Educator/Nutritionist candidates. Two offers were extended and one was accepted with a start date of October 1<sup>st</sup>. The second candidate declined as she accepted another position out of State. Position was reposted with a deadline of October 3<sup>rd</sup>.
- Coordinated and scheduled interviews regarding a Social Worker – Initial Response position for September 21<sup>st</sup> and September 27<sup>th</sup>.
- Provided calculations to Child Support regarding a new employee' wages & fringes for State billing purposes.
- Assisted with multiple public inquiries regarding various subjects, by phone and counter.
- Coordinated and completed a Michigan, Wisconsin and Ohio background; along with an out of state drug test regarding a Psychiatrist that will be hired in Human Services.
- Ordered two retirement plaques; one sent directly to Norwood.
- Assisting the Dispatch Manager to recruit for Dispatchers. Position has been posted and currently, there is one vacancy and we will also be establishing an eligibility list. Signed agreements with Ergometrics (testing) and Mid-State Technical College to hold the testing on October 25, 2018.
- Assisting Investigator/Sergeant Jeremy Keith from the Sheriff's Department to fill part-time Deputy Sheriff positions (Reserves). Posted position with a deadline of October 31<sup>st</sup>.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
New Position	Corp Counsel	Legal Secretary	Filled
Replacement	Dispatch	Dispatcher/Eligibility List	Deadline 10/7/18
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment by Edgewater
Replacement	Health	WIC Health Educator (Intake)	Offer Pending
Replacement	Health	WIC Health Educator/Nutritionist	Deadline 10/3/18
Replacement	Human Services	Social Worker – Fam Services Ongoing (1)	Filled
Replacement	Human Services	Social Worker – Initial Response	Interviewing
Replacement	Human Services	Casual Crisis Interventionists	Establishing Elig List
Replacement	Human Services	Community Behavioral Health Nurse Manager	Deadline 9/23/18
Replacement	Human Services	Deputy Director	Deadline 9/30/18
Replacement	Human Services	Crisis Interventionists (FT & PT)	FT Filled
Replacement	Human Services	Social Work Supervisor	Deadline 9/23/18
Replacement	Human Services	Residential Aide – Full-Time	Deadline 9/23/18
Replacement	Human Services	Economic Support Specialist (WR)	Deadline 10/7/18
Replacement	Human Services	Economic Support Specialist (Mfld)	Deadline 9/23/18
Replacement	Human Services	Residential Aides (Casual)	Deadline 9/30/18
Replacement	IT/Systems	PC Technician	Offer Pending
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood.
Replacement	Norwood	Psychologist	Filled
Replacement	Sheriff	Part-Time Deputies/Elig List	Deadline 10/31/18

**Human Resources Assistant – Kelli Quinnell**

- Along with the HR Director, participated in a call with Patrick Glynn from Carlson Dettmann regarding the 2018 JDQ's.
- Conducted new hire orientations on September 10<sup>th</sup> and 24<sup>th</sup> for seven new hires.
- Attended a meeting of the Finance, IT and HR Departments on September 5<sup>th</sup> and 19<sup>th</sup> to discuss payroll. The Payroll Administrator and I continue to work closely together to refine processes.
- Met with the Finance Director and Payroll Administrator on September 19<sup>th</sup> to discuss WRS reportable earnings and the County's reimbursement policy.
- Processed multiple Family and Medical Leave requests.
- Met with an employee on September 19<sup>th</sup> to discuss a leave of absence request.
- Processed multiple benefit enrollments and terminations as well as qualifying events in both HRMS and with vendor websites.
- Assisted multiple employees with questions related to benefits. In some cases, worked with the benefit vendor and/or the Horton Group to resolve the question.
- Along with the HR Director, participated in the monthly conference call with the Horton Group on September 25<sup>th</sup>.
- Continue working with the Horton Group to finalize details for Open Enrollment. A final copy of the 2019 Benefits Guide was submitted to purchasing for printing.
- Continue to prepare internal Open Enrollment documents to be distributed to employees with the October 11<sup>th</sup> paystubs.
- Along with HR Generalist, prepared payout sheets for terminating employees and provided them to payroll.
- Sent pay adjustment sheets to Payroll Administrator. Reviewed Open Payroll reports from Payroll Administrator to verify benefit entries/changes that had been made during the pay period.
- Responded to another county's request for information on the structure of the County's health insurance premiums for part time employees.
- Gathered information for HR Director in regards to an open records request.
- Entered multiple HR vouchers for payment.
- Attended the September Executive Committee Meeting to take minutes. Prepared the minutes for approval.

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



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

September 2018

- ◆ 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. Those that click on an email that is part of a simulated Phishing test will continue to be enrolled in additional training.
- ◆ Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Additional accounts were setup for Edgewater Matrix in preparation for the Norwood TBI unit move to Edgewater.
- ◆ The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application. The database engine and database server location was inadvertently moved by the vendor. IT staff discussed with the RtVision vendor our security concerns and has determined our course of resolution. IT staff met with Highway staff to discuss the resolution of relocation of the web server and the effects that this resolution will have on employee remote application access. The RtVision vendor is using our specs and continues to work on a solution for Winter Storm reporting.
- ◆ The TimeStar , electronic time card and time tracking, system configuration is complete. IT works to adjust settings as changes occur. Training for separation and sharing of duty between HR and Finance is progressing rapidly and smoothly. Training and support of Finance staff now includes more extensive TimeStar functionality as duties continue to move from HR to Finance. Creation of enhanced training documentation is ongoing. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Zoning permit data entry into the SCO Unix system has been replaced. Zoning permit tracking in the web based system is complete. Development of the sanitary service module was started. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
- ◆ System discovery, research and documentation is being conducted regarding multiple departmental use of Quicken software. IT is assisting has determined the solution that provides the best security, auditability, and affordable software licensing model. Documentation, license, and implementation of updated Quicken software will begin in late September.
- ◆ Met with UWEX staff to discuss enhancement requests for the in house UWEX receipting & inventory system.
- ◆ Completed several training modules using IT online training courses for web development and C# programming.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- ◆ Installed network grounding cable and equipment at the Wood County (WC) Annex & Health Center. Assistance from Lee Ackerman in maintenance greatly reduced installation time. All remediation activities relating to the lightning strike at Norwood are complete.
- ◆ The replacement switch was installed at WC Annex & Health Center on 9/12 with minimal downtime. This was accomplished without affecting the critical operations of Crisis Intervention. Certain devices had to be power cycled due to them being plugged into the switch being swapped out, but no issues were reported after. IT staff also changed the connections between network devices which will increase the speed of devices communicating within the WC Annex.
- ◆ Participated in a debrief meeting between IT, Norwood Health Center, Dispatch, Emergency Management and Courthouse Maintenance to review the lightning strike incident. Discussed what went well during the incident and what areas could be improved upon to help us better prepare for future incidents.
- ◆ Performed site inventories of IT related equipment at county tower sites. Inspected data network grounding at applicable county tower sites. Ordered required equipment and cabling to meet "Best Practice" standards.
- ◆ Replaced a failed UPS unit at Powers bluff. New device contains enhanced monitoring and reporting features to help prevent unexpected outages.
- ◆ Switched newly installed Health Department Freezer power and monitoring equipment to existing UPS and Remote Telemetry Unit at River block
- ◆ Worked with the GIS coordinator on updating the Wood County Mapping for Dispatch and the officers. These maps have more detail along with updated roads and houses. They will help Dispatch with navigating items within the County.
- ◆ Continued development for the BNI system for the Emergency Management department.
- ◆ IT staff has been continuing close support with the Payroll software for the HR and Finance departments. There is biweekly meetings to discuss any issues or items that need to be addressed.
- ◆ Worked to implement a new 2FA server to correct issues authenticating cards on new squad laptops. Will begin deployment of Sheriff's Department squad mobile units the first week of October.
- ◆ Helped troubleshoot and resolve issues with email communications with the State of Wisconsin CCAP users.
- ◆ Power Outage at Powers Bluff – on 9/18 a tree fell on the power lines feeding the Powers Bluff location which affected the microwave communications for Wood County. IT notified the Communications Coordinator immediately and IT staff went to assess the situation. The backup generator failed to start properly even with recent testing. IT was able to source a UPS to power the necessary devices to restore communication. The local utility company was able to restore power to the location roughly 2 hours after the lines going down.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- ◆ 646 helpdesk requests were created in August, with staff completing 639 tickets and leaving 216 open requests. These numbers represent service requests from departments throughout the County.
- ◆ The paging at Norwood WC Annex & Health Center froze up disabling paging throughout the facility. IT reset some associated devices, however this did not fix the problem. Support was contacted and was able to get things working, however they suggested a software upgrade to the system to address the issue. IT will work with Norwood to schedule a maintenance window to perform the upgrade.
- ◆ Server patching continues to occur Mondays evenings in an effort to fully patch all County servers for security purposes.
- ◆ Began researching Business Continuity/disaster recover plan. Scheduled meetings to review options available and work to find the proper solution for Wood County.
- ◆ Worked with the City of Marshfield on a new VPN (Virtual Private Network) to accommodate the move of Marshfield City Hall. This is still a work in progress.
- ◆ Worked with Health Department staff to plan and transfer control of the Wisconsin WIC Association website and domain (wiwica.org) to an outside website hosting company. The Association is hiring a web design firm to update the design of their website. Wood County has been hosting the current site for the Association since 2012.
- ◆ Development work continues on the Park Reservations system. The project includes a major update related to payment processing and internal improvements.
- ◆ Continued research and correction of various billing errors and issues.
- ◆ Recruited and hired a replacement to fill the PC Technician vacancy.
- ◆ Attended TCM Multi-County group meeting in Appleton, WI.
- ◆ Staff attended the Fall GIPAW (Governmental Information Processing Association of Wisconsin) Conference. This was a 2- day event held in Eau Claire, WI.
- ◆ IT Director attended and co-presented "Connecting the Dots Between IT and the Organization" workshop at the WCA Conference held in La Crosse, WI.



# Wood County

## WISCONSIN

### MAINTENANCE DEPARTMENT

*Reuben Van Tassel*

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### Monthly Letter of Comments September 2018

- Continuing to work on Emergency Management E.O.C. remodel.
- Showed Airport Avenue and 12<sup>th</sup> Street properties.
- Met with a Focus on Energy representative for a facility lighting survey.
- Toured Marquette County Courthouse.
- Met with other Dept. heads for a debriefing meeting regarding the lightning strike at Norwood.
- Ongoing meetings with Courthouse Departments to assign door groups for the upcoming door access system upgrade.
- Worked with representative from Gappa security for 2 days to establish needs for the upcoming door access system upgrade.
- Met with Waste Management and Advanced Disposal to discuss current needs and potential changes to find cost savings.
- Meetings with Advance Janitorial and Liberty Cleaners to discuss River Block cleaning.
- Created and distributed a project worksheet to County Departments that manage their own building and construction projects. This document should help Wood County maintain a thorough level of planning in an effort to limit owner liability.
- As we continue to plan for upgrades regarding Courthouse security, a discussion has started regarding trees near the building that present a safety and/or security concern. There are several trees near the Jail which could allow access to or from the roof, and that also limit the Fire Department from their designated roof access point. We are planning to remove those trees before the end of the year.
- Attended: Executive Committee, County Board, Judicial & Legislative Committee meetings.





# Wood County WISCONSIN

## SAFETY & RISK MANAGEMENT

### Safety & Risk Management Letter of Comments – September 2018

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

- Working on Insurance renewals for 2019.

#### **Lost Time/ Restricted Duty/Medical Injuries: 2**

- 08/27/2018 – Human Services – Employee sustained an electrical shock from a lightning strike while on the phone. Medical only.
- 09/16/2018 – Sheriff's – Employee sustained strains to the head, neck and back when his squad was struck by a resident vehicle. Medical only at this time.

#### **First Aid Injuries: 3**

- 08/24/2018 – Highway - Employee sustained a right wrist strain while cleaning paver.
- 08/28/2018 – Sheriff's – Employee sustained cuts to the left arm while attempting to control a combative inmate.
- 09/29/2018 – Highway – Employee sustained a back strain when paving asphalt and tipped machine.

#### **Property/Vehicle Damage Claims: 4**

- 08/24/2018 – Norwood – Damage to IT equipment from a lightning strike. \$14,560 loss to date.
- 08/29/2018 Highway – Truck vs Deer. Loss of \$6524.82.
- 09/06/2018 - Sheriff's – Squad damaged when a resident vehicle rear ended it. Subrogation claim for \$10,649.44.
- 09/20/2018 – Sheriff's – Damage to squad when pole struck it during high winds. Estimated loss \$851.00.

#### **Liability – Wood County - Notice of Injury and Claim: 1**

- 09/12/2018 – Sheriff's – Resident claim for vehicle damage from our squad backing into it at an accident scene. Estimated loss of \$991.92

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

- Currently 4 active suicide claims.
- Currently 2 active EEOC claims.

#### **2018 Goals: Continue Pro Active Injury and Loss Control Initiatives.**

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 in the future.

Continue to lower work comp department charges for future budgets if work comp reserve fund remains high. The proactive approach to safety is working well for the county.

Risk Management assisted Norwood with purchasing of a restraint chair for combative residents. Safety purchased Highway Department gloves for paving and cold weather conditions.

## **TREASURER'S REPORT**

10-02-2018

By: H. Gehrt

- Attended the Executive Committee Meeting on September 4.
- Attended United Way Meeting on September 6.
- Attended United Way Meeting on September 13.
- Attended special Executive Committee Meeting on September 18.
- Attended County Board on September 18.
- Attended District Meeting in Eau Claire, via telephone, on September 25.
- Worked with the Sheriff's Department and a local locksmith to lock up 7 houses that were taken back by tax deed at August County Board. One of the homes was still occupied, but that person made contact with me and will be gone by September 30. I will just need to go to that property once vacated and lock up.
- I am currently working with WoodTrust Bank and the County Clerk's office regarding the ATM in the front lobby.

**Wood County Employee Wellness Update**  
October 2<sup>nd</sup>, 2018      Submitted: Adam Fandre

2018 Employee Wellness Program

**New Hire Orientation-** Continue to promote and encourage new hires to participate in the 2018 Wellness year.

**Portal Updates-**

196 participants have completed their follow-up health coaching appointment  
130 participants have completed the quarter 3 Wellness Challenge, Healthy Bingo  
88 participants have completed for the Workout Watch activity for quarter 3

**Wellness Committee Updates-**

- 2018 Wellness Program Planning and Promotion.
- Reviewed end of quarter 3 deadlines. Wellness Champs and committee members will communicate these deadlines at department meetings.
- Reviewed post-evaluation survey results of quarter 3 wellness challenge received so far. Results are overwhelmingly positive with 98% of participants satisfied with the wellness challenge and how it was run.
- Looked over possible quarter 4 wellness challenge focused on mindfulness and journaling. Extensive discussion took place on time commitments needed and how to structure such a challenge in a weekly format. Committee members instead thought it would be best to focus on other aspects of wellness and include journaling in tandem. Adam will revise rough draft of quarter 4 challenge and bring to next committee meeting for review.
- Extensive discussion on point structure of financial wellness workshops starting in November. Structure of workshops is 4 classes with the first being most important. Committee decided 100 points to be awarded for attending first class and an extra 50 points for attending the other three.
- Reviewed possibility of including bios for wellness committee members/champs in ManageWell to help increase awareness. Response from committee was positive. Adam will send out template for bios to all committee members.
- Reviewed handouts for wellness bulletin boards on the topics of vaccinations, influenza, hand washing, Halloween safety, recipes, etc. Committee approved.

**Wellness Board Updates-**

- Jackie Carattini reported the survey was ready for distribution. Discussion ensued regarding the best way to do so. The suggestion was that the survey be sent digitally and returned anonymously. The financial challenge, "Wallet Wise in Wood County" will be a quarterly emphasis within the Wellness Program. It was reported that the price of sanitary stands is \$300. 7 stands would be needed to place on at each County building entrance. The Chair will email the Maintenance Director to inquire about obtaining these stands.
- Adam distributed a "Code of Conduct" regarding process for dealing with rude or uncooperative employees draft for the Board's review. A few minor edits were made. Corporation Counsel will review the document that will then be sent to the Executive Committee for approval.
- 290 Wood County employees received the influenza vaccine in the fall of 2017. Wood County purchased the vaccine which ended up being \$2.68 per vaccine (cost of vaccine thru previous provider was \$21.32). This realized a \$777.00 savings.
- Language for policy prohibiting the sale or exchange of the annual YMCA membership was distributed as an addition to the operating policies of the Wood County Employee Wellness Program. After some minor edits, motion (Rozar/Bruce) to approve the policy. All ayes. Motion carried.

**Coordinator Monthly Updates-**

- Wrapping up follow-up health coaching at various Wood County locations including River Block, Courthouse, Cornerstone, Highway, City Hall, Edgewater Haven and the Annex and Health Center.
- Continually monitoring coaching schedule and creating additional health coaching dates and times to accommodate all schedules/shifts.

- Sending extensive reminders of important upcoming deadlines for quarter 3.
- Coordinated livestreaming of September Lunch & Learn to Annex & Health center with the help of IT department, Health Department and Human Services.
- Crafting monthly Lunch & Learn quizzes to upload to ManageWell in addition to hard-copies for Parks and Forestry and Highway department.
- Finalized October Lunch & Learn presentation focused on understanding insurance statements and open enrollment with Human Resources. Presentation will be recorded so employees who cannot attend in-person may still see the material.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations. Also working with Maintenance to assist with installation of any recommended equipment.
- Coordinating with Wood County vending machine vendors to include healthy options/alternatives at courthouse, River Block and Norwood Health Center.
- Updated Wellness bulletin boards with handouts from Wellness Board and Committee.
- Serving on Secondary Traumatic Stress Committee.
- Coordinating 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 reminders to employees who scheduled an appointment.
- Working in conjunction with the UW-Extension in order to develop ongoing financial wellness workshops and presentation targeted at needs/wants taken from financial wellness survey results. Met with Jackie Carattini to finalize structure and layout of workshop in addition to start and end dates.
- Working with Finance and Human Resources departments to provide quarterly incentives to terminated employees.
- Finalized quarter 3 wellness challenge, Healthy Bingo. Crafted post-evaluation survey to be completed by September 30<sup>th</sup> and sent several reminders of other important deadlines to participants.
- Meeting with new hires to review Wellness Program and assist with registration and completion of three required activities.
- Helping with portal support.

#### Wellness Activities-Going on Now

- **Follow-up Health Coaching:** This includes a scheduled appointment with an Aspirus Health Coach to review health goals set between April and June after the screenings. This activity is worth 250 points.
- **Workout Watch:** Employees will create a physical activity goal of their choice at the beginning of the quarter. Once goal has been created and approved, they will keep track of their progress towards this goal for the remainder of the quarter and submit results to Wellness Coordinator when the quarter is ending.

Enclosures:

May 10<sup>th</sup>, 2018 Wellness Board Meeting Minutes

## **Wood County Employee Wellness Board Meeting Minutes**

Thursday, May 10, 2018

Wood County Courthouse, IT Conference Room

**Board members present:** Amy Kaup, Donna Rozar, Dawn Schmutzer, Kim McGrath (HR Interim Director—ex-officio), Sue Kunferman, Jordon Bruce

**Also present:** (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspirus), Marla Cummings (Finance), Jackie Carattini (UW Extension)

1. Chair Kunferman called the meeting to order at 1:03 p.m.
2. **Introductions** were made around the table.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the February 8, 2018 meeting as presented. All ayes. Motion carried.
5. **Financial Classes/Workshop**  
Jackie Carattini reported the survey was ready for distribution. Discussion ensued regarding the best way to do so. The suggestion was that the survey be sent digitally and returned anonymously. The financial challenge, "Wallet Wise in Wood County" will be a quarterly emphasis within the Wellness Program.
6. **2018-2019 Employee Influenza Vaccinations**  
290 Wood County employees received the influenza vaccine in the fall of 2017. Wood County purchased the vaccine which ended up being \$2.68 per vaccine (cost of vaccine thru previous provider was \$21.32). This realized a \$777.00 savings. Motion (Rozar/Schmutzer) to provide Wood County employees vaccine for the 2018-2019 season using the same process. All ayes. Motion carried.
7. **Review/approve policy regarding process for dealing with rude or uncooperative employees**  
Adam distributed a "Code of Conduct" draft for the Board's review. A few minor edits were made. Corporation Counsel will review the document that will then be sent to the Executive Committee for approval.
8. **Review/approve policy prohibiting the sale or exchange of the annual YMCA membership prize**  
Language for the above policy was distributed as an addition to the operating policies of the Wood County Employee Wellness Program. After some minor edits, motion (Rozar/Bruce) to approve the policy. All ayes. Motion carried.

**9. Discussion regarding taxable prizes/gifts**

After discussion of the current prizes being given quarterly, the consensus of the Board is to move from gifts to cash prizes only in 2019.

**10. Review financials**

Participation in the Wellness Program has increased which has increased expenses. The 2018 budget was for 300 participants in the biometrics and 500 individuals for coaching. Kim will check on how many employees took advantage of the health insurance premium discount.

**11. Discussion regarding EEOC rule revisions**

Kim presented information regarding the EEOC rule revisions regarding Wellness Programs. Kim will continue to follow these rules and inform the Board of future rulings to make certain we comply with EEOC Wellness Regulations.

**12. Discussion regarding approved ergonomic equipment list**

The above list was distributed. This is the list of the ergonomic equipment recommended by Aspirus. It will be communicated to the OTs assessing employee workspace that they are to use this list when making equipment recommendations.

**13. Sanitary stands**

Sue reported there is no money in the maintenance budget for these stands. After a discussion of the benefit of hand hygiene, especially during the cold and flu season, a motion (Rozar/Bruce) was made to encourage appropriate departments to include funding for these stands in their 2019 budget. All ayes. Motion carried.

**14. Update from the Wellness Committee**—Updates received and documents, which includes minutes from the Wellness Committee, on file.

**15. General employee wellness updates**—Updates received and documents on file with above information.

**16. Wood County Aggregate Report**

Amanda presented the Health Assessment results along with the Cohort information (information on file). Increased participation was noted. Suggestions were made regarding the presentation of this information to the Executive Committee in June.

**17. Future meeting agenda items**—noted

**18. Next meeting date:** August 6, 2018, 10am-noon, IT Conference Room, Wood County Courthouse

**19. Motion (Jordon/Schmutzer)** to adjourn the meeting at 3:02 p.m.

Submitted and electronically signed,

*Donna M. Rozar*

Donna Rozar, secretary

Minutes in draft form until approved at the next Wood County Wellness Board meeting

## **Wood County Employee Wellness Board Meeting Minutes**

Monday, August 6, 2018

Wood County Courthouse, IT Conference Room

**Board members present:** Amy Kaup, Donna Rozar, Dawn Schmutzer, Kim McGrath (HR Director—ex-officio), Sue Kunferman, Jordon Bruce (by audio call)

**Also present:** (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspires), Angela Zausch (The Horton Group)

1. Chair Kunferman called the meeting to order at 10:05 a.m.
2. **Introductions** were made around the table after Angela arrived at 1017.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the May 10, 2018 meeting with edits (changed “Jordon” to “Bruce” on a motion to adjourn). All ayes. Motion carried.
5. **Discussion/approve Policy regarding repeated no-shows**  
With the increased participation numbers in the Wellness Program, no-shows are problematic. An Aspirus policy was circulated that includes a “3 strikes, you’re out” rule. The consensus of the Board was to approve a similar policy. Because of its fiscal implications, the policy will need Executive Committee approval. It was clarified that this policy will apply to the first coaching session, which is the third part of the requirements to qualify for the insurance premium discount.
6. **2018-2019 Employee Influenza Vaccination dates and locations**  
Jordon will coordinate the schedule for the flu shots this fall. Locations will be at City Hall Plaza, Norwood, Courthouse, River Block, Edgewater Haven and the Highway Department.
7. **Review financials**  
The Chair reported the 2019 budget would be about the same as the 2018 budget, which is on track. A discussion was had about decreasing the budgeted number of ergonomic evaluations. Furthermore, a discussion took place on the budgeted amount of a 90/10 vs. 80/20 insurance premium sharing program.
8. **Update from The Horton Group**  
Angela discussed the definition of “wellness incentives” being mandatory or voluntary in light of the AARP lawsuit. More information will be forthcoming. She also announced that applications were being taken for the Wellness Council’s “The Light of Wellness” awards, which are success

stories from Wellness Programs. She encouraged Wood County to submit an application. She reported that Horton has moved to an outcomes based program for their Wellness Program and time will tell how that all goes.

**9. Updates from Wellness Committee**

Adam gave updates from the Wellness Committee. Also discussed were a desire to emphasize mental health initiatives in the Wellness Program, stress relief initiatives, the availability of EAP, and Tele mental health. The question was asked, "What would it look like if we implemented any of these initiatives?" Further discussion will be had in the future.

**10. General employee wellness updates**

The document "Health Coaching Overview" was reviewed. It was noted that a total of 548 individuals have received coaching related to physical activity. Other statistics of the Wellness Program were noted.

**11. Future meeting agenda items—noted**

12. Next meeting date: Friday, November 2, 2018, 8:30 a.m. to 10:30 a.m., IT Conference Room, Wood County Courthouse

13. Motion (Rozar/Kaup) to adjourn the meeting at 11:13 a.m.

Submitted and electronically signed,

*Donna M. Rozar*

Donna Rozar, secretary

Minutes in draft form until approved at the next Wood County Wellness Board meeting



**COUNTY BOARD**  
August 2018 vouchers

**REPORT ON CLAIMS**  
Paid September 2018

#1

DEPT CODE	CLAIMANT	NATURE OF CLAIM	AMOUNT
PD-PP	Wisconsin Employee Trust Funds	Retirement	\$ 304,738.55
CB	Robert Ashbeck	August 2018 Per Diem	\$ 450.00
CB	Allen Breu	August 2018 Per Diem	\$ 300.00
CB	William Clendenning	August 2018 Per Diem	\$ 660.00
CB	Ken Curry	August 2018 Per Diem	\$ 650.00
CB	Michael Feirer	August & Sept 2018 Per Diem	\$ 550.00
CB	Adam Fischer	August 2018 Per Diem	\$ 530.00
CB	Jake Hahn	August 2018 Per Diem	\$ 500.00
CB	Brad Hamilton	August 2018 Per Diem	\$ 300.00
CB	Marion Hokamp	August 2018 Per Diem	\$ 450.00
CB	David La Fontaine	August 2018 Per Diem	\$ 300.00
CB	Bill Leichnam	August 2018 Per Diem	\$ 600.00
CB	Doug Machon	August 2018 Per Diem	\$ 615.00
CB	Lance Pliml	August 2018 Per Diem	\$ 400.00
CB	Dennis Polach	July & August 2018 Per Diem	\$ 800.00
CB	Donna Rozar	August 2018 Per Diem	\$ 815.00
CB	William Winch	June / Aug / Sept 2018 Per Diem	\$ 1,395.00
CB	Jason Zaleski	May - Sept 2018 Per Diem	\$ 1,200.00
CB	Joe Zurfluh	August 2018 Per Diem	\$ 250.00
CB	North Central LWCD	Conf.Reg for Ashbeck July 2018	\$ 9.00
CB	North Central LWCD	Conf Reg for Ashbeck Aug 2018	\$ 30.00
CB	Linda Schmidt	July 2018 Per Diem	\$ 60.00
CB	Jessica Vicente	Jan 2018 - August 2018 Per Diem	\$ 600.00
<b>TOTAL</b>			<b>\$ 316,202.55</b>

Chairman

Executive Committee

## Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: September 2018

For the range of vouchers: 06180241 - 06180298

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06180241	WISCONSIN RAPIDS COMMUNITY MEDIA	County Board DVD - Jul & Aug	08/29/2018	\$40.00	P
06180242	LANGTON DENNIS	August Deliveries	08/31/2018	\$218.50	P
06180243	BEAR GRAPHICS INC	Election Supplies - Asst Env.	09/04/2018	\$231.33	P
06180244	OFFICE ENTERPRISES INC	Postage Machine Ink Tank	09/07/2018	\$188.51	P
06180245	ELECTION SYSTEMS & SOFTWARE	Layout Charges - 11/6 Election	09/10/2018	\$1,267.76	P
06180246	CENTURYLINK	Various Long Distance - August	09/13/2018	\$184.22	P
06180247	BEAR GRAPHICS INC	Election Supplies - Var. Env.	09/17/2018	\$1,273.55	P
06180248	UNITED MAILING SERVICE	MAIL FEES AUG 1-31 2018	09/17/2018	\$930.45	P
06180249	WISCONSIN MEDIA	VAR ADS 8/1 - 8/31/2018	09/18/2018	\$5,910.36	P
06180250	SOUTH WOOD COUNTY HUMANE SOCIETY	2018 CONTRACT CARE DOG FUND	09/19/2018	\$2,500.00	P
06180251	ASHBECK ROBERT	R ASHBECK AUG 18 MILEAGE	09/25/2018	\$135.16	P
06180252	BREU ALLEN	A BREU AUG 18 MILEAGE	09/25/2018	\$70.85	P
06180253	CLENDENNING WILLIAM	W CLENDENNING AUG 18 MILEAGE	09/25/2018	\$76.30	P
06180254	CURRY KENNETH	K CURRY AUG 18 MILEAGE	09/25/2018	\$71.94	P
06180255	FEIRER MICHAEL	M FEIRER AUG & SEPT 18 MILEAGE	09/25/2018	\$152.60	P
06180256	FISCHER ADAM	A FISCHER AUG 18 MILEAGE	09/25/2018	\$436.00	P
06180257	HAHN JAKE	J HAHN AUG 18 MILEAGE	09/25/2018	\$292.12	P
06180258	HAMILTON BRAD R	B HAMILTON AUG 18 MILEAGE	09/25/2018	\$22.89	P
06180259	HOKAMP MARION	M HOKAMP AUG 18 MILEAGE	09/25/2018	\$20.71	P
06180260	LAFONTAINE DAVID	D LAFONTAINE AUG 18 MILEAGE	09/25/2018	\$120.99	P
06180261	LEICHTNAM BILL	B LEICHTNAM AUG 18 MILEAGE	09/25/2018	\$156.96	P
06180262	MACHON DOUG	D MACHON AUG 18 MILEAGE	09/25/2018	\$163.50	P
06180263	PLIML LANCE	L PLIML AUG 18 MILEAGE	09/25/2018	\$25.62	P
06180264	POLACH DENNIS	D POLACH JULY & AUG 18 MILEAGE	09/25/2018	\$119.69	P
06180265	ROZAR DONNA	D ROZAR AUG 18 MILEAGE	09/25/2018	\$312.83	P
06180266	SCHMIDT LINDA	L SCHMIDT JULY 18 MILEAGE	09/25/2018	\$13.08	P
06180267	VICENTE JESSICA	J VICENTE JAN- AUG 18 MILEAGE	09/25/2018	\$226.18	P
06180268	WINCH WILLIAM	W WINCH JUNE AUG SEPT 18 MILEA	09/25/2018	\$185.30	P
06180269	ZALESKI JASON	J ZALESKI MAY - SEPT 18 MILEAG	09/25/2018	\$243.07	P
06180270	ZURFLUH JOSEPH SR	J ZURFLUH AUG 18 MILEAGE	09/25/2018	\$11.99	P
06180271	BOUMA KARMEN M	T/ARPIN K BOUMA 18 DOG LISTER	09/25/2018	\$54.50	P
06180272	AUE JAMES	JAMES AUE T/AUBUR 18 DOG LISTE	09/25/2018	\$49.00	P
06180273	LILLEY CHARLES ASSESSOR	CHARLES LILLEY T DEX 18 DOGLIS	09/25/2018	\$62.00	P
06180274	TOWN OF GRAND RAPIDS	TN GRAND RAPIDS 2018 DOGLISTER	09/25/2018	\$554.50	P

## Committee Report - County of Wood

County Clerk - September 2018

06180241 - 0618029

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Pa
06180275	FOLLEN RANDY	R FOLLEN T HANSEN 18 DOGLISTER	09/25/2018	\$40.50	
06180276	JANET BELL	J BELL TN LINCOLN 18 DOGLISTER	09/25/2018	\$95.00	
06180277	CEGIELSKI ANDREW ASSESSOR	A CEGIELSKI T MARSH 18 DOGLIST	09/25/2018	\$44.50	
06180278	CEGIELSKI ANDREW ASSESSOR	A CEGIELSKI T MILLA 18 DOGLIST	09/25/2018	\$45.50	
06180279	SORENSEN MICHELLE	M SORENSON T PT 2018 DOGLISTER	09/25/2018	\$66.50	
06180280	CEGIELSKI ANDREW ASSESSOR	A CEGIEL T RICH 2018 DOGLISTER	09/25/2018	\$101.00	
06180281	BANECK DARLENE	D BANECK T RUD 2018 DOGLISTER	09/25/2018	\$44.50	
06180282	KESTER BILLIE JO M	B J KESTER T SARA 2018 DOGLIST	09/25/2018	\$395.00	
06180283	RADTKE JOAN	J RADTKE T SEN 2018 DOGLISTER	09/25/2018	\$73.00	
06180284	HAAS LINDA M	L HAAS T SHERRY 18 DOGLISTER	09/25/2018	\$38.50	
06180285	LARSON DAWN M	D LARSON T SIGEL 18 DOGLISTER	09/25/2018	\$75.50	
06180286	TRITZ RALPH J	R TRITZ T WOOD 18 DOGLISTER	09/25/2018	\$48.50	
06180287	GRIMM SHELLY M	S GRIMM V ARPIN 18 DOGLISTER	09/25/2018	\$11.00	
06180288	MARTH DALE R	D MARTH V AUB 2018 DOGLISTER	09/25/2018	\$40.50	
06180289	WITT PAM	P WITT V BIRON 2018 DOGLISTER	09/25/2018	\$70.50	
06180290	BURR MARY JANE	MJ BURR V HEW 2018 DOGLISTER	09/25/2018	\$68.00	
06180291	DICKRELL SARA	S DICKRELL V MILL 18 DOGLISTER	09/25/2018	\$20.50	
06180292	VILLAGE OF PORT EDWARDS TREAS	V PT EDWARDS 2018 DOGLISTER	09/25/2018	\$68.50	
06180293	YACH AMY	A YACH V RUD 2018 DOGLISTER	09/25/2018	\$19.50	
06180294	SCHALOW DEBRA E	D SCHAL V VESPER 18 DOGLISTER	09/25/2018	\$21.50	
06180295	CITY OF MARSHFIELD TREASURER	C MARSH 2018 DOGLISTER	09/25/2018	\$451.00	
06180296	CITY OF NEKOOSA TREASURER	CITY OF NEKOOSA 2018 DOGLISTER	09/25/2018	\$65.50	
06180297	HAHN TAMI	T HAHN C PITTS 18 DOGLISTER	09/25/2018	\$85.50	
06180298	CITY OF WIS RAPIDS TREASURER	C WR 2018 DOGLISTER	09/25/2018	\$324.50	
<b>Grand Total:</b>				<b>\$18,636.96</b>	

Signatures

Committee Chair:

Committee Member:

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## Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: SEPTEMBER 2018

For the range of vouchers: 14180173 - 14180199

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14180173	AMT	GARNISHMENT PAYMENT 8/30/18	08/30/2018	\$203.00	P
14180174	BOSTON MUTUAL	WHOLE LIFE INSURANCE	08/30/2018	\$1,388.67	P
14180175	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT 08/30/18	08/30/2018	\$250.42	P
14180176	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT 08/30/18	08/30/2018	\$150.12	P
14180177	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT 08/30/18	08/30/2018	\$135.77	P
14180178	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP LIFE	08/30/2018	\$3,704.06	P
14180179	MUTUAL OF OMAHA INSURANCE COMPANY	LTD INSURANCE	08/30/2018	\$1,764.38	P
14180180	MUTUAL OF OMAHA INSURANCE COMPANY	STD INSURANCE	08/30/2018	\$2,747.38	P
14180181	SUPPORT PAYMENT CLEARINGHOUSE	CHILD SUPPORT PAYMENT	08/30/2018	\$227.80	P
14180182	NELSON BRENDA	REIMBURSE MEETING EXPENSES	09/03/2018	\$28.49	P
14180183	CUMMINGS MARLA	REIMBURSEMENT FOR TRAINING	09/07/2018	\$1,530.00	P
14180184	AMT	GARNISHMENT PAYMENT	09/13/2018	\$203.00	P
14180185	BOSTON MUTUAL	WHOLE LIFE INSURANCE	09/13/2018	\$1,322.09	P
14180186	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	09/13/2018	\$250.42	P
14180187	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	09/13/2018	\$150.12	P
14180188	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	09/13/2018	\$135.77	P
14180189	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	09/13/2018	\$1,774.53	P
14180190	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	09/13/2018	\$2,733.22	P
14180191	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPPLEMENTAL LIFE	09/13/2018	\$3,762.50	P
14180192	SUPPORT PAYMENT CLEARINGHOUSE	CHILD SUPPORT PAYMENT	09/13/2018	\$227.80	P
14180193	WISCONSIN RAPIDS SCHOOL DISTRICT	2018 PILOT PAYMENT	09/15/2018	\$3,438.39	P
14180194	CITY OF MARSHFIELD	2018 PILOT PAYMENT	09/15/2018	\$34,483.96	P
14180195	CITY OF MARSHFIELD	2018 PILOT PAYMENT	09/15/2018	\$29,115.30	P
14180196	TOWN OF GRAND RAPIDS	2018 PILOT PAYMENT	09/15/2018	\$899.91	P
14180197	VILLAGE OF PORT EDWARDS TREAS	2018 PILOT PAYMENT	09/15/2018	\$4,442.21	P
14180198	PORT EDWARDS SCHOOL DISTRICT	2018 PILOT PAYMENT	09/15/2018	\$4,964.33	P
14180199	SKILL PATH SEMINARS	PAYROLL LAW UPDATE WEBINAR	09/20/2018	\$199.00	P
Grand Total:				\$100,232.64	

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## Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: SEPTEMBER 2018

For the range of vouchers: 17180107 - 17180116

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17180107	WOODTRUST BANK NA	Visa Charges - August	08/20/2018	\$87.00	P
17180108	ASPIRUS	Drug & Alcohol Testing	09/04/2018	\$253.00	P
17180109	US HEALTH WORKS MEDICAL GROUP PC	Drug & Alcohol Testing	08/24/2018	\$990.00	P
17180110	MARSHFIELD LABORATORIES	Drug & Alcohol Testing	08/31/2018	\$168.70	P
17180111	WACPD	WACPD 2018 Fall Conference	09/01/2018	\$100.00	P
17180112	NORTHWOODS LASER & EMBROIDERY	Service & Retirement Plaques	08/16/2018	\$70.25	P
17180113	RUDER WARE LLSC	Contracted Legal Services	08/21/2018	\$177.00	P
17180114	HORTON GROUP INC THE	Consulting Fees - August 2018	08/13/2018	\$2,083.33	P
17180115	HORTON GROUP INC THE	Consulting Fees - Sept 2018	09/21/2018	\$2,083.33	
17180116	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment Charges - Aug '18	09/06/2018	\$1,287.94	
<b>Grand Total:</b>				<b>\$7,300.55</b>	

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## Committee Report

County of Wood

Report of claims for: Systems

For the period of: September 2018

For the range of vouchers: 27180243 - 27180275

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27180243	SOLARUS	Phone chgs acct 00063942-1	09/01/2018	\$8,434.66	P
27180244	SOLARUS	phone chgs acct 00077856-5	09/01/2018	\$299.69	P
27180245	SOLARUS	phone chgs acct 00061009-7	09/01/2018	\$74.99	P
27180246	SOLARUS	phone chgs acct 0011161-9	09/01/2018	\$20.00	P
27180247	NEWEGG INC	Corp Counsel Scanner	08/30/2018	\$889.99	P
27180248	AMAZON CAPITAL SERVICES	HS- OPC headsets	08/17/2018	\$419.93	P
27180249	AMAZON CAPITAL SERVICES	Branch2 Table ACC/IT canverter	08/21/2018	\$36.34	P
27180250	AMAZON CAPITAL SERVICES	Monitor Brackets	08/28/2018	\$49.98	P
27180251	CDW GOVERNMENT INC	Wireless mouse	08/16/2018	\$36.15	P
27180252	CDW GOVERNMENT INC	epson ink fo ROD	08/20/2018	\$70.41	P
27180253	HILGARD ANALYN	Mileage Reimbursement	09/06/2018	\$337.36	P
27180254	CDW GOVERNMENT INC	HS Phone Bracket	08/29/2018	\$42.30	P
27180255	LENOVO INC	Promo Laptops	08/10/2018	\$1,007.60	P
27180256	LENOVO INC	Pomo Laptops	08/07/2018	\$803.60	P
27180257	AMAZON CAPITAL SERVICES	UWEX-Keyboards	08/02/2018	\$96.75	P
27180258	AMAZON CAPITAL SERVICES	APU Cables	08/31/2018	\$275.76	P
27180259	AMAZON CAPITAL SERVICES	Monitor for Trent	08/15/2018	\$306.96	P
27180260	AMAZON CAPITAL SERVICES	HS- OPC headsets	08/14/2018	\$35.00	P
27180261	AMAZON CAPITAL SERVICES	Ground Bus Kits	08/31/2018	\$187.80	P
27180262	US CELLULAR	CELL PHONE CHGS ACCT 217293182	08/20/2018	\$763.98	P
27180263	US CELLULAR	CELL PHONE CHGS ACCT 851710598	08/16/2018	\$877.61	P
27180264	US CELLULAR	CELL PHONE CHGS ACCT 203538532	08/20/2018	\$959.38	P
27180265	US CELLULAR	CELL PHONE CHGS ACCT 203391922	08/20/2018	\$183.26	P
27180266	US CELLULAR	cell phone chgs acct 277407322	08/16/2018	\$2,446.48	P
27180267	CONNECTED MEDIA SOLUTIONS LLC	HWY Gas Pump Camera	03/16/2018	\$1,470.00	P
27180270	WI DEPT OF TRANSPORTATION	Badger TraCS	09/13/2018	\$40.00	P
27180271	CDW GOVERNMENT INC	Monitors for UWEX	08/23/2018	\$599.70	P
27180272	US BANK	Credit card charges	08/25/2018	\$917.80	P
27180273	CDW GOVERNMENT INC	Health Dept- Mice	09/04/2018	\$101.01	P
27180274	CDW GOVERNMENT INC	Norwood Wall mounts	09/05/2018	\$84.60	P
27180275	CDW GOVERNMENT INC	Norwood wall mounts	09/06/2018	\$211.50	P

**Grand Total:**

**\$22,080.59**

Signatures

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## Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: SEPTEMBER 2018

For the range of vouchers: 19180789 - 19180891 50120321 - 50120329

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19180789	ACE HARDWARE	SUPPLIES	08/30/2018	\$15.96	P
19180790	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	08/25/2018	\$3,679.79	P
19180791	AIRGAS USA LLC	RENT ARGON TANK	08/20/2018	\$80.71	P
19180792	CRESCENT ELECTRIC SUPPLY CO	EOC - ELECTRICAL SUPPLIES	08/24/2018	\$188.13	P
19180793	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	08/29/2018	\$85.36	P
19180794	MENARDS - PLOVER	LED SENSORS	07/18/2018	\$104.91	P
19180795	MOTORS AND CONTROLS LLC	SOLENOID VALVE BLOWDOWN	08/23/2018	\$59.26	P
19180796	SUPERIOR CHEMICAL CORPORATION	JANITORIAL SUPPLIES	08/23/2018	\$130.29	P
19180797	ACE HARDWARE	SUPPLIES	08/30/2018	\$14.97	P
19180798	ACE HARDWARE	PLUMBING SUPPLIES	09/04/2018	\$8.76	P
19180799	ACE HARDWARE	PLUMBING SUPPLIES	09/04/2018	\$18.12	P
19180800	ACE HARDWARE	TOOLS	09/04/2018	\$5.59	P
19180801	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	09/05/2018	\$5,669.93	P
19180802	CRESCENT ELECTRIC SUPPLY CO	EOC - ELECTRICAL SUPPLIES	08/28/2018	\$41.39	P
19180803	CRESCENT ELECTRIC SUPPLY CO	EOC - ELECTRICAL SUPPLIES	08/28/2018	\$85.03	P
19180804	EAGLE CONSTRUCTION CO INC	FINANCE - CONSTRUCTION	08/29/2018	\$19,100.00	P
19180805	FOUNDATION BUILDING MATERIALS	EOC - STUDS AND TRACK	08/22/2018	\$408.70	P
19180806	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE CBRF	08/31/2018	\$140.00	P
19180807	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE HUMAN SERVICES	08/31/2018	\$210.00	P
19180808	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE RIVER BLOCK	08/31/2018	\$270.00	P
19180809	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	07/27/2018	\$7,606.61	P
19180810	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	08/24/2018	\$7,758.74	P
19180811	MOTORS AND CONTROLS LLC	PRESSURE SWITCHES	08/31/2018	\$64.36	P
19180812	MOTORS AND CONTROLS LLC	CREDIT MEMO	08/31/2018	(\$35.76)	P
19180813	QUALITY DOOR & HARDWARE	BRANCH 1 - DOOR	08/30/2018	\$245.00	P
19180814	RON'S REFRIGERATION & AC INC	REPAIR JAIL FREEZER	08/28/2018	\$141.00	P
19180815	RON'S REFRIGERATION & AC INC	RIVERBLOCK A/C REPAIRS	08/31/2018	\$5,909.25	P
19180816	RON'S REFRIGERATION & AC INC	RIVERBLOCK A/C REPAIRS	08/31/2018	\$3,009.00	P
19180817	SUPERIOR CHEMICAL CORPORATION	JANITORIAL SUPPLIES	08/30/2018	\$814.42	P
19180818	WASTE MANAGEMENT	WASTE DISPOSAL COURTHOUSE	08/28/2018	\$927.26	P
19180819	WASTE MANAGEMENT	WASTE DISPOSAL JOINT USE	08/28/2018	\$75.77	P
19180820	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	08/28/2018	\$323.36	P
19180821	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	08/28/2018	\$259.24	P
19180822	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	08/28/2018	\$73.69	P

## Committee Report - County of Wood

MAINTENANCE / PURCHASING -  
SEPTEMBER 2018

50120321 - 50120329 19180789 - 19180891

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19180823	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC AIRPORT CBRF	08/28/2018	\$61.71	P
19180824	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	08/28/2018	\$10.30	P
19180825	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	08/28/2018	\$446.42	P
19180826	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	08/28/2018	\$96.35	P
19180827	WE ENERGIES	GAS SERVICE JAIL	08/27/2018	\$432.09	P
19180828	WE ENERGIES	GAS SERVICE COMMUNICATIONS	08/27/2018	\$5.48	P
19180829	WE ENERGIES	GAS SERVICE COURTHOUSE	08/27/2018	\$181.65	P
19180830	WE ENERGIES	GAS SERVICE JOINT USE BLDG	08/27/2018	\$5.71	P
19180831	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	08/27/2018	\$5.15	P
19180832	WE ENERGIES	GAS SERVICE RIVER BLOCK	08/27/2018	\$478.67	P
19180833	WOOD TRUST BANK	RB, CH, REG OF DEEDS LOCKERS	08/20/2018	\$1,021.66	P
19180834	ACE HARDWARE	HOOK	09/10/2018	\$7.98	P
19180835	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	08/31/2018	\$164.93	P
19180836	COMPLETE CONTROL	RB HVAC SERVICE	08/31/2018	\$120.00	P
19180837	COMPLETE CONTROL	PARTS	08/31/2018	\$340.28	P
19180838	COMPLETE CONTROL	AIR COMPRESSOR CONSULT	08/31/2018	\$157.30	P
19180839	CRESCENT ELECTRIC SUPPLY CO	EOC - LIGHTING	09/06/2018	\$357.65	P
19180840	CRESCENT ELECTRIC SUPPLY CO	EOC - LIGHTING	09/07/2018	\$44.71	P
19180841	CRESCENT ELECTRIC SUPPLY CO	LED BULBS	09/07/2018	\$173.08	P
19180842	FENCIL URETHANE SYSTEMS INC	EOC - INSULATION	08/28/2018	\$966.00	P
19180843	FIRE & SAFETY EQUIPMENT INC	HS FIRE EXTINGUISHER SERVICE	08/30/2018	\$29.50	P
19180844	FLAGS USA	COURTHOUSE FLAGS	09/12/2018	\$307.00	P
19180845	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	09/05/2018	\$239.17	P
19180846	HOME DEPOT CREDIT SERV (Maintenance)	CH, RB, JAIL, AIRPORT AVE, EOC	09/05/2018	\$406.23	P
19180847	JFTCO INC	JAIL GENERATOR REPAIRS	08/30/2018	\$3,049.41	P
19180848	MENARDS - PLOVER	EOC - DRYWALL	09/05/2018	\$209.64	P
19180849	NAPA CENT WI AUTO PARTS Wis.Rapids	TOOLS	09/07/2018	\$19.90	P
19180850	NAPA CENT WI AUTO PARTS Wis.Rapids	OIL	09/12/2018	\$6.29	P
19180851	NICK MICHELS & SONS	ROOF REPAIRS	09/06/2018	\$225.00	P
19180852	RON'S REFRIGERATION & AC INC	JAIL CHILLER REPAIRS	09/08/2018	\$1,180.00	P
19180853	SHERWIN-WILLIAMS CO THE	EOC - PAINT	09/10/2018	\$140.65	P
19180854	SHERWIN-WILLIAMS CO THE	EOC - PAINTING SUPPLIES	09/12/2018	\$19.48	P
19180855	SPARKS SEPTIC SERVICE	CLEAN GREASE TRAP IN JAIL	08/21/2018	\$125.00	P
19180856	WINSUPPLY OF WISCONSIN RAPIDS	DRINKING FOUNTAIN	09/06/2018	\$795.00	P
19180857	VAN TASSEL REUBEN	MILEAGE REIMBURSEMENT	08/31/2018	\$104.10	P
19180858	ACE HARDWARE	TOOLS	09/13/2018	\$26.72	P
19180859	ACE HARDWARE	WATER SOFTENER SALT	09/18/2018	\$377.37	P
19180860	FLAGS USA	FLAG ACCESSORIES	09/12/2018	\$77.00	P
19180861	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	09/17/2018	\$40.00	P
19180862	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	09/17/2018	\$40.00	P
19180863	GAPPA SECURITY SOLUTIONS LLC	CH VIDEO CAMERA	09/12/2018	\$522.50	P
19180864	OFFICE ENTERPRISES INC	EOC - FURNITURE DOWNPAYMENT	09/13/2018	\$6,923.80	P
19180865	SHERWIN-WILLIAMS CO THE	EOC - PAINT & SUPPLIES	09/13/2018	\$59.12	P
19180866	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	09/18/2018	\$60.00	P

## Committee Report - County of Wood

MAINTENANCE / PURCHASING -  
SEPTEMBER 2018

50120321 - 50120329 19180789 - 19180891

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19180867	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	09/12/2018	\$53.66	P
19180868	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	09/12/2018	\$36.58	P
19180869	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	09/12/2018	\$432.54	P
19180870	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	09/12/2018	\$2,973.91	P
19180871	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	09/12/2018	\$1,010.03	P
19180872	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	09/12/2018	\$7.01	P
19180873	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	09/12/2018	\$72.35	P
19180874	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	09/12/2018	\$33.22	P
19180875	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	09/12/2018	\$10,564.95	P
19180876	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	09/12/2018	\$4,417.17	P
19180877	WISCONSIN VALLEY BUILDING PRODUCTS	TRIMMER HEAD	09/13/2018	\$27.68	P
19180878	MACCO'S COMMERCIAL INTERIORS INC	EOC - CARPET	08/31/2018	\$2,697.54	P
19180879	AIRGAS USA LLC	SAFETY SUPPLIES	09/25/2018	\$551.64	
19180880	DIAMOND BUSINESS GRAPHICS	PRINTING	09/25/2018	\$119.52	
19180881	HEINZEN PRINTING INC	PRINTING	09/25/2018	\$298.00	
19180882	INDIANHEAD SPECIALTY CO	STAMPS	09/25/2018	\$140.28	
19180883	NASSCO	PAPER SUPPLIES	09/25/2018	\$252.00	
19180884	OFFICE DEPOT	OFFICE SUPPLIES	09/25/2018	\$1,114.29	
19180885	OFFICE DEPOT	OFFICE SUPPLIES	09/25/2018	\$1,933.74	
19180886	OFFICE DEPOT	OFFICE SUPPLIES	09/25/2018	(\$146.85)	
19180887	QUALITY PLUS PRINTING INC	PRINTING	09/25/2018	\$85.00	
19180888	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	09/25/2018	\$116.30	
19180889	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/25/2018	\$1,967.96	
19180890	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/25/2018	\$1,546.29	
19180891	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/25/2018	(\$27.74)	
50120321	MIDLAND PAPER		09/06/2018	\$756.00	P
50120322	MIDLAND PAPER		09/06/2018	\$762.55	P
50120323	STAPLES ADVANTAGE		09/06/2018	\$5.48	P
50120324	MIDLAND PAPER		09/06/2018	\$578.70	P
50120325	MIDLAND PAPER		09/06/2018	\$604.10	P
50120326	MIDLAND PAPER		09/18/2018	\$728.34	P
50120327	MIDLAND PAPER		09/26/2018	\$14.20	
50120328	MIDLAND PAPER		09/26/2018	\$883.57	
50120329	SCHILLING SUPPLY COMPANY		09/26/2018	\$251.04	

**Grand Total:****\$112,409.89**

Committee Report - County of Wood

MAINTENANCE / PURCHASING -  
SEPTEMBER 2018

50120321 - 50120329 19180789 - 19180891

Signatures

Committee Chair:

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Committee Member:

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COMMITTEE REPORT  
SAFETY, WORK COMP  
AND INSURANCE  
AUGUST 2018

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
<b>ALL THE BELOW WERE PAID BY AEGIS (TPA)</b>			
PREPAID	JOHN KILTY CHIROPRACTIC SC	WC MED REIMBURSE	\$362.09
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$1,482.94
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$289.00
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$51.00
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$76.50
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$204.00
PREPAID	ASPIRUS DOCTORS CLINICS	WC MED REIMBURSE	\$168.00
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$166.16
PREPAID	ASPIRUS	WC MED REIMBURSE	\$8.21
PREPAID	ORTHOPAEDIC CENTERS OF WISCONSIN	WC MED REIMBURSE	\$183.45
PREPAID	NORTHEAST WI RETINA ASSOC	WC MED REIMBURSE	\$301.64
PREPAID	JOHN KILTY CHIROPRACTIC SC	WC MED REIMBURSE	\$94.82
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$338.40
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$169.20
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$85.06
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$84.53
PREPAID	WORK COMP CLAIM	DOCTOR VISIT REIMBURSEMENT	\$140.25
PREPAID	WORK COMP CLAIM	PPD	\$13,394.00
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$100.00
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$2,939.01
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	STOIBER CHIROPRACTIC	WC MED REIMBURSE	\$225.00
PREPAID	ASPIRUS DOCTORS CLINICS	WC MED REIMBURSE	\$215.00
PREPAID	ASPIRUS	WC MED REIMBURSE	\$168.00
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.99
PREPAID	ORTHOPAEDIC CENTERS OF WISCONSIN	WC MED REIMBURSE	\$611.99
PREPAID	JOHN KILTY CHIROPRACTIC SC	WC MED REIMBURSE	\$47.41
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$802.97
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$262.29
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$63.54
PREPAID	STOIBER CHIROPRACTIC	WC MED REIMBURSE	\$502.60
PREPAID	RADIOLOGY ASSOCIATES OF WAUSAU	WC MED REIMBURSE	\$552.00
PREPAID	GUNDERSON LUTHERAN MEDICAL CENTER	WC MED REIMBURSE	\$6,080.70
PREPAID	GUNDERSON LUTHERAN MEDICAL CENTER	WC MED REIMBURSE	\$2,034.32
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$1,587.82
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$1,371.08
PREPAID	ASPIRUS	WC MED REIMBURSE	\$8.21
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	-\$231.83
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	-\$1,832.28
<b>TOTAL</b>			<b>\$33,142.87</b>

TTD - TEMPORARY TOTAL DISABILITY  
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY  
DB - DEATH BENEFIT

## Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: SEPTEMBER

For the range of vouchers: 23180026 - 23180029

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23180026	FASTENAL COMPANY	SAFETY SUPPLIES	09/11/2018	\$107.97	P
23180027	PROASSURANCE CASUALTY COMPANY	PROF LIABILITY INS - NORWOOD	09/11/2018	\$5,504.00	P
23180028	TJ'S AUTO & COLLISION REPAIR	VEHICLE DAMAGE REPAIR BILL	09/18/2018	\$6,524.82	P
23180029	VISTA IT GROUP	LIGHTNING STRIKE DAMAGE	09/25/2018	\$3,280.00	
Grand Total:				\$15,416.79	

### Signatures

Committee Chair:

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Committee Member:

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COMMITTEE REPORT  
SAFETY, WORK COMP  
AND INSURANCE  
AUGUST 2018

#1

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CHAIRMAN

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## Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: SEPTEMBER 2018

For the range of vouchers: 28180211 - 28180230

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28180211	CITY OF MARSHFIELD	AUGUST SPECIALS	09/06/2018	\$91.44	P
28180212	CITY OF NEKOOSA TREASURER	AUGUST SPECIALS	09/06/2018	\$1,021.59	P
28180213	CITY OF WISCONSIN RAPIDS	AUGUST SPECIALS	09/06/2018	\$1,225.75	P
28180214	TOWN OF SARATOGA	AUGUST SPECIALS	09/06/2018	\$1,651.85	P
28180215	TOWN OF GRAND RAPIDS	AUGUST SPECIALS	09/06/2018	\$525.69	P
28180216	TOWN OF LINCOLN	AUGUST SPECIALS	09/06/2018	\$229.58	P
28180217	TOWN OF RICHFIELD	AUGUST SPECIALS	09/06/2018	\$688.74	P
28180218	VILLAGE OF ARPIN TREASURER	AUGUST SPECIALS	09/06/2018	\$74.60	P
28180219	VILLAGE OF VESPER	AUGUST SPECIALS	09/06/2018	\$374.95	P
28180220	WI DEPT OF ADMINISTRATION	AUGUST WI LAND INFO	09/06/2018	\$7,602.00	P
28180221	ZAWATZKE RICHARD W	TAX OVERPAYMENT REFUND	09/11/2018	\$432.76	P
28180222	THE RIDGE	HOTEL FOR WRPLA MEETING	09/11/2018	\$246.00	P
28180223	WISCONSIN DEPT OF REVENUE	DEL LOTTERY CREDIT DUE STATE	09/11/2018	\$127.81	P
28180224	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	09/11/2018	\$635.00	P
28180225	SMIDOWICZ JOAN MARIE	TAX OVERPAYMENT REFUND	09/18/2018	\$57.51	P
28180226	LADWIG RYAN OR ERICA OTT	TAX OVERPAYMENT REFUND	09/18/2018	\$8.30	P
28180227	STATE OF WISCONSIN TREASURER	AUG CLERK OF COURTS	09/18/2018	\$175,730.88	P
28180228	WOODTRUST BANK	AUGUST MONTHLY SERVICE FEES	09/18/2018	\$774.92	P
28180229	MARTI NANCY J	WRPLA CONFERENCE EXPENSES	09/25/2018	\$234.39	P
28180230	TESKE KELLY	TAX OVERPAYMENT REFUND	09/25/2018	\$32.76	P
<b>Grand Total:</b>				<b>\$191,766.52</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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Date Reported	Application	Error/Issue	Description	Solution	Root Cause	Impact	Finance Notes	HR Notes	IT Notes
8/26/2018	HRMS	An error received running open payroll	There were missing permissions for the Finance group for the open payroll process.	Adjusted security permissions for Finance Group. Verified HR could successfully run it.	Setup	Loss of time (1 hour)	Finance needed to contact IT for solution	HR gave Finance the open payroll process documentation	This won't be an issue going forward for open payroll
8/26/2018	Timestar	Rehire Employee Timestar Timecard Not Appearing	Missing pay group assignment for this employee. When terminating an employee there is a stop date and for rehires you need to reassign pay group.	Had to assign employee to a pay group. Had to remove termination date from HRMS.	Training	Loss of time (15)	Finance needed to contact IT for additional training	HR supplied training materials	Procedure was documented. Additional notes were added to the documentation
8/26/2018	Timestar	Wrong account numbers imported into HRMS from Timestar	All issues were from Norwood.	The correct department and function numbers needed to be selected.	Data Entry	Loss of time (35-40 min)	Finance was under the assumption that you wouldn't be allowed to pick an incorrect function. Where you could only pick applicable function numbers when selecting a department number. Finance requested a report of the account numbers.	This information was not entered by HR	Data entry issue when employee transfers unit incorrectly on unsupported device (hardware clock) and verification is missed by backup payroll clerk. Reviewed procedure with payroll clerks and requested reminder to employees that unit transfers must be entered on computer.
8/26/2018	HRMS	Error message received in employee's distribution HRMS Software: "Days worked must not be less than 2"	Vacation Earnings were not distributed.	Had to manually split out her vacation distributions.	Data Entry	Loss of time (5 min)	This information was not entered by Finance	This information was not entered by HR	Data entry issue as Norwood backup payroll clerk did not distribute vacation for one employee. IT contacted both Norwood payroll clerks to discuss and ensure the procedure is well documented.
8/26/2018	Timestar	Had employee earn comp time in the last two weeks of work.	Should have been paid out with overtime	Needed to rehire the employee in the system and pay out his comp time. Refined the payroll transition process	Data Entry/Training	Delayed payout of comp time	Finance will make sure the employee gets paid for the earned comp time	HR worked with Finance to refine the process	None
9/13/2018	HRMS	HRMS Frozen	HRMS was unusable during the citrix issues	Issues with citrix. Reset citrix session	Infrastructure	Loss of time (10min)	None	None	There were citrix issues
9/13/2018	HRMS	Error when saving Open Payroll Report	Received an error when it was trying to save the report to the L drive	Issues with citrix. Reset citrix session	Infrastructure	Loss of time (5 min)	None	None	There were citrix issues
9/14/2018	HRMS	Sheriff's Dept Employee workers comp was paid out of the wrong cost center	Finance was contacted by the Veterans dept of this issue.	Corrected the account numbers in the Pay Tab in HRMS. Journal entries were made in Dynamics GP	Data Entry	Loss of time (40)	This was an issue from Feb that in Sept	This was an issue from February. This employee performs three different jobs within Wood County that span multiple departments. An effort was made to make time entry more efficient, however, it caused Worker's Comp to be charged to the wrong account.	None



## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 1

CAK

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

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

**FISCAL NOTE:** Paid Amount **\$12,908.26**

**WHEREAS,** by Resolution No. 18-8-3, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 33-04102, more particularly described as:

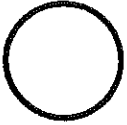
Lot 2 of Derge's Subdivision, City of Marshfield, Wood County, Wisconsin.

**WHEREAS,** Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

**WHEREAS,** it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 17, 2018 will compensate the County in full for the amounts due and owing,

**THEREFORE BE IT RESOLVED,** that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
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			



## RESOLUTION#

ITEM#

DATE October 16, 2018

Effective Date October 16, 2018

 Introduced by Executive Committee  
 Page 1 of 1

CAK

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

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

**FISCAL NOTE:** Paid Amount \$18,194.18

**WHEREAS,** by Resolution No. 18-8-3, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 33-00197AA, more particularly described as:

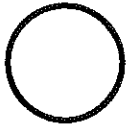
Lot 1 of Wood County Certified Survey Map No. 7984 (recorded in Volume 27 of Survey Maps at Page 184 as Document No. 2004R08112) said lot being part of Lots 5 and 6 of Block S, City of Marshfield, Wood County, Wisconsin.

**WHEREAS,** Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

**WHEREAS,** it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 19, 2018 will compensate the County in full for the amounts due and owing,

**THEREFORE BE IT RESOLVED,** that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
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			



## RESOLUTION#

ITEM#

DATE October 16, 2018

Effective Date October 16, 2018

Introduced by Executive Committee  
Page 1 of 6

Committee

CAK

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

**INTENT & SYNOPSIS:** Tax deed eligible property – authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

<b>FISCAL NOTE: TAXES 2014 – 2017</b>	<b>\$92,979.17</b>
<b>SPEC. CHARGES</b>	<b>5,266.92</b>
<b>DEL UTILITIES</b>	<b>6,796.05</b>
<b>SPEC. ASSESSMENTS</b>	<b>216.95</b>
<b>PUBLICATION FEES</b>	<b>1,697.06</b>
<b>TAX DEEDING EXP.</b>	<b>2,507.00</b>

**TOTAL \$109,463.15**

**WHEREAS,** Wood County holds tax certificates which have not been Redeemed as provided by law on the described land, and,

**WHEREAS,** there are delinquent taxes and special charges owing since 2014. It is in the best interest of the County to tax deed this property so it may be sold and put back on the tax roll.

**WHEREAS,** Notice of Application for taking Tax Deed has been served on owners of record as provided by Section 75.12, Wisconsin Statutes.

**NOW THEREFORE BE IT RESOLVED,** by the Wood County Board of Supervisors, that the land described be taken by tax deed pursuant to Section 75.14, Wisconsin Statutes.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
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			

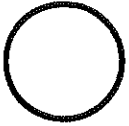
01-00218A That part of the SE 1/4 of the SE 1/4 Quarter of S14, T24N, R4E, Town of Arpin, Wood County, Wisconsin, described as follows: Commencing at the post on the NE corner of the SE 1/4 of the SE 1/4 of Section 14, Township 24 North, Range 4 East, proceed thence Southerly a distance of 598 feet for a point of beginning, run thence Southerly 220 feet, run thence Westerly 208 feet, run thence Northerly 220 feet, run thence Easterly 208 feet to the point of beginning. Except highway.

Taxes 2014-2017	\$4,234.86
Publication Fees	\$20.00
Tax Deed Expense	\$107.00

Property is located at 8549 County Rd K, Town of Arpin.

03-00108C Lot 1 of WCCSM No. 5417 (recorded in Volume 19 of Survey Maps at Page 17 as Document No. 758303) being part of the NW 1/4 of the NE 1/4 of S31, T25N, R3E, Town of Cameron, Wood County, Wisconsin.

Taxes 2014-2017	\$1,926.61
Publication Fees	\$109.79
Tax Deed Expense	\$107.00



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07-00714 That part of the SW 1/4 of the SW 1/4 of S24 T22N R6E, Town of Grand Rapids, Wood County, Wisconsin, described as follows: Beginning at the SE corner of said 40 acre tract, run thence North 320' on the East line of said 40 to a point on the North line of Lake Drive Highway, run thence West 6.4' more or less on the North line of said Lake Drive Highway to a point which is the SW corner of Lot 1 of Fisher's Pineview Subdivision, Town of Grand Rapids, Wood County, Wisconsin, according to the recorded plat thereof, run thence North 60' on the West line of said Lot 1 and parallel with the East line of said SW 1/4 of the SW 1/4 for the starting point of the land hereby described, run thence South on the line last described herein 60 feet to the said point on the North line of Lake Drive Highway, run thence West on the North line of said Lake Drive Highway 100', run thence in a Northeasterly direction in a straight line to the starting point of the land hereby described, describing hereby a triangular tract 60' North and South of the East line, and 100' East and West on the South line thereof.

Taxes 2014-2017	\$7.38
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is vacant land west of 6811 Wazeecha Ave, Town of Grand Rapids.

07-03651 Lot 34 of Brookwood Estates, Town of Grand Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$15,641.99
Special Charges	\$393.00
Publication Fees	\$20.00
Tax Deed Expense	\$107.00

Property is located at 4530 Westwood Dr, Town of Grand Rapids.

12-00512A Lot 1 of WCCSM No. 9539 (recorded in Volume 34 of Survey Maps at Page 39 as Document No. 2012R12480) being part of the SW 1/4 of the SW 1/4 of S32 T25N R5E, Town of Milladore, Wood County, Wisconsin.

Taxes 2014-2017	\$119.89
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is located at 9740 Brookside Rd, Town of Milladore.

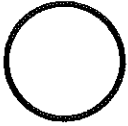
12-00589 The West 80 feet of Lot 2 and Lot 4, except the South 75 feet of the East 20 feet, all in Block 2 of Community Plat of Blenker, Town of Milladore, Wood County, Wisconsin.

Taxes 2014-2017	\$2,723.61
Delinquent Utilities	\$2,137.80
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is located at 3818 County Rd P, Town of Milladore.

18-00869C Lot 1 of WCCSM No. 5720 (recorded in Volume 20 of Survey Maps at Page 20 as Document No. 776502) being part of the NW 1/4 of the NW 1/4 of S23 T21N R5E, Town of Saratoga, Wood County, Wisconsin.

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Taxes 2014-2017	\$7,342.12
Special Charges	\$567.60
Publication Fees	\$109.79
Tax Deed Expense	\$111.00

Property is located at 11253 County Rd Z, Town of Saratoga.

18-01588 Lot 25 of Town of Saratoga Assessor's Plat No. 1, Town of Saratoga, Wood County, Wisconsin.

Taxes 2014-2017	\$248.03
Publication Fees	\$20.00
Tax Deed Expense	\$107.00

Property is located at 1168 Pixler Ct, Town of Saratoga.

24-00242 Lot 4, Block 10, Addition of 1934 to the Village of Biron, Wood County, Wisconsin.

Taxes 2014-2017	\$5,181.55
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is located at 960 Center St, Village of Biron.

26-00054 Lot 6, Block 2, Plat of Milladore, Village of Milladore, Wood County, Wisconsin.

Taxes 2014-2017	\$147.71
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is located West of 138 Main St, Village of Milladore.

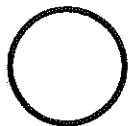
27-00343 Lot 4 and the North 36.5 feet of Lot 3 of Block 26 of the Third Addition to the Village of Port Edwards, Wood County, Wisconsin.

Taxes 2014-2017	\$8,114.55
Special Charges	\$844.80
Delinquent Utilities	\$467.10
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is located at 741 Wisconsin River Dr, Village of Port Edwards.

27-00393 Lot 7, Block 34 of the Third Addition to the Village of Port Edwards, Wood County, Wisconsin.

Taxes 2014-2017	\$3,918.05
Special Charges	\$330.00
Publication Fees	\$109.79
Tax Deed Expense	\$119.54



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30-00033B That part of the NE 1/4 of the NE 1/4 of S9 T21N R5E, City of Nekoosa, Wood County, Wisconsin, described as follows, to wit: Commencing at a point 30 feet West and 227 ½ feet North of the Southeast corner of said forty as a starting point; run thence West parallel with the South line of said forty a distance of 130 feet; run thence North parallel with the East line of said forty a distance of 64 ½ feet; run thence East parallel with the South line of said forty a distance of 130 feet; run thence South parallel with the East line of said forty a distance of 64 ½ feet to the point of beginning.

Taxes 2014-2017	\$1,415.23
Special Charges	\$416.62
Delinquent Utilities	\$1,089.09
Publication Fees	\$20.00
Tax Deed Expense	\$184.00

Property is located at 407 N Section St, City of Wisconsin Rapids.

31-00046AB Lot 2 of WCCSM Map No. 9471 (recorded in Volume 33 of Survey Maps at Page 171 as Document No. 2012R06123) being part of Lot 3 of the Subdivision of the SE 1/4 of the NE 1/4 of S27 T23N R3E, according to the Sargents Plat of the City of Pittsville, Wood County, Wisconsin.

Taxes 2014-2017	\$1,750.84
Special Charges	\$300.00
Delinquent Utilities	\$384.07
Publication Fees	\$109.79
Tax Deed Expense	\$117.00

Property is located at 8181 High St, City of Pittsville.

33-02100A Lot 1 of WCCSM No. 4836 (recorded in Volume 17 of Survey Maps at Page 36 as Document No. 720845) being part of Lot 3 Block G of Philip Adler's 3rd Addition to City of Marshfield, Wood County, Wisconsin.

Special Charges	\$314.90
Special Assessments	\$216.95
Publication Fees	\$109.79
Tax Deed Expense	\$109.00

Property is located at 710 N Wood Ave, City of Marshfield.

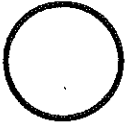
33-02871 The North 100 feet of the East 118 feet of Block 225, City of Marshfield, Wood County, Wisconsin.

Taxes 2014-2017	\$9,983.67
Delinquent Utilities	\$175.66
Publication Fees	\$20.00
Tax Deed Expense	\$107.00

Property is located at 610 E 6<sup>th</sup> St, City of Marshfield.

34-02210 Block 5 of Lyon Land Company's 2nd Addition to the City of Grand Rapids, now City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$2,968.25
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Publication Fees	\$20.00
Tax Deed Expense	\$115.00

Property is located at 521 15<sup>th</sup> Ave N, City of Wisconsin Rapids.

34-04165 The North 85 feet of Block 7 of Boles and Blesener Subdivision, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$319.81
Publication Fees	\$109.79
Tax Deed Expense	\$109.00

Property is vacant land on corner of 24<sup>th</sup> Ave S & Russell St, City of Wisconsin Rapids.

34-05945 Lot 14, East Side Assessor's Plat No. 47, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$1,100.42
Special Charges	\$300.00
Delinquent Utilities	\$1,930.74
Publication Fees	\$20.00
Tax Deed Expense	\$123.00

Property is located at 510 13<sup>th</sup> St N, City of Wisconsin Rapids. Note: Building is razed.

34-11077 Lot 41, East Side Annex Assessor's Plat No. 41, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$2,570.16
Special Charges	\$1,000.00
Delinquent Utilities	\$193.19
Publication Fees	\$109.79
Tax Deed Expense	\$115.00

Property is located at 2320 4<sup>th</sup> St S, City of Wisconsin Rapids.

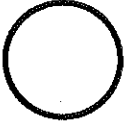
34-11099 Lot 57, East Side Annex Assessor's Plat No. 41, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$2,207.43
Special Charges	\$800.00
Delinquent Utilities	\$418.40
Publication Fees	\$109.79
Tax Deed Expense	\$115.00

Property is located at 2030 Elm St, City of Wisconsin Rapids.

34-14102 That part of the South one-half of the North one-half of the NE 1/4 of the SW 1/4 of S29 T22N R6E, City of Wisconsin Rapids, Wood County, Wisconsin, described as follows, to wit: Commencing at the Northeast corner of the above described ten acre tract for a starting point of the lands hereby conveyed, run thence West parallel with the North line of the Forty 350 feet; thence South parallel with the East line of the Forty a distance of 133.5 feet more or less and to the North line of Dove Avenue as now laid out and used thence East along the North line of Dove Avenue 350 feet and to the East line of the Forty, thence North along the East line of the Forty a distance of 133.5 feet and to the place





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of beginning, excepting therefrom the East 50 feet heretofore laid out and used for highway purposes, being State Truck Highway No. 13.

Taxes 2014-2017	\$21,057.01
Publication Fees	\$20.00
Tax Deed Expense	\$113.00

Property is located at 4120 8<sup>th</sup> St S, City of Wisconsin Rapids.

Budget 2019 - Summary		
Allowable Levy Limit 2019		26,739,760
Funds Applied		7,947,198
Revenues (excludes debt proceeds)		80,127,719
		<b>114,814,677</b>
Operating Costs (excl debt svc)		106,912,072
Debt Service (Principal and Int)		3,981,991
Outlay (debt funded)		3,420,614
Contingency/Efficiency/Initiatives Fund		500,000
		<b>114,814,677</b>
2018 Budget		109,882,712
Inc (Dec) From 2018 to 2019		4.49%

Fund Balance		
Total Estimate Funds Available @ 12/31/18	\$	17,329,754
Targeted Working Capital	15.00%	9,767,180
Net Funds Available	\$	7,562,574
(Inc) Dec Enterprise		569,646
(Inc) Dec Internal Service		(102,165)
(Inc) Dec Trust & Agency		-
Total Funds Applied		(7,947,198)
		(7,479,717)
Working Capital Margin (Shortfall) Amount Fund Balance will Inc (Dec)	15.13%	\$ 82,856
		1,447,770

Levy Amount		
Levy Amount 2018		25,645,546
Less Library 2018		(891,144)
Less Debt Service 2018		(3,124,083)
Net Levy 2018		21,630,319
Less Personnel Property TID		(308,141)
Net New Construction		351,060
Debt Service 2019		3,981,991
Allowable Levy 2019		25,761,866
Add Library		977,893
Allowable Levy 2019 w/Library		26,739,759
Actual Levy 2019		26,739,760
Amount Under Limitation		(0)
Inc (Dec) From 2018 to 2019		4.27%

Mil Rate		
	Inc(Dec) Mil Rate	
2017 Mil Rate		5.48632
2018 Mil Rate	0.03	5.51736
2019 Mil Rate	0.00	5.51304

Notes/ Highlights	

Budget Year	Equalized Valuation	Change	Percentage Change	Total Levy	Mt. Rate	Levy Increase (Decrease)
1992	1,879,712,750	-		10,676,768	5.6800	-
1993	1,961,915,450	82,202,700	4.37%	11,460,023	5.8412	783,255
1994	2,067,594,200	105,678,750	5.39%	12,081,173	5.8431	621,150
1995	2,187,057,600	119,463,400	5.78%	12,779,928	5.8434	698,755
1996	2,338,454,600	151,397,000	6.92%	13,656,574	5.8400	876,646
1997	2,476,165,900	137,711,300	5.89%	14,460,968	5.8401	804,394
1998	2,644,117,600	167,951,700	6.78%	15,166,228	5.7358	705,260
1999	2,810,608,300	166,490,700	6.30%	16,073,759	5.7190	907,531
2000	2,968,558,750	157,950,450	5.62%	17,408,501	5.8643	1,334,742
2001	3,166,622,100	198,063,350	6.67%	18,526,656	5.8506	1,118,155
2002	3,308,997,500	142,375,400	4.50%	19,404,704	5.8642	878,048
2003	3,517,998,750	209,001,250	6.32%	20,691,180	5.8815	1,286,476
2004	3,633,278,650	115,279,900	3.28%	18,156,212	4.9972	(2,534,968)
2005	3,921,408,950	288,130,300	7.93%	19,563,489	4.9889	1,407,277
2006	4,039,296,950	117,888,000	3.01%	20,632,701	5.1080	1,069,212
2007	4,301,671,950	262,375,000	6.50%	21,341,443	4.9612	708,742
2008	4,486,873,550	185,201,600	4.31%	22,120,785	4.9301	779,342
2009	4,608,889,150	122,015,600	2.72%	22,384,341	4.8568	263,556
2010	4,579,362,650	(29,526,500)	-0.64%	22,258,674	4.8606	(125,667)
2011	4,596,721,050	17,358,400	0.38%	22,339,580	4.8599	80,906
2012	4,591,555,250	(5,165,800)	-0.11%	22,313,366	4.8597	(26,215)
2013	4,540,273,250	(51,282,000)	-1.12%	22,072,934	4.8616	(240,432)
2014	4,549,369,350	9,096,100	0.20%	22,089,008	4.8554	16,074
2015	4,578,092,050	28,722,700	0.63%	22,795,568	4.9793	706,560
2016	4,685,642,400	107,550,350	2.36%	23,382,027	4.9901	586,459
2017	4,712,966,200	27,323,800	0.58%	24,885,936	5.2803	1,503,909
2018	4,822,648,200	109,682,000	2.33%	25,645,546	5.3177	759,610
2019	5,041,277,700	218,629,500	4.53%	26,739,760	5.3042	1,094,214

Year	Equalized Valuation	1991-2001 Operating Tax Rate	Operating Levy	Reductions through Sales Tax and Levy Limits	Reduction in Operating Tax Rate	Net Operating Levy	Net Operating Tax Rate	Debt Service Requirement	Debt Service Levy Rate	Net Operating & Debt Service Levy	Net Operating & Debt Levy Rate	Library Levy	Total Levy	Library Levy Rate	Equalized Value Without Library	Mt. Rate
1993	1,961,915,450	5.3552063	10,506,462	-	-	10,506,462	5.3552063	854,867	0.4357	11,361,329	5.790906	98,694	11,460,023	-	-	5.7909063
1994	2,067,594,200	5.3356074	11,031,871	-	-	11,031,871	5.3356074	1,049,302	0.5075	12,081,173	5.8431074	-	12,081,173	-	-	5.8431074
1995	2,187,057,600	5.3541306	11,709,792	-	-	11,709,792	5.3541306	952,969	0.4357	12,662,761	5.7898306	117,167	12,779,928	-	-	5.7898306
1996	2,338,454,600	5.3550742	12,522,598	-	-	12,522,598	5.3550742	998,754	0.4271	13,521,352	5.7821742	135,222	13,656,574	-	-	5.7821742
1997	2,476,165,900	5.3741056	13,307,177	-	-	13,307,177	5.3741056	1,015,755	0.4102	14,322,932	5.7843056	138,036	14,460,968	-	-	5.7843056
1998	2,644,117,600	5.3552051	14,159,792	-	-	14,159,792	5.3552051	1,006,436	0.3806	15,166,228	5.7358051	-	15,166,228	-	-	5.7358051
1999	2,810,608,300	5.3552051	15,051,384	-	-	15,051,384	5.3552051	1,022,375	0.3638	16,073,759	5.7190051	-	16,073,759	-	-	5.7190051
2000	2,968,558,750	5.3552051	15,897,241	-	-	15,897,241	5.3552051	1,006,260	0.3390	16,903,501	5.6942051	505,000	17,408,501	0.36034	1,401,442,600	6.0545481
2001	3,166,622,100	5.3552052	16,957,911	-	-	16,957,911	5.3552052	1,015,110	0.3206	17,973,021	5.6758052	553,635	18,526,656	0.36663	1,510,084,700	6.0424308
2002	3,308,997,500	5.3552051	17,720,360	-	-	17,720,360	5.3552051	1,128,820	0.3411	18,849,180	5.6963051	555,524	19,404,704	0.35572	1,561,692,300	6.0520243
2003	3,517,998,750	5.3552051	18,839,605	-	-	18,839,605	5.3552051	1,242,645	0.353225	20,082,250	5.7084301	608,930	20,691,180	0.37047	1,643,653,300	6.0789036
2004	3,633,278,650	5.3552051	19,456,952	(3,340,268)	(0.9193537)	16,116,684	4.4358514	1,423,890	0.391902	17,540,574	4.8277534	615,638	18,156,212	0.35645	1,727,114,800	5.1842080
2005	3,921,408,950	5.3552051	20,999,949	(3,626,710)	(0.9248487)	17,373,239	4.4303564	1,558,355	0.397397	18,931,594	4.8277534	631,895	19,563,489	0.34847	1,813,335,500	5.1762245
2006	4,039,296,950	5.5103503	22,257,941	(3,897,852)	(0.9649828)	18,360,089	4.5453675	1,629,130	0.403320	19,989,219	4.9486875	643,482	20,632,701	0.39845	1,901,241,300	5.2871411
2007	4,301,671,950	5.5418001	23,839,006	(4,959,615)	(1.1529505)	18,879,391	4.3888496	1,818,339	0.422705	20,697,730	4.8115546	643,713	21,341,443	0.31309	2,056,024,300	5.1246408
2008	4,486,873,550	5.5103500	24,724,244	(5,102,335)	(1.1371693)	19,621,909	4.3731807	1,842,431	0.410627	21,464,340	4.7838077	656,445	22,120,785	0.30345	2,163,273,600	5.0872575
2009	4,608,889,150	5.5103500	25,396,592	(5,337,061)	(1.1579929)	20,059,531	4.3523571	1,588,755	0.344715	21,648,286	4.6970721	736,055	22,384,341	0.33339	2,207,765,900	5.0304657
2010	4,579,362,650	5.5103500	25,233,891	(4,517,886)	(0.9865753)	20,716,005	4.5237747	801,500	0.175024	21,517,505	4.6987987	741,169	22,258,674	0.33578	2,207,280,200	5.0345825
2011	4,596,721,050	5.5103500	25,329,542	(4,500,475)	(0.9790620)	20,829,067	4.5312880	770,000	0.167511	21,599,067	4.6987990	740,513	22,339,580	0.33574	2,205,615,400	5.0345388
2012	4,591,555,250	5.5103500	25,301,076	(4,495,418)	(0.9790621)	20,805,659	4.5312879	735,000	0.160076	21,540,659	4.6913639	772,707	22,313,366	0.33531	2,185,843,800	5.0448691
2013	4,540,273,250	5.5103500	25,018,495	(4,184,688)	(0.9216820)	20,833,807	4.5886680	466,267	0.102696	21,300,074	4.6913640	772,860	22,072,934	0.36124	2,139,485,600	5.0526004
2014	4,549,369,350	5.5103500	25,068,617	(4,180,670)	(0.9189558)	20,887,947	4.5913942	454,800	0.099970	21,342,747	4.6913640	746,261	22,089,008	0.34456	2,165,807,900	5.0592827
2015	4,578,092,050	5.5103500	25,226,890	(4,207,064)	(0.9189557)	21,019,826	4.5913943	970,700	0.212032	21,990,526	4.8034263	805,042	22,795,568	0.37173	2,165,662,200	5.1751564
2016	4,685,642,400	5.5103500	25,819,530	(4,600,016)	(0.9817258)	21,219,514	4.5286242	1,309,712	0.279516	22,529,226	4.8081402	852,801	23,382,027	0.38329	2,224,942,500	5.1914315
2017	4,712,966,200	5.5103500	25,970,093	(4,546,872)	(0.9647580)	21,423,221	4.5455920	2,575,612	0.546495	23,998,833	5.0920870	887,103	24,885,936	0.39423	2,250,215,100	5.4863173
2018	4,822,648,200	5.5103500	26,574,480	(4,944,161)	(1.0251963)	21,630,319	4.4851537	3,124,083	0.647794	24,754,402	5.1329477	891,144	25,645,546	0.38442	2,318,179,800	5.5173631
2019	5,041,277,700	5.5103500	27,779,205	(5,999,829)	(1.1500414)	21,779,376	4.3203086	3,981,991	0.789877	25,761,367	5.1101856	977,893	26,739,760	0.40285	2,427,407,500	5.5130405



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September 18, 2018

Ms. Marla Cummings  
Director of Finance  
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Wisconsin Rapids, WI 54495-8095

E-mail: [mcummings@co.wood.wi.us](mailto:mcummings@co.wood.wi.us)

Dear Ms. Cummings:

Thank you again for the opportunity to work with Wood County (the "County"). This engagement letter will constitute the agreement between the County and Wipfli LLP ("Wipfli") in which Wipfli will provide consulting services to the County.

Key areas to be covered in this agreement include the purpose and scope of services to be provided, procedures to be followed during the course of the engagement, and specific engagement responsibilities of both the County and Wipfli.

## Purpose and Scope

Based on conversation with you, we understand that the County desires to engage a consultant to perform an organizational assessment focusing on the accounting policy and practice of five (5) representative County departments. The goal of the assessment project is to provide recommendations to help the County ensure that the varied accounting processes are optimally functioning to manage the scope of their accounting, financial, and reporting components. Our recommendations will address:

- Operational efficiency and effectiveness, including, processes and procedures, use of technology, and optimal resources needed to provide timely and accurate deliverables;
- Opportunities to create standard work processes and unified accounting policies;
- Compliance of policies and process with federal and state regulations, if needed; and
- Internal controls in order to mitigate risks of fraud, waste, and abuse.

September 18, 2018

The project will focus on how work gets done including work processes, document and information flow, reporting relationships, and staff roles and responsibilities. We will also analyze internal controls.

As part of the review we will facilitate workshops with the following County departments:

1. Finance
2. Human Services
3. Highway
4. Treasurer
5. Sheriff

The workshops will be collaborative in nature and last approximately three (3) hours each. The goals of these workshops are to learn:

- How well current processes work, or don't work, for each person/department.
- What makes it easy or difficult to get their work done.
- For fiscal staff, we will discuss how they spend their time, what they receive, what they produce, and what works well and what doesn't.
- We will observe work processes and review forms.
- We will ask about anticipated future needs.

We propose the following tasks and deliverables:

- A consultant will visit your location for up to three (3) full days to meet with the appropriate staff as follows:
  - o Meet with the Finance Director to discuss the goals and objectives of the project.
  - o Meet with the fiscal staff to gain an understanding and overview of accounting processes including who is responsible for what tasks as well as their responsibilities.
  - o Facilitate five (5) workshops of three (3) hours each.
  - o We will also observe work processes, review documents and information flow.
- During these workshops we will discuss anticipated future needs and challenges to ensure they are included in our recommendations.

#### **Potential Deliverables**

- Recommendations for streamlining processes, creation of standard work instructions, and steps for improvement.

Ms. Marla Cummings

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### **Wipfli's Service Delivery Team**

This engagement will be conducted by Katherine Eilers, Manager. Jeff Wulf, Partner, will provide oversight to ensure Wipfli's quality standards are maintained.

### **Professional Fees and Timing**

We reserve the right to adjust the fee and/or scope of the project if this Engagement Letter is not signed and returned to us within 60 days of the date of issuance.

We expect this engagement will take approximately 3 days on-site, with follow up reporting writing and delivery. We will work with you to schedule a time that is most convenient for you.

We will issue a final report to you within three weeks of our visit. Please note that the report will be presented in a bullet point format, and will not be a detailed, text-oriented document.

Our fee for this engagement will be \$25,000 plus out-of-pocket travel expenses which will be billed based on current travel costs. This estimate is based on our understanding of the work to be performed.

It is our practice to issue monthly progress billings for the work performed. Payment is expected within 30 days after the invoice date.

Your investment will not be increased without a mutually agreed-upon change in the scope of the engagement. This engagement does not include any services not specifically stated in this letter. On occasion, our clients will ask for additional services related to, but not covered within the scope of, the project. Any investment required for additional work outside the scope of this proposal will be quoted separately and mutually agreed upon.

If, at any, time the County wishes to stop using our services, we will prorate our fees based on the amount of consulting effort expended and expenses incurred.

## **Management's Responsibilities and Representations**

This consulting engagement will be conducted in accordance with consulting standards established by the American Institute of Certified Public Accountants (AICPA).

The information contained in this Engagement Letter is for discussion purposes only by management and the Board of Directors and is not intended to be used by anyone other than the specified party.

When providing consulting and board governance services, our professional standards require us to document that you understand and accept your responsibilities regarding these services, which include the following:

- Assume all management and Board responsibilities.
- Oversee the service, by designating an individual, preferably within senior management, who possess suitable skills, knowledge, and/or experience.
- Evaluate the adequacy and results of the services provided.
- Accept responsibility for the results of the services.

We specifically do not have the authority to perform management functions, make management decisions, or act in a capacity equivalent to an employee or board member.

Any documents issued to the County as a result of this engagement will be the property of the County and are intended for internal use only, may not be relied on by any other party, and may not be quoted in any other document or publication without our express permission. The workpapers and documentation retained in any form of media for this engagement are the property of Wipfli.

## **Wipfli's Professional Services Terms and Conditions**

The attached Appendix A contains Wipfli's Professional Services Terms and Conditions, all of which are incorporated herein by reference.

Ms. Marla Cummings

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September 18, 2018

### Approval to Proceed Together

If the arrangements above are acceptable to you and the services outlined are in accordance with your requirements, please sign and scan the original of this Engagement Letter and return it Brett Polglaze via e-mail to [bpoglaze@wipfli.com](mailto:bpoglaze@wipfli.com).

We look forward to our association with you and appreciate the opportunity to provide the services outlined in the engagement letter. Please contact Brett Polglaze at 608.661.2624 or via e-mail at [bpoglaze@wipfli.com](mailto:bpoglaze@wipfli.com) if you have any questions about any aspect of this engagement.

Sincerely,

*Wipfli LLP*

Wipfli LLP

ACCEPTED: WOOD COUNTY WISCONSIN

By: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX A

### Wipfli LLP

#### **Professional Services Terms and Conditions Applicable to Non-Attest and Non-Tax Engagements**

**1. Entire Agreement**

These Terms and Conditions, together with the engagement letter ("Engagement Letter") to which these Terms and Conditions are attached, the Engagement Letter's other appendixes, and applicable Change Orders, if any, constitute the entire agreement between the parties on the subject matter thereof and supersede and merge all prior proposals (including prior proposals of Wipfli regarding the engagement), understandings, and agreements (oral or written) between the parties relating to the subject matter including, without limitation, the terms of any request for proposal issued to Client or the standard printed terms on any purchase order issued by Client. No modification, amendment, supplement to, or waiver of these Terms and Conditions or the Engagement Letter shall be binding upon the parties unless made in writing and duly signed by both parties. To the greatest extent reasonably possible, the provisions of the Engagement Letter, its Appendixes (including these Terms and Conditions), Implementation Plan, Change Orders, and any other exhibit, attachment, schedule, or other document referenced in or by the Engagement Letter shall be read together and harmonized to give effect to the parties' intent. In the event of a direct conflict among the express provisions of the foregoing, the Engagement Letter shall be given controlling effect. These terms and conditions do not apply to any attest services that may be performed by Wipfli for Client, such services being governed exclusively by the Engagement Letters issued with respect thereto.

**2. Commencement and Term**

An Engagement Letter or Change Order shall become effective when signed by duly authorized representatives of both parties and shall remain in full force and effect until the services to be delivered under the Engagement Letter are complete (as reasonably determined by Wipfli) unless earlier terminated by either party as provided in the Engagement Letter or these Terms and Conditions. Each person executing an Engagement Letter or Change Order on behalf of a party represents and warrants to the other that he or she has all power and authority to bind the party on whose behalf he or she is executing same.

**3. Fee Estimates and Change Orders**

Wipfli's Engagement Letter may set forth certain ranges for Wipfli's fees charged on any project or work. Wipfli provides fee estimates as an accommodation to Client. Unless otherwise indicated in the Engagement Letter, fee estimates shall not be construed as or deemed to be a minimum or maximum fee quotation. Although Wipfli reasonably believes suggested fee ranges are accurate, Wipfli's actual fees may vary from its fee estimates.

A "Change Order" means a mutually agreed-upon change in the schedule or the time for Wipfli's performance of the work on a project, the scope of specifications of a project, and/or the fees chargeable by Wipfli to Client, which is reduced to writing using an agreed-upon form that is executed by an authorized representative of each for Wipfli and Client.

If, during the course of Wipfli's engagement, Wipfli determines that more work will be required than initially estimated, Wipfli will discuss, as soon as possible, the reasons with Client. Work that falls outside the agreed-upon scope of Wipfli's engagement shall be covered by a Change Order. Service completion times are estimated and subject to change. Where applicable, all such estimates assume that Client's hardware platform/computer system will, at the commencement of the services, be fully operable as intended and designed, functioning as necessary and available to Wipfli without material restriction for the duration of the services. Such estimates also include necessary and reasonable cooperation from client personnel.

Unless otherwise agreed in the Engagement Letter, miscellaneous expenses incurred by Wipfli in the course of performing the service will be charged in addition to Wipfli's professional fees. Miscellaneous expenses may include, but are not limited to: travel, lodging, transportation, and meals for projects requiring travel; clerical processing; telecommunications charges; delivery expenses; and all sales, use, ad valorem, excise, or other taxes or other governmental charges.

**4. Fees**

Unless otherwise agreed, all invoices are due and payable within thirty (30) days of the invoice date. All business or commercial accounts will be charged interest at the lesser of one percent (1%) per month or the maximum rate permitted by law, except where prohibited by law, on Client's balance due to Wipfli that is outstanding over thirty (30) days. At our discretion, work may be suspended if Client's account becomes overdue and will not be resumed until Client's account is paid in full. Client acknowledges and agrees that we are not required to continue work in the event of a failure to pay on a timely basis for services rendered as required. Client further acknowledges and agrees that in the event Wipfli stops work or withdraws from this engagement as a result of Client's failure to pay on a timely basis for services rendered as required by this Engagement Letter, Wipfli will not be liable to Client for any damages that occur as a result of our ceasing to render services.

In the event Client requests us to, or we are required to, respond to a subpoena, court order, government regulatory inquiries, or other legal process against Client or its management for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this or any prior engagements, Client agrees to compensate us for all time we expend in connection with such response, at our regular rates, and to reimburse us for all related out-of-pocket costs that we incur.

**5. Tax Responsibilities**

Client shall pay and be solely and exclusively liable for all sales, use, ad valorem, excise, or other taxes or governmental charges imposed on the installation, implementation, licensure, or sale of goods or services by Wipfli or third parties to Client related to the Engagement Letter.

**6. Termination of Agreement**

An Engagement Letter may be terminated as follows: (i) by either party immediately upon written notice to the other if either party hereto becomes the subject of voluntary or involuntary bankruptcy or other insolvency proceeding, (ii) by Wipfli or Client if either party defaults in the performance of any of its covenants and agreements set forth in an Engagement Letter or Change Order (except when such default is due to a cause beyond the control of the party) and such default is not cured within thirty (30) days after notice from either party specifying the nature of such default, and (iii) by Wipfli or Client with or without cause upon providing thirty (30) days written notice. Termination of an Engagement Letter shall have no effect on either party's obligation to pay any amount due and owing with respect to such periods prior to the effective date of such termination.

**7. Ongoing Support and Advice**

Wipfli ongoing support and advice, whether or not it is defined by an Engagement Letter or Change Order, shall be subject to Wipfli's Terms and Conditions and will be provided under the same terms and conditions that would apply to services defined in Wipfli's Engagement Letters or Change Orders.

## APPENDIX A

### Wipfli LLP

#### Professional Services Terms and Conditions Applicable to Non-Attest and Non-Tax Engagements

**8. Third-Party Products and Subcontractors**

When Wipfli is requested by Client through an Engagement Letter or Change Order to provide assistance with third-party products, Wipfli will use commercially reasonable efforts (as defined by Wipfli) to research, learn, and assist Client in the use of third-party products. However, Wipfli shall not be held liable for software or other products or services that have been written, produced, or provided by third parties. Client accepts all responsibility for, and risk-of-loss associated with, Client's use of third-party software, hardware, and products. Client accepts full responsibility for all communications with, and indemnifies and holds Wipfli harmless from, claims by third-party software developers, vendors, contractors, and/or subcontractors who have not been directly commissioned, engaged, retained, or hired by Wipfli. Wipfli hereby expressly disclaims all liability to Client or to any third parties that might be affected by the services performed or equipment installed by a third party who has not been directly commissioned, engaged, retained, or hired by Wipfli.

**9. Independent Contractor**

The relationship between Wipfli and Client is solely and exclusively that of independently contracting parties.

**10. Nonexclusivity**

No right of exclusivity is granted, guaranteed, or implied by Wipfli and Client entering into any Engagement Letter or Change Order. Client acknowledges that Wipfli regularly performs the same or similar services as are being provided hereunder to third parties.

**11. Wipfli Employees and Owners**

Wipfli expressly reserves the right to replace, in its sole discretion upon notice to Client, any of our professional project team members, as necessary, to provide quality and timely service to Client. From time to time, and depending upon circumstances, personnel from affiliates of Wipfli and other Wipfli-related entities or any of their respective affiliates or from independent third-party service providers (including independent contractors) may participate in providing services related to our engagement hereunder. In addition, Wipfli may utilize cloud-based services in connection with the delivery of certain services. Solely for the purpose of rendering services hereunder, Client acknowledges that we may share with these parties information obtained in the course of rendering our services. Wipfli remains committed to maintaining the confidentiality and security of Client's information, and accordingly, Wipfli maintains internal policies procedures and safeguards to protect the confidentiality of client information and in addition, ensures that our agreements with all service providers appropriately maintain and protect the confidentiality of client information. Some persons who own an interest in Wipfli may not be licensed as Certified Public Accountants and may provide services related to this engagement.

**12. Limitation of Liability**

Except for liability for personal injury damages caused by Wipfli's gross negligence or willful misconduct, and regardless of whether any remedy as set forth in these Terms and Conditions fails in its essential purpose, in no event shall Wipfli's cumulative liability to Client (or its successors, assigns, or affiliates) from all causes of any kind including liability based on contract, in tort, or otherwise arising from, out of, or related to the services or transactions contemplated in the Wipfli Engagement Letter or Change Order exceed the amount actually paid to Wipfli by Client under such Engagement Letter or Change Order.

**13. Dispute Resolution**

If any dispute arises among the parties regarding the subject matter hereof and such dispute cannot be resolved through informal negotiations and discussion, the parties agree to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to arbitration or litigation. Costs of any mediation proceeding shall be shared equally by all parties.

**14. Governing Law**

All agreements between Wipfli and Client for any service shall be governed by and construed in accordance with the internal laws of the state in which the Wipfli office which issues the Engagement Letter related to the services is located.

**15. Severability**

The provisions of these Terms and Conditions shall be severable, so that the invalidity or unenforceability of any provisions will not affect the validity or enforceability of the remaining provisions; provided that no such severability shall be effective if it materially changes the economic benefit of these Terms and Conditions to either party.

**16. Record Retention**

We will retain records related to this engagement pursuant to our record retention policy. At the end of the relevant time period, we will destroy our records related to this engagement. However, original records will be returned to Client upon the completion of the engagement. When records are returned, it is Client's responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies.

**17. Assignment**

The Engagement Letter to which these Terms and Conditions are attached shall be binding on the parties hereto and their respective successors and assigns. Neither party may assign this Engagement Letter without prior written consent of the other, except that Wipfli may assign its rights and obligations under this Engagement Letter without approval of Client to an entity that acquires all or substantially all of the assets of Wipfli or to any subsidiary or affiliate or successor in a merger, acquisition, or change of control of Wipfli; provided that in no event shall such assignment relieve Wipfli of its obligations under this Engagement Letter.

**18. Intellectual Property Rights**

Client acknowledges that Wipfli owns all intellectual property rights, title, and interest to all information provided or developed throughout the duration of this engagement. Any use of this material, other than for the stated purposes in this Engagement Letter, is not authorized. In addition, Client shall not alter or remove any of Wipfli's trademarks, copyright registration marks, patent, or other intellectual property notices applicable to any of Wipfli's goods, marketing material, or advertising media and shall not in any way alter any of Wipfli's products. Client shall promptly notify Wipfli in writing of any infringement of Wipfli's intellectual property by third parties of which Client becomes aware. Neither party shall acquire any right, title, or interest in or to the other party's code, data, business processes, or other information to which such party may have access during the term of the engagement hereunder. All such code, data, business process, and other information shall be solely and exclusively the property of the originating party.

## APPENDIX A

### Wipfli LLP

#### **Professional Services Terms and Conditions Applicable to Non-Attest and Non-Tax Engagements**

**19. Mutual Confidentiality**

During the course of performing services, the parties may have access to information that is confidential to one another, including, without limitation, source code, documentation, specifications, databases, system design, file layouts, tool combinations, development methods, or business or financial affairs, which may incorporate business methods, marketing strategies, pricing, competitor information, product development strategies and methods, customer lists, customer information, and financial results (collectively "Confidential Information"). Confidential Information may include information received from third parties, both written and oral, that each party is obligated to treat as confidential.

Confidential Information shall not include any information that (i) is already known by the recipient party or its affiliates, free of any obligation to keep it confidential, (ii) is or becomes publicly known through no wrongful act of the receiving party or its affiliates, (iii) is received by the receiving party from a third party without any restriction on confidentiality, (iv) is independently developed by the receiving party or its affiliates, (v) is disclosed to third parties by the disclosing party without any obligation of confidentiality, or (vi) is approved for release by prior written authorization of the disclosing party.

Without the advance written consent of the other party, neither party shall disclose to a third party Confidential Information of the other party. Each party agrees to maintain at least the same procedures regarding Confidential Information that it maintains with respect to its own Confidential Information. Each party may use the Confidential Information received from the other party only in connection with fulfilling its obligations under this Agreement. The parties further agree that expiration or termination of this Agreement, for any reason, shall not relieve either party, nor minimize their obligations with respect to Confidential Information, as set forth herein.

9/25/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Sunday, September 30, 2018

	Actual	2018 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
41110 General Property Taxes	\$19,234,159.47	\$25,645,906.00	(\$6,411,746.53)	(25.00%)
41150 Forest Cropland/Managed Forest Land	50,084.57	20,000.00	30,084.57	150.42%
41220 General Sales and Retailers' Discount	148.95	180.00	(31.05)	(17.25%)
41221 County Sales Tax	3,482,223.97	6,046,482.00	(2,564,258.03)	(42.41%)
41230 Real Estate Transfer Fees	112,657.22	85,000.00	27,657.22	32.54%
41800 Interest and Penalties on Taxes	459,935.66	405,000.00	54,935.66	13.56%
41910 Payments in Lieu of Taxes	17,924.20	18,500.00	(575.80)	(3.11%)
Total Taxes	23,357,134.04	32,221,068.00	(8,863,933.96)	(27.51%)
<b>Intergovernmental Revenues</b>				
43211 Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210 Federal Grants-General Government		1,200.00	(1,200.00)	(100.00%)
43410 State Aid-Shared Revenue	459,285.04	3,059,556.00	(2,600,270.96)	(84.99%)
43430 State Aid-Other State Shared Revenues	215,355.87	291,141.00	(75,785.13)	(26.03%)
43511 State Aid-Victim Witness	40,591.72	81,150.00	(40,558.28)	(49.98%)
43512 State Aid-Courts	340,982.51	378,464.00	(37,481.49)	(9.90%)
43514 State Aid-Court Support Services	58,441.00	57,000.00	1,441.00	2.53%
43516 State Aid-Modernization Grants	58,120.00	58,120.00		0.00%
43521 State Aid - Law Enforcement	34,885.13	136,500.00	(101,614.87)	(74.44%)
43523 State Aid-Other Law Enforcement	18,736.00	18,000.00	736.00	4.09%
43528 State Aid-Emergency Government	57,943.05	93,250.00	(35,306.95)	(37.86%)
43531 State Aid-Transportation	1,572,443.94	1,823,120.00	(250,676.06)	(13.75%)
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Grants	57,714.92	65,078.00	(7,363.08)	(11.31%)
43554 State Aid-Health WIC Program	167,520.00	354,641.00	(187,121.00)	(52.76%)
43557 State Aid-Health Consolidated Contract	49,112.00	64,895.00	(15,783.00)	(24.32%)
43560 State Aid-Grants	51,548.00	66,317.00	(14,769.00)	(22.27%)
43561 State Aids	8,418,865.47	11,292,655.00	(2,873,789.53)	(25.45%)
43567 State Aid-Transportation	205,315.15	203,436.00	1,879.15	0.92%
43568 State Aid-Child Support	536,475.02	928,443.00	(391,967.98)	(42.22%)
43571 State Aid-UW Extension		11,500.00	(11,500.00)	(100.00%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint		67,925.00	(67,925.00)	(100.00%)
43576 State Aid-Parks		62,500.00	(62,500.00)	(100.00%)
43581 State Aid-Forestry	46,750.25	47,489.00	(738.75)	(1.56%)
43586 State Aid-Land Conservation	83,397.22	296,358.00	(212,960.78)	(71.86%)
43640 State Aid-Co Share Managed Forest Lands	21,089.07	20,000.00	1,089.07	5.45%
43690 State Aid-Forestry Roads	3,248.56	3,280.00	(31.44)	(0.96%)
Total Intergovernmental	12,497,819.92	19,509,533.00	(7,011,713.08)	(35.94%)
<b>Licenses and Permits</b>				
44100 Business and Occupational Licenses	389,891.66	342,924.00	46,967.66	13.70%
44101 Utility Permits	925.00	1,050.00	(125.00)	(11.90%)
44102 Driveway Permits	680.00	860.00	(180.00)	(20.93%)
44200 DNR & ML Fees	34,085.01	22,500.00	11,585.01	51.49%
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	800.00	1,025.00	(225.00)	(21.95%)
44300 Sanitary Permit Fees	36,300.00	45,000.00	(8,700.00)	(19.33%)
44411 County Planner Plat Review Fees	1,560.00	2,500.00	(940.00)	(37.60%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	2,447.50	4,250.00	(1,802.50)	(42.41%)
44415 HT Database Annual Fee	7,980.00	56,000.00	(48,020.00)	(85.75%)
Total Licenses and Permits	474,669.17	477,859.00	(3,189.83)	(0.67%)
<b>Fines, Forfeits and Penalties</b>				
45110 Ordinances Violations	3,824.11	1,700.00	2,124.11	124.95%
45115 County Share of Occupational Driver	360.00	200.00	160.00	80.00%
45120 County Share of State Fines and Forfeitures	105,689.18	160,000.00	(54,310.82)	(33.94%)
45123 County Parks Violation Fee	802.94	750.00	52.94	7.06%
45130 County Forfeitures Revenue	65,450.81	110,000.00	(44,549.19)	(40.50%)
45191 Private Sewage Fines	13,863.50	20,000.00	(6,136.50)	(30.68%)
Total Fines, Forfeits and Penalties	189,990.54	292,650.00	(102,659.46)	(35.08%)
<b>Public Charges for Services</b>				
46110 County Clerk-Passport Fees	17,720.00	20,000.00	(2,280.00)	(11.40%)
46121 Treasurer Fees-Redemption Notices	4,936.84	3,000.00	1,936.84	64.56%
46122 Property Conversion Charges	3,002.43	100.00	2,902.43	2,902.43%
46130 Register of Deeds-Fees	234,920.88	309,000.00	(74,079.12)	(23.97%)
46135 Land Record-Fees	65,928.00	92,880.00	(26,952.00)	(29.02%)
46140 Court Fees	118,702.78	174,500.00	(55,797.22)	(31.98%)
46141 Court Fees and Costs-Marriage Counseling	4,905.00	12,300.00	(7,395.00)	(60.12%)
46142 Court/Juvenile	19,434.89	20,000.00	(565.31)	(2.83%)
46143 Other Professional Reimbursements	13,524.81	15,120.00	(1,595.19)	(10.55%)
46144 Circuit Court Branch I	22,252.99	28,600.00	(6,347.01)	(22.19%)

9/25/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Sunday, September 30, 2018

		2018		
		Actual	Budget	Variance
				Variance %
46146	Circuit Court Branch III	12,731.00	5,817.00	6,914.00
46191	Public Charges-Clerk	5,520.00	8,000.00	(2,480.00)
46192	Public Chgs-Temp Licenses	6,058.50	7,000.00	(941.50)
46194	County Clerk Copy Fees	127.50	425.00	(297.50)
46195	Public Chgs-Map & Data Sales		100.00	(100.00)
46196	Public Chgs-Human Resources	994,191.97	1,441,717.00	(447,525.03)
46210	Sheriff-Public Charges	100.00	400.00	(300.00)
46211	Sheriff Revenue-Civil Process Fees	45,104.00	60,000.00	(14,896.00)
46212	Sheriff Cost Reimbursement/Witness Fees	48,255.74	52,000.00	(5,744.26)
46214	Reserve Deputy Revenue	20,035.28	12,000.00	8,035.28
46215	Sheriff Escort Service	29,404.95	29,000.00	404.95
46216	Restitution	343.84	300.00	43.84
46217	OWI Restitution	1,661.42	1,600.00	61.42
46221	Public Chgs-Coroner Cremation	31,210.00	60,000.00	(28,790.00)
46230	Death Certificates	10,800.00	15,000.00	(4,200.00)
46241	Jail Surcharge	22,562.77	38,000.00	(15,437.23)
46242	Huber/Electronic Monitoring	194,116.52	252,044.00	(57,927.48)
46243	Inmate Booking/Processing Fee	12,636.60	21,000.00	(8,363.40)
46244	Other County Transports	12,288.42	23,000.00	(10,711.58)
46245	Jail Stay Fee	27,550.10	50,370.00	(22,819.90)
46291	Public Chgs-ID Cards	20.00		20.00
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)
46510	Public Chgs-Crisis Stabalization	295,030.55	677,225.00	(382,194.45)
46520	Institutional Care-Private Pay	969,554.21	1,049,475.00	(79,920.79)
46521	Institutional Care-Other Pay	2,394.00	6,800.00	(4,406.00)
46525	Public Chgs- Medicare	1,555,718.80	3,543,571.00	(1,987,852.20)
46526	Public Chgs- Medicaid	2,914,621.72	5,883,458.00	(2,968,836.28)
46527	Public Chgs-Veterans EW	51,110.60		51,110.60
46530	Public Charges	3,293,476.76	4,873,724.00	(1,580,247.24)
46531	Public Chgs- Private Insurance	542,867.27	1,936,512.00	(1,393,644.73)
46532	Public Chgs-County Responsible	97,594.64	217,475.00	(119,880.36)
46533	Public Chgs-NW Mental Health Inpatient	258,266.61	319,464.00	(61,197.39)
46534	Public Chgs-NW Mental Health Inpatient	1,261,625.24	1,311,122.00	(49,496.76)
46535	Public Chgs-Mental Health Halfway Houses	7,866.00		7,866.00
46536	Third Party Awards & Settlements	144,000.00	232,688.00	(88,688.00)
46537	Contractual Adjustment	(2,696,103.37)	(4,643,902.00)	1,947,798.63
46590	Provision for Bad Debts-Edgewater	(8,000.00)	(12,000.00)	4,000.00
46621	Child Support-Genetic Tests	2,940.75	4,500.00	(1,559.25)
46623	Child Support-Filing Fees	40.00	200.00	(160.00)
46624	Child Support-Service Fees	8,963.79	12,000.00	(3,036.21)
46625	Child Support-Extradition Charges		500.00	(500.00)
46721	Public Chgs-Parks	432,898.00	475,000.00	(42,102.00)
46772	UW-Extension Project Revenue	5,574.72	4,050.00	1,524.72
46813	County Forest Revenue	255,052.04	385,000.00	(129,947.96)
46825	Land Conservation Fees & Sales	73,580.78	63,525.00	10,055.78
46826	Private Sewage Charges	1,080.00	3,000.00	(1,920.00)
	Total Public Charges for Services	11,448,200.14	19,124,160.00	(7,675,959.86)
Intergovernmental Charges for Services				
47210	Intergovernmental Charges	328,956.83	580,700.00	(251,743.17)
47230	State Charges	802,928.33	1,403,610.00	(600,681.67)
47231	State Charges-Highway	177,028.92	250,030.00	(73,001.08)
47232	State Charges-Machinery	1,618,659.35	2,177,319.00	(558,659.65)
47250	Intergovernmental Transfer Program Rev	553,573.60	511,615.00	41,958.60
47300	Local Gov Chgs	327,210.75	561,660.00	(234,449.25)
47310	Local Gov Debt Service Charges		22,000.00	(22,000.00)
47320	Local Gov Chgs-Public Safety	24,301.53	29,000.00	(4,698.47)
47330	Local Gov Chgs-Transp	709,119.15	1,207,485.00	(498,365.85)
47332	Local Gov Chgs-Roads	95,714.10	403,360.00	(307,645.90)
47333	Local Gov Chgs-Bridges		27,440.00	(27,440.00)
47350	Local Gov Chgs-Hlth & Human Svcs	56,426.00	69,050.00	(12,624.00)
47351	Local Gov Chgs-Other Governments	3,080.00	2,000.00	1,080.00
47391	Local Gov Chgs-BNI (Materials)	1,030.04	3,200.00	(2,169.96)
47392	Local Gov Chgs-BNI (Staff)	321.00	800.00	(479.00)
47393	Local Gov Chgs-Work Relief	2,392.90	5,000.00	(2,607.10)
47395	Local Gov Chgs-EM Vehicles	3,127.98	5,000.00	(1,872.02)
47396	Local Gov Chgs-EM Equipment	1,855.00	800.00	1,055.00
	Total Charges to Other Governments	4,705,725.48	7,260,069.00	(2,554,343.52)
Interdepartmental Charges for Services				
47410	Dept Charges-Hlth Benefits & Other	6,969,788.24	10,126,260.00	(3,156,471.76)
47411	Dept Charges-Purchasing	23,511.62	73,303.00	(49,791.38)
47412	Dept Charges-Insurance	474,893.58	475,000.00	(106.42)
47413	Dept Charges-Gen Govt	852,291.38	1,003,569.00	(151,277.62)
47415	Dept Charges-Systems	241,527.54	295,155.00	(53,627.46)

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Sunday, September 30, 2018

		2018		
		Budget	Variance	Variance %
	Actual			
47421	Dept Charges-Public Safety	25,329.46	21,000.00	4,329.46 20.62%
47430	Dept Charges-Bldg Rent	616,164.20	919,124.00	(302,959.80) (32.96%)
47432	Dept Charges-Rent Unified		704.00	(704.00) (100.00%)
47435	Dept Charges-Sheriff Lockup Rent	10,928.00	16,000.00	(5,072.00) (31.70%)
47438	Dept Charges-Riverblock Rent	387,744.00	575,520.00	(187,776.00) (32.63%)
47440	Dept Charges	3,298.00	3,400.00	(102.00) (3.00%)
47460	Dept Charges-Drug Court	54,750.00	73,000.00	(18,250.00) (25.00%)
47470	Dept Charges-Highway	2,032,065.83	1,938,500.00	93,565.83 4.83%
	Total Interdepartmental Charges	11,692,291.85	15,520,535.00	(3,828,243.15) (24.67%)
	Total Intergovernmental Charges for Services	16,398,017.33	22,780,604.00	(6,382,586.67) (28.02%)
<b>Miscellaneous</b>				
48000	Miscellaneous	517,329.26		517,329.26 0.00%
48100	Interest	67.86	80.00	(12.14) (15.18%)
48110	Interest-Capital Projects	3.71	10.00	(6.29) (62.90%)
48113	Unrealized Gain/Loss on Investment	2,326.86	48,430.00	(46,103.14) (95.20%)
48114	Interest-Investment	114,991.43	115,959.00	(967.57) (0.83%)
48115	Interest-General Investment	105,905.00	25,000.00	80,905.00 323.62%
48116	Interest-Section 125 & Health	444.17	219.00	225.17 102.82%
48117	Interest-Clerk of Courts	249.32	300.00	(50.68) (16.89%)
48200	Rental Income	84,300.20	134,931.00	(50,630.80) (37.52%)
48201	Rental Income- CSP/CCS		50,400.00	(50,400.00) (100.00%)
48300	Gain/Loss-Sale of Property	181,636.04	53,000.00	128,636.04 242.71%
48320	Gain/Loss-Sale of Surplus Property	2,651.00	500.00	2,151.00 430.20%
48340	Gain/Loss-Sale of Salvage and Waste	4,842.42	6,700.00	(1,857.58) (27.73%)
48440	Insurance Recoveries-Other	1,210,307.62	487,000.00	723,307.62 148.52%
48500	Donations	404,982.98	1,629,800.00	(1,224,817.02) (75.15%)
48501	Donations-Designated Projects	220.00		220.00 0.00%
48502	Donations-Veterans Loan Repayment	351.11		351.11 0.00%
48503	Donations-Services ATV Club	3,837.27	6,000.00	(2,162.73) (36.05%)
48540	Donations & Contributions	7,553.52	20,000.00	(12,446.48) (62.23%)
48830	Recovery of PYBD & Contractual Adj	48,056.63	46,500.00	1,556.63 3.35%
48860	Revenue from Meals	12,339.58	20,000.00	(7,660.42) (38.30%)
48880	Food Vending Machine Income	2,626.00	4,500.00	(1,874.00) (41.64%)
48900	Other Miscellaneous Revenue	40,074.30	39,125.00	949.30 2.43%
48901	Other/Miscellaneous Revenue	1,950.85	1,500.00	450.85 30.06%
48910	Vending/Cafeteria Revenue	5,796.68	11,000.00	(5,203.32) (47.30%)
48920	Vending Machine Revenue	2,801.24	4,600.00	(1,798.76) (39.10%)
48940	Canteen Income		500.00	(500.00) (100.00%)
48970	Rental Income- NHC, Health Annex	13,131.00	17,508.00	(4,377.00) (25.00%)
48980	Misc/Other Workshop Revenue	8.34	100.00	(91.66) (91.66%)
48990	Other Operating Income	1,660.47	2,500.00	(839.53) (33.58%)
48991	Copier Revenue	1,034.85	2,000.00	(965.15) (48.26%)
	Total Miscellaneous	2,771,479.71	2,728,162.00	43,317.71 1.59%
<b>Other Financing Sources</b>				
49210	Transfer from General Fund		260,000.00	(260,000.00) (100.00%)
49220	Transfer from Special Revenue	2,785,879.79	6,086,765.00	(3,300,885.21) (54.23%)
49270	Transfer from Internal Service		283,903.00	(283,903.00) (100.00%)
	Total Other Financing Sources	2,785,879.79	6,630,668.00	(3,844,788.21) (57.98%)
<b>TOTAL REVENUES</b>		<b>69,923,190.64</b>	<b>103,764,704.00</b>	<b>(33,841,513.36) (32.61%)</b>

**EXPENDITURES**

<b>General Government</b>				
51120	Committees & Commissions	120,842.56	202,513.00	81,670.44 40.33%
51212	Circuit Court Branch I	250,822.04	395,614.00	144,791.96 36.60%
51213	Circuit Court Branch II	76,100.64	119,902.00	43,801.36 36.53%
51214	Circuit Court Branch III	83,396.35	124,761.00	41,364.65 33.16%
51215	Drug Court	162,978.41	215,817.00	52,838.59 24.48%
51217	Clerk of Courts-Divorce Mediation	9,550.00	17,000.00	7,450.00 43.82%
51220	Family Court Commissioner	61,333.40	105,233.00	43,899.60 41.72%
51221	Clerk of Courts	860,709.79	1,353,334.00	492,624.21 36.40%
51231	Coroner	88,083.71	139,842.00	51,758.29 37.01%
51310	District Attorney	193,859.79	304,049.00	110,189.21 36.24%
51315	Victim Witness Program	107,383.05	156,044.00	48,660.95 31.18%
51316	Task Force	240.00	900.00	660.00 73.33%
51320	Corporation Counsel	173,032.97	271,297.00	98,264.03 36.22%
51330	Child Support	671,166.59	1,022,205.00	351,038.41 34.34%
51420	County Clerk	207,659.47	323,430.00	115,770.53 35.79%
51424	County Clerk-Postage Meter	8,010.12	14,300.00	6,289.88 43.99%
51430	Health Benefit Payments	8,656,630.63	11,678,993.00	3,022,362.37 25.88%
51431	Health-Wellness	212,237.76	283,903.00	71,665.24 25.24%
51433	Human Resources-Labor Relations	855.50	28,200.00	27,344.50 96.97%
51435	Human Resources-Personnel	315,321.02	437,707.00	122,385.98 27.96%

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Sunday, September 30, 2018

		Actual	2018 Budget	Variance	Variance %
51436	Human Resources-Programs	198.72	3,670.00	3,471.28	94.59%
51440	County Clerk-Elections	60,622.93	94,621.00	33,998.07	35.93%
51450	Data Processing	1,211,448.69	1,804,291.00	592,842.31	32.86%
51451	Voice over IP	87,078.40	128,000.00	40,921.60	31.97%
51452	PC Replacement	174,524.29	200,600.00	26,075.71	13.00%
51453	Co Clerk-Inform & Commun	9,874.99	18,500.00	8,625.01	46.62%
51510	Finance	261,617.41	365,313.00	103,695.59	28.39%
51520	Treasurer	283,885.91	429,490.00	145,604.09	33.90%
51550	Purchasing	34,860.46	51,970.00	17,109.54	32.92%
51590	Contingency		265,683.00	265,683.00	100.00%
51611	Bldg Maint-Courthouse and Jail	836,091.77	1,152,179.00	316,087.23	27.43%
51630	Bldg Maint-Unified Svcs Building	7,733.18	10,889.00	3,155.82	28.98%
51640	Bldg Maint-Joint Use Building	5,087.80	11,851.00	6,763.20	57.07%
51650	Bldg Maint-Sheriff Lockup	1,952.66	4,547.00	2,594.14	57.05%
51660	Bldg Maint-CBRF's	3,172.15	7,471.00	4,298.85	57.54%
51670	Bldg Maint-River Block	313,658.27	681,520.00	367,861.73	53.98%
51710	Register of Deeds	285,677.88	423,055.00	137,377.12	32.47%
51711	Register of Deeds-Redaction	16,594.78	32,387.00	15,792.22	48.76%
51931	Property and Liability Insurance	498,948.43	612,071.00	113,122.57	18.48%
51933	Workers Comp Insurance	210,193.28	491,569.00	281,375.72	57.24%
51934	Sick Leave Conversion	229,479.67	500,000.00	270,520.33	54.10%
	<b>Total General Government</b>	<b>16,792,915.67</b>	<b>24,484,721.00</b>	<b>7,691,805.33</b>	<b>31.41%</b>
<b>Public Safety</b>					
52110	Sheriff-Administration	1,752,362.03	2,641,365.00	889,002.97	33.66%
52130	Radio Engineer	121,634.74	232,110.00	110,475.26	47.60%
52131	Sheriff-Indian Law Enforce	14,641.44	33,933.00	19,291.56	56.85%
52140	Sheriff-Traffic Police	2,015,313.06	3,065,437.00	1,050,123.94	34.26%
52150	Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52510	Emer Mgmt-SARA Title III	24,323.79	52,085.00	27,761.21	53.30%
52520	Emergency Management	197,392.95	323,272.00	125,879.05	38.94%
52601	Dispatch	1,157,045.94	1,784,049.00	627,003.06	35.14%
52530	Emer Mgmt-Bldg Numbering	1,592.62	3,000.00	1,407.38	46.91%
52540	Emer Mgmt-Work Relief	115,786.14	140,926.00	25,139.86	17.84%
52710	Sheriff-Jail	1,562,484.86	2,505,702.00	943,217.14	37.64%
52712	Sheriff-Electronic Monitoring	141,858.96	183,188.00	41,329.04	22.56%
52713	Sheriff-PT Transp/Safekeeper	618,062.95	1,066,197.00	448,134.05	42.03%
52721	Sheriff-Jail Surcharge	107,961.41	187,570.00	79,608.59	42.44%
	<b>Total Public Safety</b>	<b>7,830,460.89</b>	<b>12,219,834.00</b>	<b>4,389,373.11</b>	<b>35.92%</b>
<b>Public Works-Highway</b>					
53110	Hwy-Administration	227,752.00	288,760.00	61,008.00	21.13%
53120	Hwy-Engineer	145,138.14	245,004.00	99,865.86	40.76%
53191	Hwy-Other Administration	270,846.38	335,112.00	64,265.62	19.18%
53210	Hwy-Employee Taxes & Benefits	(714,216.50)		714,216.50	0.00%
53220	Hwy-Field Tools	(14,061.36)	13,236.00	27,297.36	206.24%
53230	Hwy-Shop Operations	192,157.08	280,244.00	88,086.92	31.43%
53232	Hwy-Fuel Handling	5,852.20	12,100.00	6,247.80	51.63%
53240	Hwy-Machinery Operations	792,009.57	1,713,616.00	921,606.43	53.78%
53260	Hwy-Bituminous Ops	203,113.26	224,207.00	21,093.74	9.41%
53262	Hwy-Bituminous Ops	852.08	111,922.00	111,069.92	99.24%
53266	Hwy-Bituminous Ops	1,600,078.58	1,345,590.00	(254,488.58)	(18.91%)
53270	Hwy-Buildings & Grounds	116,001.70	164,134.00	48,132.30	29.33%
53281	Hwy-Acquisition of Capital Assets	168,463.33		(168,463.33)	0.00%
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	1,344,721.57	1,655,124.00	310,402.43	18.75%
53312	Hwy-Snow Remov	738,156.75	939,941.00	201,784.25	21.47%
53313	Hwy-Maintenance Gang	129,666.41	102,104.00	(27,562.41)	(26.99%)
53314	Hwy-Maint Gang-Materials	1,235.00	900.00	(335.00)	(37.22%)
53315	Hwy-Maint Gang	296,572.67		(296,572.67)	0.00%
53316	Hwy-Maint Salt Brine Operations	26,846.95		(26,846.95)	0.00%
53320	Hwy-Maint STHS	891,539.40	1,364,109.00	472,569.60	34.64%
53323	Hwy-Maint STHS PBM	22,176.97	52,600.00	30,423.03	57.84%
53330	Hwy-Local Roads	1,097,029.59	1,187,637.00	90,607.41	7.63%
53340	Hwy-County-Aid Road Construction	210,359.34	444,834.00	234,474.66	52.71%
53341	Hwy-County-Aid Bridge Construction	21,377.72	200,269.00	178,891.28	89.33%
53490	Hwy-State & Local Other Services	219,892.15	552,901.00	333,008.85	60.23%
	<b>Total Public Works-Highway</b>	<b>7,993,560.98</b>	<b>11,237,644.00</b>	<b>3,244,083.02</b>	<b>28.87%</b>
<b>Health and Human Services</b>					
54121	Health-Public Health	1,206,973.07	1,780,025.00	573,051.93	32.19%
54122	Health-WIC Program	244,344.77	354,641.00	110,296.23	31.10%
54128	Health-Public Health Grants	59,847.04	64,895.00	5,047.96	7.78%

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Sunday, September 30, 2018

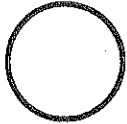
		2018 Actual	2018 Budget	Variance	Variance %
54129	Humane Officer	27,342.96	35,519.00	8,176.04	23.02%
54130	Health-Dental Sealants	80,589.32	128,779.00	48,189.68	37.42%
54132	Adams-Juneau Sanitation	183,658.13	266,514.00	82,855.87	31.09%
54210	Edgewater-Nursing	2,718,027.28	4,134,094.00	1,416,066.72	34.25%
54211	Edgewater-Housekeeping	104,357.02	131,548.00	27,190.98	20.67%
54212	Edgewater-Dietary	460,175.02	723,423.00	263,247.98	36.39%
54213	Edgewater-Laundry	48,608.15	150,061.00	101,452.85	67.61%
54214	Edgewater-Maintenance	246,278.82	382,204.00	135,925.18	35.56%
54217	Edgewater-Activities	112,477.90	169,940.00	57,462.10	33.81%
54218	Edgewater-Social Services	100,013.49	156,283.00	56,269.51	36.00%
54219	Edgewater-Administration	444,594.58	621,781.00	177,186.42	28.50%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54316	Mental Institutions State Charge		360.00	360.00	100.00%
54317	Human Services Crisis Stabilization	327,835.56	466,116.00	138,280.44	29.67%
54324	Norwood-SNF-CMI	721,695.07	1,047,175.00	325,479.93	31.08%
54325	Norwood SNF TBI	635,167.30	910,060.00	274,892.70	30.21%
54326	Norwood-Inpatient	2,253,617.11	3,567,009.00	1,313,391.89	36.82%
54350	Norwood-Dietary	745,699.33	1,010,031.00	264,331.67	26.17%
54351	Norwood-Plant Ops & Maint	577,541.32	840,365.00	262,823.68	31.27%
54363	Norwood-Medical Records	112,584.71	168,904.00	56,319.29	33.34%
54365	Norwood-Administration	893,912.64	1,244,555.00	350,642.36	28.17%
54401	Human Services-Child Welfare	2,321,540.92	3,607,277.00	1,285,736.08	35.64%
54405	Human Services-Youth Aids	2,214,785.45	3,310,128.00	1,095,342.55	33.09%
54410	Human Services-Child Care	87,562.51	140,048.00	52,485.49	37.48%
54413	Human Services-Transportation	224,258.48	369,556.00	145,297.52	39.32%
54420	Human Services-ESS	940,527.92	1,383,902.00	443,374.08	32.04%
54425	Human Services-FSET	1,898,608.53	2,789,886.00	891,277.47	31.95%
54435	Human Services-LIEAP	79,251.84	125,628.00	46,376.16	36.92%
54440	Human Services-Birth to Three	313,276.72	486,247.00	172,970.28	35.57%
54445	Human Services-Childrens COP	174,271.94	291,898.00	117,626.06	40.30%
54450	Human Services-Childrens Waivers	154,685.80	249,481.00	94,795.20	38.00%
54455	Human Services-CSP	358,564.31	569,147.00	210,582.69	37.00%
54460	Human Services-OPC MH	952,623.87	1,394,982.00	442,358.13	31.71%
54465	Human Services-CCS	1,309,138.54	1,760,681.00	451,542.46	25.65%
54470	Human Services-Crisis Legal Svc	487,651.06	724,832.00	237,180.94	32.72%
54475	Human Services-MH Contr COP	661,105.01	1,538,677.00	877,571.99	57.03%
54480	Human Services-OPC AODA	322,678.82	484,555.00	161,876.18	33.41%
54485	Human Services-OPC Day Treatment	55,669.06	80,368.00	24,698.94	30.73%
54495	Human Services-AODA Contract	34,790.38	136,100.00	101,309.62	74.44%
54500	Human Services-Administration	2,290,549.30	3,236,780.00	946,230.70	29.23%
54611	Aging-Committee on Aging		198,278.00	198,278.00	100.00%
54710	Veterans-Veterans Relief	1,379.87	5,411.00	4,031.13	74.50%
54720	Veterans-Veterans Service Officer	218,323.36	330,151.00	111,827.64	33.87%
54730	Veterans Relief Donations		300.00	300.00	100.00%
54740	Veterans-Care of Veterans Graves	1,396.00	2,865.00	1,469.00	51.27%
54750	Veterans-WDVA Grant	6,393.04	11,500.00	5,106.96	44.41%
	Total Health and Human Services	27,414,373.32	41,610,460.00	14,196,086.68	34.12%
<b>Culture, Recreation and Education</b>					
55112	County Aid to Libraries	891,144.00	891,144.00		0.00%
55210	County Parks	1,144,832.54	1,625,697.00	480,864.46	29.58%
55441	Maintenance Snowmobile Trails	73,918.65	67,925.00	(5,993.65)	(8.82%)
55442	ATV Maintenance	8,884.44	12,715.00	3,830.56	30.13%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	286,841.34	516,662.00	229,820.66	44.48%
55630	UW-Extension Center-Marshfield	48,082.00	48,082.00		0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	3,378.99	27,700.00	24,321.01	87.80%
55661	UW-Ext Farm Technology Days	43,000.00	43,000.00		0.00%
	Total Culture, Recreation and Education:	2,557,081.96	3,289,925.00	732,843.04	22.28%
<b>Conservation and Development</b>					
56111	State Forestry Roads		3,300.00	3,300.00	100.00%
56121	Land Conservation	154,124.93	241,959.00	87,834.07	36.30%
56122	DATCP Grant	136,116.09	250,593.00	114,476.91	45.68%
56123	Wildlife Damage Abatement	29,360.32	80,785.00	51,424.68	63.66%
56125	Non-Metalic Mining Reclamation	27,712.09	40,054.00	12,341.91	30.81%
56127	Don Aron Memorial Fund	20,013.88	22,000.00	1,986.12	9.03%
56310	County Planner	255,530.52	369,261.00	113,730.48	30.80%
56320	Land Record	79,684.30	255,729.00	176,044.70	68.84%
56340	Surveyor	13,005.04	44,750.00	31,744.96	70.94%
56730	Transp & ED-Airport Aid	17,500.00	17,500.00		0.00%
56740	Payment in Lieu of Tax	77,344.10	77,345.00	0.90	0.00%



9/25/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Sunday, September 30, 2018

		Actual	2018 Budget	Variance	Variance %
56750	Transp & Economic Develop	133,427.96	141,075.00	7,647.04	5.42%
56780	CDBG-ED	520.73	30,000.00	29,479.27	98.26%
56911	State Wildlife Habitat	1,935.00	2,500.00	565.00	22.60%
56913	Park & Forestry Capital Proj	33,173.96	165,063.00	131,889.04	79.90%
56943	Private Sewage System	110,261.11	196,939.00	86,677.89	44.01%
	<b>Total Conservation and Development</b>	<b>1,089,710.03</b>	<b>1,938,853.00</b>	<b>849,142.97</b>	<b>43.80%</b>
	<b>Capital Outlay</b>				
57120	Cap Projects-Gen Government	7,715.71		(7,715.71)	0.00%
57121	Cap Projects-Parks	102,614.15	140,000.00	37,385.85	26.70%
57127	Cap Projects-Computers	70,566.90	93,000.00	22,433.10	24.12%
57208	Cap Projects-Dispatch		40,000.00	40,000.00	100.00%
57213	Cap Projects-Emergency Management		225,000.00	225,000.00	100.00%
57216	Cap Projects-Computer Software		29,000.00	29,000.00	100.00%
57310	Highway Capital Projects	3,726,883.25	2,499,999.00	(1,226,884.25)	(49.08%)
57410	Cap Projects-Human Services	84,500.00		(84,500.00)	0.00%
57412	Cap Projects-Edgewater	201,614.04	337,367.00	135,752.96	40.24%
57420	Cap Projects-Norwood	165,316.24	196,500.00	31,183.76	15.87%
57640	UW Remodeling/Construction	78,363.13	111,000.00	32,636.87	29.40%
57930	Depreciation & Amortization	(1,737.00)		1,737.00	0.00%
57940	Depreciation & Amortization	160,519.60		(160,519.60)	0.00%
	<b>Total Capital Outlay</b>	<b>4,596,356.02</b>	<b>3,671,866.00</b>	<b>(924,490.02)</b>	<b>(25.18%)</b>
	<b>Debt Service</b>				
58110	Debt Service Principal-Gen Gov		465,000.00	465,000.00	100.00%
58140	Debt Service Principal-Highway	8,400.00	4,156,800.00	4,148,400.00	99.80%
58210	Debt Service Interest-General Gov	65,320.27	99,567.00	34,246.73	34.40%
58230	Debt Service Interest-2017 Capital Projects	34,417.80	75,477.00	41,059.20	54.40%
58240	Debt Service Interest-Highway	178,930.98	365,973.00	187,042.02	51.11%
	<b>Total Debt Service</b>	<b>287,069.05</b>	<b>5,162,817.00</b>	<b>4,875,747.95</b>	<b>94.44%</b>
	<b>Other Financing Uses</b>				
59210	Transfers to General Fund	2,785,879.79	6,532,243.00	3,746,363.21	57.35%
59220	Transfer to Special Revenue		12,162.00	12,162.00	100.00%
59270	Transfer to Internal Service		(138,847.00)	(138,847.00)	100.00%
	<b>Total Other Financing Uses</b>	<b>2,785,879.79</b>	<b>6,405,558.00</b>	<b>3,619,678.21</b>	<b>56.51%</b>
	<b>TOTAL EXPENDITURES</b>	<b>71,347,407.71</b>	<b>110,021,678.00</b>	<b>38,674,270.29</b>	<b>35.15%</b>
	<b>NET INCOME (LOSS) *</b>	<b>(1,424,217.07)</b>	<b>(6,256,974.00)</b>	<b>4,832,756.93</b>	<b>(77.24%)</b>



## RESOLUTION#

ITEM#

DATE October 16, 2018

Effective Date October 16, 2018

Introduced by Executive Committee

Page 1 of 1

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

**INTENT & SYNOPSIS:** To approve the attached "Wage Plan", superseding all previous wage plans.

**FISCAL NOTE:** None in 2018. For 2019, there would be an impact of approximately \$9,739 by eliminating "Merit Pay" program which awards employees a merit bonus past step eleven.

**Source of Money:** Budget

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
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 County recognizes the importance of an equitable pay plan and the importance of a County policy to support that plan; and

**WHEREAS**, the current Wood County Employee Policy Handbook includes a Wage Plan, and the County has adopted an updated Wage Plan effective May 2015; and

**WHEREAS**, "Merit Pay" was introduced by resolution in 2013 but the parameters and eligibility requirements were not fully articulated and approved. Employees are becoming eligible for "merit pay" bonuses without criteria in place to confirm those employees are achieving the levels of excellence that should be required for a merit incentive bonus. This Wage Plan removes the Merit Pay program and language; and

**WHEREAS**, step increases have historically been made effective the first full pay period in January of the new calendar year; however, departments are budgeting for step increases effective January 1<sup>st</sup>. This Wage Plan brings the process in line with budgeting practices.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES**, to approve the attached "Wage Plan."



## **Wage Plan**

Wood County has established a wage plan for all positions that maintains a fair rate of pay for all full-time and part-time positions. The wage rate for a position is compared to both the internal comparable positions and to comparable positions outside of Wood County employment. "Comparable positions" are other jobs that perform similar types of work and require similar basic skills. Each job is evaluated based on a number of factors and then assigned a "salary grade". Each salary grade has eleven (11) total steps.

### **Salary Increases**

The actual wage rates for each salary grade are evaluated and wage increases (typically referred to as "cost of living adjustment" or COLA) are approved, as appropriate, by the Wood County Board of Supervisors.

### **Step Increases**

There are eleven (11) steps, or salaries, for each job grade with the normal starting salary being step one and step six being considered the "control point". The control point is the market average wage for that type of work. Employees will normally progress one step per year to step eleven based on years of service and satisfactory performance. Employees are typically hired at step one and move up one step annually on January 1st. For more detailed information regarding step increases please contact your supervisor or Human Resources.

### **Annual salary grade appeals**

Every year there is a 30 working day window for employees to request a review of their position. If the duties or responsibilities of a position have significantly changed the employee may request to have their position reevaluated. To do this, the employee shall submit a completed appeal form to their supervisor by the deadline set forth by Human Resources, along with a completed Job Description Questionnaire (JDQ) showing the changes from the previous JDQ. Appeal forms are available from Human Resources. If the supervisor and department head support the appeal the department head shall forward it to Human Resources by the deadline communicated. Human Resources will forward the appeal for review. The Executive Committee will review the recommendations regarding the appeal and make a final decision if the appeal will be approved, denied or referred for further consideration. The employee will be informed of the review results and if the wage grade is changed as a result of an appeal, the change will be effective on January 1<sup>st</sup> of the following year.

### **New Position Reviews**

A new position will require a job description which would be reviewed and ranked. Then one year after the position has been operational, a formal JDQ may be submitted for ranking based on any changes that may have occurred during that first year in the role. Recommendations for any adjustments based on evaluation may be implemented by Human Resources without further review or approval.

### **Market Reviews**

A position that is found to be below competitive market rate based on available market survey information in conjunction with a history of at least 12 months of unsuccessful recruitment or retention due to market rates



## Wage Plan

will be reviewed by the Executive Committee upon the recommendation of Human Resources. This may include positions that are already in a pay grade, or positions that are seasonal, Limited Term Employment or casual. If the position is found to be below market to the detriment of the County's efforts to recruit or retain critical staffing, the Executive Committee may approve a pay grade adjustment for the position. Positions moved based on market will be noted as such in the Wood County Pay Structure Plan, and will be reviewed the following year to ensure the move remains appropriate to the market.