

**AGENDA FOR FEBRUARY 14, 2023 – 9:30 A.M.  
WOOD COUNTY BOARD OF SUPERVISORS  
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Rozar

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: Chairman Pliml

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

Health & Human Services Committee – 3 year term – Mary Jo Wheeler-Schueller

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS

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

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

SET DATE FOR NEXT COUNTY BOARD MEETING – Tuesday, March 21, 2023

ADJOURN

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**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2486 929 5094

**Join by Webex App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mf0551d931d7f64bfca036c652cdd5724>

Meeting number (access code): 2486 929 5094

Meeting password: 021423

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

January 17, 2023 – 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened in the Wood County Boardroom at the Courthouse in Wisconsin Rapids, Wisconsin on Tuesday, January 17, 2023.

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

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

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

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

There was no public comment.

Chairman Pliml recognized the upcoming retirement of Dispatch Manager, Lori Heideman and presented her with a plaque and gratitude for her 21 years as an employee in Wood County.

Referrals were noted.

Committee minutes presented: Operations.

**RESOLUTION 23-1-1**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2022 County Clerk - Elections budget for expenditures unanticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The additional expenditures are funded by the designated fund balance for Elections. The adjustment to the budget is as follows:

<u>Function</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
34300	Fund Balance – Designated	\$115,000	
51440	Elections		\$115,000

Motion by Hamilton/Rozar to adopt Resolution 23-1-1. Motion carried unanimously.

**RESOLUTION 23-1-2**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To show additional elements of committed and assigned governmental fund balance projected as of December 31, 2022.

FISCAL NOTE: Total committed and assigned governmental fund balance as of December 31, 2022 is projected to be \$6,524,398.

Motion by Breu/LaFontaine to adopt Resolution 23-1-2. Motion carried. Voting no was Winch.

Committee minutes presented: Health & Human Services, Edgewater Donation Adhoc, Public Safety, Traffic Safety Commission, Civil Service Commission.

**RESOLUTION 23-1-3**

Introduced by: Public Safety Committee

INTENT & SYNOPSIS: To amend the 2023 Sheriff’s Department budget to include 2022 unspent funds for vehicles that were ordered and not received during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unspent funds from the 2022 budget of the Sheriff’s Department.

Function	Account Name	Debit	Credit
34300	Fund Balance	\$126,974	
52110	Sheriff Vehicles		\$126,974

Motion by Zurfluh/Voight to adopt Resolution 23-1-3. Motion carried unanimously.

Public Safety Committee Chair Zurfluh introduced Tony Bastien as the new Dispatch Manager. Bastien then gave a brief introduction of himself to the board.

Committee minutes presented: Conservation, Education, & Economic Development, Golden Sands Resource Conservation & Development Council, Land Information Council, Judicial & Legislative, Highway Infrastructure & Recreation, Wood County State Wildlife Area Advisory Committee.

Supervisor Voight provided an update on the Mead Wildlife Area and activities that are available at that location.

**RESOLUTION 23-1-4**

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: Approval of the 2023 Wood County Forest Annual Work Plan.

FISCAL NOTE: Potential loss of State Aid Revenues of \$52,753

Motion by LaFontaine/Leichtnam to adopt Resolution 23-1-4. Motion carried unanimously.

Committee minutes presented: Property & Information Technology, Jail Construction Adhoc

Supervisor Rozar and Chair Pliml offered highlights on the state budget process and recent NACO meetings held in Washington, DC.

Without objection, Chairman Pliml adjourned the meeting at 10:06 a.m. Next scheduled county board meeting is February 14, 2023.

Trent Miner  
County Clerk

## **REFERRALS FOR FEBRUARY 14, 2023 – COUNTY BOARD**

- Resolution from Winnebago County requesting the State of Wisconsin review and revise its policy on foreign ownership of farmland by entities part to adversarial governments. Referred to Judicial & Legislative Committee.

**OPERATIONS COMMITTEE  
MEETING MINUTES**

**DATE:** Thursday, February 7, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Ed Wagner, Lance Pliml, Laura Valenstein, Adam Fischer (via Webex), Donna Rozar (via Webex)

**OTHERS PRESENT** (for part or all of the meeting, in person or via Webex): Bill Clendenning, Jeff Penzkover, Dennis Polach, Kimberly McGrath, Ed Newton, Trent Miner, Ryan Boeshaar, Reuben Van Tassel, Sarah Christensen, Erik Engel, Sue Smith, Kim Stimac, Roland Hawk, Amy Kaup, Kelli Francis, Nick Flugaur, PaNyia Yang, Karli Tomsyck, Mary Schlagenhaft, Mary Solheim

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

There were no public comments.

**Motion (Pliml/Valenstein) to approve the consent agenda. Motion carried unanimously.**

Pliml gave a brief update on ARPA funds.

Wellness Coordinator Boeshaar gave an update on Wellness Program activities.

Finance Director Newton provided an update on Finance Department activities.

Newton and Deputy Finance Director Yang provided brief summaries of 21 budget resolutions from various departments.

**Motion (Pliml/Valenstein) to approve all 21 resolutions as presented. Motion carried unanimously.**

Human Resources Director McGrath presented a resolution to amend the 2022 Property & Liability budget.

**Motion (Valenstein/Pliml) to approve the resolution to amend the 2022 Property & Liability budget. Motion carried unanimously.**

McGrath presented a resolution for, and final draft of, the Workplace Violence Prevention Policy. McGrath explained that there was only one change made since it was last presented to the Committee. Brief discussion ensued.

**Motion (Pliml/Rozar) to approve the resolution for the Workplace Violence Prevention Policy. Motion carried unanimously.**

McGrath presented a request to increase the salary grade of the Highway Engineer position. McGrath explained that the recruitment for the position has been ongoing for a year with no success and the increase will bring the position more in line with the market. Highway Commissioner Hawk provided additional information to the Committee. Brief discussion ensued.

**Motion (Pliml/Valenstein) to approve the salary grade increase for the Highway Engineer position. Motion carried unanimously.**

There were no comments from the chair.

Pliml stated that there may need to be a future agenda item related to the mill assessment appeal process.

The next regular Committee meeting is March 7, 2023 at 9:00 a.m.

**Motion (Valenstein/Pliml) to adjourn the meeting at 9:40 a.m. Motion carried unanimously.**

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



# Wood County WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

## Letter of Comments – February 2023

I'm feeling more "wordy", perhaps even a little "geeky" this month, so brace yourselves.....

- 2022, in the County Clerk's Office, by the numbers:

	<u>2021</u>	<u>2022</u>
Outgoing Mail Pieces Processed	136,594	127,808
DMV Titles & Renewals Processed	1,308	675
Marriage License Applications	385	420
Passport Applications Accepted	343	624
Timber Cutting Notices Processed	121	81
Elections Administered	2	4

Discussion on the numbers:

- Marriage Licenses – Pretty nice increase here. We have not seen an increase in many years. Too soon to tell if this is a fluke or we will continue to see over 400 per year.
- Passports – It seems we are finally crawling out of the COVID slump and people are starting to think about traveling more. The highest number we have ever done was in 2019, the year before COVID. That number was 752.
- DMV Services – This is almost 50% down from last year, as you can see. If we continue to see a decrease, I will have to make a decision on whether or not to offer this service in the future. There are expenses attached to this service (computer, scanner, communication line, etc.). I get the feeling now that the DMV is moving towards more online services, a lot more people will take advantage of that free service rather than come here and pay extra. I know I do.
- Timber Cutting Permits – This is a statutory requirement of my office. I would imagine the loss of local markets for wood have affected this. We never do a ton of these (usually around 100) but the drop was noticeable.

- The Spring Election is set, which is necessitated a primary election to be held on Tuesday, February 21<sup>st</sup>. We have primary contests for State Supreme Court, City of Marshfield Aldermanic District 10, Marshfield School District, Wisconsin Rapids School District, and Stevens Point School District.
- There will be 3 statewide constitutional amendment questions on the spring ballot in addition to 3 local referendums. All the local ones have to do with money. The City of Marshfield is looking to increase their allowable levy to fund public safety services. The School District of Auburndale is asking to exceed their revenue limits on a recurring basis, and the School District of Marshfield is looking to bond for almost \$100 million.
- As I mentioned last month, I have a Blood Drive scheduled for Friday, February 3<sup>rd</sup> in Room 114 of the Courthouse. It is always nice to see so many folks come out to give blood, with special "shout out" to Supervisor Hahn for always coming in to donate. I will also note that we have some milestone donators this time. They include:
  - Rock Larson – Veterans Service – 8 gallons (WOW!)
  - Heather Gehrt – Treasurer – 2 gallons
  - Vicki Stoflet – Child Support – 2 gallons
  - Angel Butler-Meddaugh – Human Resources – 1 gallon

Congrats and THANK YOU to them!!

- We conducted training on the new ExpressVote voting equipment on January 25<sup>th</sup> here at the Courthouse. We have over 70 folks from the municipalities participate and pick up their new machines. If you were in the courthouse around that time, you will have noted all the old Automarks lined up outside our office waiting to get picked up by the recycler. ES&S, our election system vendor, coordinates that pick up.
- By time you read this, I will have conducted 4 election trainings this past month, with 2 sessions on Saturday mornings. Two of them were the 3 hour chief election inspector baseline trainings, and two are for already certified chiefs and municipal clerks. For the baseline chief training I trained about 20 new chiefs. For the clerk/chief trainings, we will have over 90-100 folks combined at both sessions of that training, which is also about 3 hours in length. It takes a lot of prep work for those trainings, but I think the positive outcomes based on those trainings is invaluable.....and they are fun to do! Those two were on Wednesday, February 1<sup>st</sup> and Saturday, February 4<sup>th</sup>, both held at the Pittsville Community Hall.
- I am debating on whether to attend the annual Wisconsin County Constitutional Officers conference from Sunday, March 5 through Wednesday, March 8th. I don't usually find this particular conference valuable at all to my position, and certainly the education being offered by UWGB this year solidifies my thought, however it sounds like the Tuesday or Wednesday we will be meeting with the Elections Commission chair and staff. We have had some hiccups recently with them, so this might be worth the trip down, but certainly not overnight that I can see at this point. This conference comes at a horrible time for all county clerks, and usually does, in that the Elections Commission will be certifying the Spring Primary at about that time, which means we have to get ballots approved and sent to the printers so that we might be able to comply with statutes in getting absentee ballots out less than a week later. The timelines during these two elections is absolutely horrendous and throwing a mostly worthless conference in there does not help.
- Here is the "geeky" part of my report this month. Since I've been County Clerk, every other Spring Election, when we elect the most of our local municipal officials, I've kept track of how many of those seats are unopposed vs. opposed, and how many seats have nobody running in them and see what, if anything, it means. I am attached the 2023 version to this memo. A couple of surprises for me is that the opposed seats are more confined to certain municipalities than spread over a bunch of them. Also, the number of seats with no candidates dropped off significantly, which is a good sign. The municipalities that have a lot of competition within their boards include the Town of Saratoga, where the chair and both supervisors have competition, the Village of Port Edwards, where the President and all trustees have competition, the Town of Auburndale, where the entire board, minus the treasurer is contested, and the City of Wisconsin Rapids, where 3 out of the 4 alders are contested.
- As a heads up, we went into the red on the dog fund again this year by \$234.59. In talking to the Finance Dept., we will carry over this negative amount into 2023 and see where we end up at the end of this year. So long as we continue to launder \$12,500 through the dog fund to support the Humane Officer budget (\$10,000), with \$2,500 going to the South Wood County Humane Society, this is a problem that will continue. At this point, there does not seem to be the desire to change the contract, which is certainly within the policy makers authority. Just know that our revenues are impacted (\$1,000 per year).

April 4, 2023  
Spring Election

<i><b>Muni</b></i>	<i><b>Total Contests/ Positions</b></i>	<i><b>Unopposed</b></i>	<i><b>Opposed</b></i>	<i><b>No Candidate Filing</b></i>	<i><b>Positions With No Candidate</b></i>
Arpin	5	5	0	0	
Auburndale	5	1	4	0	
Cameron	5	4	1	0	
Cary	3	2	1	0	
Cranmoor	5	5	0	0	
Dexter	6	5	1	0	
Grand Rapids	3	2	1	0	
Hansen	5	5	0	0	
Hiles	6	6	0	0	
Lincoln	4	4	0	0	
Marshfield	5	5	0	0	
Milladore	5	5	0	0	
Port Edwards	5	5	0	0	
Remington	5	5	0	0	
Richfield	3	2	0	1	Chairperson
Rock	5	5	0	0	
Rudolph	5	5	0	0	
Saratoga	6	3	3	0	
Seneca	3	3	0	0	
Sherry	5	5	0	0	
Sigel	5	5	0	0	
Wood	5	5	0	0	
Arpin	3	3	0	0	
Auburndale	6	5	0	1	Trustee
Biron	5	5	0	0	
Hewitt	3	3	0	0	
Milladore	4	4	0	0	
Port Edwards	4	0	4	0	
Rudolph	2	2	0	0	
Vesper	5	5	0	0	
Marshfield	5	3	1	1	Aldersperson, District 6
Nekoosa	4	4	0	0	
Pittsville	3	3	0	0	
Wisc Rapids	4	1	3	0	
<b>Totals</b>	<b>152</b>	<b>130</b>	<b>19</b>	<b>3</b>	

86%

13%

2%





# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

January 31, 2023

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – January 2023

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### Human Resources Activity

	January 2023	2023 Year-to-Date
Applications Received	131	131
Positions Filled	18	18
Promotions/Transfers	8	8
New Hire Orientations	12	162
Terminations, Voluntary	10*	10
Terminations, Involuntary	3	3
Retirements	2	2
Exit Interviews	1	1

\*6 of these are casual positions

### Human Resources Narrative

#### General Highlights

1. We received our 2022 Health Plan Cost vs Plan Funding report. Our loss ratio for the 2022 plan year was 99.65%, meaning the cost projections for the year were extremely accurate, coming in just slightly under budget, and our Health Plan remains in excellent shape going into 2023. This success is in large part due to the outstanding partnership we have with our dedicated team at The Horton Group.
2. Continued the process to review/revise our Workplace Violence Prevention Program in accordance to guidelines provided by County Mutual, best practices, and the feedback from Department Heads and the Operations Committee. The final draft will be presented to this Committee at their February meeting.
3. Began the process to identify additional opportunities for enhanced social media results, specifically related to recruitment. Scheduled and attended a conference call on January 23<sup>rd</sup> with Marathon County's Public Information & Communications Coordinator, Sarah Severson, regarding their social media strategy, applicable policies, and achieved results.

#### Meetings & Trainings

1. Attended the Operations Committee Meeting on January 5<sup>th</sup>.
2. Attended the Property & IT Committee Meeting on January 3<sup>rd</sup>.
3. Attended County Board on January 17<sup>th</sup>.

4. Held the monthly conference call with The Horton Group on January 24<sup>th</sup> to discuss various benefit topics.
5. Hosted the Heart of Wisconsin/Chamber of Commerce sponsored “Wisconsin Rapids HR Roundtable” on January 26<sup>th</sup>.
6. Held individual staff and team meetings to discuss and provide updates on the department’s identified 2023 goals.
7. Staff attended various meetings/trainings including:
  - a. Wellness Committee Meeting on January 10<sup>th</sup>
  - b. SPAHRA Board Meeting on January 10<sup>th</sup>
  - c. “Dealing with Enrollment Mistakes & Changes” webinar on January 19<sup>th</sup>
  - d. Von Briesen Breakfast Briefing: SECURE 2.0 Act and other Hot Topics in Employee Benefits Webinar through on January 24<sup>th</sup>
  - e. “How to Navigate Your Wage & Hour Questions” webinar on January 24<sup>th</sup>
  - f. “How Leaders Can be More Intentional with Employees” webinar on January 24<sup>th</sup>
  - g. “4 Simple Tools to Retain Your Key Employees” virtual event by the Chamber of Commerce on January 25<sup>th</sup>
  - h. “Understanding the Future of Workplace Culture” webinar on January 26<sup>th</sup>
  - i. Von Briesen Public Sector Town Hall: Wage and Hour Compliance for Public Employers on January 31<sup>st</sup>

### **Benefits**

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Reserve Spreadsheet and Health Fund Balance document.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and claims concerns.
6. Processed COBRA notifications for dependents on the health plan reaching age 26.
7. Entered and updated various fields in HRMS including effective and termination dates for health insurance coverage, various open enrollment changes, and 2023 FSA/HSA enrollments.
8. Updated all employee’s 2023 rates of pay with benefit vendor, Mutual of Omaha.
9. Worked with Wellness Coordinator on an appeal related to the discounted rate for health insurance.

### **Recruitment**

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Conducted research on a recruitment texting platform, Emissary. IT Department currently reviewing the privacy policy and their User/Subscription Agreement to ensure it will integrate with our current system.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Working with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
7. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations (including out-of-state) for applicants offered employment.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Circuit Court Branch I	Deputy Register in Probate	Position posted, interviews conducted, filled internally 3/1/2023.
Replacement	Circuit Court Branch I	Register in Probate	Position filled internally 3/1/2023.
Replacement	Circuit Court Branch I	Legal Administrative Assistant	Position filled internally 3/1/2023.
Replacement	Circuit Court Branch I	Legal Admin Assistant - Floater	Position posted, deadline 2/3/2023.
Replacement	Clerk of Courts	Court Clerk	Position posted, applications reviewed, interviews conducted 1/26 and 1/27/2023.
Replacement(s)	Dispatch	Dispatcher(s)	Position posted, assessment conducted at MSTC, interviews conducted. References completed, offer accepted, filled one position 2/6/2023. Offer pending on a 2 <sup>nd</sup> position 1/27/2023.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 4/10/2023.
Replacement	Edgewater	Certified Dietary Manager	Position posted, interviews conducted, offer accepted and withdrawn (anticipated start 2/6/2023). Reposted, deadline 2/27/2023.
New position	Health	Community Health Worker (Parents as Teachers)	Position posted, interviews conducted, references and background completed, offer extended and filled internally 2/1/2023.
Replacement	Health	Community Health Worker (PATCH)	Position posted, deadline 2/6/2023.
Replacement	Highway	Highway Engineer	Position posted, deadline 2/27/2023.
Replacement	Highway	Lead Mechanic	Position posted, interviews conducted, filled internally 1/16/2023.
Replacement	Highway	LTE Truck Operator	Position posted, deadline 3/13/2023.
Replacement	Highway	Summer Help	Position posted, deadline 3/13/2023.
Replacement	Highway	Mechanic II	Position posted, deadline 2/6/2023.
Replacement	Highway	Equipment Operator – Screed	Position posted, deadline 2/6/2023.
Replacements	Human Services	Case Manager/Social Worker - Initial Assessment (2)	Positions posted, deadline 1/31/2023.
Replacement	Human Services	Case Manager/Social Worker – Youth Justice	Position posted, interviews conducted, references/background conducted, offer extended and accepted, filled 1/9/2023.
Replacement	Human Services	Case Manager/Social Worker – Ongoing (Mfld)	Position posted, deadline 2/3/2023.

Replacement	Human Services	Reporting System Clerk	Position posted, interviews conducted, completed references/background, offer extended and accepted, filled 1/9/2023.
Replacement	Human Services	FSET Case Manager	Position posted, interviews conducted, completed references/background, offer extended and accepted, filled 1/30/2023.
Replacement	Human Services	Bus Driver-Casual	Position posted, deadline 2/6/2023.
Replacement	Human Services	Family Interaction Worker – Casual	Positions posted, deadline 2/13/2023.
Replacement	Human Services	Behavioral Health Outpatient Clinic Manager	Position posted, deadline 2/13/2023.
Replacement	Human Services (Norwood)	Accountant	Position posted, deadline 1/30/2023.
Replacement	Human Services	Crisis Interventionist – Casual	Position posted, deadline 2/20/2023.
Replacement	Human Services	Family Resource Coordinator-Marshfield	Position posted, deadline 2/13/2023.
New position	IT/Systems	Systems Technician Lead	Position posted, interviews conducted, filled internally 1/16/2023.
Replacement	IT/Systems	Systems Technician	Position posted, deadline 2/6/2023.
Replacement	Land Conservation	Conservation Administrative Specialist	Position posted, deadline 2/6/2023.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Norwood	Receptionist (Casual)	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 1/16/2023.
Replacement	Parks & Forestry	LTE I & LTE II	Positions posted, interviews conducted, references completed, filled two positions on 1/16/2023. Deadline 2/6/2023.
Replacements	Parks & Forestry	Camp Rangers – Dexter and South Park	Positions posted, deadline 2/6/2023.
Replacement	Planning & Zoning	Program Assistant	Position posted, deadline 1/23/2023, applications being reviewed.
Replacements	Sheriff	Corrections Officer (3)	Positions posted, interviews conducted, references/backgrounds completed, offers extended and accepted. Positions filled 1/3, 1/16 and 1/30/2023.
Replacements – Establish Eligibility List	Sheriff	Correction Officers	Position posted, deadline 2/6/2023. Interviewed 1/26/2023, references and backgrounds currently being conducted.
Replacement	Sheriff	Administrative Assistant II	Position posted, interviews conducted, references and background conducted, offer extended and accepted, filled 2/6/2023.
Replacement	Sheriff	Jail Operations Lieutenant	Position filled internally 1/16/2023.
Replacement	Sheriff	Jail Sergeant	Position filled internally 1/23/2023.

## Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms, including the Workplace Violence Prevention Program.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Submitted renewal information for Norwood's Professional Liability insurance.
4. Attended Edgewater Haven Safety Committee meeting.

### NEW Workers' Compensation Claims (6)

1. 12/22/22 – Parks – Employee was struck in the R eye by branch while clearing debris at Powers Bluff
2. 12/22/22 – Sheriff's – Employee injured R shoulder falling on South steps at Courthouse near Jail entrance
3. 12/27/22 – Highway – Employee strained lower back shoveling snow and ice on bridge deck
4. 12/31/22 – Edgewater – Employee strained L shoulder transferring resident with EZ lift
5. 1/5/23 – Human Services – Employee injured back/neck slipping on ice in Norwood parking lot
6. 1/9/23 – Highway – Employee sprained L ankle slipping while exiting equipment at Highway Shop

### OPEN Workers' Compensation Claims (3)

1. 10/23/22 – Edgewater – Employee strained L shoulder while assisting resident
2. 11/11/22 – Sheriff's (Corrections) – Employee had potential bloodborne pathogen exposure when combative inmate spit into face and eyes
3. 12/20/22 – Sheriff's (Corrections) – Needlestick injury to employee's R thumb while removing items from lock box

### CLOSED Workers' Compensation Claims (3)

1. 10/18/22 – Treasurer – Employee tripped on sidewalk in front of courthouse, facial cuts/abrasions and broken tooth
2. 11/7/22 – Norwood – Employee suffered needlestick injury to R middle finger while drawing labs on resident
3. 11/28/22 – Sheriff's (Corrections) – Employee was inadvertently tased while attempting to secure combative inmate

### First Aid Injuries (8)

1. 12/22/22 – Human Services – Employee slipped on ice/snow at River Block
2. 12/30/22 – Norwood – Employee slipped on water in dish room and bruised L shin
3. 1/4/23 – Highway – Employee sprained R wrist when they slipped on ice while inspecting plow wing
4. 1/5/23 – Norwood – Employee injured back/neck while slipping on bedding in resident's room
5. 1/11/23 – Sheriff's – Employee slipped on ice in Jail parking lot while leaving building
6. 1/12/23 – Norwood – Employee cut R middle finger on sharp metal under desk
7. 1/14/23 – Sheriff's – Employee suffered R knee pain while taking uncooperative subject into custody
8. 1/14/23 – Sheriff's – Employee suffered R knee pain while taking uncooperative subject into custody

### Property/Vehicle Damage Claims (1)

1. 1/1/23 – Sheriff's – Squad struck owl while on patrol (est. damage \$1,045.98)

### Liability Claims

Numerous mailbox claims were received throughout the month. Per Highway Department policy, the maximum reimbursement for damages has increased to \$100.

### OPEN EEOC/ERD Claims (3)

1. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of Probable Cause on July 1, 2021. A hearing is tentatively scheduled for June 2023. Six Wood County employees are scheduled for depositions in March and April 2023.
2. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022.
3. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing is tentatively scheduled for July 19 & 20, 2023.

### OPEN WRS/ETF Appeal (1)

1. 9/25/22- Former Humane Officer submitted an appeal to the Department of Employee Trust Funds to appeal the County's decision on her eligibility determination. Attended a meeting with Corporation Council to discuss on January 4<sup>th</sup> and 24<sup>th</sup>. Researched and developed applicable information and reports. Attended Pre-Hearing Conference on January 19<sup>th</sup>.

### Other

1. Conducted annual Form I-9 Audit.
2. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.
3. Sent DOT Random 1st Quarter selection list to three departments for 10 randomly selected employees who hold a CDL license, due date March 6<sup>th</sup>.
4. Continued to track Civil Rights Training completion certificates (all employees must complete by December 31<sup>st</sup>). Seven certificates remain outstanding.
5. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
6. Reconciled and processed the December Unemployment Insurance payment.
7. Completed Workers Compensation account reconciliation and forwarded to Finance.
8. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
9. Facilitated New Hire Orientation on January 3<sup>rd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>.
10. Conducted an exit interview on January 4<sup>th</sup>.
11. Responded to multiple verifications of employment.
12. Replied to multiple requests from surrounding counties with varied information.
13. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.



# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

---

### LETTER OF COMMENTS—FEBRUARY 2023

1. Attended Wisconsin Counties Association weekly calls on Mondays in January.
2. Attended PIT Committee meeting on January 3.
3. Attended Operations Committee meeting on January 5.
4. Worked with Josh from IT on January 9 at Marshfield City Hall to get my computer working so there are no surprises when I collect taxes at that location in July. There seemed to be issues with my computer being blocked from the servers in Wisconsin Rapids, but with the help of Jason and Phil, everything should be in good working order.
5. Attended County Board meeting on January 17.
6. Received all January settlement money due to the County by January 17.
7. Attended United Way Training for Board of Directors on January 31.
8. Sales tax came in for the month of December at \$556,325 which was about \$36,476 more than December 2021. For the year of 2022 total sales tax was \$7,712,092 which was about \$534,487 more than year 2021.
9. The office has begun title reports on delinquent 2019 taxes and has sent out over 60 requests for title reports on these properties. This number is down significantly over the delinquent 2018 taxes.
10. Had several talks with Finance, Clerk of Courts, and Corporation Counsel about reissuing a check that was previously unclaimed/returned over \$150,000 from Clerk of Courts. The funds were turned over to the Treasurer's Department in 2017 and a person has 10 years from the publication date to claim. I reached out to the son of the original claimant as the son was the one inquiring and I told him the procedures that would need to be gone through. Both of his parents would need to sign the paperwork and have it notarized, then returned to the Treasurer's office before the check would be reissued. To date, I have not been provided any mailing information on where to send these forms.
11. We had our first claim and payout since ACT 216 was established from the former owner of the property. The former owner has to fill out the claim form and a W-9 for taxing purposes as these funds are considered a "gain" from the sale of the property.
12. I will be unable to attend the February meeting, so if you need any additional information, please feel free to reach out to me before.



# Wood County

## WISCONSIN

Employee Wellness

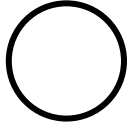
Ryan Boeshaar

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### Letter of Comments – January 2023

- A lot of my time over the past month has been focused around helping employees begin the process of completing the three qualifying steps to enroll in the Wellness Program and earn the reduced health insurance rates in 2024. The on-site biometric screenings are in full swing as over 75 participants attended the first two screenings which were at the Courthouse and for the Highway Department. An additional 230 participants are signed up for upcoming screenings. I have planned for 2 back-up days to be available in March in case a screening needs to be cancelled.
- The 2022 wellness program payout report was finalized for the cash incentives earned. A total of 185 participants earned a cash incentive, which is 30 more than in 2021. 62 participants qualified for the Gold Package worth \$150, 53 participants qualified for the Silver Package worth \$100, and 70 participants qualified for the Bronze Package worth \$50. Additionally, a total of \$1,000 from the cash-prize drawing was also awarded to 14 participants.
- Participants can now registration for the quarter 1 Wellness Challenge set to begin this month. The 4-week challenge is titled “*Digital Overload*” and will emphasize learning more about how digital habits can affect our wellbeing and having participants work on developing new habits to replace and reduce screen time. A couple main areas of focus here are trying to improve our mental and social wellbeing. I received some great feedback from the Wellness Committee when introducing the idea and am looking forward to the challenge.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on [www.managewell.com](http://www.managewell.com) so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.
- In 2022, Adam had reached out to local fitness centers to discuss any options for employer-related discounts for Wood County employees. I am in the process of reaching out to these gyms to see if there will be any changes to the membership discount agreement. Once finalized I plan to share the list to employees.
- The Employee Wellness website pages were a bit outdated on both the external and internal intranet sites. I worked with the IT department to make the necessary edits and both pages are now up to date.





RESOLUTION#

ITEM#

DATE  
Effective  
Date

February 14, 2023

Upon passage and publication

Introduced by Operations Committee  
Page 1 of 1

NF/EN

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

**INTENT & SYNOPSIS:** To amend the 2022 budget for Property and Liability Insurance (51931) for higher than anticipated premium expenditures.

**FISCAL NOTE:** To transfer \$36,465 from available balance in contingency (51590) to the Property and Liability Insurance budget (51931). At the time of this request the funds available in contingency are \$528,013. The adjustment to the budget is as follows:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Buttke, T			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Account	Account Name	Debit	Credit
51931	Property & Liability Insurance		\$36,465
51590	Contingency	\$36,465	

**WHEREAS,** the cost of insurance premiums were more than anticipated due to an increase in the 2022 Wood County ratable operating expenditures, and

**WHEREAS,** the County of Wood had an increase in assessed property values along with higher than anticipated claims over the past three years due to various jail, sheriff and highway claims, and

**WHEREAS,** the aforementioned premium expenditures of approximately \$36,465 were not anticipated during the 2022 budget process, and

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

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

**THEREFORE BE IT RESOLVED,** to amend the Wood County budget for 2022 to transfer \$36,465 from the Contingency Account (51590) to the Property and Liability Insurance (51931) function, and

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

( )

ED WAGNER (Chairman) \_\_\_\_\_

DONNA ROZAR \_\_\_\_\_

LANCE PLIML \_\_\_\_\_

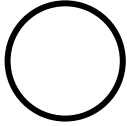
ADAM FISCHER \_\_\_\_\_

LAURA VALENSTEIN \_\_\_\_\_

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

PY

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2023 UW-Wood County Commission Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2022:

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

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Capital Projects UWSP Marshfield and Fund Balance Capital Project.

WHEREAS, the Operations Committee authorized several capital projects at a cost of \$102,000 for 2022, and

WHEREAS, only \$8,198 was actually expended in 2022 leaving an additional unappropriated funds of \$93,802, and

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

THEREFORE BE IT RESOLVED, to amend the UW Wood County Commission Capital Projects budget (57640) for 2023 by appropriating \$93,802 of unexpended debt proceeds from the Capital Projects fund balance (34113) for the remaining UWSP-Marshfield projects expenditures, and

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

( )

ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

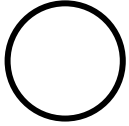
ADAM FISCHER

LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE February 14, 2023
Effective Date Upon Passage & Publication

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 Debt Service budget for interest and issuance costs for Capital Projects that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding are transfers available and not anticipated to be spent in the Debt Service Principal and Capital Projects Paying Agent & Fiscal budgets. The adjustment to the budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, D to Leichtnam, B)

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Debt Service Interest, Paying Agent - Debt Service, Debt Service Principal, and Paying Agent - Capital Projects.

WHEREAS the County issued debt in 2022 to fund 2023 jail, highway, other capital projects and any related professional fees incurred for the issuance of the debt, and

WHEREAS, debt interest and issuance fees were higher than anticipated due to the larger amount of debt borrowed because of the jail project, and

WHEREAS, there were debt interest costs of \$187,881 and debt issuance costs of \$137,716 that were not anticipated during the 2022 budget process, and

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

THEREFORE BE IT RESOLVED, to amend the 2022 Debt Service budget for the transfers of available appropriations out of Debt Service Principal (58140) of \$295,000 and \$30,957 from Paying Agent - Capital Projects (58295) to fund additional expenditures in Debt Service Interest (58240) of \$187,881 and Paying Agent - Debt Service (58295) of \$137,716, and

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

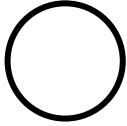
( )

ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by HEALTH & HUMAN SERVICES COMMITTEE & OPERATIONS COMMITTEE
Page 1 of 2

MJS

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 budget for Human Services, Norwood Health Center and Edgewater Haven programs for transfer of available appropriations to functions where actual expenses are recorded.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed for transfers are available and are not anticipated to be spent in the appropriations to be transferred out, or are funded with additional unbudgeted/unexpected Funding.

Source of Money:

- 2022 PRF funding for Long Term Care (LTC) facilities
Additional Special Payment Awards for NHC
Covid-19 Emergency funding for FSET programs.

The adjustment to budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, D to Leichtnam, B)

Table with 4 columns: ACCOUNT, ACCOUNT NAME, DEBIT, CREDIT. Lists various accounts and their corresponding debit and credit amounts.

WHEREAS, the programs requiring transfers in Edgewater Administration (54219), Human Services Community Resources Division (54425) Norwood Crossroads (54324), Pathways (54325) and Admissions (54326) are in fact where the expenditures appropriated during the adoption of the 2022 budget will be recorded, and

WHEREAS, Edgewater Administration (43240), Community Resources (43561) and Norwood Administration (43561, 46531) have unbudgeted revenues to fund cost exceeding the budget at the function level, and

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

( )

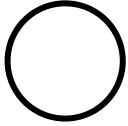
Adam Fischer, Chair
Donna Rozar, Vice Chair
Tom Buttke
John Hokamp
Lee Thao

Lori Nordman
Dr. Kristen Iniguez
Rebecca Spiros, RN
Mary Jo Wheeler-Schueller

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

County Clerk

County Board Chairman



ITEM# \_\_\_\_\_

DATE \_\_\_\_\_

RESOLUTION# \_\_\_\_\_ Effective Date: \_\_\_\_\_

Introduced by \_\_\_\_\_  
Page 2 of 2 \_\_\_\_\_ Committee

**THEREFORE BE IT RESOLVED**, to amend the Wood County Budget for Norwood Health Centers (NHC) the transfers out of appropriations of \$23,000 from NHC Bridgeway (54317), \$170,000 from NHC Dietary (54350), \$30,000 from NHC Records (54363) and \$35,000 from NHC Administration (54365) and to reflect the use of additional \$130,000 unbudgeted Norwood revenue (43561) and \$297,000 unbudgeted Norwood revenue (46531) to NHC Admissions (54326) NHC Crossroads (54324) and NHC Pathways (54325) of \$685,000 and to reflect the use of additional \$126,000 unbudgeted Edgewater revenues (43240) for EW Administration Expenses (54219) and to reflect the use of additional \$119,000 unbudgeted Community Resources/FSET revenues (43561) for Community Resources/FSET expenses (54425), and

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

( )

\_\_\_\_\_  
Ed Wagner-Chair

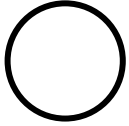
\_\_\_\_\_  
Lance Pliml

\_\_\_\_\_  
Laura Valenstein

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

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman



RESOLUTION#

Introduced by Page 1 of 2

Health & Human Service Committee and Operations Committee

MJS

**Motion:** Adopted:

1<sup>st</sup> \_\_\_\_\_ Lost:

2<sup>nd</sup> \_\_\_\_\_ Tabled:

No: \_\_\_\_\_ Yes: \_\_\_\_\_ Absent: \_\_\_\_\_

Number of votes required:

Majority  Two-thirds

Reviewed by: PK, Corp Counsel

Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To approve the use of American Rescue Plan Act (ARPA) funds for the additional expense for Capital Improvement Plan (CIP) 20-22-005 in the Human Services, Norwood Healthcare (NHC) 2022 Budget

FISCAL NOTE: \$30,000

Account	Account Name	Debit	Credit
43300	ARPA Proceeds	\$30,000	
57420	Capital Projects/NHC		\$30,000

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Buttke, T			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

SOURCE OF MONEY: American Recue Plan Act fund (ARPA)

WHEREAS, the cost of the CIP 20-22-005, Generator Project came in over budget, and

WHEREAS, the completion of the project is necessary for the safety of the consumers of NHC, and

WHEREAS, on August 25, 2022 the Health and Human Services Committee unanimously approved sending the funding request to the ARPA Committee, and

WHEREAS, on September 6, 2022 the Wood County ARPA AD-HOC committee reviewed and approved funding this CIP expense overage with ARPA funds, and

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

THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors that \$30,000 of the American Rescue Plan Act fund be appropriated for the completion of the CIP 20-22-005 Generator Project.

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

( )

Adam Fischer, Chair

Lori Nordman

Donna Rozar, Vice-Chair

Dr. Kristen Iniguez

Tom Buttke

Rebecca Spiros, RN

John Hokamp

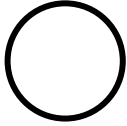
Mary Jo Wheeler-Schueller

Lee Thao

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

PY

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 Norwood and Edgewater Capital Projects budgets to include expenditures that were approved but not included in the 2022 budget:

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

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Capital Projects - Edgewater (\$46,000), Capital Projects - Norwood (\$210,000), and ARPA Proceeds (\$256,000).

WHEREAS, the Finance Department presented to the Operations Committee an updated schedule of 2022 capital projects to be funded with both debt proceeds and ARPA funding at their November 2, 2021 meeting, and

WHEREAS, the Operations Committee approved the 2022 CIP schedule presented by the Finance Department at a total cost of \$4,510,200, and

WHEREAS, of the \$4,510,200 total cost, \$3,500,000 was approved with debt proceeds and the remainder \$1,010,200 was approved with ARPA funding, and

WHEREAS, due to time constraints, some portions of the approved expenditures for Norwood and Edgewater were not included in the 2022 budget process, and

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

THEREFORE BE IT RESOLVED, by appropriating \$256,000 of previously approved funds from ARPA Proceeds (43300) to the Edgewater Capital Projects budget (57412) for \$46,000 and Norwood Capital Projects budget (57420) for \$210,000, and

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

( )

ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

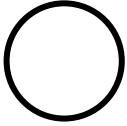
ADAM FISCHER

LAURA VALENSTEIN

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

County Clerk

County Board Chairman



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

Introduced by Operations Committee  
Page 1 of 1

EN

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

**INTENT & SYNOPSIS:** To amend the 2022 budget for Coroner for additional revenues and expenditures unanticipated during the original budget process.

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

Function	Account Name	Debit	Credit
51231	Coroner		\$45,500
46221	Public Charges-Cremation	\$23,000	
46230	Death Certificates	\$22,500	

**Source of Money:** An increase in cremation and death certificates payments.

**WHEREAS,** revenue collected by the department will be higher than anticipated by 45,500 due to cremation and death certificates, and

**WHEREAS,** expenditures of the above function are anticipated to exceed the originally adopted budget by \$45,500, and

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

**THEREFORE BE IT RESOLVED,** to amend the Wood County Coroner budget for 2022 by appropriating unanticipated revenue of \$23,000 from

Cremation revenue (46221) and \$22,500 from Death Certificates revenue (46230) to Coroner expenditure function (51231), and

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

( )

ED WAGNER (Chair)

LAURA VALENSTEIN

DONNA ROZAR

ADAM FISCHER

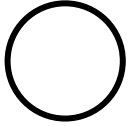
LANCE PLIML

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

County Clerk

County Board Chairman





RESOLUTION#

Introduced by
Page 1 of 1

Public Safety and Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2023 Communications Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2022:

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

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Capital Projects (\$40,000) and Fund Balance Capital Project (\$40,000).

WHEREAS, the Public Safety Committee authorized a capital project at a cost of \$40,000 for 2022, and

WHEREAS, HVAC equipment, while ordered in 2022, will not be delivered to the Communications Department until 2023, and

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

THEREFORE BE IT RESOLVED, to amend the Communications Capital Projects budget (57210) for 2023 by appropriating \$40,000 of unexpended debt proceeds from the Capital Projects fund balance (34113) for the Communications Department project expenditures, and

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

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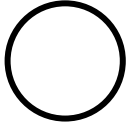
JOSEPH ZURFLUH (Chair)
DENNIS POLACH
WILLIAM WINCH
BRAD HAMILTON
WILLIAM VOIGHT

ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Public Safety and Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2023 Radio Engineer budget to include 2022 unspent funds for equipment expenditures that were not able to be completed or obtained during the original budget process.

FISCAL NOTE: No cost to Wood County. The source of funding is unspent funds from the 2022 Radio Engineer budget. The monies will be expended in 2023. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Radio Engineer Police Radio Equip (\$74,624) and Fund Balance (\$74,624).

WHEREAS, the Radio Engineer budget will have unexpended funds from the 2022 budget year, and

WHEREAS, funds budgeted for equipment were not expended in 2022 due to delays in receiving orders and projects not being able to be completed, and

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

THEREFORE BE IT RESOLVED, to amend the Radio Engineer

budget (52130) for 2023 by appropriating \$74,624 from Fund Balance (34300) with unspent monies from the 2022 budget year, and

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

{ }

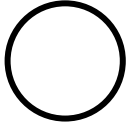
JOSEPH ZURFLUH (Chair)
DENNIS POLACH
WILLIAM WINCH
BRAD HAMILTON
WILLIAM VOIGHT

ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Public Safety and Operations Committee
Page 1 of 1

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: Corp Counsel
Reviewed by: Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 budget for the Emergency Management – Building Number Identification (BNI) function (52530) for additional expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from Local Government Charges. The adjustment to the budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, D to Leichtnam, B)

Table with 4 columns: Account, Account Name, Debit, Credit. Rows: 52530 Emergency Management BNI \$66,350; 47391 Local Government Chrgs BNI \$66,350

WHEREAS, the Emergency Management BNI budget incurred additional expenditures that were not anticipated during the original budget process due to large sign projects for Town of Port Edwards and Town of Saratoga, and

WHEREAS, the payments received from Local Government Charges will be sufficient to cover unanticipated expenditures, and

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

THEREFORE BE IT RESOLVED, to amend the Emergency Management BNI (52530) budget for 2022 by appropriating \$66,350 of unanticipated revenues from Local Government Charges BNI (47391), and

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

{ }

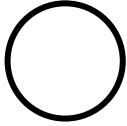
ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

JOSEPH H ZURFLUH (CHAIR)
WILLIAM VOIGHT
BRAD HAMILTON
DENNIS POLACH
WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Public Safety and Operations Committee
Page 1 of 1

PY

Motion: Adopted: [ ]
1st Lost: [ ]
2nd Tabled: [ ]
No: [ ] Yes: [ ] Absent: [ ]
Number of votes required:
[ ] Majority [X] Two-thirds
Reviewed by: [ ] , Corp Counsel
Reviewed by: [ ] , Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 budget for the Emergency Management Admin function (52520) for additional expenditures that were not anticipated during the original budget process:

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

Table with 4 columns: Account, Account Name, Debit, Credit. Row 1: 52520 Emergency Management Admin, \$6,400. Row 2: 43528 State Aid-Emergency Mgmt., \$6,400.

WHEREAS the Emergency Management Admin budget incurred additional expenditures that were not anticipated during the original budget process due to the purchase of upgraded sheltering supplies and a reimbursable training exercise, and

WHEREAS, the payments received from the State Grants will be sufficient to cover unanticipated expenditures, and

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

THEREFORE BE IT RESOLVED, to amend the Emergency Management Admin (52520) budget for 2022 by appropriating \$6,400 of unanticipated revenues from State Aid Emergency Management (43528), and

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

( )

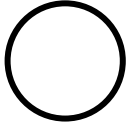
ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

JOSEPH H ZURFLUH (CHAIR)
WILLIAM VOIGHT
BRAD HAMILTON
DENNIS POLACH
WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by CEED and Operations Committee
Page 1 of 1

LAR

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To seek County Board approval to amend the 2023 Wood County Department of Agriculture, Trade and Consumer Protection (DATCP) grant budget for unanticipated state aid monies and to appropriate those monies to the DATCP grant budget expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenue from the DATCP. The adjustment to the budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, D through Leichtnam, B).

Table with 5 columns: Account, Account Name, Debit, Credit. Rows include 56122 DATCP Grant (\$32,410) and 43586-001 State Aid (\$32,410).

WHEREAS, the Land & Water Conservation Department shall receive additional grant funds in the amount of \$32,410 to disburse as incentive payments for participants that complete a certified Nutrient Management plan, which meets NRCS standard 590, and

WHEREAS, additional funds were not expected to be obtained and therefore were not included in the 2023 budgeted amount, and

WHEREAS, the \$32,410 will have no impact on the county tax levy, and

THEREFORE BE IT RESOLVED, that the Wood County State Aid Land & Water Conservation Department account (43586-001) be amended to accept \$32,410 of state aid monies and appropriate those monies to the DATCP Grant budget expenditures (56122-001) for disbursing as incentive payments for participants that complete the certified nutrient management training program and submit a completed certified plan, and

BE IT FURTHER RESOLVED, that pursuant to §65.90 (5), Wisconsin Statutes, the County Clerk shall publish a Class I notice of this budget change within ten (10) days.

( )

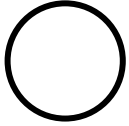
Bill Leichtnam (Chair)
Tom Buttke
Jake Hahn
Dave LaFontaine
Laura Valenstein
Carmen Good - Citizens Member

Ed Wagner (Chair)
Donna Rozar
Adam Fischer
Lance Pliml
Laura Valenstein

Adopted by the County Board of Wood County, this day of 20 23.

County Clerk

County Board Chairman



RESOLUTION#

Introduced by CEED and Operations Committee
Page 1 of 1

LAR

Motion: Adopted: [ ]
1st \_\_\_\_\_ Lost: [ ]
2nd \_\_\_\_\_ Tabled: [ ]
No: \_\_\_\_\_ Yes: \_\_\_\_\_ Absent: \_\_\_\_\_
Number of votes required:
[ ] Majority [X] Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To seek County Board approval to amend the 2022 Wood County 14-Mile Creek grant budget for unanticipated state aid monies and to appropriate those monies to 14-Mile Creek expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenues from the Wisconsin Department of Natural Resources. The adjustment to the budget is as follows:

Table with 5 columns: Name, NO, YES, A. Rows include LaFontaine, D; Rozar, D; Buttke, T; Wagner, E; Fischer, A; Breu, A; Voight, W; Hahn, J; Winch, W; Thao, L; Penzkover, J; Valenstein, L; Hokamp, J; Polach, D; Clendenning, B; Pliml, L; Zurfluh, J; Hamilton, B; Leichtnam, B.

Table with 5 columns: Account, Account Name, Debit, Credit. Row 1: 56129, 14-Mile Creek, \$11,850. Row 2: 43586-000-482, State Aid, \$11,850.

WHEREAS, the Land & Water Conservation Department received additional grant funds in the amount of \$11,850 to disburse as cost-share assistance for the Serenity River TRM project, and

WHEREAS, additional funds were not expected to be obtained and therefore were not included in the budgeted amount, and

WHEREAS, the \$11,850 will have no impact on the county tax levy, and

THEREFORE BE IT RESOLVED, that the Wood County State Aid Land & Water Conservation Department revenue account (43586-000-482) be amended to accept \$11,850 of state aid monies and appropriate those monies to the 14-Mile Creek Grant budget expenditures (56129) for disbursing as cost-share assistance for the Serenity River TRM project, and

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

( )

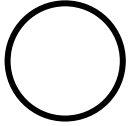
Bill Leichtnam
Dave LaFontaine
Tom Buttke
Jake Hahn
Laura Valenstein
Carmen Good – Citizen Member

Ed Wagner
Donna Rozar
Adam G. Fischer
Lance A. Pliml

Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 20 23 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

EN

INTENT & SYNOPSIS: To amend the 2022 budget for UW Extension - Projects (55660) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from UW-Extension's Project Revenue Clean Sweep and 4H Community Youth accounts. The adjustment to the budget is as follows:

Table with 5 columns: Name, NO, YES, A. Rows 1-19 listing board members like LaFontaine, D, Rozar, D, etc.

Table with 4 columns: Account, Account Name, Debit, Credit. Rows for 55660 UW Extension - Projects and 46772 UW Extension - Proj Revenue.

WHEREAS, the Wood County UW Extension incurred unanticipated expenditures in clean sweep and 4H Community Youth programs that were not anticipated during the 2022 budget; and

WHEREAS, the unanticipated revenues in UW-Extension's project revenue accounts are sufficient to cover the additional expenditures, and

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

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2022 by transferring \$22,295 from UW Extension - Project Revenue (46772) to the UW Extension - Projects (55660) function, and

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

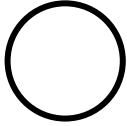
( )

ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
LAURA VALENSTEIN
ADAM FISCHER

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by CEED Committee and Operations Committee
Page 1 of 1

Committee

VSW

Motion: Adopted: Lost: Tabled: Absent:
Number of votes required: Majority [ ] Two-thirds [X]
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2023 Transportation & Economic Development budget for additional Rural Economic Development Plan (REDI) implementation expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unspent funds from the 2022 Transportation & Economic Development budget.

Table with 4 columns: ACCOUNT, ACCOUNT NAME, DEBIT, CREDIT. Rows include Fund Balance (\$49,082.00) and Trans & Ec Dev Grants (\$49,082.00).

Source of Money: Unspent 2022 budget funds allocated towards REDI implementation.

WHEREAS, the Transportation & Economic Development budget will close fiscal year 2022 with unexpended funds, and

WHEREAS, needed funds for implementation of Wood County's Rural Economic Development Plan (REDI) were not expended in 2022 due to anticipated projects being included under the County North Central Wisconsin Regional Plan Commission membership, deferral/delay of projects due to staff vacancies of economic development partner organizations, delay in release of Broadband Equity, Access, and Deployment (BEAD) Program grant funding opportunities. The REDI implementation projects will be funded and completed in 2023, and

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

THEREFORE BE IT RESOLVED, to amend the Transportation & Economic Development Budget (56750) with a transfer of \$49,082.00 from fund balance (34112) reserved for implementation Wood County Rural Economic Development Plan (REDI), and

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

{ }

BILL LEICHTNAM (Chairman)
TOM BUTTKE
JAKE HAHN
LAURA VALENSTEIN
DAVE LAFONTAINE

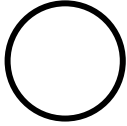
ED WAGNER (Chair)
DONNA ROZAR
ADAM FISCHER
LANCE PLIML
LAURA VALENSTEIN

Adopted by the County Board of Wood County, this 14 day of February 20 23 .

County Clerk

County Board Chairman





RESOLUTION#

Introduced by CEED Committee and Operations Committee
Page 1 of 1

Committee

VSW

Motion: Adopted: 1st Lost: 2nd Tabled: No: Yes: Absent:
Number of votes required: Majority [ ] Two-thirds [X]
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2023 Transportation & Economic Development budget to include 2022 unspent funds for an Economic Development Grant project for the Village of Port Edwards that they were unable to complete in 2022.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unspent funds from the 2022 budget of the Planning & Zoning Department.

Table with 4 columns: ACCOUNT, ACCOUNT NAME, DEBIT, CREDIT. Rows include 56750 Trans & Ec Dev Grants \$10,000 and 34112 Fund Balance \$10,000.

Table with 5 columns: NO, YES, A. Rows list names of board members from 1 to 19.

Source of Money: Unspent 2022 budget funds

WHEREAS, the Conservation, Education and Economic Development Committee (CEED) approved a grant of \$15,000 to the Village of Port Edwards for a project for Kayak put-ins, and

WHEREAS, the Village of Port Edwards started the project in 2022, was unable to complete the project, and

WHEREAS, the CEED Committee released \$5,000 of the grant funds in 2022, the Village of Port Edwards requested \$10,000 of the grant funds be carried over to 2023, and

WHEREAS, the funds need to be moved into the 2023 budget, and

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

budget at the function level," and

THEREFORE BE IT RESOLVED, to amend the Transportation & Economic Development budget (56750) for 2023 by appropriating \$10,000 from Fund Balance (34112) with unexpended monies from the 2022 budget year, and

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

{ }

BILL LEICHTNAM (Chairman)

ED WAGNER (Chair)

TOM BUTTKE

DONNA ROZAR

JAKE HAHN

LANCE PLIML

LAURA VALENSTEIN

ADAM FISCHER

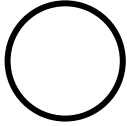
DAVE LAFONTAINE

LAURA VALENSTEIN

Adopted by the County Board of Wood County, this 14th day of February 20 23 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Page 1 of 1

Operations and Judicial and Legislative Committee

Motion: Adopted: 1st Lost: 2nd Tabled: No: Yes: Number of votes required: Majority Two-thirds Reviewed by: Corp Counsel Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 budget for the Justice Coordinator Drug Court (51242) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$9,340 from available balance in contingency (51590) to Justice Coordinator Drug Court (51242). At the time of this request, the funds available in contingency are \$528,013. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Justice Coordinator Drug Crt and Contingency.

WHEREAS, Justice Coordinator Drug Court incurred a wage increase of approximately \$9,340 from the previous year that was not anticipated during the 2022 budget; and

WHEREAS, the Drug Court Program Specialist received a promotion, which included a wage increase, from the prior year that were to be offset from a reduction in hours and wages from the former Criminal Justice Coordinator, and

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

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

THEREFORE BE IT RESOLVED, to amend the Wood County Budget for 2022 to transfer \$9,340 from the Contingency Account (51590) to the Justice Coordinator (51242) function, and

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

( )

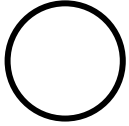
Ed Wagner (Chair) Adam Fischer Donna Rozar Lance Pliml Laura Valenstein

Bill Clendenning (Chair) Bill Leichtnam William Voight Joseph Zurfluh

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

County Clerk

County Board Chairman



SMG

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

INTENT & SYNOPSIS: To amend the 2023 Parks and Forestry Department budget to include 2022 unspent funds for playground equipment replacement and Dexter County Park swimming pond construction.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unspent funds from the 2022 budget of the Parks and Forestry Department. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
43300	Proceeds from ARPA	\$150,000	
57521	Capital Projects – P&F		\$150,000

WHEREAS, the 2022 Parks and Forestry Department budget included ARPA funding of \$50,000 for playground upgrades and \$100,000 for construction of a swimming pond at Dexter County Park and;

WHEREAS, these projects were not completed in 2022, and

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

THEREFORE, BE IT RESOLVED to amend the Parks & Forestry Capital Projects budget (57521) for 2023 by appropriating \$150,000 of unexpended proceeds in the ARPA fund (43300) for maintenance projects expenditures, and

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Buttke, T.			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

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

( )

Jake Hahn (Chairman)

Ed Wagner (Chairman)

John Hokamp

Adam Fischer

Lee Thao

Lance Pliml

Al Breu

Laura Valenstein

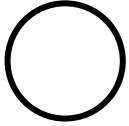
Dennis LaFontaine

Donna Rozar

Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 20 23 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Property & Info. Technology and Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PK, Corp Counsel
Reviewed by: EN, Finance Dir.

PY

INTENT & SYNOPSIS: To amend the 2023 Information Technologies Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2022:

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

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Capital Projects IT, Fund Balance Capital Project, and ARPA Proceeds.

WHEREAS, the Property and Information Technology Committee authorized several capital projects at a cost of \$410,400 for 2022, and

WHEREAS, only \$249,419 was actually expended in 2022 leaving an additional unappropriated funds of \$160,981, and

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

THEREFORE BE IT RESOLVED to amend the IT Capital Projects budget (57127) for 2023 by appropriating \$54,883 of unexpended debt proceeds from the Capital Projects fund balance (34112) and \$106,098 of unexpended funds from ARPA Proceeds (43300) for the remaining

information technology projects expenditures, and

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

( )

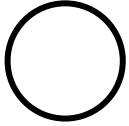
ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

ALLEN BREU (Chair)
DENNIS POLACH
BRAD HAMILTON
JEFF PENZKOVER
WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Property & Info. Technology and Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

AK

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 budget for Information Technology, PC Replacement (51452) for expenditures that were not anticipated during the original budget process:

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

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include 33900 PC Replacement Designated Fund Balance and 51452 PC Replacement Budget.

WHEREAS, the aforementioned expenditures of approximately \$7,139 were not anticipated during the 2022 budget process; and

WHEREAS, the Wood County Executive Committee approved the establishment of a non-lapsing account to carry over any unexpended revenues and contributions to the PC Replacement; and

WHEREAS, the PC Replacement Designated Fund has sufficient funds; and

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

THEREFORE BE IT RESOLVED to amend the PC Replacement (51452) budget for 2022 by transferring \$7,139 from PC Replacement Designated Fund Balance (33900) to PC Replacement (51452), and

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

( )

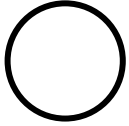
ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

ALLEN BREU (Chair)
DENNIS POLACH
BRAD HAMILTON
JEFF PENZKOVER
WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

P.I.T. and Operations Committees

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2023 Maintenance Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2022:

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

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Capital Projects (\$131,384), Fund Balance Capital Project (\$57,584), and ARPA Proceeds (\$73,800).

WHEREAS, the Wood County Board authorized a capital project to buildout an additional Circuit Court at a cost of \$750,000 for 2022, and

WHEREAS, the project, while started in 2022, will not be completed until 2023, and

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

THEREFORE BE IT RESOLVED, to amend the Maintenance Department Capital Projects budget (57119) for 2023 by appropriating \$57,584 of unexpended debt proceeds from the Capital Projects fund balance (34113) and \$73,800 of unexpended ARPA Proceeds (43300) for the Maintenance Department project expenditures, and

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

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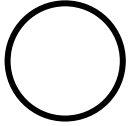
ALLEN BREU (Chair)
DENNIS POLACH
WILLIAM WINCH
BRAD HAMILTON
JEFF PENZKOVER

ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE February 14, 2023
Effective Date Upon Passage

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
[X] Majority [ ] Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To authorize out-of-state training and travel for the Finance Director.

FISCAL NOTE: \$1,000 for travel expenses and registration fee.

Source of Money: budget

WHEREAS, the Government Finance Officers Association is conducting an Intermediate Governmental Accounting for an understanding of the appropriate governmental accounting and financial reporting including new GASB pronouncements March 20 and March 21, and

WHEREAS, the training will give the Finance Director training of specialized rules, guidelines and practices applicable to Wood County finance, and

WHEREAS, the training and networking will provide opportunities to network with colleagues from across the country, and

WHEREAS, Wood County will have many opportunities to share knowledge and learn from others, and

WHEREAS, approval to attend this conference has been approved by the Operations Committee at their February 7, 2013 meeting, and

WHEREAS, the Wood County Operations Committee has authorized in-state travel when necessary, and

THEREFORE BE IT RESOLVED, that the Wood County Finance Department send the Finance Director to the Government Finance Officers Association Accounting Academy March 20 and March 21, in Chicago, IL in the amount not to exceed of \$1,000.

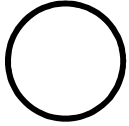
( )

Ed Wagner, (Chair)
Donna Rozar
Lance Pliml
Laura Valenstein
Adam Fischer

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#

DATE February 14, 2023

Effective

Date

Upon passage and publication

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
[X] Majority [ ] Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To formally adopt the "Workplace Violence Prevention Program."

FISCAL NOTE: None

WHEREAS, Wood County strives to provide a safe and healthy workplace free from recognized hazards; and

WHEREAS, Wisconsin's Concealed Carry Law (CCL) authorizes the Wisconsin Department of Justice to issue licenses permitting qualified citizens to carry concealed weapons; and

WHEREAS, the CCL allows local governments to determine whether employees and the public may carry weapons in other local government buildings; and

WHEREAS, the CCL prohibits concealed carry weapon (CCW) licensees from carrying a firearm in certain government buildings, such as courthouse, jail, or sheriff's department; and

WHEREAS, the Operations Committee recommends that the County revise its current Workplace Violence Prevention Program regarding weapons in County buildings so that concealed weapons remain mostly prohibited but provides a process for employees to seek authority and approval to carry a concealed firearm in a non-prohibited County facility; and

WHEREAS, the Operations Committee does not wish to duplicate the CCW licensing process administered by the Wisconsin Department of Justice, but instead establish additional internal processes to ensure the safe administration of the Workplace Violence Prevention Program for those employees who wish to carry a concealed firearm in the course of their employment.

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors adopts the attached Workplace Violence Prevention Program.

( )

ED WAGNER (Chairman)

DONNA ROZAR

LANCE PLIML

ADAM FISCHER

LAURA VALENSTEIN

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

County Clerk

County Board Chairman



**DRAFT**

**WORKPLACE VIOLENCE PREVENTION PROGRAM**



Revised 1/17/2023

## **Policy Statement**

Wood County is committed to providing a safe and healthy working environment for employees and members of the general public.

Wood County does not tolerate acts of bullying or workplace violence committed by or against employees and strictly prohibits employees from making threats, possession without authority, use, or threat of use of any weapon in the workplace, or engaging in violent acts and intimidation.

## **Definitions**

1. Employee refers to all regular full-time, regular part-time, casual, seasonal employees, temporary employees, authorized volunteers, and elected and appointed officials of Wood County.
2. Workplace means all County-owned or leased property, including vehicles and equipment, and any other location where County employees are performing work in an official capacity for the County.
3. Violence/threats include, but are not limited to: striking, pushing, kicking, throwing things, abusing/destroying property, oral or written physical threats of violence, stalking, bullying, or harassment.
4. Weapons: all firearms; compressed gas-operated weapons; any electric weapons as defined in Wis. Stat. § 941.295(4), bows of legal hunting strength, knives (other than small pocket knives), explosives, chemical mace or tear gas, any other device which, in the manner it is used or intended to be used, is likely to produce bodily harm; or any device which the County deems dangerous.

## **Weapons and Concealed Carry**

County employees, board members, elected or appointed officials, or approved contractors may not possess, transport, or use a weapon of any kind while conducting County business, operating a County-owned vehicle or while attending a County-sponsored event, unless explicitly authorized and approved.

**These prohibitions do not apply to law enforcement or approved Parks & Forestry personnel in the course of their duties.**

Per Wis. Stat. § 175.60(15m)(b), legally owned firearms or other weapons may be stored in employees' personal vehicles while on County premises or while conducting County business. This includes travel while working on behalf of the County.

Oleresin Capsicum (OC), commonly known as pepper spray, is allowed in non-restricted locations if the following conditions are met:

1. The employee is at least 18 years of age.
2. The spray is less than or equal to 10% O.C. concentration.
3. The canister is no greater than 2 ounces, and is not disguised as a common item such as lipstick or pens.
4. Department Head approval.

Exceptions:

- a) Possession, transport or use of small pocket knives or knives designed for general use (such as utility knives or box cutters) or the preparation of food is not prohibited, provided that such possession, transport, or use is not intended or likely to produce bodily harm and is not deemed by the County to be dangerous.
- b) Those employees who are permitted to carry in prohibited locations under the provisions of Wis. Stat. § 175.60(16)(b), which includes Judges, District Attorneys and Assistant District Attorneys, or any party whom a judge has approved in writing to carry a weapon.
- c) Those employees with a valid concealed carry weapon (CCW) permit who are approved to carry a handgun in non-restricted areas of the County. Approvals shall be evaluated on a case-by-case basis according to the **Approval Process** section below, and will be documented.

**Approval Process**

Those individuals requesting to carry a concealed firearm must have documentation of **all** the following prior to bringing a firearm into any County facility:

1. A valid CCW permit issued by the State of Wisconsin.
2. **A legally obtained firearm.**
3. Department Head approval.
  - a. If a Department Head requests to carry a concealed weapon under this process, the County's Administrative Coordinator will make the determination.
4. Demonstrated competency to Wood County Sheriff's Department personnel or other suitable educational alternative as determined by the County.  
*NOTE: Additional training, instruction, or practice is highly encouraged before attempting to demonstrate competency.*

Those approved CCW holders will also be subject to the following conditions:

1. The employee must abide by all requirements of the Wisconsin CCW Permit, including carrying their permit and valid photo ID with them at all times, and presenting these documents to law enforcement upon request.
2. The employee's weapon must be concealed on his or her person at all times, and carried in a holster or other appropriate carrying device unless the employee is lawfully using the weapon; or if the weapon is secured and locked in an appropriate location\*.
3. The employee is solely responsible for maintaining control of their weapon at all times.
4. The employee may not carry a concealed weapon in any area, building, or vehicle, whether public or private where doing so is posted as prohibited or over the objection of the owner. This includes those locations listed in Wis. Stat. § 175.60(16)(a), which include the County Courthouse and the secure portion of Norwood Health Center.
5. If the employee stores a weapon in a county vehicle, the employee must secure the weapon with a suitable trigger lock, barrel lock, or by enclosure in a locked case, and place the encased or secured weapon out of plain view and lock the vehicle.

\*An appropriate location must be a locked safe, cabinet, or drawer in which the employee is the sole person to have access. Prior to utilizing the storage location, the employee must seek and receive approval from their Department Head as to an acceptable and approved storage location

for their firearm. The County will not purchase or provide additional or special storage items or safes for this purpose.

The Safety/Risk Specialist in the Wood County Human Resources Department shall be responsible for maintaining all records related to the employee's eligibility to carry a concealed firearm and documentation of the approval process. Employees who are approved to carry a concealed weapon in the workplace will be required to re-certify or reconfirm their eligibility periodically. The right to carry may be revoked at any time if eligibility is determined to not be current.

If the employee's CCW permit is revoked or suspended for any reason, the employee must notify Safety & Risk/Human Resources by the next business day and may not carry a weapon until proof of reinstatement is provided.

Nothing in this written program shall be construed to support or permit intimidating, threatening, or violent behavior related to the possession of a concealed weapon. These types of behavior may include intentionally displaying a concealed weapon, referring to a concealed weapon, or referring to a weapon not on the employee's person with the intent to implicitly or explicitly intimidate or threaten another person. However, the mere carrying of a concealed weapon by a licensed and approved employee does not constitute an intimidating, threatening, or violent act.

### **Open Carry**

No employee, other than a law enforcement officer or approved Parks & Forestry employee may openly carry a weapon in the course of their employment.

### **Threats, Threatening / Violent Behavior**

Any person who makes serious threats, exhibits threatening behavior, or engages in violent acts at any County facility shall be removed from the premises by law enforcement as quickly as safety permits, and shall remain off County premises pending the outcome of an investigation.

If an investigation substantiates that violation of this policy has occurred, the County will initiate a decisive and appropriate response, up to termination or legal action such as a restraining order. *This response will follow the current Employee Policy Handbook, any existing Labor Agreements, County policies/ordinances and/or any other guidelines established for employees, vendors, guests and visitors.*

Actions may include, but are not limited to:

1. Reassignment of job duties, suspension, or termination of employment if offender is a County employee.
2. Referral to an Employee Assistance Program (EAP), as appropriate.
3. Legal response to include criminal charges, if warranted.

### **Reporting Procedures**

Employees are responsible for notifying their supervisor of any threat or incident of workplace violence, which they have witnessed, experienced, become aware of, or in any way have knowledge of. Reporting may be verbal or written, depending on the situation. When reporting a threat of violence, employees should be as specific and detailed as possible.

All reports will be investigated and information will be kept confidential to the extent possible.

### **Alternative to Reporting Workplace Violence to Supervisor**

If an employee is not comfortable reporting incidents of workplace violence to their supervisor, the employee may instead report it to their Department Head, a supervisory employee in any other County department including the Sheriff's Department, or to the Human Resources Department.

### **False Reports**

Allegations or reports of workplace threats will be taken seriously. Employees intentionally making false or misleading reports will be subject to discipline according to the Employee Policy Handbook.

### **Restraining Orders**

All employees who have a restraining order against another person(s), which identifies County facilities/locations as protected sites, must provide a copy of the petition and court order to the Human Resources Department.

A copy of any valid temporary or permanent restraining order, will be provided by the Human Resources Director to the appropriate Department Head, the Sheriff's Department, and any individuals deemed essential for notification (i.e. support staff, co-workers). Due to the sensitivity of information requested, confidentiality procedures will be followed to recognize the privacy of the reporting person or persons. It will always be the responsibility of the reporting person or persons to request any restriction pertaining to the disclosure of information.

### **Responding to Acts of Violence**

When an actual or attempted suicide, homicide, or other act of violence occurs on County premises, the immediate responsibility of all County personnel is to contact law enforcement (9-911 from County phones) as soon as safe to initiate emergency response.

After such report, notifications are made to the appropriate departments per emergency notification procedures.

The Sheriff's Department will handle matters relating to any law enforcement-related or jail incidents.

### **Incident Management**

In the event of a major workplace incident that affects, or has the potential to affect, the mental health of our workforce, initial counseling and support services will be provided to employees and their immediate family members, as appropriate. As the crisis passes and support systems are put into place for individuals affected by the incident, Wood County will make every effort to return to normal business operations.

## **Crisis Intervention**

*County of Wood Crisis Intervention Referral Service*

### *Referral Services*

- Police and Emergency Services – 911
- Wood County Human Services River Block – 421-8800
- Wood County Crisis Intervention and Referral Service
  - South Wood County – 421-2345
  - North Wood County – 384-5555

## **Employee Training**

Employee training on this written program will be included as part of the required Annual Safety Training.

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** January 26, 2023

**PLACE:** Wood County Annex & Health Center - Classroom, Marshfield (meeting also accessible via WebEx)

**PRESENT: (in-person)** Adam Fischer, Tom Buttke, John Hokamp, Lee Thao, Donna Rozar, Rebecca Spiros RN  
**(via WebEx)** Kristen Iniguez DO

**EXCUSED:** Lori Nordman, Mary Jo Wheeler-Schueller

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Mary Solheim, Kyle Theiler, Marissa Kornack (Human Services); Rock Larson (Veterans Service); Sue Smith, Kathy Alft, Ben Jeffrey (Health Department); Reuben Van Tassel (Maintenance); Ed Newton (Finance), Lance Pliml (County Board Chair), Bill Clendenning, Bill Leichtnam (County Board Supervisors)

**1) Call to Order**

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

**2) Quorum**

Fischer declared a quorum.

**3) Public Comments**

- n/a

**4) Veterans Service Presentation on VA Health Care Enrollment**

Rock Larson provided an overview of Federal Veteran Administration eligibility and enrollment for health care.

**5) Consent Agenda**

Motion (Buttke/Thao) to approve the consent agenda. All ayes. Motion carried.

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

- n/a

**7) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center  
Quarterly Reports – Veterans Service, Health Department**

Department staff answered questions regarding information in the financial statements and quarterly reports.

**8) Health Department Groundwater Quarterly Update**

This quarterly update was moved up in agenda order. Ben Jeffrey shared a few groundwater updates with nitrates in the area and where to find data from the studies that were conducted. Ben mentioned the Memorandum of Understanding (MOU) between Adams, Juneau, and Wood counties, along with three neighboring farms, has ended and will not be extended. Bill Leichtnam briefly expanded on Ben's update, and shared concerns with the end to the MOU.

**9) Resolution to amend the 2022 budget for Human Services, Norwood Health Center, and Edgewater Haven programs for transfer of available appropriations to functions where actual expenses are recorded**

Brandon Vruwink explained reasons for variance of budgeted expenditures. Motion (Buttke/Spiros) to support the Resolution as presented and forward to the Operations Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.

**10) Resolution to approve the use of American Rescue Plan Act (ARPA) funds for the additional expense for Capital Improvement Plan (CIP) 20-22-005 in the Human Services, Norwood Health Care (NHC) 2022 budget**

Marissa Kornack explained this is in follow-up to approvals that had been made late last year. Motion (Hokamp/Spiros) to support the Resolution as presented and forward to the Operations Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.

**11) Edgewater Haven Ad Hoc Committee Update**

Kyle Theiler provided an update with activity.

**12) Edgewater Haven 2023 Capital Improvement Project EZ Lift with Scale**

Kyle Theiler explained request to purchase two vs one lift. Motion (Buttke/Spiros) to approve two EZ Lifts as requested. All ayes. Motion carried.

**13) Health Department out-of-state travel request to attend the NACCHO (National Association City & County Health Officials) Preparedness Summit in Atlanta GA April 24-27, 2023 with all expenses paid by the Emergency Preparedness Grant**

Conference details and learning objectives were shared in the committee packet. Motion (Thao/Hokamp) to authorize attendance to the NACCHO Preparedness Summit in Atlanta GA with all expenses paid using grant funds. All ayes. Motion carried.

**14) Legislative Issue Updates**

Department heads provided updates regarding issues pertaining to their departments.

**15) Items for Future Agenda**

The Chair noted items for future agendas.

**16) Next Meeting(s)**

- February 23, 2023, 5:00 pm, River Block Building Room 206 – Wisconsin Rapids

**17) Closed Session**

Motion (Buttke/Thao) to convene into closed session pursuant to Wis. Stat. 19.85(1)(f) Wis. Stats. to consider leave of absence request. Fischer: Aye, Rozar: Aye, Buttke: Aye, Hokamp: Aye, Thao: Aye, Iniquez: Aye, Spiros: Aye. Motion carried. The Committee went into closed session at 5:38 p.m.

**18) Return to Open Session**

Motion (Spiros/Thao) to return to open session at 5:43 p.m. All ayes. Motion carried.

**19) Adjourn**

Motion (Buttke/Thao) to adjourn the meeting at 5:43 p.m.

Minutes taken by Kathy Alft and subject to Committee approval.





## North Central Community Action Program- Board Meeting Minutes-12/12/22

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, December 12, 2022 via Zoom as individual Board members and staff logged in from their remote locations. The meeting was called to order at 6:00 pm by President Jennifer Lemmer.

Pam took roll:

Present	Absent	Staff
Fischer	McGivern (ex)	Diane
Kieper	Nyen (ex)	Pam
Lemmer	West (ex)	Tony
Robinson	Hebert (ex)	
Valenstein	Yang	
Rotter		
Blaser		
Ashbeck		
Osness		
Breit		
Lang		

Minutes: Jennifer Lemmer asked if there were any changes or questions. A motion was made by Norbert Ashbeck to accept the minutes as presented. Second was made by Steve Osness. Motion carried.

Finance Committee: The finance committee met and Pam reviewed the financial statements. Pam reviewed the balance sheet and statement of revenue and expenses. Pam discussed the YTD Budget comparison 2022 expense report. Pam reviewed the interest received from CAP Services, the vehicle purchases, additional contractor costs, and increased agency insurance costs. Wendy Fischer reported the finance committee approved all reports. A motion was made by Steve Osness to accept the reports as printed. Second was made by Mandy Lang. Motion carried.

2023 Agency Budget: Pam discussed the 2023 Agency budget. Pam reviewed the Covid programs that have ended and discussed the grants that were added in 2022 such as SSO YHDP, SSO Navigator, and WHH Housing Assistance Fund which Diane will discuss in more detail later. Pam discussed the differences in grant effective dates as well as how fast the budget can change. A motion was made by Peter Rotter to approve the 2023 Budget. Second was made by Holly Kieper. Motion carried.

Housing Program Updates: Diane discussed the SSO YHDP and SSO Navigator programs. Diane discussed the community coordinated plan she wrote back in April for Lincoln, Marathon, and Wood County to afford us the ability to either write a grant for housing the young adults or for a case manager to do outreach at the schools and various agencies who come in contact with the youth and young

adults. Since we had enough housing dollars, the decision was made to write for system navigator to connect youth and young adults to services in the communities we work in.

We received the system navigator grant and Diane hired a case manager to work with the youth. Jake started in October and so far he has connected with several school districts and he is currently working with two youth. The grant funded half of the case manager position, and Diane has just received a contract with Marathon County to fund the other half of this position, beginning January 2, 2023. Jake will be working with Social Services staff and their 'Family Keys' program. This is a program working on reunification of Families that have had involvement with the court system.

Diane reported the WERA (Wisconsin Emergency Rental Assistance) program and WHH (Wisconsin Help for Homeowners) programs are expected to end in February or March of 2023. We anticipate losing one staff member when these programs come to an end. Diane reported there are 8 families in Housing prevention; several in the TBRA program, 2 families in Rapid Re-housing, and 8 of 10 in our PSH program.

Executive Director Evaluation: Jennifer Lemmer reminded Board members to send her their evaluation forms. Jenni has received only 4 to date.

Weatherization Report: Tony reported we are actually at our projected number of 170 useable audits. Tony reported our contract goal thru November was 170 units, actual homes completed were 180. The current deferral rate is 45% which is much better than our previous average of over 50%.

Jennifer Lemmer declared the meeting adjourned at 6:28 pm.

Next Meeting Date: Our next meeting will be February 13, 2023, via Zoom.

MINUTES OF THE VETERANS SERVICE COMMISSION

DATE: December 22, 2022

PLACE: Room 115 Courthouse, Wisconsin Rapids, WI

MEETING CALLED TO ORDER AT: 3:30 P.M.

MEETING ADJOURNED AT: 4:00 P.M.

MEMBERS PRESENT: Beverly Ghiloni, Tom Heiser, and Michael Feirer (Via Phone)

MEMBERS ABSENT: none

ALSO PRESENT: Rock Larson, Wood CVSO Secretary to the Veterans Service Commission.

Chairman Tom Heiser called the meeting to order at 3:30 P.M. ..

1. Public input: None.
2. Wisconsin's open meeting law requirements were posted with the County Clerk's Office as required.
3. Approval of August 23, 2022 Minutes- Motion by Beverly Ghiloni second by Michael Feirer to approve. Motion passed.
4. At 3:33 p.m. Michael Feirer moved and Tom Heiser seconded to enter closed session pursuant to exemption contained in Chapter 19.85(1)(f), to audit grants and loans to needy veterans and address new applications for grants. Motion carried unanimously. Thomas Heiser moved and Beverly Ghiloni seconded to exit closed session at 3:49 p.m. Motion carried unanimously.
5. Beverly Ghiloni moved and Michael Feirer seconded to approve one new grant of up to \$500.00 for payment of bills and a gas card. Motion carried unanimously.
6. Next meeting was set for 1:00 P.M. on January 9, 2023.
6. Thomas Heiser moved and Michael Feirer seconded a motion to adjourn at 4:00 p.m. Motion carried unanimously.

Rock A. Larson, Administrative Secretary, VSC

MINUTES OF THE VETERANS SERVICE COMMISSION

DATE: January 9, 2023

PLACE: Room 115 Courthouse, Wisconsin Rapids, WI

MEETING CALLED TO ORDER AT: 1:03 P.M.

MEETING ADJOURNED AT: 2:20 P.M.

MEMBERS PRESENT: Beverly Ghiloni, Tom Heiser and Michael Feirer.

MEMBERS ABSENT: none

ALSO PRESENT: Rock Larson, Wood CVSO Secretary to the Veterans Service Commission.

Chairman Tom Heiser called the meeting to order at 1:03 p.m.

1. Public input: None.

2. Election of Commission Chairperson. Beverly Ghiloni nominated Tom Heiser to be the Commission Chair. Nomination seconded by Michael Feirer. Thom Heiser was elected chair unanimously.

3. Approval of past minutes, December 22, 2022 minutes were reviewed. Motion by Beverly Ghiloni to approve seconded by Michael Feirer. Motion passed unanimously.

4. At 1:12 p.m. Tom Heiser moved and Michael Feirer seconded to enter closed session pursuant to exemption contained in Chapter 19.85(1)(f), to audit grants and loans to needy veterans and address new applications for grants. Motion carried unanimously. Beverly Ghiloni moved and Michael Feirer seconded to exit closed session at 1:45 p.m. Motion carried unanimously.

5. Michael Feirer moved and Tom Heiser seconded to approve the audit of grants and loans. Grant of up to \$500. For fuel and past due bills is still pending from the December meeting. There was no new activity since last meeting and a write off of \$760.15 loan as uncollectable Motion carried unanimously. Total outstanding loans equal \$17,447.35. Payments made on outstanding loans were \$20. Estimated Non-lapsing fund balance equals \$17,739. Once the books for 2022 are, closed Commission Secretary Larson will audit with the finance department.

6. 2023 Veterans Service Commission Budget. The total for the veteran's relief fund is \$6,000. Funds for administrative costs \$1,780.00.

7. The next scheduled meeting will be held on June 21, 2023 at 1:00 P.M. in the Courthouse, in Wisconsin Rapids.

8. Beverly Ghiloni moved and Michael Feirer seconded a motion to adjourn at 2:20 p.m. Motion carried unanimously.

Rock A. Larson, Administrative Secretary, VSC

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

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

Child Care Access

We continue to work on teasing out the best available options to tackle the child care access issue. We conducted a follow-up survey of providers in Wood County to gather additional and more specific data on need. Here is what we found:

	<b>North Wood</b>	<b>South Wood</b>
Number of children 4 and under	2079	2609
Slots needed to not be considered a child care desert (<3 children/slot)	1040	1305
Slots currently staffed (filled)	692	412
Slots not currently available due to staffing issues	133	35
Number of NEW licensed slots needed	215	858

It seems clear that expansion of current providers will not remedy the issues and new centers will likely be necessary, particularly in South Wood County. Funding could support construction of new facilities, however, workforce shortages would not currently allow for full staffing. Thus, the workforce problems, including incredibly low pay, must be addressed prior to constructing new facilities. This brings us back to the issue of sustainability.

WI DHS has released a request for application for Partner Up!, which is a grant that provides professional facilitation to develop a plan for a community specific to the issues we are dealing with. The Child Care Task Force is working on an application. We are also developing an application for funding from Legacy Foundation, likely starting in areas where sustainability concerns are fewer – business/child care partnerships and shared services networks.

Opioid Abatement Planning

The Opioid Task Force had its second meeting on December 22. The goal is to develop an Opioid Response Plan to best utilize Wood County’s Opioid Settlement dollars. The task force is charged with developing the comprehensive plan based on what is needed and proven effective. A comprehensive plan will position us and our partners very well when other funds that will inevitably come from the state and federal government become available. The plan can be prioritized based on dollars available and interventions can be implemented in a phased approach.

We have had an IMPACT coalition for a long time, focusing on alcohol and other drug issues. This coalition is comprised of most of the same partners we are asking to hone in on the opioid issue. This is beneficial as these relationships are already established and a lot of efforts have already occurred. Our partners are currently helping us to develop a list of what currently exists so that we can determine gaps. We are following the listing of approved expenditures for the settlement dollars as we work through this process.

WI Department of Health Services also received a portion of the opioid settlement dollars and, per our request, they created an “opioid profile” for Wood County with the purpose being to help shine a light on the key struggles and areas that need prioritized attention.

I also continue to serve on the Wisconsin Counties Association Opioid Task Force. The third Opioid Summit was held in Wisconsin Rapids on January 12. Regional collaboration was discussed, along with a number of other related topics.

Finally, I was recently asked to join the National Association of Counties’ newly formed Opioid Solutions Leadership Network. We had our first introductory meeting on January 9. This is a national network of county officials pursuing innovative, evidence-based solutions for the use of the opioid settlement funds. There are 30 members of the network from across the country and I hope to learn what is working in other rural communities, as well as collaborate with them in researching and identifying new evidence-based and promising practices around opioid abatement.

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

Communications/Branding

- The new Healthy People Wood County (HPWC) website is now live at [healthypeoplewoodcounty.org](http://healthypeoplewoodcounty.org). Additional edits will continue to be made as staff work through the feedback received from staff and the HPWC Advisory Council.

- The HPWC Communication plan has been finalized and staff are beginning implementation of the plan. Additions will be made to the plan as new procedures and trainings are developed for staff.

#### Health People Wood County Community Health Improvement Plan

- A HPWC 2022 Year in Review document was created to share the 2022 highlights by the Community Health Implementation Plan issue area.
- Many updates were made to the HPWC CHIP Monitoring Plan; this is done twice per year.
- We are continuously conducting one on one meetings for the Wisconsin Public Health Association Community Health Assessment / Community Health Improvement Plan pilot Wood County was chosen to participate in; we determined the final product for the grant – Community Health Assessment survey questions and Community Health Assessment focus group questions.
- Worked on planning activities in the action plan for the qualitative data grant that was received from WI Department of Health Services.
- Created awareness month posts for January on social media: National Blood Donor Month, National Radon Action Month, and Cervical Health Awareness Month.

#### Housing

The groundbreaking ceremony for Mary's Place was postponed due to weather. A household donation drive was held for Mary's Place for Wood County employees. Staff could donate in person or online. The fundraiser wrapped up on December 30, but donations will continue online until their goal is met. Mary's Place also received an Encourage grant that staff submitted. The grant is a \$5,000 matching grant so additional community fundraising will need to take place.

#### Mental Health Matters

The Storytellers workgroup met in December to debrief on their latest presentation and to start planning for the upcoming year. The Storytellers workgroup is looking to expand the number of storytellers by hosting *Up to Me* trainings. The two initial groups they hope to approach are members at the clubhouses and high school students.

With efforts of the Storyteller group, there will be an upcoming *Up to Me* training hosted by the Wisconsin Initiative for Stigma Elimination (WISE) in January. The Up to Me training WISE is hosting is a training of the trainer. There is a goal to train at least one more trainer for Wood County.

#### Substance Use – IMPACT

- *Opioid Task Force*: The Opioid Task Force held their second meeting in December to discuss how Opioid Abatement dollars should be utilized over the next several years. There has been excellent participation from multiple community sectors who have all been impacted in some way by the opioid epidemic. The group is drafting a work plan for the Health and Human Services Committee to review with state-approved uses for these funds.
- *Hemp-derived cannabinoids*:
  - IMPACT met with Wood County law enforcement agencies on December 21 to discuss the implementation of the hemp-derived ordinance in their municipality. Representatives from five of seven agencies attended the meeting, as one municipality has already adopted the language. Officers shared the steps their municipalities are taking to adopt the hemp-derived ordinance, and agreed to share data with public health related to this ordinance.
  - Efforts are underway to complete another environmental scan in Wood County to see where and how hemp products are being sold. Agencies continue reporting concerns with products they encounter that are labeled as CBD, but the consumer feels psychoactive effects. These concerns also tie in the need for education around accidental pediatric ingestion of cannabis edibles.
- *Sharps Disposal*: A sharps kiosk, donated by TreeHouse Wood Creations, was installed on the first floor of the River Block building in December. The RX committee worked to create appropriate signage for the kiosk around biohazard risks and how to properly dispose of sharps. The kiosks will assist with increasing sharps disposal access in Wood County and work to reduce the transmission of communicable diseases. Additional kiosks donated by Custom Fabrications were brought to a detailer early in the month. These kiosks were updated with signage around biohazard warnings and how to properly use the kiosk.

#### Youth Health –Providers and Teens Communicating for Health (PATCH)

This month PATCH Teen Educators participated in a focus group with the Nicotine Prevention Alliance, which serves Marathon, Portage, and Wood Counties to decrease the prevalence of nicotine and tobacco use. The teens and IMPACT also presented to over 150 students in central Wisconsin for 3-O Day. Additionally, PATCH hosted a fun and interactive 'Escape the Vape' escape room. Knowledge that their peers obtain from the workshops and the escape room will help teens across central Wisconsin make informed decisions to improve their health.

#### Increase Access to Healthy Food

Regional Farmers Market work continues and staff are working to build relationships and connections with the participating markets. Staff have been meeting with the Wausau Farmers Market to help them become a tax-exempt nonprofit. Staff also are the point of contact for the two graduate students involved in the grant project.

The Health Impact Assessment (HIA) on the Farmer's Market is complete and we are working on next steps to share the HIA widely and implement recommendations from the assessment

#### Recreation and Transportation

Work in being done on end of the year reports to share data from our 2022 season with our funders, partners, and community members through meetings, conversations, and electronic and print media sources. We are meeting with potential funders and working with partners to find funding opportunities to sustain the bike share program for years to come. Additionally, we are looking into research done by a student group out of UW-Madison that provides insight to options for promoting the recreational trails that Wood County offers its residents and visitors.

#### Safe Kids Wood & Clark Counties

The Safe Kids Wisconsin Coordinator meeting was held. We are reviewing & updating Safe Kids documents & completed end of year reporting, creating Safe Kids Facebook safety posts, and creating the Action Plan for 2023.

#### Health equity

The Health Equity Action Plan was updated to include the 2023 timeline. A 2022 Year in Review was also created to share highlights from the past year.

#### Other

Staff members continue to serve on WPHA's Policy & Advocacy Committee and as a Section Co-Chair.

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

#### Lead Water Testing

Wisconsin DHS is working with local health departments on a statewide initiative to conduct water testing in childcare facilities. Staff have completed most of the sampling plans for childcare facilities in the area. We will be conducting water sampling over the next few weeks for surveillance and remediation of any sources of lead contamination found throughout Wood, Adams, and Juneau counties.

#### Radon Awareness Month

Kate Carlson has continued public outreach and works to distribute radon tests for county residents. January is Radon Awareness month, and radon test kits are half priced. Tests can be purchased from the Health Department. Kate is also working on testing radon levels in childcare facilities as well as schools in the area.

#### Staff Trainings

Staff attended the 3rd annual Harmful Algal Bloom Symposium this month hosted by the North Central Region Water Network. The symposium offered presentations over two days on Harmful Algal Bloom studies that have been conducted throughout the nation, including select lakes in Wisconsin. Algal blooms are prevalent throughout the summer months, and the symposium offered applicable information for staff to continue in public outreach efforts. Staff also completed Retail Food License Training presented by Wisconsin Department of Agriculture and Consumer Protection.

#### New Businesses and Consultations

A pre-licensing inspection was completed for Simply Divine, a new body art facility located in Wisconsin Rapids. A retail food establishment received a pre-licensing inspection at the South Wood County Rec Center due to a change of ownership. A pre-licensing inspection was completed for Coffee Carriage, mobile food establishment in the Pittsville area.

#### Complaint Investigations

Thirteen complaint investigations were received in the month of December.

- A complaint was received regarding bedbugs in a rental property. Staff have been in contact with both the tenant and landlord; professional treatment has been started.
- A complaint was received on a licensed food establishment for lack of cleaning. Staff conducted an onsite inspection, and corrective actions have been put in place
- A caller reported bedbugs in a rental unit. Professional treatment has been started.
- A complaint was received regarding a roof leak in a rental unit. The landlord was notified, and the leak was repaired.
- A caller reported wood smoke from a neighboring home causing concerns. A health hazard was not observed in this case.
- A caller reported sewage that had backed up in a rental unit. The issue was repaired by a licensed plumber.
- A complaint was received regarding cell phone use in a food establishment. Staff contacted the establishment and provided education.
- A complaint was received regarding minors serving meals at a school without a license. After investigation, the meals were catered by a licensed facility.
- Bedbugs were reported at a licensed lodging facility. Staff were onsite, but did not see any evidence of bedbugs. Professional treatment has still been scheduled by the operator.
- Possible mold was reported in an apartment complex. Staff are currently investigating this report.

- Poor living conditions were reported in a mobile home. Staff were onsite for investigation and did not observe any health hazards.
- A complaint was received regarding mold in an apartment complex. The landlord and tenant have come to an agreement and resolved the issue.
- A complaint was received regarding bedbugs in a rental unit. The tenants have moved out, and the landlord has hired professional pest control.

**HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS**

Oral Health Program – Nicole Burlingame, RDH

The sealant program is in progress at the elementary and middle schools. We are continuing to provide oral screenings, education, and fluoride varnishes. The first fluoride varnish visit has been completed at all of the Wood County Head Starts and the second fluoride varnish visits have begun. We have provided preventative dental care to 767 children so far this school year.

**COMMUNICABLE DISEASE & FAMILY HEALTH AND INJURY PREVENTION REPORTS – ERICA SHERMAN, MSN, RN, IBCLC**

Emergency Preparedness

A mass fatality tabletop exercise was hosted on December 19, in compliance with Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. Area stakeholders participated in this exercise, including but not limited to: law enforcement, fire departments, emergency management, human services, coroner, and the health department. Both of our health systems were invited, but were unable to attend. The success of the exercise indicated that Wood County is prepared to handle a mass fatality incident. An after-action review and implementation plan is available upon request.

Parents as Teachers

Our *Parents as Teachers* affiliation plan has been accepted by the national program. We are in the process of doing interviews for our open Community Health Worker (Parent Educator) position. Three staff members will begin training January 30.

COVID-19 Supply Distribution

Community members and businesses who would like free test kits and/or KN95 masks can obtain them by completing a request form on our website: <https://hipaa.jotform.com/wchd8911/covid-19-tests-and-masks-order-form> Supplies are provided by Wisconsin Department of Health Services. Free test kits are also available at all local Wood County libraries.

Child Passenger Safety

We continue to work with Wisconsin Rapids Fire Department and Marshfield Fire and Rescue Department to offer car seat clinics and reduced cost seats to eligible families. In 2022, we provided 46 car seats to eligible families and assisted five agencies with car seats for transporting the children they serve. A total of 52 car seat education checks were completed.

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

- WIC continues to complete most appointments over the phone during this time. In person appointments are available, upon request, one day per month. The physical presence waiver to allow appointments over the phone currently goes through mid-July. The waiver is tied to the public health emergency declaration and requires WIC agencies provide remote services 90 days past the expiration of the public health emergency declaration. During this time, Congress, the National WIC Association, Wisconsin WIC Association, and State WIC employees are working to change policies on a federal level to allow for flexibilities for remote services after the waivers expire.
- Fit Families has enrolled 53 children for the 2023 year and aims to enroll 55-60 participants to work on goals including water, fruit and vegetable intake, and increasing physical activity while decreasing screen time.
- Wood County WIC welcomed our new WIC Nutritionist Kayla Saeger, who started December 12. After Sarah Krubsack and Tiffany Halama resigned, a new position was created at 0.6 FTE to cover some of their work (in addition to transferring some work to other WIC staff).

Caseload for 2022 (Contracted caseload 1408)

	Dec 2021	Jan 2022	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Active (initial)</b>	1362	1375	1365	1379	1369	1325	1375	1341	1376	1377	1353	1340	1313
<b>Active (final)</b>	<b>1367</b>	<b>1378</b>	<b>1398</b>	<b>1402</b>	<b>1376</b>	<b>1329</b>	<b>1373</b>	<b>1385</b>	<b>1378</b>	<b>1383</b>	<b>1362</b>	<b>1351</b>	
<b>Participating</b>	1366	1377	1372	1402	1376	1327	1373	1351	1376	1383	1353	1345	1326



# WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

## January 2023

### Director's Report by Brandon Vruwink

I, along with other representatives from Wood County, will be participating in the County Ambassador Program on January 25. Appointments are scheduled with all seven legislators who represent Wood County. WCA has outlined our key legislative priorities for the first session, which includes a focus on the Community Support Program and Mental Health Crisis Services. We are requesting additional funding for both programs as the need for mental health care continues to rise across the state. I look forward to speaking with our legislators on January 25 and in the months ahead.

I attended the Governor's virtual listening session held on Wednesday, January 11. The Governor and Lieutenant Governor addressed us and provided their perspective on key budget priorities. The session then shifted to breakout sessions to allow for smaller group discussions. I participated in the "Justice Reform" breakout room to discuss the need for additional support for Youth who are in the Youth Justice system. I addressed my concerns with the cost of Lincoln Hills, the need for additional county funding to serve Youth in rural areas, and additional diversion programs for Youth. I will continue to speak about the importance of investing in Youth as the budget process moves forward.

On December 9, I attended the Christmas Tea at Norwood Health Center. It was great to see so many of the residents enjoying food, conversation, and excellent music provided by the Marshfield High School students. The Tea was sponsored by Liz Masanz in honor of her father, who passed away last year. A special thank you to Liz for her generosity!

Angela O'Day and I attended a Mass Fatality Tabletop exercise hosted by the Health Department on December 19. The exercise was educational and allowed for excellent discussion amongst the respective partners. The Wood County Human Services Core Response Team is meeting later this month to update our contact information to ensure we are prepared to respond when needed. Thank you to the Health Department for hosting and coordinating the event.

I am pleased to report the security enhancements are progressing quickly at the River Block Building. As of this writing, the walls have been constructed, and the door frames installed. The last piece is the installation of the doors and electronic components. We appreciate the care the Maintenance Team has taken to minimize disruptions to our operations.

### Deputy Director Update by Mary Solheim

School Connections: Director Vruwink and I continue to connect with our schools on a quarterly basis, with our most recent meeting on December 12, 2022. Health Department Director Sue Smith joined us for this meeting. These meetings continue to provide opportunity for us to share updates across our respective organizations, brainstorm or share where we have found successes and challenges, and help one another in an effort to best serve our customers and clients.

Wood County Community Elves Program: This program, by way of the generosity of our community and staff, provides gifts and hygiene essentials to families throughout Wood County during the holiday season. This last year concluded with fulfilling approximately 800 requests for a variety of gifts and household items across Wood County. We continue to appreciate all of those who support this program.

Youth Justice Advisory Council (YJAC): The Youth Justice Advisory Council launched in 2020 as a means to bring community partners together to address needs of our youth. The group continues in its partnership with members from schools, law enforcement, human services, community organizations, the public defender's office, mental health providers, the district attorney's office, and faith based

groups. Meetings are held quarterly to address youth justice concerns and prevention efforts. In addition, work groups meet monthly. The following work groups are currently active: Parent Education, Community Connections, and Truancy Prevention. As part of our expansion in this last year, we invited new partners into the YJAC team including Big Brothers/Big Sisters and additional school partners.

Staffing Update: As indicated in my prior update, the Northern Income Maintenance Consortium Administrator announced her retirement and we welcomed our now former Community Resources Supervisor, Steve Budnik to the position. With that transition, we posted the Community Resources Supervisor position and at the conclusion of the interview process, extended an offer to Olivia Lloyd. Olivia has been employed with the Wood County Human Services' team since December 2017 in the role as an FSET Case Manager. Olivia brings with her a passion for helping members of our community along with other skills which will serve her well in this role. Olivia's official transition took place on January 3, 2023.

One of our casual bus drivers, Ron Young, submitted a notice of retirement after driving routes in both the Wisconsin Rapids and Marshfield areas since 2004. Ron concluded his work with us in December 2022. Over the course of his time with us, Ron has proven to be dependable, kind, and dedicated to his work. We have appreciated Ron's dedication to our passengers, community partners, and colleagues. Ron's retirement leaves us in the recruitment phase to fill this now vacant position.

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

Administrative Services Team members attended various meetings specific to their job duties during the month. These included, but not limited to: Health & Human Services Committee, Operations, County Board, Team Building, Division Budget projection, Division Specific Management, Process and Individual Progress Meetings and any Performance Evaluations for team members submitted timely. All team members worked together to cover shortages in immediate needs due to absences and vacancies.

Management team attended HR Leadership training at Nepco Lake park.

Additional accomplishments: Ongoing EHR SmartCare learning, workflows and processes.

#### Claims and A/R team:

- Ongoing SmartCare meeting, testing, progress and workflows
- Review of Payer contracts for Bridgeway unit
- Exploration and testing of updating electronic fiscal record in SNF/Admissions Electronic Health Records system for efficiencies

#### Insurance claims created and submitted for current reporting

- Norwood: 190 claims in the amount of \$923,273
- Edgewater: 71 claims submitted in the amount of \$349,092
- Community: 4236 claims in the amount of \$581,732
  - Accounts receivable receipts: \$156,899

#### Service Admission Intakes - by Location

- NHC Admissions: 25, SNF 3
- Bridgeway: 14
- Community: 47 intakes,
  - 1270 appointments scheduled, 746 attended (59%)

#### TRIP Monies received YTD:

- Norwood: \$34,384
- Community: \$66,108

Accounting and A/P Team:

- One Vacant Position – NHC Accountant
- Continued progress on 2023 Contract process
- Vouchers, cash receipts, revenues, reporting all completed and submitted timely
- Worked through Cash Receipts Reconciliation process with Smart care EHR
- Management HSD training/PPACA Manager
- Online meeting with Cost Accounting Team and Wipfli
- Accounting Team meeting regarding year end duties for all locations
- Met with Wipfli to discuss Contractual Allowance calculations
- Review of 2022-2023 Medicaid rates for LTC units
- Attended Leading Age webex re: Supplemental Payments for SNH changes

Support Services Team:

- No vacant positions
- 1 staff on intermittent FMLA
- 1 staff on continues FMLA until at least 1/20/2023
- 1 Workers Compensation denied
- *Behavioral Health Clinic* service note: As of 1/10/23 entered within 5 days from dictation: Clinicians are doing a hybrid mix of entering their own notes and some dictation. All Intakes and Evaluations continue to be dictated. There are five Admin Services staff that transcribe on a daily basis, each are *Reviewers* for assigned clinicians. They are auditing status, duration, note entry, diagnosis, if CCS-then units, comments are included if needed. Reviews are performed on all appointments for each day –and sent to each Clinician. Dictation continues to be completed on the average within 10 days of Date of Service (there are exceptions due to staff absences/ time off/ high # of FS case transfers using dictation/court case voicemails).
- Monitor Administration Budget – on track with end of year projections
- HIPAA:
  - 1 Confidentially breach in December- 2022 FS resolved
  - 2022 Annual HIPAA Breach information provided to Corporate Counsel. 2022 had 3 HIPAA breaches, 3 Confidentiality incidents and 1 Grievance that was investigated and determined unfounded/no breach. All handled promptly.
- Attend monthly Admin Services Managers’ meeting
- Attend SmartCare meetings, and provide ongoing support and training to BH and Admin Services
- Work on destruction of RB- FS records
- Meet with 13 support services staff for scheduled one on one progress update; by phone and/or in person; Ensure reception areas and all essential duties have coverage

**Edgewater Haven Update by Kyle Theiler**

In the month of December we had 13 admissions and 6 readmissions. Current Memory Care census stayed consistent with an average daily census around 18 residents.

Census comparison to last year:

December 2021 – 45.97 average census with 1.97 rehab

December 2022 – 45.87 average census with 9.23 rehab

Admissions/Discharges Comparison:

December 2021 – Admissions 1/Discharges 7/Readmissions 4/Deaths 2

December 2022– Admissions 13/Discharges 11/Readmission 6/Deaths 3

Personnel Updates: Open position as of writing this: Nursing – 1 FT .97 RN & 1 PT .5 LPN; 1 FT .97 CNA. Dietary – Certified Dietary Manager.

We have successfully recruited for a dietary manager. The new manager will start on February 6<sup>th</sup>. This manager brings several years of nursing home experience in the dietary department. I am very excited to add someone with this knowledge to our team. The department is fully staffed for floor positions.

December was a slower month for recruitment with the nursing team. One of our long term CNAs from the night shift has retired. We were able to hire one full time CNA leaving us with only one full time vacancy.

We have an offer out to a full time registered nurse who just passed her NCLEX and nursing school. If she accepts, it will bring us down to only a part time LPN position. With this addition, we will be able to end our fulltime agency LPN contract by early February.

COVID-19 Updates: There were a few staff members that contracted COVID-19 over the month of December. Thankfully, we had no residents that tested positive. We continue to educate staff about additional booster doses of the COVID-19 vaccine if they are eligible. It is clear that the Centers for Medicaid and Medicare Services is pushing facilities and providers to get employees and residents boosted.

Capital Improvement Projects: We have started to work on capital improvement projects for 2023. Our health information coordinator started pulling quotes for the EZ lift. We were surprised to see an incredibly affordable price for this piece of equipment. Therefore, an agenda item for the January meeting will go further depth for options at hand.

The bidding has been completed for our largest project of 2023. The kitchen air handling unit bids came in under budget. The low bid is also the same contractor we work with for the majority of service related to heating, ventilation, and air conditioning.

Networking Events: On December 5<sup>th</sup>, I attended a recruitment event with our nurse supervisor at Mid-State Technical College. At the event, we brought in lunch for the outgoing nursing class who were studying for their NCLEX. We talked about opportunities at Edgewater Haven Nursing Home. The event was a success as we recruited one of the nurses to come on board after she passes her NCLEX. We have secured a spot to do this again with the Spring class at Mid-State.

On December 21<sup>st</sup>, we celebrated Christmas and the holiday season with the residents. The event was a large success and each resident received several gifts. Many gifts were donated by the community through adopt a grandparent programs. We also were lucky enough to have Santa stop by and drop off Christmas cards from the local elementary schools. The event was a major success and brought a lot of joy to residents, families, and staff.

CNA Class: On December 23<sup>rd</sup>, our nursing team met with the FSET team to begin planning our first in house CNA class. We have not had the opportunity to run a course due to the pandemic. However, we are now planning to run a course in July of 2023. Before we run the course, we are making some changes to our program curriculum to line up with the minimum hours needed in the state of Wisconsin. We look forward to running this class.

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

Kinship: In November, our Kinship Coordinator, along with the help of an intern, submitted an application for the Relative Caregiver Support grant. Out of 51 applications, 22 agencies were awarded funding. Wood County's award totaled \$2,830. Funding was awarded for the purposes of continuing the Relative Support Group, providing respite care for relative providers, and to offer families assistance if

interested in attending the Families Like Mine Conference, which is the Statewide conference for relative providers. Funding for this award is effective October 1, 2022.

*Family Fun Night:* During the month of October, Family Fun Night was held in the River Block auditorium, where children and families were able to enjoy arts and crafts, snacks and dressing up in their Halloween costumes. To end the night, families were able to go trick-or-treating throughout the Riverblock building, where agency staff had the opportunity to set out candy to provide to families. There was a total of 74 participants.

The most recent Family Fun Night was held in December at the River Block building. This family night was planned by two youth who are working with the Department and able to obtain volunteer hours for their work. All food, activities, and decorations were put together by the youth along with the help of agency staff. They bought supplies and set up a taco bar for the meal, had a photo booth, a gingerbread house making station, a cookie decorating station, and a Christmas card making station. They were also present during the event to assist in making it a fun Christmas event for families. There were 47 participants at this event.

The plan for 2023 is to hold Family Fun Nights every other month. The goal will remain to bring any family together who is working with Wood County Human Services in any capacity. They will be held on the last Tuesday of the month from 4:30pm-6:30pm. The next Family Fun Night will be held in February with a Valentine's Day theme.

*Personnel:* We welcomed Ongoing Supervisor Wendy Hendrickson to the team in November. Wendy comes to the team with experience in child protective services. Courtney Gehl joined the Access and Initial Assessment team in December, and Alexis Soppe joined the Youth Justice team in January. We continue to recruit for two Initial Assessment and one Ongoing case manager/social worker positions.

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

I am ecstatic to share we have fully executed the agreement with the psychiatry practice we discussed with the committee a few months ago. Not only will the group provide 24/7/365-coverage to the hospital unit, but they will also be providing the psychiatry services on the long term care units. They will be on site at least 50% of the time, with the other 50% of coverage provided via telehealth. The practice will officially take over coverage on March 1. We are so excited to have stability and continuity of care through the practice, instead of relying on locum agencies for coverage. Dr. Reimers may be providing coverage through the practice, but that is still in discussions between Dr. Reimers and the practice. We are eternally grateful to Dr. Reimers for her leadership and service over the last 17 months in her capacity as our acting treatment director, as she stepped in during a time of uncertainty when Norwood was in need.

We are finalizing our plan for the lobby security project now that we have received all quotes. We plan to bring forward a proposal to the committee at the February meeting to discuss possible funding options.

We have started working on our 2023 capital improvement projects right away in the new year.

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

We have two agency nurse aides starting in January to cover the two vacant FTEs we have. Outside of that, nursing department staffing is the best it has been in two years. Unfortunately, we have been seeing multiple staff members testing positive for COVID-19, influenza, RSV, or a combination. Staff continue to screen at the kiosk and wear masks at all times around staff and residents.

Admissions Unit: Dr. Reimers continues as our acting treatment director via telehealth through contract, with locum psychiatrist coverage on the weekend. We had 23 admissions and 26 discharges in December, with an average daily census of 8.81.

In 2022, there were 300 admissions with 300 discharges. Average daily census for the year was 7.69, with an average length of stay of 13.92 days. There were 2,136 Wood County days and 670 other county days.

Melissa, our therapy assistant, has enrolled in an activity professional certificate program to provide coverage on the inpatient unit when our full time occupational therapist has time off. This is a self-paced and online program, which can be completed in six to eight months. This will be very helpful, as we have been unable to find any other occupational therapists interested in providing coverage.

We received notification that our bi-annual DHS 75 and 61 survey will occur on January 19, 2023. This will be our first time being surveyed under the re-written DHS 75 regulations, which were effective in October 2022.

Long Term Care Unit: We had a wonderful Christmas Tea with the residents, their family members, and staff. The meal was sponsored by Liz's family, in memory of her father who lived at Norwood for two years and passed away last winter.

The new contracted dental service started seeing patients at the facility.

Average daily census in 2022 for Crossroads (locked nursing home unit) was 10.15 and 13.31 for Pathways (unlocked nursing home unit). Total Wood County days for the year were 7,729. Other county days were 836 days. We had 9 patients re-admit from the community to the LTC unit in 2022.

The long term care unit had 0 admissions and 0 discharges in December.

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

Congregate meals for the month of December were 4,793 with revenue of \$28,483. Congregate meals year to date are 65,288 with revenue of \$365,517. Thanks to the rate increase in August, we were able to end the year not operating this program at a loss.

Staffing levels have improved over the past couple of months. As of writing this, we only have one 50% dietary aide position open. We were happy to participate in the refugee relocation assistance program when approached by the Food Share and Employment Training division, which assisted with us hiring two individuals who had re-located in Marshfield from the Congo.

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

2022 Capital Improvement Projects: The generator/power transfer switch project was completed on December 19 when the final connections were completed.

Grant Opportunity: This project was completed in December and the request for reimbursement was submitted to the state. This \$20,000 grant will positively affect the 2023 CIP HVAC project, as this work was part of the 2023 plans.

Utilities: We saw an unexpected jump in natural gas costs this month (actually the November invoice), which, according to WE Energies, was due to a jump in their cost to purchase gas on the market. Even though usage was in line with a typical November, we saw a 35% increase in cost over the prior 6-year average. We Energies Representative suggested this higher rate may continue into the next month as well.

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

### **Meeting Date: January 26, 2023**

December 2022 Activity: During the month of December we completed/submitted 325 federal forms to include:

- 28 Intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 9 Appeals – Higher level review, Notice of Disagreement (appeal)
- 26 New claims for disability compensation
- 1 New claims for veterans pension
- 4 New claims for surviving spouse benefits (DIC or surviving spouse pension)
- 10 New applications for VA Healthcare
- 27 Appointments of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 7 Burial and marker applications

### **Activities:**

1. Completed as of January 18, 2023:
  - a. December 9 – CVSO Association Leadership brief Wisconsin Counties Association Board of Directors.
  - b. December 14 – CVSO Association Leadership and Wisconsin Department of Veterans Affairs Secretary meeting (virtual).
  - c. December 15 – CVSO Association Executive meeting (Virtual).
  - d. December 15 - Wisconsin Department of Veterans Affairs Virtual Training Seminar (1.5 hour).
  - e. December 20 – Milwaukee Federal VA Regional Office VSO Call in.
  - f. December 21 Guest speaker on WFHR radio.
  - g. December 29 – Meeting with US Department of Labor Assistant Director for State of WI (telephonic).
  - h. January 9 – Veteran Service Commission Meeting.
  - i. January 10 – National CVSO Association webinar on PACT Act of 2022.
  - j. January 17 - Milwaukee Federal VA Regional Office VSO Call in.
2. Near Future:
  - a. January 19 – CVSO Association Leadership meeting with Federal VA Milwaukee Regional Office Director (Virtual).
  - b. January 19 – Wisconsin Department of Veterans Affairs monthly training (virtual).
  - c. January 24 – National Veterans Legal Services Webinar on VA Benefits for Mental Health Disorders.
  - d. January 25 – Wisconsin Counties Association Capital Ambassador Program
  - e. February 8 – Southern Wood County Homeless Coalition meeting.
  - f. February 14 – Tomah VA Medical Center CVSO and Congressional Liaison meeting (virtual).
  - g. February 16 - Wisconsin Department of Veterans Affairs monthly training (virtual).

**Office updates:**

1. Governor Evers's Blue Ribbon Commission on Veteran's Opportunity. The Supplemental grant application and MOU for the \$19,178 has been submitted. This is in addition to the \$14,300 Grant authorized in the state budget and the department budget for 2023.
  - a. Initial conversations with the Finance Director on setting up the accounts and procedures covering these funds and the two year period the grant covers have taken place.
  - b. Potential use of these funds and budget request to the county board is being developed. Part of that may include the pooling of some funds with other Central Wisconsin County Veterans Office's to conduct advertising in the region.

The full impact of the Blue Ribbon Commission should be presented in the Governor's biennium budget.

2. Life changing result, In late July we were called to visit a shut in veteran living out in rural Wood County. After visiting this Vietnam Era Veteran at his home we determined he was legally blind living on \$745 per month after paying for Medicare Part B. He is a man of meager needs but the VA non-Service connected pension program (needs based for wartime veterans) would provide a higher standard of living. The only question was his level of need regular pension was a sure thing but because of his vision perhaps the Housebound or Aid and Attendance level would apply. The hard part was getting him to see his optometrist to complete a current vision exam. After finally getting that exam the VA will be sending him a deposit in the amount of \$6,792.00 for August–January. And an additional \$1,425.00 per going forward (tax free). This veteran was living on \$8,940 take home per year and will now receive \$24,610.00 annually.
3. Mary Kolar the Wisconsin Department of Veterans Affairs Secretary resigned January 1. Governor Evers has nominated James Bond the current Deputy Secretary to be the next Cabinet Secretary. Mr. Bond is a Wisconsin State Career Executive and has worked at the Department of Veterans Affairs in executive positions for many years. Prior to that he worked in the Department of Workforce Development. His appointment is subject to confirmation by the State Senate. His experience in the department and state government should provide a smooth transition and continued positive relationship with the County Veteran Service Offices.



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

**DATE:** January 9, 2023

**PRESENT:** Joe Zurfluh, William Voight, Bill Winch, Brad Hamilton, Dennis Polach

**EXCUSED:**

**NOT**

**PRESENT:**

**OTHERS**

**PRESENT:**

Sarah Christensen, Jeff Penzkover, Ed Newton, Erik Engel, Dave Patton, Shawn Becker, Quentin Ellis, Ted Ashbeck, Alexa Acker, Kelli Trzinski, Bill Clendenning, Lori Heideman, Bryan Peterson, Anthony Bastien, Lance Pliml

**LOCATION:** Wood County Courthouse

**1. Call to Order:**

Joseph Zurfluh called the meeting to order at 9:00 a.m.

**2. Review minutes of December 12, 2022:**

**Motion by Hamilton, second by Polach to approve the minutes of the December 12, 2022 meeting as presented. Motion carried unanimously.**

**3. Public Comments:**

None

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

**February 13, 2022**

**9:00 a.m.**

**Wood County Courthouse Room 114**

**5. Communications Department:**

**a. Communications December 2022 Claims:**

The Committee reviewed the Communications December 2022 claims.

**b. Communications Report:**

The Committee reviewed the Communications report. Director stated there will likely be a carryover resolution next month depending on receipt of outstanding invoices and final numbers.

**6. Emergency Management Department:**

**a. Emergency Management December 2022 Claims:**

The Committee reviewed the Emergency Management December 2022 claims.

**b. Emergency Management Activity Report:**

The Committee reviewed the Emergency Management report. Director stated unofficial word has been received that the grant was awarded to complete the Safe Room totaling \$782,000.

**7. Dispatch Department:**

**a. Dispatch December 2022 Claims:**

The Committee reviewed the Dispatch December 2022 claims.

**b. Dispatch Activity Report:**

The Committee reviewed the Dispatch report. Director states funds were awarded from the grant related to NextGen911 program. Funds were awarded for all the equipment. Training will be covered in the training budget. Currently working on hiring two new employees.

**8. Coroner:**

**a. Coroner Report:**

The Committee reviewed the Coroner reports.

**b. December 2022 Claims:**

The Committee reviewed the Coroner December 2022 claims.

**c. Jacket and Badge Purchase Request:**

**Motion by Hamilton, second by Polach to allow the Coroner to purchase five jackets and two badges and other equipment totaling \$1630.00. Motion carried unanimously.**

**9. Sheriff's Department:**

**a. Correspondences:**

Sheriff Becker stated today, January 9, 2023, is National Law Enforcement Day.

Sheriff Becker thanked Lori Heideman for all her dedication and service to the dispatch center. He also congratulated the new dispatch manager, Antony Bastien, for his new promotion.

Sheriff Becker stated an employee was injured on the entrance stairs to the Sheriff's Department and is expected to be out of work for six weeks.

Sheriff Becker stated the Polar Plunge is coming up on February 4, 2023, raising funds for Special Olympics.

Sheriff Becker stated Corrections Officer Danielle Amato saved an inmate's life and wanted to recognize her.

**b. Carryover from 2022 Funds Resolution**

**Motion by Hamilton, second by Voight to amend the 2023 Sheriff's Department budget to include 2022 unspent funds for vehicles that were ordered and not received during the original budget process. Motion carried unanimously.**

**c. Wood County Rescue:**

The Committee reviewed the Wood County Rescue report.

Sheriff Becker stated Rescue is having a fundraiser that is giving away cash and firearms.

**d. Crime Stoppers:**

The Committee reviewed the Crime Stoppers report.

**e. K-9 Project:**

The Committee reviewed the K-9 report.

**f. Humane Officer**

The Committee reviewed the Humane Officer report.

**g. December 2022 Claims:**

The Committee reviewed the Sheriff's Department December 2022 claims.

**h. Hiring Process:**

Sheriff Becker stated the department would be holding interviews on January 11, 2023 to replace Mitzi Forde who left employment in the front office.

**i. Boat/ATV/UTV/Snowmobile Patrol:**

The Committee reviewed the Boat/ATV/UTV/Snowmobile Patrol report.

**j. Overtime:**

The Committee reviewed the overtime reports.

**k. Courthouse Security:**

Lt. Peterson gave a year-end update on Security Services. With the creation of Branch 4 Circuit Court as well as the new facility being built, he anticipates a larger number of people accessing the Courthouse. This is something the Department will keep an eye on to determine staffing needs/approaches. The Committee reviewed the Courthouse Security report.

**l. Jail Items**

- i. Inmate Daily Population: Reviewed.
- ii. EMP: Reviewed
- iii. Safekeeper Housing Numbers: Reviewed
- iv. Kitchen Report: Reviewed
- v. Body Scanner: Reviewed
- vi. Maintenance: Nothing to Report
- vii. Inmate Programs: Three inmates earned their HSED from MSTC.
- viii. Jail Study: Nothing to Report

**10. December 2022 Claims: Communications, Emergency Management, Dispatch, Sheriff, Coroner, and Humane Officer:**

**Motion by Hamilton, second by Voight to approve the December 2022 claims of all Public Safety Committee Departments. Motion carried unanimously.**

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

None

**12. Adjourn**

**Meeting adjourned at 9:54 a.m. by Chairman Zurfluh.**

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



# December Monthly Report

Wood County Sheriff's Rescue

Submitted by: Ann Burger, WCSR Secretary

as of 12/20/22

## December Training Descriptions

Date	Type	Description
6-Dec	Business Meeting	December Business Meeting
13-Dec	Extrication	Removal of driver and passenger doors as well as dash roll.
20-Dec	Work Night	Checks done on all equipment and vehicles, call sheet completed.
27-Dec		n/a

Call #	85	86	87	88	89
Date	12/1/2022	12/3/2022	12/10/2022	12/10/2022	12/13/2022
Time	16:53	16:51	11:21	17:01	10:31
Day of Week	Thursday	Saturday	Saturday	Saturday	Tuesday
Township	Marshfield	Nekoosa	Rudolph	Rudolph	Saratoga
Location	110 W 1ST ST	951 MARKET ST	6950 KNOWLEDGE AVE	STH 34 & CTH C	STH 13 S & TOWNLINE RD
Rescue 3	B. Diggles	D. Westfall	J. Habeck	J. Habeck	B. Diggles
Rescue 4				A. Bork	
Rescue 5					
10-22ed					
Call Type	Other	Other	Traffic/Scene Containment	Traffic/Scene Containment	10-50 w/ Injuries
Medical/Extrication					
Ambulance					WRFD
EMR					Saratoga
Fire					Grand Rapids
Air					
Tools/Equipment Used					
Notes					
Other members on scene			M. Wiberg		

Call #	90	91			
Date	12/15/2022	12/16/2022			
Time	12:43	20:44			
Day of Week	Saturday	Friday			
Township	Marshfield	Cranmoor			
Location	WILLOW FLOWAGE	HEMLOCK TRL & SOUTH 54			
Rescue 3	A. Bork	T. Young			
Rescue 4		A. Bork			
Rescue 5					
10-22ed	Yes				
Call Type	Project Lifesaver	Water Rescue			
Medical/ Extrication					
Ambulance		WRFD			
EMR		Port Edwards			
Fire		Port Edwards			
Air					
Tools/ Equipment Used					
Notes					
Other members on scene		B. Diggles			



Date	12/1/2022	12/3/2022	12/10/2022	12/10/2022	
Day of Week	Thursday	Saturday	Saturday	Saturday	
Event	Marshfield Holiday Parade	Nekoosa Holiday Parade	Run Run Rudolph	Rudolph Holiday Parade	
Host					
Location	110 W 1ST ST	951 MARKET ST	6950 KNOWLEDGE AVE	STH 34 & CTH C	
Vehicle Used	R3	R3	R3	R3, R4	
Tools/ Equipment Used					
Event Description	Participated in Marshfield Holiday Parade	Participated in Nekoosa Holiday Parade	Traffic control for Rudolph Holiday Parade		



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

December 22, 2022

MEMORANDUM FOR Sheriff Becker; Public Safety Committee

SUBJECT: Monthly Crime Stoppers Report – December 2022

For the month of December, the Crime Stoppers program received 11 tips that were forwarded to the appropriate agencies for follow-up, as reported by P3.

The last monthly board meeting was held on November 16, 2022. There was no meeting held in the month of December. The next regular meeting will be on January 18, 2023 at 6:30 P.M.

Respectfully Submitted,

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



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## December K9 Report

	TRAINING HOURS	USEAGE/ DEPLOYMENTS	DEMO/ COMMUNITY
K9 Sig	12	0	0
K9 Ace	5	4	0
K9 Timo	13	1	0
K9 Rosco	10	2	1
K9 Bingo	7	0	0

**TRAINING (MONTHLY)** – During the month of December Wood County K9 handlers trained with Wisconsin Rapids PD and Nekoosa PD. Focus this month was narcotic/explosive detection and building search for person. Most of the training was conducted at Humke Elementary School in Nekoosa where rooms, lockers, and the gym were used.

**TRAINING (INDIVIDUAL)** – Sergeant Arendt and K9 Timo conducted on duty training in the area of tracking.

- Deputy Beathard completed on duty training in the area of narcotic detection.
- Sergeant Christianson and K9 Ace completed on duty training in the area of narcotic detection and tracking.
- Sergeant Christianson and K9 Bingo completed on duty training in the area of explosive detection.

**USEAGE** – Sergeant Arendt and K9 Timo had one deployment with no indication.

-Deputy Beathard and K9 Rosco had two deployments with marijuana being located during one of those deployments.

- Sergeant Christianson and K9 Ace had four deployments. One deployment resulted in marijuana being located, and resulted in a search warrant of residence with methamphetamine, marijuana, and drug paraphernalia being located.

**DEMO/COMMUNITY** – Deputy Beathard and K9 Rosco had one demo during the month of December at Grant Elementary in Marshfield for Law Enforcement Day.



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## ADDITIONAL INFORMATION –

Respectfully,

*Nathan Dean*

Nathan Dean  
Patrol Lieutenant



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## HUMANE OFFICER

### DECEMBER 2022 THROUGH 12-10

**Animal Bites:**

- Dogs-2
- Cats-1
- Other-0

**Neglect/Abuse Case: 0**

**Animal vs Animal: 0**

**Abatement Order: 1**

**Animals at Large: 0**

**Follow-up-Brooke: 0**

**Follow-up-Susa: 0**

**Training Hours: 2.0**

Submitted by:

Sgt. Matt Susa



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Department of Natural Resources Patrols

### December 2022

#### ATV

- Patrol Hours -20
- Citations- 1
- Warnings-0
- ATV/Snowmobile Safety Course 38 Students (12 Hours)

#### BOAT

N/A

#### SNOWMOBILE

- N/A

Submitted by

Sgt. Matt Susa

OVERTIME BREAKDOWN 2022 (HRS.)							2022
MONTH	FUNERAL LEAVE	FILL IN OT	FMLA	SICK LEAVE	TRAINING	TOTAL	COVID Sick Replacement
January	0.00	12.00	72.00	153.00	0.00	<b>237.00</b>	8
February	0.00	60.00	60.00	194.00	192.00	<b>506.00</b>	58
March	0.00	183.50	0.00	122.95	212.00	<b>518.45</b>	36
April	0.00	110.00	0.00	60.00	560.00	<b>730.00</b>	0
May	0.00	24.00	0.00	60.00	420.00	<b>504.00</b>	0
June	0.00	12.50	156.00	112.50	72.00	<b>353.00</b>	0
July	0.00	48.00	120.00	120.00	444.00	<b>280.00</b>	0
August	24.00	120.00	0.00	60.00	336.00	<b>540.00</b>	0
September	0.00	48.00	0.00	66.00	348.00	<b>462.00</b>	0
October	24.00	120.00	192.00	96.00	344.00	<b>776.00</b>	0
November	0.00	84.00	132.00	132.00	520.00	<b>868.00</b>	0
December	0.00	0.00	0.00			<b>0.00</b>	0
<b>TOTALS</b>	<b>48.00</b>	<b>822.00</b>	<b>732.00</b>	<b>1176.45</b>	<b>3448.00</b>	<b>5774.45</b>	<b>102</b>



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Operations Overtime/Comp Time Totals

### December 2022 (11/27/22to 12/10/22)

#### Patrol

Overtime hours:	38.25
Comp time hours:	42.75
Call Out:	0
Holiday Pay hours:	0
Holiday Comp hours:	0

#### Investigations

Overtime hours:	4.5
Comp time hours:	10
Call Out:	0

#### Security Services

Overtime hours:	12
Comp time hours:	10.5

TOTAL CALL OUT: 0

Submitted By: Charles Hoogesteger – Operations Captain





## **Public Safety Committee Meeting**

### Security Services December 2022 Report

For the month of December 2022, the total number of prohibited items prevented from entering the Courthouse are:

Guns -	0
Knives -	68
O.C. -	11
Misc. Items -	6

The miscellaneous items that were located were; four pair of scissors, wire snips and a self-defense tool.

Security Services screened 6,206 people entering the courthouse for the month. Security Services had 30 security requests from different departments within the Courthouse.

We did not have a jury trial go for the month. Security responded to a jail incident that required a report and a citation. The complaint was for criminal damage to property.

The courthouse was open late on December 2<sup>nd</sup> and open all day on Saturday, December 3<sup>rd</sup>. This was due to an ATV/Snowmobile safety course that was held in Branch 3.

For the month of December, I utilize part-time employees for 24 hours. These part-time hours covered full time deputies' time off.

The numbers for this report is only through the 21<sup>st</sup> of the month. This is due to the holiday season.

Report submitted by: Lieutenant Bryan D. Peterson

**WOOD COUNTY JAIL**

**January - June 2022**

**DAILY POPULATION / INMATES SHIPPED OUT / EMP**

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	208	91	40	190	82	44	180	78	43	191	80	44	191	89	43	184	81	43
2	206	91	40	195	81	46	182	82	43	193	83	44	188	89	43	182	79	43
3	210	91	40	197	81	48	180	85	44	193	83	44	186	85	44	181	81	42
4	211	91	41	192	79	48	187	84	44	196	83	44	189	84	45	184	82	43
5	213	91	44	187	75	49	185	82	45	193	83	46	190	91	41	190	82	43
6	213	91	42	187	74	48	186	82	45	196	83	47	189	93	41	190	82	42
7	215	88	44	187	73	47	186	82	46	197	88	46	182	90	42	185	79	42
8	214	88	44	191	73	48	183	82	46	193	91	46	184	90	42	183	80	42
9	211	88	43	191	72	48	182	80	48	193	89	44	181	90	42	184	83	44
10	208	88	41	192	71	49	183	80	47	192	88	44	186	88	42	189	85	47
11	206	88	41	195	71	50	190	89	46	196	88	44	183	85	41	190	83	48
12	204	86	41	196	70	51	186	89	46	194	87	46	180	87	40	192	83	48
13	206	86	41	198	70	50	187	89	44	201	85	47	181	90	41	196	83	48
14	200	93	41	196	69	50	187	89	44	202	90	47	183	88	41	197	83	48
15	194	87	41	194	69	51	184	85	44	206	94	46	185	88	41	195	81	46
16	195	86	41	193	67	50	184	85	46	204	91	46	186	88	41	190	86	44
17	196	86	41	197	74	50	187	88	46	207	91	46	184	86	45	190	83	44
18	198	86	42	188	78	48	183	87	43	206	91	45	187	86	45	192	82	45
19	191	82	46	186	75	46	182	81	43	201	86	48	190	85	45	189	82	43
20	195	82	46	185	75	46	182	81	43	201	86	48	186	86	46	189	82	41
21	192	78	44	186	75	45	177	81	42	199	91	48	186	81	47	186	80	41
22	192	74	48	188	73	46	180	81	42	194	91	47	191	81	47	183	80	42
23	190	73	48	185	73	43	174	80	42	196	90	46	191	81	46	182	85	43
24	192	73	47	188	77	44	177	80	41	195	90	46	185	80	46	185	85	43
25	194	73	46	187	80	44	178	85	41	196	90	45	188	79	45	183	90	44
26	190	76	45	180	78	44	181	81	40	199	89	48	185	84	45	190	89	44
27	189	75	45	181	78	43	185	80	40	197	87	48	184	84	44	189	89	43
28	187	86	46	180	78	42	185	80	40	190	96	47	184	84	44	186	87	44
29	185	82	46				190	79	42	186	91	46	184	84	44	184	85	46
30	192	82	46				189	78	42	189	89	44	186	81	43	184	84	49
31	196	82	45				184	78	43				192	81	43			
WCJail	199.77			189.71			183.42			196.53			186.03			187.47		
Shipped	84.32			74.68			82.68			88.13			85.74			83.20		
EMP	43.42			47.07			43.58			45.90			43.39			44.17		
Avg Length of Stay (Days)	0.00			52.00			28.60			35.10			35.60			31.20		

**WOOD COUNTY JAIL**

**July - December 2022**

**DAILY POPULATION / INMATES SHIPPED OUT / EMP**

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

1	180	86	51	203	84	48	215	81	48	215	95	49	222	104	42	193	85	47
2	180	85	50	201	83	48	215	85	48	216	95	49	222	102	44	198	81	48
3	179	85	50	197	81	48	220	85	49	216	95	46	221	104	45	201	86	47
4	185	85	50	194	85	49	217	85	48	219	94	47	216	102	46	199	84	46
5	185	85	48	191	85	47	221	85	48	224	94	47	217	101	47	199	84	46
6	179	83	48	198	85	48	219	85	46	222	96	46	216	100	45	198	80	45
7	177	81	48	202	85	48	217	84	46	222	99	46	213	100	45	200	78	43
8	175	80	48	201	85	47	218	84	46	223	98	46	214	98	46	202	77	45
9	175	77	48	203	84	48	218	84	46	227	98	46	211	95	46	205	81	44
10	180	77	48	202	84	49	217	81	45	227	98	45	209	94	45	200	84	42
11	181	77	47	210	84	49	213	81	43	225	98	48	205	100	45	202	84	42
12	187	76	48	204	82	49	217	81	43	224	98	49	206	101	46	205	84	41
13	190	74	49	203	79	46	217	81	44	220	104	48	208	102	46	203	81	42
14	194	78	48	203	79	45	216	78	46	220	105	50	208	102	46	199	80	42
15	192	77	47	202	78	44	211	81	46	223	102	50	211	100	45	200	81	41
16	197	77	48	204	78	44	212	81	48	224	102	49	213	98	45	198	76	41
17	201	77	48	204	77	44	215	86	47	227	102	49	214	101	45	196	74	42
18	202	77	46	204	79	44	214	86	47	229	100	50	205	96	45	197	74	42
19	197	77	47	202	79	45	219	86	47	226	100	48	205	93	46	194	74	41
20	191	75	46	203	76	46	213	84	47	227	102	48	202	93	44	195	76	41
21	192	79	49	207	76	46	219	88	48	227	106	48	204	93	42			
22	194	82	48	210	76	46	215	86	49	229	106	46	196	90	43			
23	203	79	48	208	77	47	215	90	51	232	106	45	195	88	44			
24	206	78	48	210	77	47	217	95	50	234	104	43	195	89	45			
25	208	78	47	203	78	47	215	94	49	227	102	44	194	89	45			
26	200	77	47	205	80	46	216	93	49	231	101	45	196	88	45			
27	199	80	45	203	78	46	215	93	50	229	106	44	197	88	44			
28	198	85	44	202	78	46	215	92	50	226	107	44	200	88	44			
29	200	85	46	202	78	46	217	92	50	223	106	45	196	84	45			
30	204	84	49	210	77	46	213	90	50	226	106	45	196	86	47			
31	202	84	49	217	77	47				227	106	45						
WCJail	191.39			203.48			216.03			224.74			206.90			199.20		
Shipped	80.00			80.13			85.90			101.00			95.63			80.20		
EMP	47.84			46.65			47.47			46.77			44.93			43.40		
Avg Length of Stay (Days)	27.80			27.60			26.30			32.30			38.10			0.00		

Groundbreaking for new facility on 10-18-2022

**2022 Yearly Averages**

<b>Total</b>	<b>198.72</b>
<b>Safekeeper</b>	<b>85.13</b>
<b>EMP</b>	<b>45.38</b>
<b>LENGTH of STAY</b>	<b>33.46</b>

<b>SK Total</b>
WP 75
AD 15
SK 90

Color indicates low population	174	03/23/22
Color indicates high population	234	10/24/22

**WOOD COUNTY JAIL & SAFE KEEPER**

January - June 2022

**DAILY POPULATION BREAK DOWN BY LOCATION**

Day	January			February			March			April			May			June		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	76	76	15	63	67	15	58	63	15	66	65	15	58	75	14	60	66	15
2	74	76	15	67	66	15	56	67	15	64	68	15	55	75	14	60	64	15
3	78	76	15	67	66	15	50	70	15	64	68	15	56	72	13	58	66	15
4	78	76	15	64	65	14	58	69	15	66	68	15	59	71	13	58	67	15
5	77	76	15	62	61	14	57	67	15	61	68	15	57	76	15	64	67	15
6	79	76	15	64	60	14	58	67	15	64	68	15	54	78	15	65	67	15
7	82	73	15	66	59	14	57	67	15	60	73	15	49	75	15	63	65	14
8	81	73	15	69	59	14	53	67	15	53	76	15	51	75	15	60	65	15
9	79	73	15	70	58	14	52	65	15	56	74	15	48	75	15	56	68	15
10	78	73	15	71	58	13	55	65	15	56	73	15	56	73	15	56	70	15
11	76	73	15	73	58	13	54	74	15	60	73	15	57	70	15	58	68	15
12	76	71	15	74	57	13	50	74	15	57	73	14	53	72	15	60	68	15
13	78	71	15	77	57	13	53	74	15	65	71	14	50	75	15	64	68	15
14	65	78	15	76	56	13	53	74	15	61	75	15	54	73	15	65	68	15
15	65	73	14	73	56	13	54	70	15	62	79	15	56	73	15	67	68	13
16	67	73	13	75	54	13	52	70	15	63	76	15	57	73	15	59	71	15
17	68	73	13	72	59	15	52	74	14	66	76	15	53	71	15	62	68	15
18	69	73	13	61	63	15	52	72	15	66	76	15	56	71	15	64	67	15
19	62	70	12	64	60	15	57	67	14	65	71	15	60	70	15	63	67	15
20	66	70	12	63	60	15	57	67	14	65	71	15	54	71	15	65	67	15
21	69	66	12	65	60	15	53	67	14	58	76	15	58	66	15	62	67	13
22	69	62	12	68	58	15	56	67	14	54	76	15	63	66	15	58	66	14
23	68	61	12	68	58	15	51	65	15	59	75	15	64	66	15	53	71	14
24	71	61	12	66	62	15	55	65	15	58	75	15	59	65	15	56	70	15
25	74	61	12	62	65	15	51	70	15	60	75	15	64	64	15	48	74	16
26	68	61	15	57	63	15	59	67	14	61	74	15	56	69	15	56	74	15
27	68	61	14	59	63	15	64	67	13	60	72	15	56	69	15	56	74	15
28	54	71	15	59	63	15	64	67	13	46	81	15	56	69	15	54	72	15
29	56	67	15				68	67	12	48	77	14	56	69	15	53	70	15
30	63	67	15				68	65	13	55	75	14	62	66	15	51	70	14
31	68	67	15				62	65	13				68	66	15			
<b>WOOD</b>	71.03			66.96			56.10			59.97			56.61			59.13		
<b>WPSO</b>	70.26			60.39			68.23			73.27			70.94			68.43		
<b>ADSO</b>	14.06			14.29			14.45			14.87			14.81			14.77		
<b>TOTAL</b>	<b>199.77</b>			<b>189.71</b>			<b>183.42</b>			<b>196.53</b>			<b>186.03</b>			<b>187.47</b>		

MONTH	High	Low
January	82	54
February	77	59
March	68	50
April	66	48
May	68	48
June	67	48

**WOOD COUNTY JAIL & SAFE KEEPER**

**July - December 2022**

**DAILY POPULATION BREAK DOWN BY LOCATION**

Day	July			August			September			October			November			December		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	43	71	15	68	69	15	85	66	15	66	80	15	71	89	15	55	69	15
2	44	70	15	66	68	15	80	70	15	67	80	15	71	87	15	59	69	15
3	43	70	15	64	66	15	84	70	15	70	80	15	67	89	15	61	71	15
4	49	70	15	57	70	15	82	70	15	73	79	15	61	87	15	62	69	15
5	51	70	15	56	70	15	86	70	15	78	79	15	62	86	15	62	69	15
6	47	68	15	63	70	15	86	70	15	75	81	15	64	85	15	66	65	15
7	48	66	15	67	70	15	85	69	15	72	84	15	61	85	15	72	63	15
8	47	65	15	67	70	15	86	69	15	74	83	15	64	83	15	73	62	15
9	50	62	15	69	69	15	86	69	15	78	83	15	65	80	15	72	66	15
10	55	62	15	67	69	15	88	66	15	79	83	15	65	79	15	67	69	15
11	57	62	15	75	69	15	87	66	15	74	83	15	54	85	15	69	69	15
12	63	61	15	71	68	14	90	66	15	72	83	15	54	86	15	73	69	15
13	67	60	14	77	65	14	88	66	15	64	89	15	55	87	15	72	68	13
14	68	63	15	78	65	14	89	63	15	61	90	15	55	87	15	69	67	13
15	68	62	15	79	64	14	80	66	15	68	87	15	61	85	15	70	68	13
16	72	62	15	81	63	15	79	66	15	70	87	15	66	83	15	73	64	12
17	76	62	15	82	63	14	78	71	15	73	87	15	64	87	14	72	61	13
18	79	62	15	80	64	15	77	71	15	75	85	15	59	82	14	73	61	13
19	73	62	15	77	64	15	82	71	15	74	85	15	61	79	14	71	61	13
20	70	60	15	80	62	14	78	69	15	73	87	15	60	79	14	70	61	15
21	64	64	15	83	62	14	79	73	15	69	91	15	64	79	14			
22	64	67	15	87	62	14	76	71	15	73	91	15	57	76	14			
23	76	64	15	83	62	15	70	75	15	77	91	15	57	73	15			
24	79	63	15	85	62	15	68	80	15	83	91	13	55	74	15			
25	83	63	15	77	63	15	68	79	15	77	89	13	55	74	15			
26	76	62	15	78	65	15	70	78	15	79	86	15	58	74	14			
27	74	65	15	78	63	15	67	78	15	74	91	15	60	74	14			
28	67	70	15	77	63	15	68	77	15	69	92	15	63	74	14			
29	67	70	15	76	63	15	70	77	15	67	91	15	59	71	13			
30	69	69	15	85	62	15	68	75	15	70	91	15	57	71	15			
31	66	69	15	91	62	15				71	91	15						
<b>WOOD</b>	63.06			74.97			79.33			72.42			60.83			68.05		
<b>WPSO</b>	65.03			65.39			70.90			86.13			81.00			66.05		
<b>ADSO</b>	14.97			14.74			15.00			14.87			14.63			14.25		
<b>TOTAL</b>	<b>191.39</b>			<b>203.48</b>			<b>216.03</b>			<b>224.74</b>			<b>206.90</b>			<b>199.20</b>		

2022 Safe Keeper Averages		
WOOD Co Jail	65.71	108
WAUPACA Co	70.50	75
ADAMS Co	14.64	15
<b>Total Population</b>	<b>198.72</b>	<b>198</b>

<b>MONTH</b>	<b>High</b>	<b>Low</b>
<b>July</b>	83	43
<b>August</b>	91	56
<b>September</b>	90	67
<b>October</b>	83	61
<b>November</b>	71	54
<b>December</b>	0	0

# SAFE KEEPER DIFFERENCE 2022

MONTH	BED DAYS	WOOD CTY COSTS \$36.36/DAY	OUT OF COUNTY	DIFFERENCE	YTD TOTAL AMOUNT	2021 TOTAL AMOUNT
			Including Wages/mileage \$44.43/DAY			
January	2614	\$95,045.04	\$116,140.02	\$21,094.98	\$21,094.98	\$36,829.80
February	2091	\$76,028.76	\$92,903.13	\$16,874.37	\$37,969.35	\$32,038.30
March	2563	\$93,190.68	\$113,874.09	\$20,683.41	\$58,652.76	\$35,586.60
April	2644	\$96,135.84	\$117,472.92	\$21,337.08	\$79,989.84	\$34,421.10
May	2658	\$96,644.88	\$118,094.94	\$21,450.06	\$101,439.90	\$35,599.55
June	2496	\$90,754.56	\$110,897.28	\$20,142.72	\$121,582.62	\$33,229.70
July	2480	\$90,172.80	\$110,186.40	\$20,013.60	\$141,596.22	\$33,061.35
August	2484	\$90,318.24	\$110,364.12	\$20,045.88	\$161,642.10	\$34,990.90
September	2577	\$93,699.72	\$114,496.11	\$20,796.39	\$182,438.49	\$34,291.60
October	3131	\$113,843.16	\$139,110.33	\$25,267.17	\$207,705.66	\$36,842.75
November	2869	\$104,316.84	\$127,469.67	\$23,152.83	\$230,858.49	\$31,999.45
December	1604	\$58,321.44	\$71,265.72	\$12,944.28	\$243,802.77	\$0.00
<b>TOTAL</b>	30211	\$1,098,471.96	\$1,342,274.73	<b>\$243,802.77</b>		<b>\$378,891.10</b>

\$36.36

\$44.43

## Electronic Monitoring 2022 Monthly Savings vs. Out of County Housing

Month	Monthly Average	Monthly Savings	YTD 2022 Total Amount	2021 Total Amount
January	43.42	\$39,438.39	\$39,438.39	\$37,031.39
February	47.07	\$38,616.23	\$78,054.61	\$66,245.84
March	43.58	\$39,583.71	\$117,638.33	\$102,668.67
April	45.90	\$40,346.10	\$157,984.43	\$146,530.77
May	43.39	\$39,411.14	\$197,395.57	\$196,805.17
June	44.17	\$38,825.43	\$236,221.00	\$250,186.84
July	47.84	\$43,453.07	\$279,674.07	\$307,436.99
August	46.65	\$42,372.20	\$322,046.26	\$362,370.97
September	47.47	\$41,726.13	\$363,772.39	\$413,818.84
October	46.77	\$42,481.19	\$406,253.58	\$470,896.42
November	44.93	\$39,493.47	\$445,747.05	\$518,652.49
December	0	\$0.00	\$445,747.05	\$562,895.78
<b>TOTAL</b>	<b>125.30</b>	<b>\$445,747.05</b>	<b>\$445,747.05</b>	<b>\$562,895.78</b>

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

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





# SAFE KEEPER HOUSING

## 2022

MONTH	Other Facility	Other Facility	ADAMS	WAUPACA	MONTH TOTAL	2022 YTD TOTAL	2021 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$98,400.00	\$98,400.00
FEBRUARY	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$196,800.00	\$196,800.00
MARCH	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$295,200.00	\$295,200.00
APRIL	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$393,600.00	\$393,600.00
MAY	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$492,000.00	\$492,000.00
JUNE	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$590,400.00	\$590,400.00
JULY	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$688,800.00	\$688,800.00
AUGUST	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$787,200.00	\$787,200.00
SEPTEMBER	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$885,600.00	\$885,600.00
OCTOBER	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$984,000.00	\$984,000.00
NOVEMBER	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$1,082,400.00	\$1,082,400.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,082,400.00	\$1,180,800.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$179,025.00</b>	<b>\$903,375.00</b>	<b>\$1,082,400.00</b>		<b>\$1,180,800.00</b>

2022 ia a 90 averge
Waupaca \$36.00 per bed day (75)
Adams \$35.00 per bed day (15)

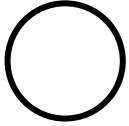
<b>Wood County Sheriff's Department Kitchen Report 2022</b>						
MONTH	Breakfast	Lunch	Dinner	Special	Total meals	Food Cost plus Labor
January	2819	2669	2721	0	8209	\$23,666.61
February	2116	1998	2021	0	6135	\$18,457.96
March	1832	1730	1772	0	5334	\$17,996.91
April	1962	1856	1908	0	5726	\$18,575.18
May	1841	1753	1741	0	5335	\$18,357.74
June	2419	2299	2323	0	7041	\$24,228.10
July	2540	2454	2446	0	7440	\$23,245.26
August	2428	2345	2396	0	7169	\$19,946.33
September	2511	2405	2437	0	7353	\$20,027.21
October	2912	2736	2794	0	8442	\$24,815.83
November	1955	1849	1922	0	5726	\$19,139.93
December	1091	1048	1064	0	3203	\$9,335.17
<b>TOTAL</b>	<b>26426</b>	<b>25142</b>	<b>25545</b>	<b>0</b>	<b>77113</b>	<b>\$237,792.23</b>

Cost per meal **\$3.08**

Cost per day **\$9.25**

<b>Wood County Jail Kitchen Expenses</b>					
	2013	2014	2015	2016	2017
<b>Food &amp; Labor</b>	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
<b>Number of Meals</b>	103,993	86,637	77,044	88,993	118,016
<b>Cost per Meal</b>	\$3.23	\$3.60	\$3.71	\$3.09	\$2.45
<b>Cost per Day</b>	\$9.69	\$10.81	\$11.12	\$9.27	\$7.36
	2018	2019	2020	2021	2022
<b>Food &amp; Labor</b>	\$262,016.71	\$262,906.02	\$233,270.65	\$251,935.30	\$237,792.23
<b>Number of Meals</b>	122,668	111,439	81,970	86,838	77,113
<b>Cost per Meal</b>	\$2.14	\$2.36	\$2.85	\$2.90	\$3.08
<b>Cost per Day</b>	\$6.41	\$7.08	\$8.54	\$8.70	\$9.25
	2023	2024	2025	2026	2027
<b>Food &amp; Labor</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Number of Meals</b>	0	0	0	0	0
<b>Cost per Meal</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Cost per Day</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!





RESOLUTION#

Introduced by Public Safety
Page 1 of 1

Committee

QAE

Motion: Adopted: Lost: Tabled: Absent:
Number of votes required:
[X] Majority [ ] Two-thirds
Reviewed by: PK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To grant a political leave of absence to Wood County Sheriff, Shawn Becker, for the term of January 2, 2023 through January 4, 2027.

FISCAL NOTE: None

Source of Money: N/A

WHEREAS, Sheriff Becker successfully won the Wood County Sheriff's election on November 8, 2022, and

WHEREAS, prior to becoming an elected official, Sheriff Becker has over 25 years of dedicated service to the Wood County Sheriff's Department, and

WHEREAS, Sheriff Becker has requested a political leave of absence for his term, and

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, grant Wood County Sheriff Shawn Becker a political leave of absence for this present term of office, per county policy. Should Sheriff Becker choose not to seek re-election, or be defeated in the next Sheriff's election, the County Board of Supervisors pledges their support of Sheriff Becker returning to the department in any capacity where there may be a vacancy at that time. In addition to the support pledged in this resolution, a return to the Sheriff's Department in this capacity would also need the support of the current Wood County Sheriff.

BE IT FURTHER RESOLVED that this resolution is not intended to supersede the provisions of any labor agreement then in effect or the civil service ordinance.

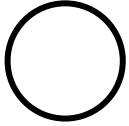
( )

Joseph Zurfluh (Chairman)
William Voight
William Winch
Brad Hamilton
Dennis Polach

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Public Safety Committee
Page 1 of 1

Committee

kat

Motion: Adopted: [ ]
1st \_\_\_\_\_ Lost: [ ]
2nd \_\_\_\_\_ Tabled: [ ]
No: \_\_\_\_\_ Yes: \_\_\_\_\_ Absent: \_\_\_\_\_
Number of votes required:
[X] Majority [ ] Two-thirds
Reviewed by: PK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To cancel stale dated checks as recommended by the auditors. Said checks from Wood County Jail inmate account as per office of the Wood County Sheriff.

FISCAL NOTE: As per resolution – Total to be cancelled \$51.70
Source of Money:

Table with 5 columns: NO, YES, A, and two unlabeled columns. Rows 1-19 listing names like LaFontaine, D, Rozar, D, etc.

Table with 4 columns: Check #, Date, Name, Amount. Lists check details for various individuals like Schier, Roderick, Hayes, Zachery, etc.

WHEREAS, we have received a recommendation from the County’s outside audit firm that all stale dated checks be canceled, and

WHEREAS, the above listed checks are stale dated and appropriate for canceling now.

NOW THEREFORE BE IT RESOLVED by the Wood County Board of Supervisors that the above listed stale dated checks in the amount of \$51.70 be cancelled.

{ }

JOSEPH ZURFLUH, Chairman

WILLIAM VOIGHT

DENNIS POLACH

BILL WINCH

BRAD HAMILTON

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

County Clerk

County Board Chairman

MINUTES  
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
WEDNESDAY, FEBRUARY 1, 2023  
WOOD COUNTY COURTHOUSE, ROOM 114

Members Present: Bill Leichtnam, Tom Buttke, Jake Hahn (via WebEx), Dave LaFontaine, Laura Valenstein, Carmen Good

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Paul Bernard  
Land & Water Conservation Staff: Shane Wucherpennig, Lori Ruess  
UW Extension Staff: Jeremy Solin, Mallory McGivern, Anna James

Others Present (for part or all of the meeting): Dist. #11 Supervisor Jeff Penzkover, Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Dist. #16 Supervisor Lance Pliml, Ben Jeffrey, Environmental Health Supervisor (via WebEx), Ed Newton, Finance Director (via WebEx), Tina Krummel, Historic Point Basse, Staci Kivi, Heart of Wisconsin Chamber.

1. **Call to Order.** Chairperson Leichtnam called the CEED meeting to order at 9:00 a.m.
2. **Declaration of Quorum.** Chairperson Leichtnam declared a quorum.
3. **Public Comment.** None.
4. **Review Correspondence.** None.
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the January 4, 2023 CEED meeting. 2) bills from Extension, Land & Water Conservation and Planning & Zoning and 3) staff activity reports from Laura Huber, Jasmine Carbajal, Matt Lippert, Kayla Rombalski, Allison Jonjak, Hannah Wendels, Janell Wehr, Jacki Carattini, Anna James, Shane Wucherpennig, Kyle Andreae, Caleb Armstrong, Rodney Mayer, Lori Ruess, Emily Salvinski, Jason Grueneberg, Adam DeKleyn, Paul Bernard, Jeff Brewbaker, Scott Custer, and Victoria Wilson.
  - A. Minutes of January 4, 2023. No additions or corrections needed.
  - B. Department Bills. No additions or corrections needed.
  - C. Staff Activity Reports. No additions or corrections needed.

*Motion by Dave LaFontaine to approve and accept the January 4, 2023 minutes, bills from Extension, Land & Water Conservation, Planning & Zoning, and staff activity reports as presented. Second by Tom Buttke. Motion carried unanimously.*

6. **Review items, if any, pulled from Consent Agenda.** None.
7. **Risk and Injury Report.** None.
8. **Land & Water Conservation Department**
  - a. Review and approve County Board resolution to amend the 2023 DATCP Budget for unanticipated NMFE dollars. Shane Wucherpennig presented a resolution to amend the 2023 DATCP budget for unanticipated Nutrient Management Farmer Education (NMFE) dollars. Wood County Land & Water Conservation was appointed the financial agent for the NMFE dollars after completion of the 2023 budgets.

*Motion by Tom Buttke to approve and forward County Board the resolution to amend the 2023 DATCP Budget for unanticipated Nutrient Management Farmer Education (NMFE) dollars. Second by Laura Valenstein. Motion carried unanimously.*

- b. Review and approve County Board resolution to amend the 2022 14-Mile Creek Grant Budget for unanticipated dollars. Shane Wucherpfennig presented a resolution to amend the 2022 14-Mile Creek grant budget for unanticipated dollars received for the Serenity River riprap project.

*Motion by Dave LaFontaine to approve and forward County Board the resolution to amend the 2022 14-Mile Creek Grant Budget for unanticipated dollars. Second by Laura Valenstein. Motion carried unanimously.*

- c. ARPA funding update. Lance Pliml gave a brief update on the status of ARPA funding. The County has identified five or six resources; now waiting to see where the state allocates their dollars.
- d. Report on county-wide nitrate sampling effort. Shane Wucherpfennig shared a PowerPoint presentation on the County-Wide Nitrate Study 2017 through 2022. The presentation was a snapshot look at nitrate testing results in Wood County over the past five years. 10,690 wells were sampled county-wide and 573 wells out of the 10,690 sampled (5.4%) came back with nitrates higher than 10 ppm. The PowerPoint included a breakdown of wells tested by Municipality and Section, number above 10 ppm by Municipality and Section, mapping differences between the County-wide Study and Wisconsin Well Water Viewer – UWSP Groundwater Center, and Result Summary by Township from the Wisconsin Well Water Viewer. Wucherpfennig concluded with the study was a good effort and mission accomplished. He covered the steps to focus on moving forward. Discussion followed.

The question was asked if the nitrate testing results were shared with Townships. Results have not been shared with Townships, but certainly could be. Bill Leichtnam stated he would share the result information with the Saratoga Town Board.

*Motion by Bill Leichtnam to have Wucherpfennig present the County-Wide Nitrate Study to the County Board at the February 14, 2023 County Board meeting. Second by Dave LaFontaine. Voting Aye: Bill Leichtnam Voting Nay: Dave LaFontaine, Tom Buttke, Laura Valenstein, Motion failed.*

*Motion by Laura Valenstein to amend the motion to include the presentation in the County Board packet and Supervisor Leichtnam address the County Board and briefly answer questions regarding the results. Second by Tom Buttke. Motion Carried Unanimously.*

- e. Committee Reports.
- i. Citizens Groundwater Group meeting. Bill Leichtnam gave a brief update on the Citizens' Groundwater Group meeting. He referred to pages 51 and 52 in the CEED packet. Guest Speaker was State Representative Scott Krug. He spoke on "Prospects for Groundwater Protection Legislation & Assistance for Residents with Contaminated Wells". The next meeting will be Monday February 20<sup>th</sup> at the River Block Auditorium.
- ii. Health Committee report. Ben Jeffrey gave a brief summary of the January AGC meeting.
- The AGC MOU expired December 31, 2022; AGC will not be expanding on the MOU.
  - AGC provided data from studies; local Health Department has a link to the data.
  - Still waiting on some more data.
  - Identified nitrate from commercial fertilizers and manure.
  - AGC will continue on water treatment until stock is out.
  - Future communication will be on an ad hoc basis.

iii. Central Sands Groundwater County Collaborative (CSGWCC) committee report. Bill Leichtnam shared there was no CSGWCC meeting in January. The next meeting will be February 27, 2023 at the Hancock Research Station.

iv. Golden Sands RC&D report. Bill Leichtnam reported briefly on the January 19<sup>th</sup> meeting. The meeting was held virtual due to bad weather.

- Welcomed the 13<sup>th</sup> County Member.
- Talked about voluntary dues.
- Starting in 2023 RC&D will be providing wildlife lessons to fifth graders in all counties.
- Next meeting – March 16, 2023.

Carmen Good mentioned Travis and Melissa Marti received the Wisconsin's Outstanding Young Farmer 2023 award. It was suggested that the County Board recognize the Marti's for their award. Carmen will arrange with the Marti's and County Clerk.

9. **Private Sewage.** Nothing to report; all information in the packet.

#### 10. **Land Records.**

- a. LiDAR ARPA funding request. Paul Bernard updated the Committee on his ARPA funding request, which was discussed at the last meeting. He stated he has been in contact with Ayres and Associates; they lowered their original quote of \$160,000 to between \$110,000 and \$115,000. Phase III of the LiDAR funding request focuses specifically on layers that will aid county departments and municipalities in viewing, visualizing and analyzing hydrography data. He asked the Committee for their thoughts and guidance on moving forward. Discussion followed.

Information on funding breakdown for each phase will be included in the March CEED packet and Paul will move forward with the RFP process.

#### 11. **County Surveyor.**

- a. Consider renewal of contract for the appointed County Surveyor. Jason Grueneberg mentioned the County Surveyor contract is up for renewal. He referred to pages 53 and 54 in the CEED packet and reviewed current salary and job responsibilities. Kevin Boyer is the current Surveyor under contract. Jason mentioned that Kevin is very detailed and doing a very good job and his recommendation is to renew the contract under the same conditions. He added; there may be need to review the salary prior to approving future contracts. Discussion followed.

*Motion by Dave LaFontaine to renew the two-year County Surveyor contract with Kevin Boyer under the same conditions stated on pages 53 and 54 of the CEED packet. Second by Laura Valenstein. Motion carried unanimously.*

- b. Survey Project Updates. Kevin Boyer will give an annual report at the March CEED.

#### 12. **Planning and Zoning.**

- a. Present County Plat Review Annual Report. Jason Grueneberg shared the 2022 Plat Review Annual Report is on page 55 of the CEED packet. This item will be on the March CEED agenda as Adam DeKleyn was not able to attend this CEED meeting.



- b. Present County Well-Water Systems Annual Report and program overview. Jason Grueneberg shared the 2022 Well-Water Systems Annual Report is on page 56 of the CEED packet. This item will be on the March CEED agenda as Adam DeKleyn was not able to attend this CEED meeting.

### 13. Economic Development

- a. Update from Historic Point Basse and consider release of 2023 Economic Development Grant Funds. Tina Krummel gave an update on the progress of the Historic Point Basse Pavilion and thanked the CEED committee. The CEED invited Tina to give another update on the project in July.

*Motion by Tom Buttke to approve the release of 2023 Economic Development Grant Funds in the amount of \$32,500 to Historic Point Basse for the Pavilion. Second by Dave LaFontaine. Motion carried unanimously.*

- b. Centergy update and introduction of President/CEO Angel Whitehead. Angel Whitehead was not able to attend this meeting. This item will be on the March agenda.
- c. Heart of Wisconsin Chamber, introduction of President/CEO Staci Kivi. Staci Kivi introduced herself to the CEED Committee. Staci started her position as President of the Heart of Wisconsin Chamber two months ago. Prior to starting at Heart of Wisconsin Chamber, she worked for the South Wood County YMCA.

Upcoming Heart of Wisconsin events include:

- Awards meeting – March 8<sup>th</sup> at the Ridges – check in at 5 p.m.
- Legislative Breakfast – March 17<sup>th</sup> at Mid-State Technical College – 7:00 a.m.

- d. Consider release of REDI implementation funds for broadband planning. Jason Grueneberg requested the release of \$5,000 in REDI implementation funds for broadband planning. This money will be used for consulting services. Jason added he wants to do another RFI (request for information) and needs assistance. He will be enlisting Mary Ann Lippert to help. Brief discussion followed.

*Motion by Laura Valenstein to approve the release of \$5,000 in REDI Implementation funds for broadband planning. Second by Tom Buttke. Motion carried unanimously.*

- e. Consider carryover resolution for REDI Implementation funds. Jason Grueneberg presented a resolution to amend the 2023 Transportation and Economic Development budget for additional Rural Economic Development Plan implementation (REDI) expenditures that were not anticipated during the original budget process.

*Motion by Tom Buttke to approve and forward to County Board the resolution to amend the 2023 Transportation and Economic Development budget for additional REDI implementation expenditures. Second by Dave LaFontaine. Motion carried unanimously.*

- f. Consider carryover resolution for Village of Port Edwards kayak launch project. Jason Grueneberg presented a resolution to amend the 2023 Transportation and Economic Development budget to include 2022 unspent funds for the Village of Port Edwards kayak launch project that they were unable to complete in 2022.

*Motion by Tom Buttke to approve and forward to County Board the resolution to amend the 2023 Transportation and Economic Development budget to include \$10,000 in 2022 unspent funds for the Port Edwards Kayak launch project. Second by Dave LaFontaine. Motion carried unanimously.*

**14. Extension.**

- a. General Office Update. Jeremy Solin reported he has a month in as Area Extension Director and things are going well. Wood County Extension is at full staff and they are a great team. Very fortunate to have the full extent of Extension Educators.

Supervisor LaFontaine asked for clarification on the staff reports; specifically how the individuals participated in courses/workshops/session they list on their reports. Jeremy explained staff reports are pulled from the statewide structure. He added courses/workshops/sessions listed have all been delivered. He will pass this concern on to the state Extension staff.

- b. Introduction of FoodWise Administrator – Mallory McGivern. Mallory McGivern introduced herself to the CEED. She started as the FoodWise Administrator in September. Mallory is a UW Stevens Point Grad and has worked for Neighbors' Place Food Bank and Pantry and community gardens.
- c. Natural Resource Presentation – Anna James. Anna James gave a PowerPoint presentation on Central Sands and Water Quality. She covered background on nonpoint source pollution and why drinking and surface water is more susceptible to contamination in sandy soils, programmatic and educational approach to water quality, citizens approach to water quality and opportunities to get involved.

**15. Requests for per diem for meeting attendants.** None.

**16. Schedule Next Regular Committee Meeting.** Wednesday, March 8, 2023 at 9:00 a.m.

**17. Agenda items for next meeting.**

- a. Discuss Golden Sands RC&D annual dues.
- b. Surveyor Annual Report.
- c. Present County Plan Review Annual Report.
- d. Present County Well-Water Systems Annual Report and program overview.
- e. Centergy update and introduction of President/CEO Angel Whitehead.
- f. Update from Bug Tussel on bond project.
- g. Eric Hummel – NEPCO Lake District presentation.

**18. Schedule any additional meetings if necessary.**

**19. Adjourn.**

*Motion by Tom Buttke to adjourn at 11:20 a.m. Second by Dave LaFontaine. Motion carried unanimously.*

Minutes by Lori Ruess, Land & Water Conservation Department



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

December 1, 2022

CESA 8  
Gillett, WI

### MINUTES

**CALL TO ORDER:** Chair Mike Klimoski called the meeting to order at 10:02 a.m.

#### **ROLL CALL:**

**North Central ITBEC Board: PRESENT:** Cindy Gretzinger, Forest County; Mike Klimoski, Langlade County; Chris Schultz, Oneida County; Al Haga, Portage County; William Chaney, Forest County; Keri Beck, Langlade County; Jennifer Short, Marinette County; Samantha Boucher, Oconto County; Bill Korrer, Oneida County; Phil Idsvoog, Portage County; and Brad Hamilton, Wood County. **EXCUSED:** Arlyn Tober, Shawano County and Lance Pliml, Wood County. **ABSENT:** Fran Modschiedler, Florence County; Glen Broderick, Marinette County; Stephanie Holman, Oconto County; Joseph Wildcat, Sr., Vilas County; and Theresa Serrano, Shawano County.

**North Central ITBEC Tourism Committee: PRESENT:** Jason Nevens, Florence County; William Chaney, Forest County; Mike Miller, Forest County; Mike Klimoski, Langlade County; Keri Beck, Langlade County; Jennifer Short, Marinette County; Samantha Boucher, Oconto County; Chris Schultz, Oneida County; Phil Idsvoog, Portage County; and Sara Brish, Portage County. **EXCUSED:** Sherry Hulett, Lincoln County; Clyde Nelson, Lincoln County; Arlyn Tober, Shawano County; and Leah Trojan, Vilas County. **ABSENT:** Chad Hedmark, Florence County; Autumn Rockhill, Marinette County; Stephanie Holman, Oconto County; Collette Sorgel, Oneida County; Theresa Serrano, Shawano County; and Chris Shafer, Forest County.

**OTHERS PRESENT:** Jeff Anderson, Travel Wisconsin; Jim Rosenberg, WEDC; Erik Printz; Florence County Economic Development and Cheryl Skoug, Merrill Chamber.

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

**APPROVAL OF MINUTES:** Motion by Cheney, second by Hamilton, to approve the minutes of the September 29, 2022 meeting. Motion carried.

**NORTH CENTRAL ITBEC FINANCES:** Sarah Diedrick-Kasdorf reviewed the financial report dated November 28, 2022. Total revenues to date were \$15,795; expenses paid in 2022 totaled \$15,134.51; the account balance is \$40,371.39; and the unallocated revenue is \$9,230.33.

**BYLAWS DISCUSSION:** Sarah Diedrick-Kasdorf reported on the work of the bylaws committee. The committee focused its first meeting on the ITBECs name and purpose, authority, and powers. The bylaws committee brought the following statement forward for the board's discussion:

Section 1. Purpose, Authority, and Powers

The purpose of the North Central ITBEC is to provide participating counties within the region a mechanism in which counties, and its tourism partners, can combine resources to:

- Promote regional tourism.
- Collaborate on opportunities to market the region's resources and tourist destinations.
- Develop public/private partnerships to expand tourism opportunities within member counties.
- Participate in educational programming and information sharing (networking) related to tourism promotion.

Discussion ensued. The group agreed to add the words "other related economic development initiatives" to the last bullet point. Motion by Boucher, second by Miller, to incorporate the new language into the proposed bylaws changes. Motion carried. The group also had a discussion with regard to a new name for the ITBEC.

**NORTH CENTRAL ITBEC PROJECT UPDATES:** Sara Brish reported on the following topics: website updates/contract with Lightburn; FAM tours; Green Bay Sports Show in January 2023.

**STATE DEPARTMENT UPDATES:**

Travel Wisconsin: Jeff Anderson reported on the following: 5.99% increase in visitor spending from 2019-2021; upcoming winter webinars – strategy and the winter campaign; snow report is live; first printed version of the Wisconsin Traveler coffee table piece is now available; modifications to the Travel Green program; Travel Wisconsin co-op program launched in November; Badger State Games Torch Ride.

WEDC: Jim Rosenberg reported on the following: Main Street Bounce Back grant program and the Vibrant Spaces program.

Joint North Central ITBEC Meeting Minutes

Page 3

December 1, 2022

**SET NEXT MEETING DATE AND LOCATION:** The next meeting was scheduled for January 26, 2023 in Oneida County.

**ADJOURN:** Chair Klimoski adjourned the meeting at 11:15 a.m.

## 4-H POSITIVE YOUTH DEVELOPMENT

*Laura Huber, 4-H Program Educator*

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

- An educational session where youth 3rd grade and up baked three different holiday treats while working in a team setting. The goal of this effort was to teach Wood county youth easy recipes they could do at home and build their baking skills.
- An educational travel experience for teen 4-H members where they engaged in service, networking, STEM activities, team building and leadership exercises. Participants learned new ideas and developed skills to help improve the 4-H experience in Wisconsin.
- A hands-on educational session where Wood county youth in 3rd grade and older learned about the history of tamales and lotería in the Mexican culture and they cooked and tried sweet tamales in order to increase their cultural awareness and kitchen skills.
- A hands-on educational session where Wood County youth in kindergarten and older created a Christmas card using Diamond Dotz in order to increase their knowledge of tools and techniques when working with that specific material.

## AGRICULTURE

*Matt Lippert, Agriculture Educator*

- A featured article in the Midwest Forage Association magazine informs those that grow or utilize forage about the value of forages that are high in Neutral Detergent Fiber and Fiber Digestibility so that they can make better decisions about feeding forage to dairy cattle.
- Development of a survey of high producing dairy producers to share results with dairy producers interested in increasing productivity.
- Planning for a dairy/ livestock production meeting for women farmers. The goal of this effort is to educate women farmers on various production methods, so that they can keep their farms profitable or implement new enterprises to keep their farm profitable.
- A statewide webinar series (Badger Dairy Insight) for dairy farmers, employees, industry representatives promoting the latest research based information.
- Planning for bi-annual Midwest Manure Summit for farmers, managers, agronomists, engineers, nutrient management consultants, manure haulers, consultants, and other agri-business professionals. The goal of this effort is to teach individuals the latest, unbiased, university-based research on manure handling technologies, so that they can improve environmental sustainability and increase farm business viability.

## COMMUNITY DEVELOPMENT

*Kayla Rombalski, Community Development Educator*

- A poll to partnering organizations to select an event date for a STEM focused community event [Science By The River] in which dates were narrowed and an event date of September 30, 2023, was selected.
- A series of meetings with a small group [Wood County Child Care Task Force Core Team] of Wood County representatives to draft and submit funding proposals for the Wood County Child Care Access Plan.
- A strategic planning process [Community Economic Analysis for Rural Wisconsin Communities CEA-RWC] in which key stakeholders from the Pittsville School District conducted a SWOT (strengths, weaknesses, opportunities, challenges) analysis of their community and identified 3-5 strategic priorities to advance the Pittsville School District area.
- A process to review the Regional Economic Development Initiative [REDI] plan for Wood County, completed in 2021, and convene meetings for subject matter experts in each identified strategy. The outcome of this effort will be alignment with the listed goals in the plan.

## CRANBERRIES

*Allison Jonjak, Cranberry Educator*

- Planning for a Research Round Table where Wisconsin cranberry growers can directly communicate their needs and priorities to researchers at the University of Wisconsin-Madison, so that research proposals can be tailored to fit growers' most pressing needs.
- Facilitation of a Research Round Table where Wisconsin cranberry growers directly communicated their needs and priorities to researchers at the University of Wisconsin-Madison. This effort was designed to inform research proposals so that they can be tailored to fit growers' most pressing needs.
- An interview for Midwest Farm Report discussing cranberry research and outreach, for the purpose of broadening awareness of cranberry work as well as displaying the interconnectedness of cranberry growers and cranberry research.
- A presentation for agronomy students in eastern Kentucky to learn about progressing in the cranberry industry, increasing cranberry career visibility and creating connections for future internships and jobs for students with agronomic interests.

## FOODWISE

*Hannah Wendels, FoodWise Nutrition Educator*

*Mallory McGivern, FoodWise Administrator*

- A 5-week series for fifth grade students at Howe Elementary School, where they learn about making healthy food and beverage choices, and about being physically active in order to help them to be healthier in school and at home.



- A ten-week series of strength training sessions (StrongBodies) in Wood county, for where older adults learn best practices and learn nutrition and health education as well as mindfulness practices. Participants engage in regular strength training exercises to improve strength, balance, and flexibility so they can stay healthy and socially connected.
- A partnership with the ADRC, United Way of South Wood and Adams County, and the Wood County Hunger Coalition that provides "Stockboxes for Seniors", a monthly food box service where low-income seniors can receive at least 10 pounds of pantry staples and nutritious foods. The goal of this partnership is to promote the boxes with community partners with the overall goal to improve food security.
- A Healthy Living series for teens (grades 9-12) at the alternative high school (River Cities), where students learn basic life skills such as food preparation and cooking skills, budgeting and finance skills, and mindfulness activities to better prepare them for their future and living on their own.
- A 5-week series for fifth grade students at Grove Elementary School, where they learn about making healthy food and beverage choices, and about being physically active in order to help them to be healthier in school and at home.
- A FoodWise social marketing campaign (Harvest of the Month) for Wisconsin Rapids Public School district elementary school students and families, where promotional materials that were developed to empower students to eat more fruits and vegetables are posted in the cafeterias, classrooms, and sent home to families with information about how to buy, store, and prepare a different Wisconsin grown fruit or vegetable each month.
- A 6-week series of nutrition education lessons for older adults (Nutrition for Healthy Aging), where participants learn about the benefits of making healthy choices and about nutrition needs as one ages. Participants engage in conversation-based learning techniques, activities, and have a recipe demonstration to enjoy during class.
- A series of nutrition lessons (Kids in the Kitchen) for youth and their adults in grades 2nd-6th in collaboration with the South Wood County YMCA, where participants engaged in interactive activities around nutrition and prepared a healthy snack together to gain knowledge and skills in preparing healthy, inexpensive snacks for themselves and learn how to make healthy choices at home during the winter months and beyond.



*A "Kids in the Kitchen" creation: green fruit and vegetable smoothies.*

## HORTICULTURE

*Janell Wehr, Horticulture Educator*

- An in person horticulture course where Wood County Master Gardener Trainees learn the fundamental principles of integrated pest management based gardening. The goal is to increase awareness and knowledge of resources to address environmental contamination and pollution due to overuse of horticulture chemicals in urban and suburban environments.

*An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements.*





- An online course for consumer audiences (home gardeners) where participants learned fundamental knowledge of Wisconsin horticulture with an emphasis in Integrated Pest Management. The goal is to increase decision-making and problem-solving skills, improve the productivity / health of gardens and landscapes, and to implement gardening practices that have a positive impact on the environment.
- A social media outreach campaign for consumer gardeners in Wisconsin, where Facebook and Instagram users engaged with Extension resources, including the UW-Madison Extension Horticulture Topic Hub publications and YouTube videos. This effort is designed to increase awareness and knowledge of resources to address environmental contamination and pollution (due to overuse of horticulture chemicals in urban and suburban environments).
- Planning for a multi county educational program series for community gardeners. The goal of this effort is to increase gardeners' knowledge, promote best gardening practices and provide university based resources to community gardeners, which improves the health and productivity of their garden plots.
- Developing informal learning communities utilizing the Horticulture Program's social media for all Wisconsin gardeners, including underserved populations. The goal of this effort is to provide accurate, practical and up-to-date information to the public primarily through the topic hub in order to bolster educational outreach efforts in support of addressing the Horticulture Program objectives.

## HUMAN DEVELOPMENT AND RELATIONSHIPS

*Jackie Carattini, Human Development and Relationships Educator*

- A diversity and inclusion program for leaders where they learned to engage in conversations across differences. The purpose of this effort is to make participants more aware of how their decisions affect community equity.
- Financial coaching sessions with residents where we support them in setting and developing financial goals, designed to assist clients in developing the skills to meet basic needs.
- Two online workshops ("Rent Smart" in the Wood County Jail) per month where participants gain knowledge and skills essential for a successful renting experience. This effort is designed to encourage safe and sober housing stability.
- A series of monthly, in-person workshops (Rent Smart) for renters where participants gain knowledge and skills essential for a successful renting experience. This effort is to encourage safe and sober housing stability.
- A 9-session monthly workshop series for high school youth where participants learned to be more financially capable, nutrition and healthy living and other life skills. The goal of the effort is to empower youth to live independently to have more skills that lead to fulfilling lives.
- Train-the-trainer support for helping professionals where they learned to effectively teach rental housing skills (Rent Smart curriculum) to their clients. Having learned these skills, the clients are able to find and keep safe and affordable rental housing.
- A series of meetings with local financial coalition partners to learn about current community needs that will lead to the development of future financial programs in the Wisconsin Rapids area.



- A ten-week series of strength training sessions (StrongBodies) in Wood county, for where older adults learn best practices and learn nutrition and health education as well as mindfulness practices. Participants engage in regular strength training exercises to improve strength, balance, and flexibility so they can stay healthy and socially connected. An in-person program (Money Matters) for participants who want to improve their financial knowledge, where they completed a series of 6 sessions on different financial topics. The goal of the Money Matters modules is to increase participants' knowledge on topics such as credit scores and reports, making a spending plan, what to do when you can't pay your bills, and identifying financial strengths so that participants can apply these skills in the future.
- A program for families and individuals, where participants learn to address their current financial situation by creating individual financial goals. The goal of this program is to enable participants to prepare for and take charge of household financial situations that occur due to changes in income or unforeseen hardships.
- Planning for the development and distribution of electronic/print resources for parents/guardians and professionals who work with youth ages 5th grade to early adulthood. The goal of this effort is to provide information and tips, so that adults are equipped to support the social emotional and mental well-being of youth in the midst of a continuing pandemic.

## NATURAL RESOURCES

*Anna James, Natural Resources Educator*

- Planning for a watershed scale social indicator study. The goal of this effort is to effectively identify where community programming and educational materials are needed based on feedback from local agricultural producers.
- A meeting with the 14 Mile Watershed Alliance to discuss group updates and plan for future events in the coming year. This group is a citizen led watershed protection group.
- Planning for the Central Wisconsin Farm Profitability Expo. The goal of this event is to encourage profitable farming by building resiliency, diversifying farming operations, reducing inputs, and increasing farmers' return on investment.
- Planning for Common Grounds event with the Eau Pleine Partnership for Integrated Conservation, a producer led watershed protection group. This event encourages partnership building and provides group members with an update on activities.
- A meeting with conservation professionals and producers in Winnebago County to discuss the possibility of forming a new producer led watershed protection group. The goal of this meeting is to provide insight into what it takes to start a new group and what the responsibilities of group members and collaborators will be.
- A meeting with Farmers of the Roche-A-Cri, a producer led watershed protection group. The goal of this meeting is to plan for educational events and demonstration plots that the group will host in 2023.

## Staff Report for January

### Caleb Armstrong

- Met with the Petenwell and CastleRock Stewards (PACRS) presidents Scott and Rick to present the farmer of the year award in the watershed of the Wisconsin River.
  - We decided at Wood County and selected Dustin Albert as our farmer of the year in conservation for all his work he does with residue management and cover cropping. As well as letting us facilitate research plots on his farm.
  - Helped Shane then make a presentation to present to the rest of the PACRS group with videos and photos of some of the work Dustin does along with our ongoing research areas.
- Worked with Roth's Golden Acres on updating their 2023 Nutrient management plan.
  - Also met with them to look at some areas on their land where we plan on doing some future work and look at some of the successes of last year's cover cropping.
- Working with Paul Daigle and Adam Abel on getting approval for Luke Kuefer and Rick Armagost rotational grazing plans.
  - We plan on building fences and watering systems for them come spring.
    - Further follow up will come after both systems are up and running to make sure that neither over graze or need to replant into pastures.
- Worked with Glen Peplinski on updating his 2023 Nutrient Management plan.
- Our 5 county wide nutrient management classes have started where we assisted farmers in writing and teaching them on how to write their own nutrient management plan.
  - Medford class is done and complete.
  - Wausau and Spencer classes on still ongoing where Emily and I mentor and help the farmers.
  - Our class will be held in March with the last of the farmers needing to write their plans.
- Worked with Craig Vitort to updated his 2023 Nutrient Management Plan.
- Worked with Dustin Albert to update his 2023 Nutrient Management Plan and also discussed with Shane about possible cost-sharing of installing a grassed waterway system in a section of fields for better water management control.
- Worked with Lee DeBoer on updating his 2023 Nutrient Management Plan.

## Activities Report for Emily Salvinski

*-January 2023-*

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- **Thursday, January 5.** Worked on outwintering grazing plan maps in GIS.
- **Friday, January 6.** Updated NMP Excel spreadsheets for 2023. Updated NMP shapefile for 2023. Added submitted plans to shapefile.
- **Monday, January 9.** Added submitted plans to GIS, files, and excel. Used a model called PLET to calculate streambank erosion reductions. Added results to spreadsheets. Started NMP reminder mailing with NMFE class reminder.
- **Friday, January 13.** Started to review large NMP for permitting purposes. Finished up the majority of NMP reminder mailing. Attended staff meeting.
- **Wednesday, January 18.** Updated maps for grazing plan. Reviewed Mill Creek reimbursement request.
- **Thursday, January 19.** Updated maps for grazing plan. Went to NMFE class to help a farmer get his plan onto his computer.
- **Friday, January 20.** Created maps for Shane's presentation with PACRS. Finished reviewing large NMP.
- **Tuesday, January 24.** Worked on digitizing cost-share contracts from farmer group. Went to help farmer work on his nutrient management plan.
- **Wednesday, January 25.** Finished digitizing cost-share contracts from farmer group.

### Activities Report for Kyle Andreae – January, 2023

- January 3 – Schill design
- January 4 – Schill design
- January 5 – Schill design
- January 6 – Schill design
- January 9 – Schill design
- January 10 – Schill design
- January 11 – Schill design
- January 12 – Schill design
- January 13 – Schill design
- January 16 – Schill design
- January 17 – Schill design
- January 18 – Schill design
- January 19 – Schill design, Richardson site visit
- January 20 – Schill design
- January 23 – Schill design
- January 24 – Schill design, Schill meeting
- January 25 – Schill design
- January 26 – Schill design
- January 27 – Schill design
- January 30 – Schill design
- January 31 – Schill design

***Activities Report for Lori Ruess  
January 2022***

- Answered phones and replied to emails.
- Reviewed payroll reports and payroll registers.
- Completed December sales tax report and forwarded to Finance.
- Completed Mill Creek 2022 reimbursement request.
- Completed second DATCP staff and support reimbursement request.
- Completed two CREP Practice payment reimbursement requests and forwarded to DATCP for payment.
- Completed seven SWRM reimbursement requests for cover crops, nutrient management, and residue management and forwarded to DATCP for payment.
- Completed the Mill Creek reimbursements to landowners for cover crops, residue management and nutrient management.
- Completed tree and shrub sale refunds.
- Completed LWCD payroll percentages and forwarded to Finance prior to the January 12, January 26, payrolls.
- Worked on the LWCD office procedure manual.
- Assisted customers who came to the office to completed tree order forms or drop off order forms and payment.
- Processed tree, shrub and wildflower order forms and deposited payments (as received).
- Processed Nonmetallic Mining annual permit fees as received.
- Electronically submitted staff reports and packet materials to the County Clerk's office for CEED packet.
- Organized County Board packet and electronically submitted to the County Clerk's office.
- Attended staff meeting.

## ***Activities Report for Rod Mayer – January 2023***

- Review update Weichelt NMM financial assurance – spreadsheets, files (3), software.
- Processed Doine NMM fee updates.
- Ignatowski NMM f financial assurance – spreadsheets, files, software.
- Fanning, Ertl., and Sternweis NMM fee updates.
- Contact pantries – complete DNR donated deer report.
- Called all mine operators/permit holders for reminders of fee and financial assurance deadlines.
- Correspondence with I-Brandl and Felts for sale and transfer of mine site responsibilities.
- Created spreadsheet for Wildlife damage deer harvests for meeting of 3 with DNR.
- Created document of screenshots for database – wildlife deer harvests.
- Completed paperwork for 2022 wildlife damage claims and printed all out – updated DNR database.
- Worked on NMM public info request for listing of all mine sites in county.
- Pond info sent to Abear.
- Completed poster judging for youth conservation contest, ordered and picked up trophy/prizes. Created certificates for all participants.
- Completed paperwork for two WM-40 wildlife damage enrollments for 2023 crop year (all who had over \$1000 damage in 2022). Contacted landowners for info for fields to enroll, created maps, updated database, printed paperwork to send to crop owners.
- Updated Crist & Wolosek NMM fees.
- Reviewed Schneider financial assurance - spreadsheets, files, software.
- Worked with Barry Richardson for stored crop deer damage – enrolled in Act 82, set up fox lights to temp. keep deer out, obtained invoicing to purchase wrap for round bails per DNR approval, multiple field visits.
- Ladick NMM fees.
- Worked with IT for info request.
- DNR meeting of 3 to review all 2022 wildlife damage enrollments.
- Completed two exemptions for 2022 crop claims vs harvest objectives per meeting of 3.



*Activities Report for Shane Wucherpennig – January, 2023*

- **January 2** – Holiday
- **January 3** – Worked on designs and plan sets
- **January 4** – CEED meeting
- **January 5** – Zoom meeting with County Cons.
- **January 6** – Database management updates
- **January 9** – Ground water testing discussion with County Cons., CWFPE Planning meeting
- **January 10** – Landowner project designs
- **January 11** – Mill Creek TRM Grant Proposal
- **January 12** – Zoom meeting with County Cons. On Groundwater concerns
- **January 13** – Staff meeting, 2022 project wrap ups/database management
- **January 16** – Citizen’s Groundwater meeting
- **January 17** – County Board
- **January 18** – Virtual meetings
- **January 19** – RC&D meetings, Virtual meetings
- **January 20** – PACRS Meeting
- **January 23**– Virtual meetings, Conservation Administrative Specialist posting
- **January 24** – CWFPE planning meeting, met with Randy Schill to discuss his project.
- **January 25** – IWorx presentation/demo, Meeting with DNR to discuss wildlife program
- **January 26** – North Central Land & Water Association meeting – Marathon County
- **January 27** – Reports for BITS, MDV funds, contracts
- **January 30** – Project updates
- **January 31** – Future Space needs meeting for highway Dept. – Planning/Zoning

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County Wide Nitrate Study 2017-2022  
 Director of Land & Water Conservation Department  
 Shane Wucherpennig

**NITRATE (mg/l as N) for Wood County – Results of County Wide Study and Historic Sample Points as of 1/2023**

<b>Total Samples</b>	<b>10,690</b>	
0 (No Detects)	2,869	26.8%
0 – 5.0	6,047	56.6%
5.0 – 10	1,201	11.2%
>10	573	5.4%
<b>Total</b>	<b>10,690</b>	<b>100%</b>

Townships where the Percent of samples exceed the county average of 5.4%

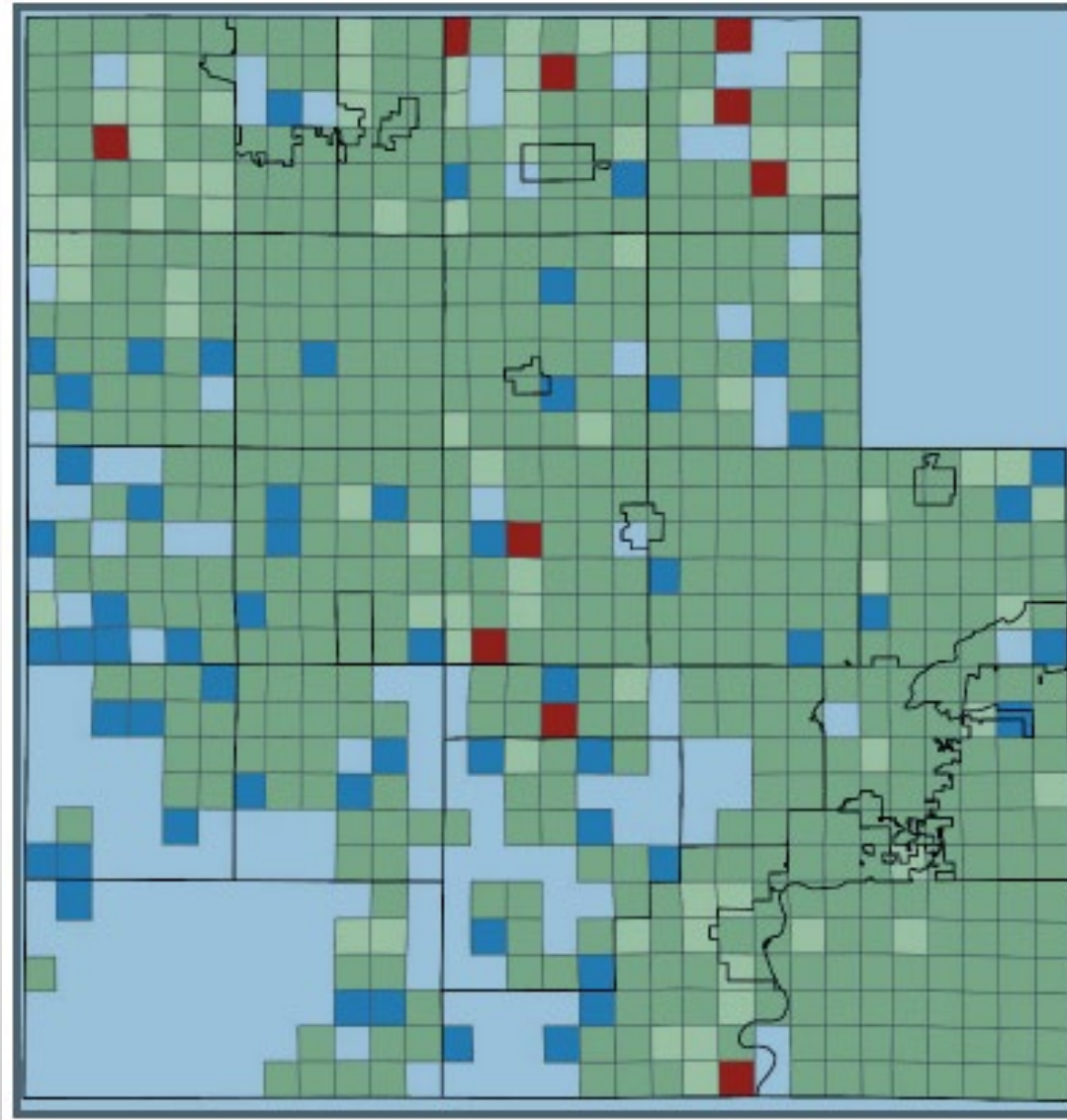
Municipality	Total Tested	# Above 10 ppm	Percent
Auburndale	102	7	6.9
Biron – V	35	2	5.7
Grand Rapids	2018	164	8.1
Hansen	141	9	6.4
Milladore	118	13	11
Nekoosa – C	65	10	15.4
Port Edwards	829	151	18.2
Remington	66	5	7.6
Sherry	146	10	6.8
Wood	198	13	6.6

Municipality	Total Tested	# Above 10 ppm	Percent
Arpin	184	4	2.2
Auburndale - V	43	1	2.3
Auburndale	102	7	6.9
Biron - V	35	2	5.7
Cameron	78	2	2.6
Cary	82	1	1.2
Cranmoor	97	0	0
Dexter	130	4	3.1
Grand Rapids	2018	164	8.1
Hansen	141	9	6.4
Hewitt - V	81	2	2.5
Hiles	46	1	2.2
Lincoln	287	13	4.5
Marshfield - C	50	1	2
Marshfield	157	5	3.2
Milladore - V	8	0	0
Milladore	118	13	11
Nekoosa - C	65	10	15.4
Pittsville - C	19	1	5.3
Portedwards - V	35	1	2.9
Portedwards	829	151	18.2
Remington	66	5	7.6
Richfield	255	6	2.4
Rock	140	5	3.6
Rudolph	338	16	4.8
Saratoga	3706	91	2.5
Seneca	361	16	4.4
Sherry	146	10	6.8
Sigel	246	4	1.6
Vesper - V	7	0	0
Wisconsin Rapids - C	622	15	2.4
Wood	198	13	6.6






**Nitrate - N (mg/L or ppm)**  
**Average per section**

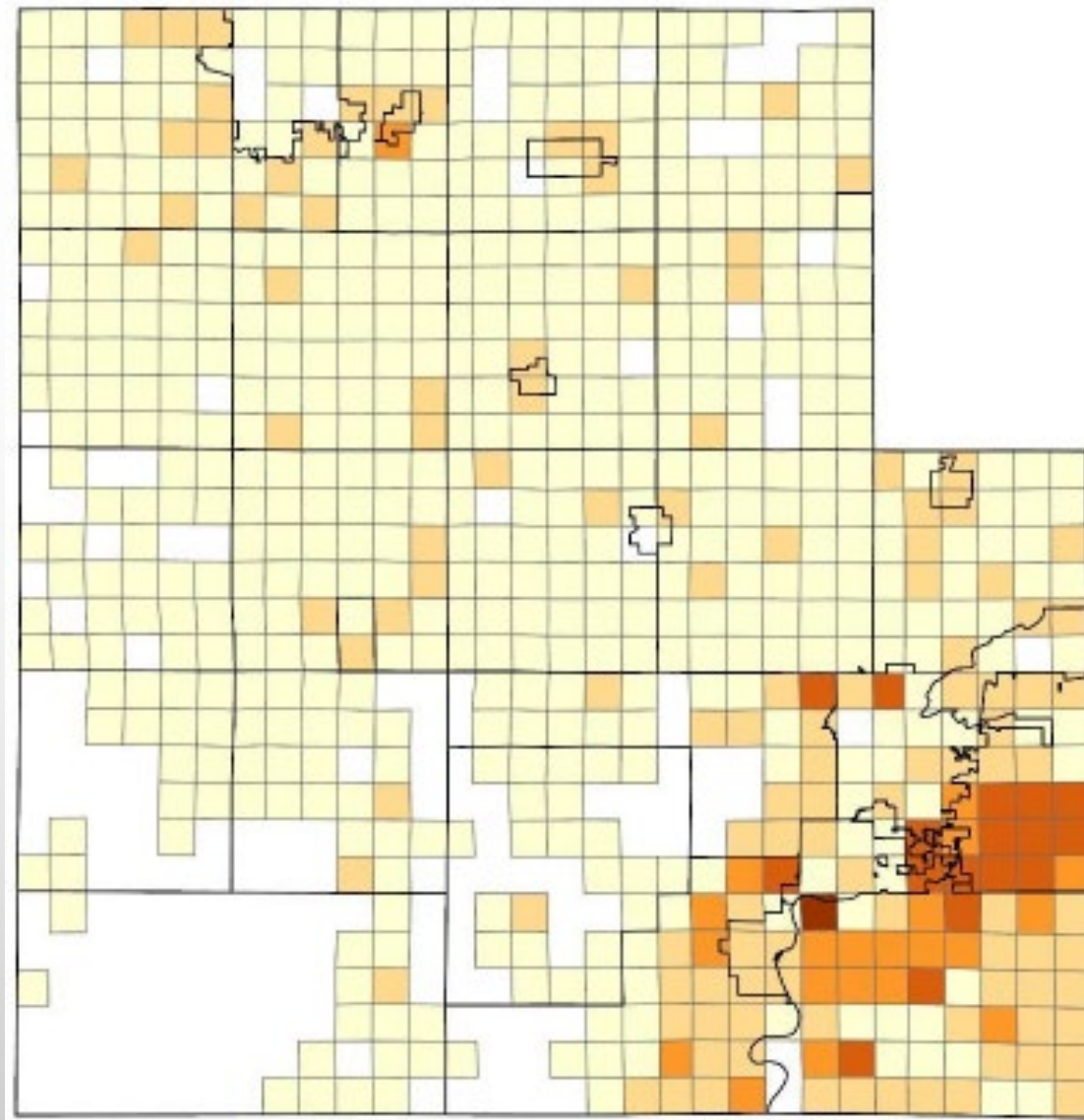
0	2869 tests
<5	6047 tests
>5	1201 tests
>10	573 tests

\* 5.4% of tests > 10 ppm



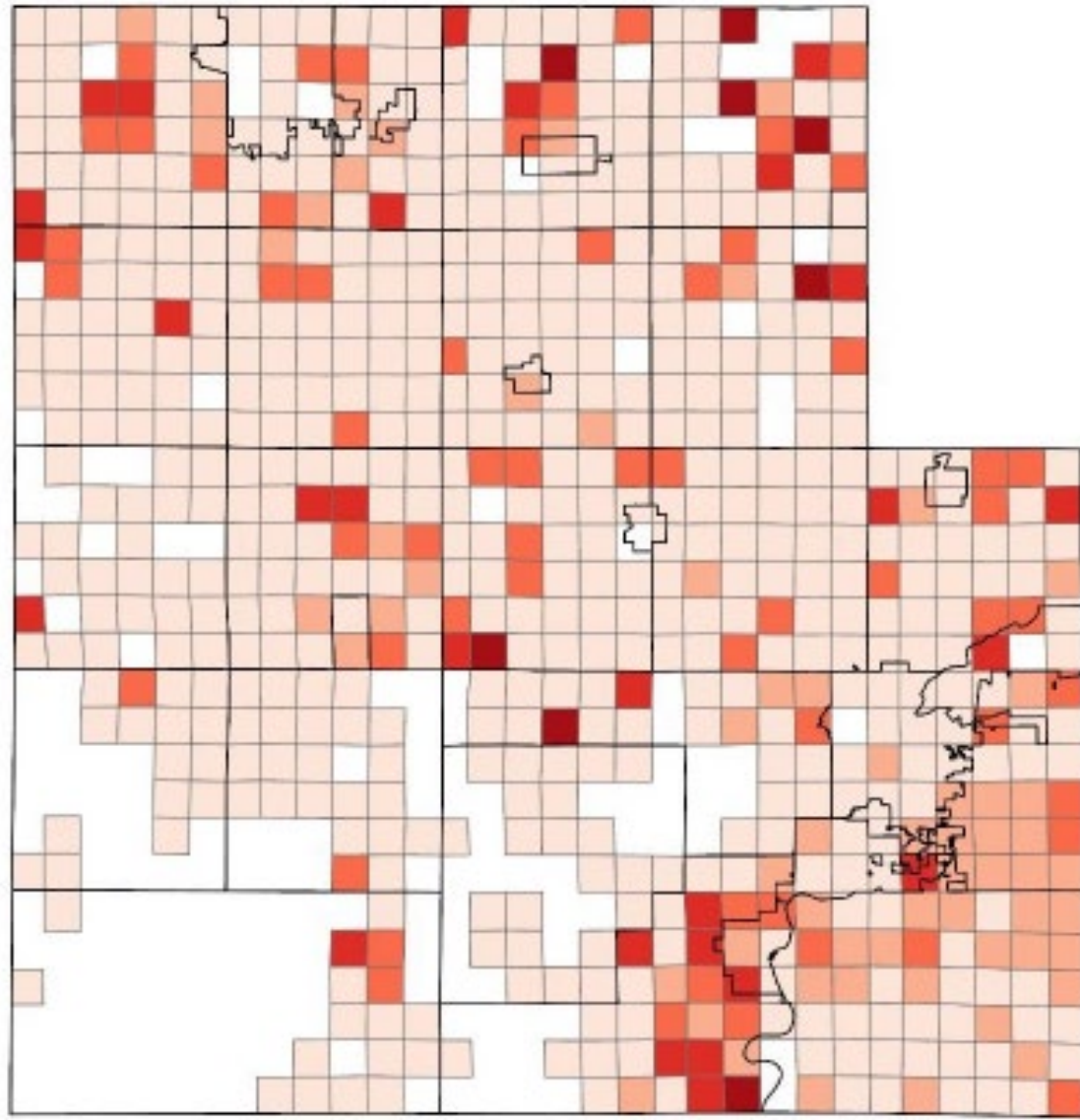
**No. of tests per section**

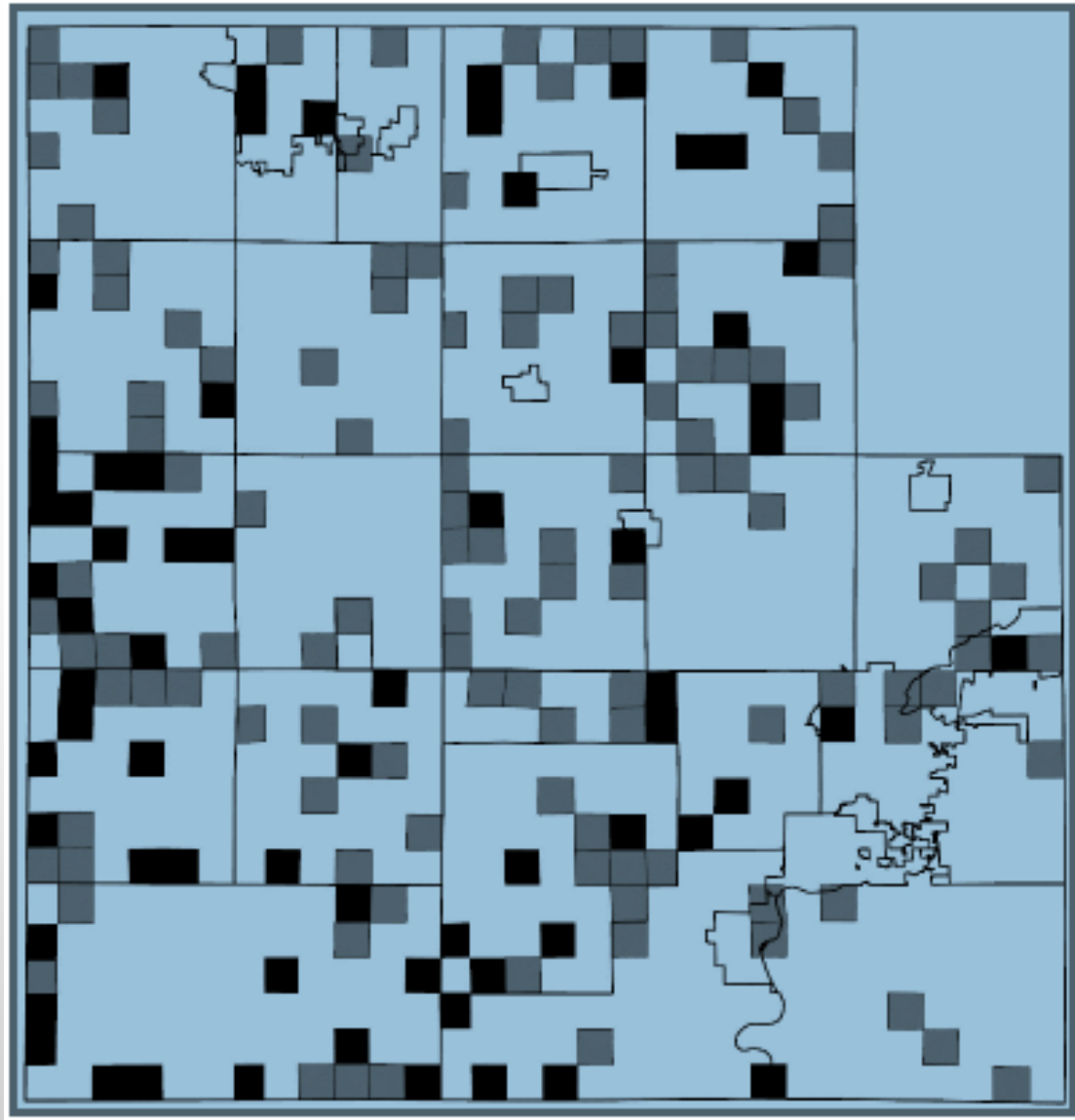
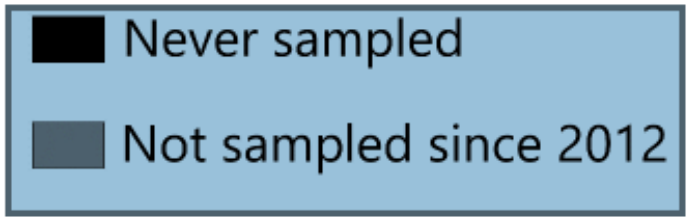
-  <10
-  <50
-  <100
-  <500
-  >500



**Percent of tests over 10 ppm, by section**

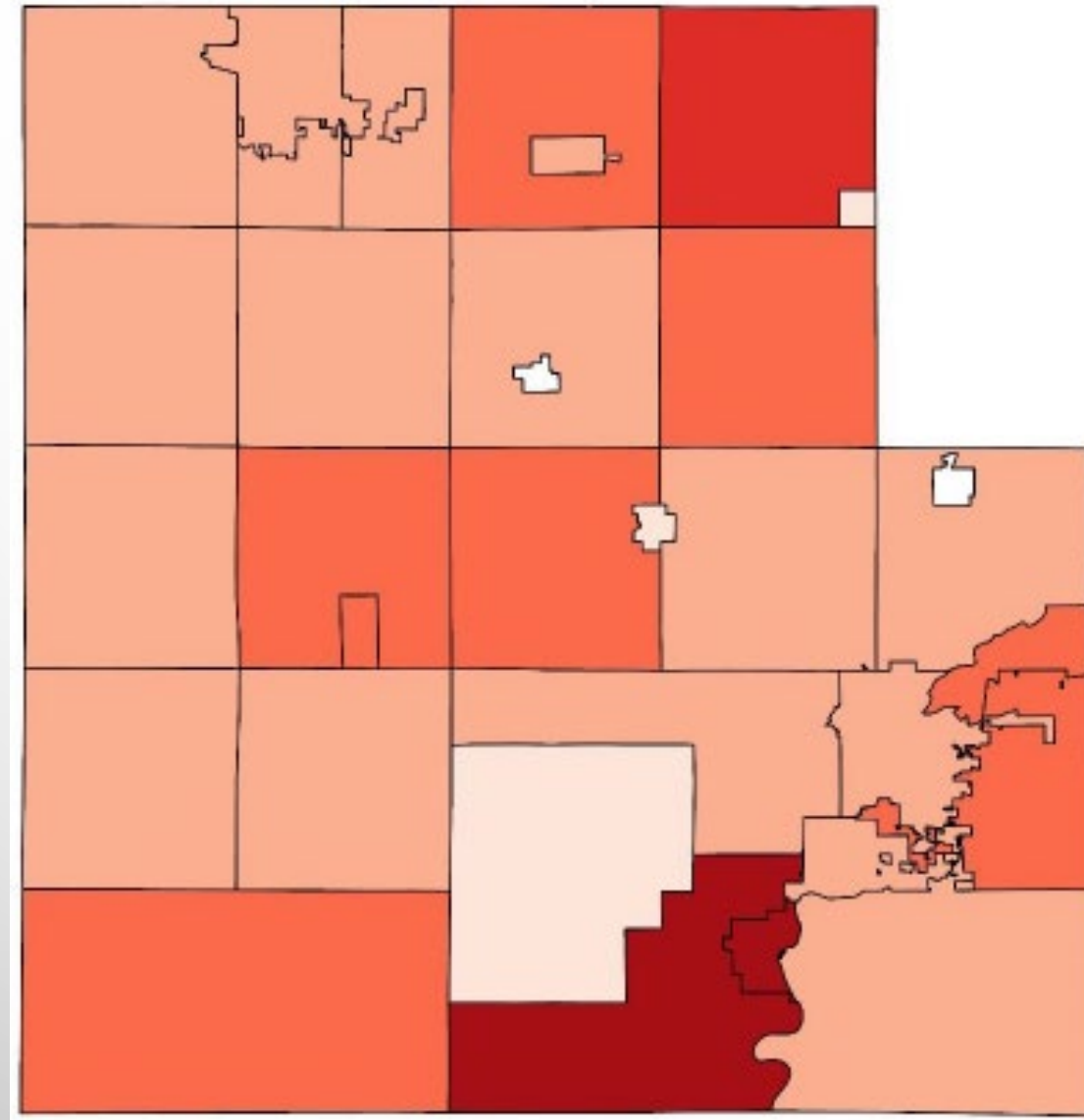
- 0
- 1-10
- 11-25
- 25-50
- >50





**Percent of tests over 10 ppm, by municipality**

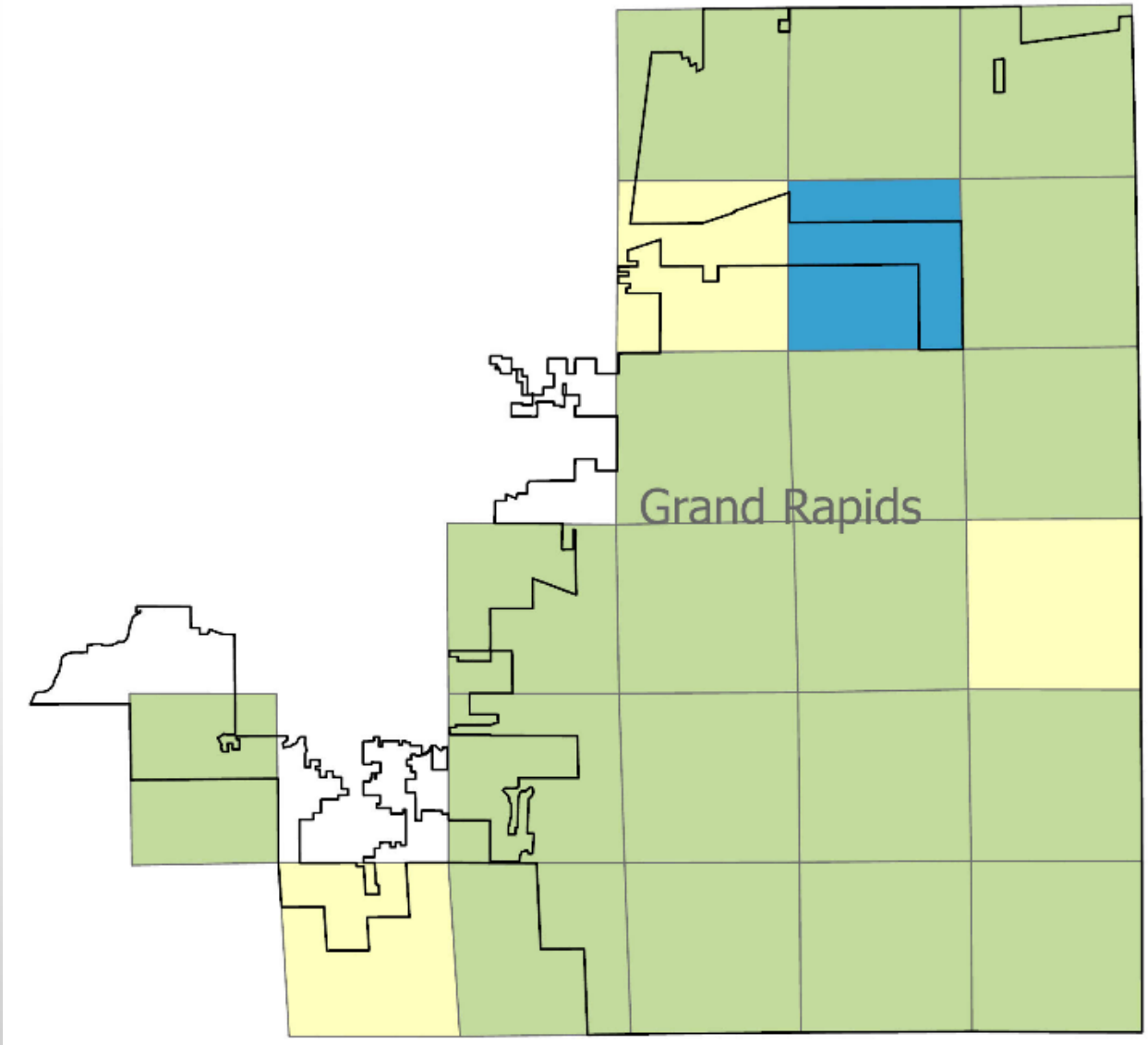
- 0
- 1-5
- 6-10
- 11-15
- >15



**Nitrate - N (mg/L or ppm)**  
**Average per section**

0	294 tests
<5	1196 tests
>5	364 tests
>10	164 tests

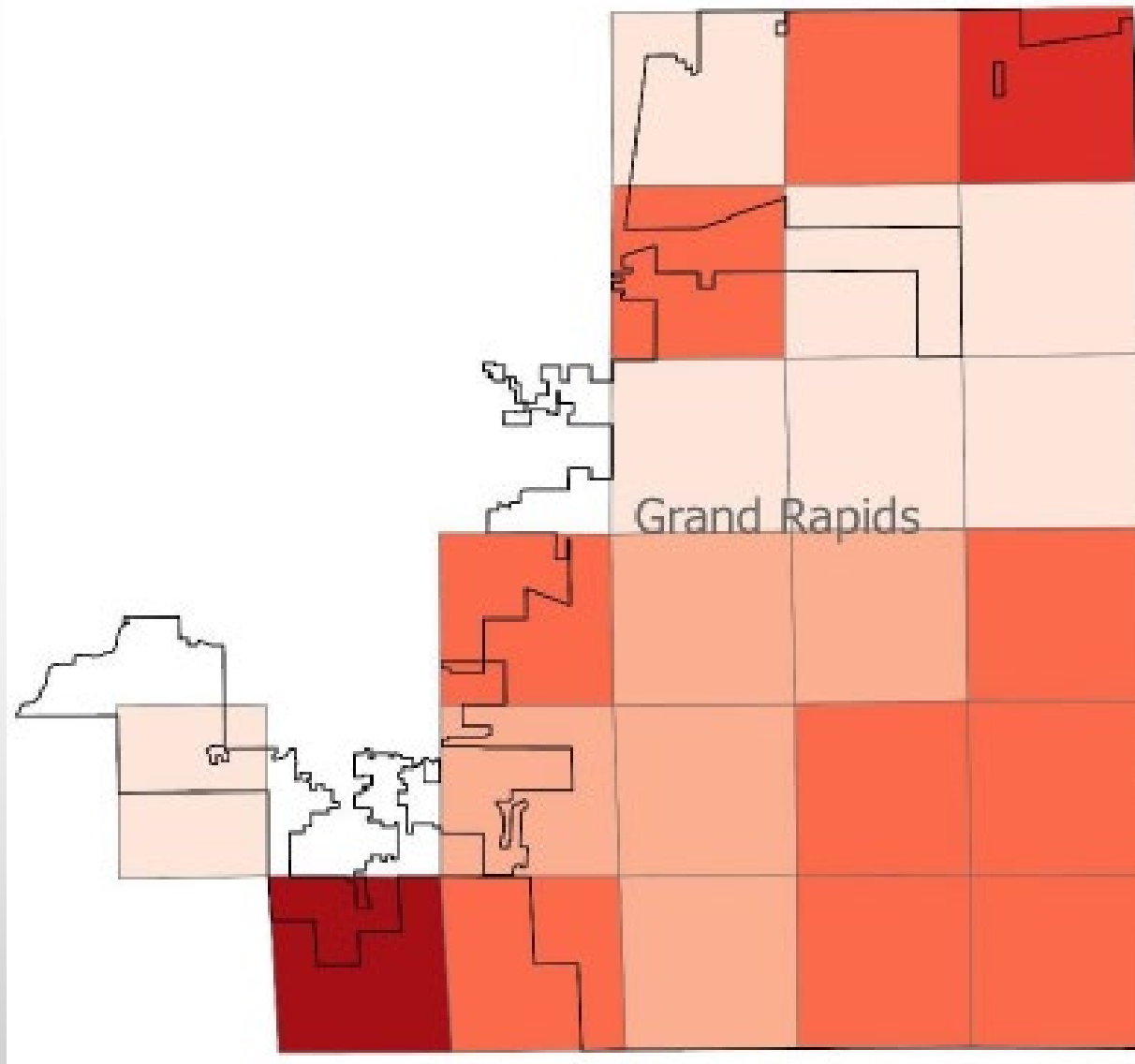
\* 8.1% of tests > 10 ppm



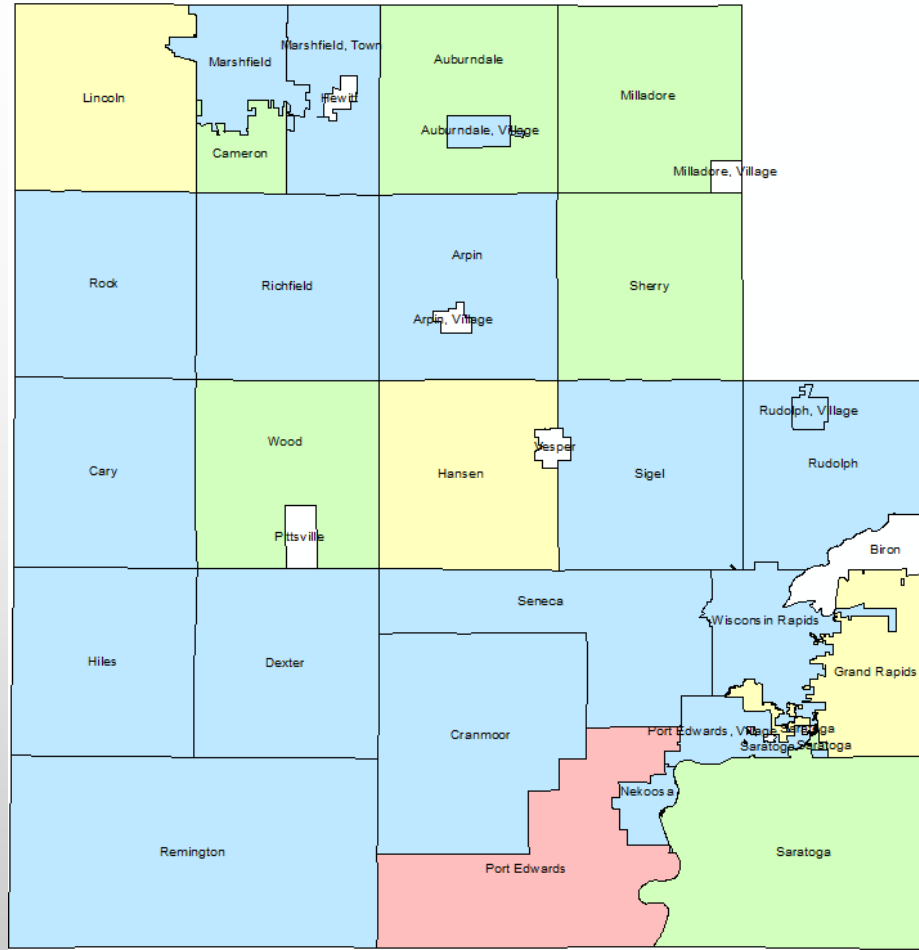


**Percent of tests over 10 ppm, by section**

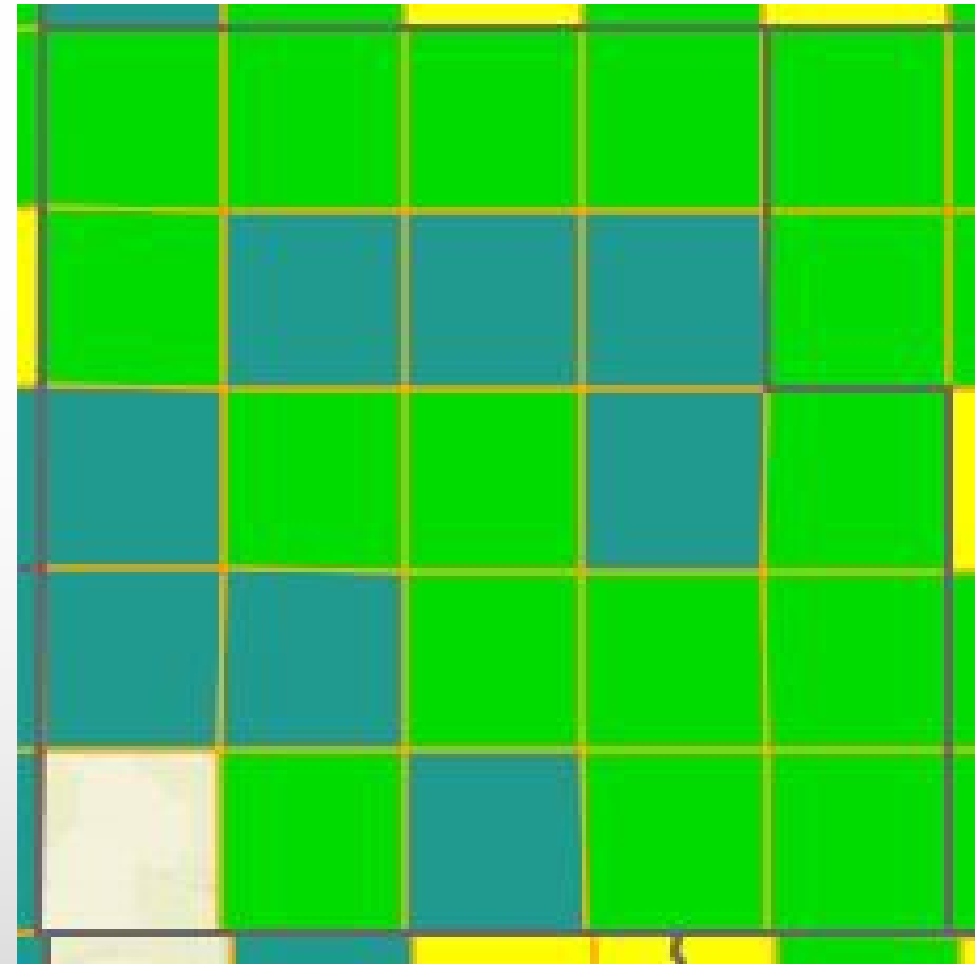
- 0
- 1-5
- 6-15
- 16-30
- >30



# Mapping Differences - Townships & Corporate Limits Boundaries between County Wide Study & WI Well Water Viewer – UWSP Groundwater Center



County Wide Study – Townships  
& Corporate Limits Boundaries

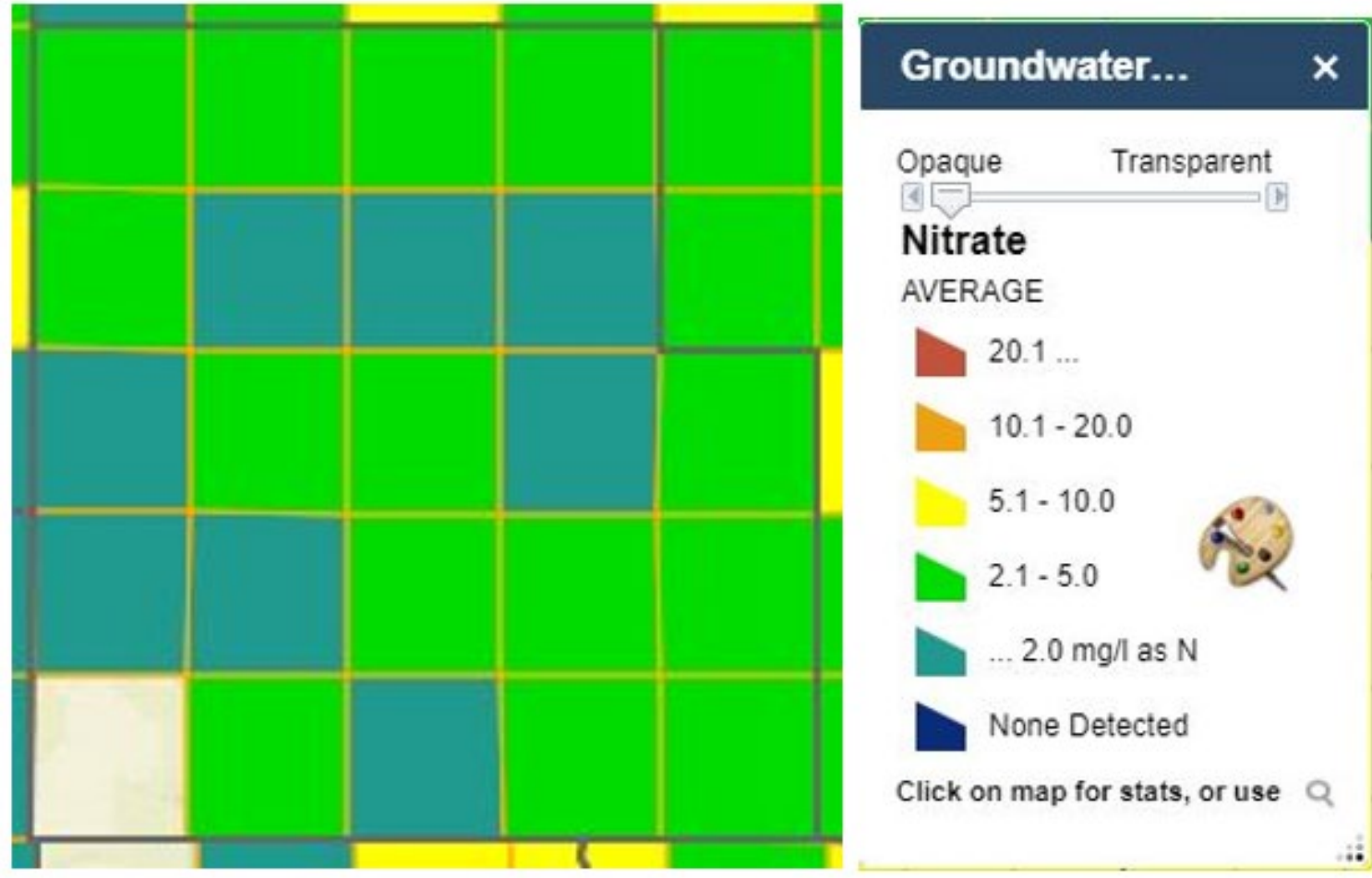


WI Well Water Viewer – UWSP Groundwater Center  
Townships & Corporate Limits Boundaries

# WI Well Water Viewer – UWSP Groundwater Center – Well Result Summary -1/2023

Wood County

Director of Land & Water Conservation Department - Shane Wucherpfennig



**Wood County**

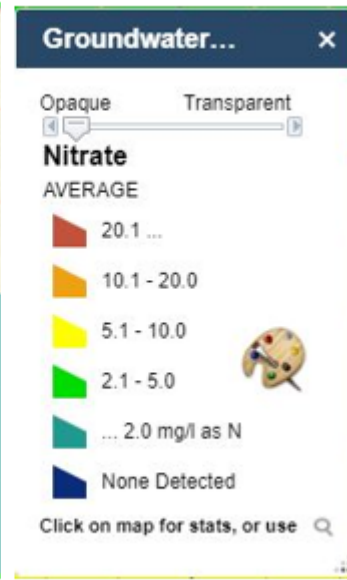
**NITRATE (mg/l as N) for Wood County**

Range	Number	Percent	Summary
None Detected	1,331	23%	Minimum: No Detect
... 2.0	1,962	34%	
2.1 - 5.0	1,371	24%	Median: 1.5
5.1 - 10.0	740	13%	Average: 3.1
10.1 - 20.0	276	5%	
20.1 ...	81	1%	Maximum: 74.5
<b>Total Samples:</b>	<b>5,761</b>		
> 10mg/l N	357	6%	Exceeds Health Standard

## Lincoln Township

### NITRATE (mg/l as N) for Township 25N R2E

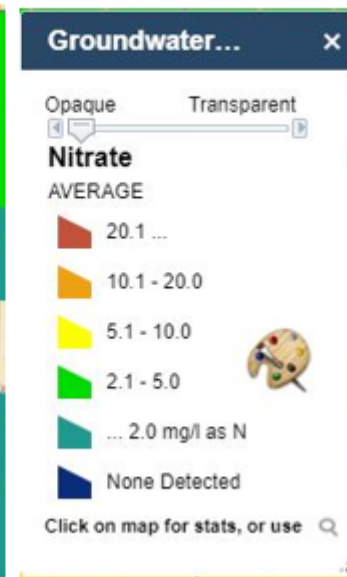
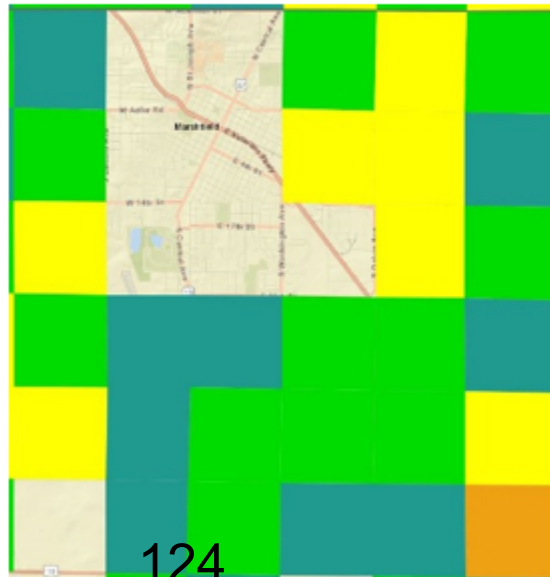
Range	Number	Percent	Summary
None Detected	24	15%	Minimum: No Detect
... 2.0	41	25%	
2.1 - 5.0	54	33%	Median: 2.7
5.1 - 10.0	38	23%	Average: 3.7
10.1 - 20.0	6	4%	
20.1 ...	1	<1%	Maximum: 23.5
<b>Total Samples:</b>	<b>164</b>		
> 10mg/l N	7	4%	Exceeds Health Standard



## Cameron Township

### NITRATE (mg/l as N) for Township 25N R3E

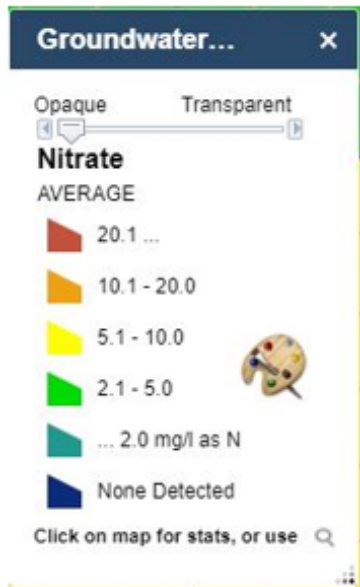
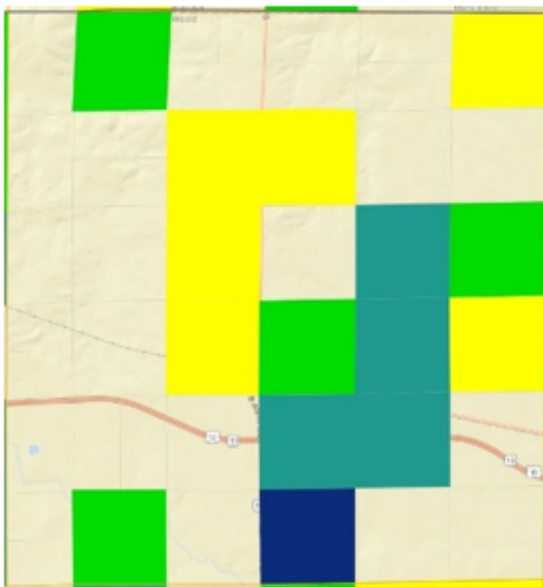
Range	Number	Percent	Summary
None Detected	76	33%	Minimum: No Detect
... 2.0	59	26%	
2.1 - 5.0	59	26%	Median: 1.2
5.1 - 10.0	27	12%	Average: 2.5
10.1 - 20.0	10	4%	
20.1 ...	0	0%	Maximum: 18.6
<b>Total Samples:</b>	<b>231</b>		
> 10mg/l N	10	4%	Exceeds Health Standard



## Auburndale Township

### NITRATE (mg/l as N) for Township 25N R4E

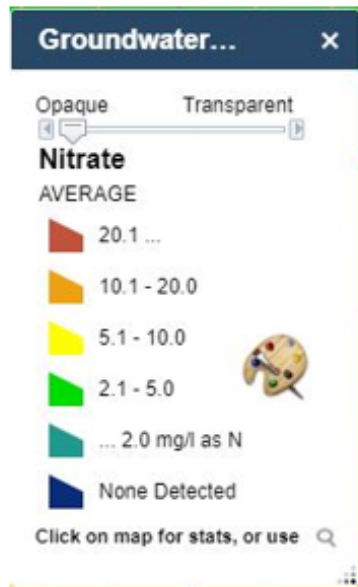
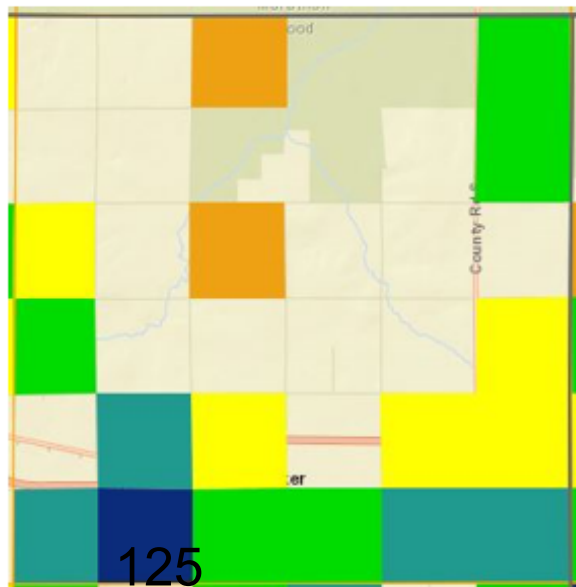
Range	Number	Percent	Summary
None Detected	27	29%	Minimum: No Detect
... 2.0	26	28%	
2.1 - 5.0	15	16%	Median: 1.7
5.1 - 10.0	18	20%	Average: 3.3
10.1 - 20.0	5	5%	
20.1 ...	1	1%	Maximum: 23.4
<b>Total Samples:</b>	<b>92</b>		
> 10mg/l N	6	7%	Exceeds Health Standard



## Milladore Township

### NITRATE (mg/l as N) for S16 T25N R5E

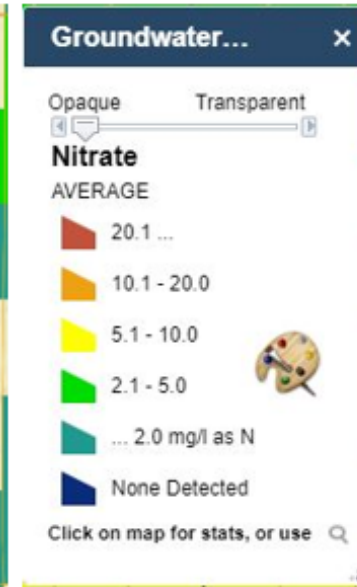
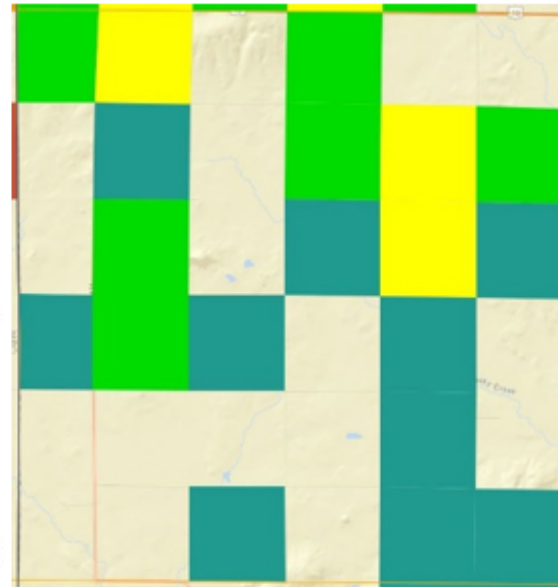
Range	Number	Percent	Summary
None Detected	0	0%	Minimum: 6.2
... 2.0	0	0%	
2.1 - 5.0	0	0%	Median: 15.3
5.1 - 10.0	1	33%	Average: 14.2
10.1 - 20.0	1	33%	
20.1 ...	1	33%	Maximum: 21
<b>Total Samples:</b>	<b>3</b>		
> 10mg/l N	2	67%	Exceeds Health Standard



## Rock Township

### NITRATE (mg/l as N) for Township 24N R2E

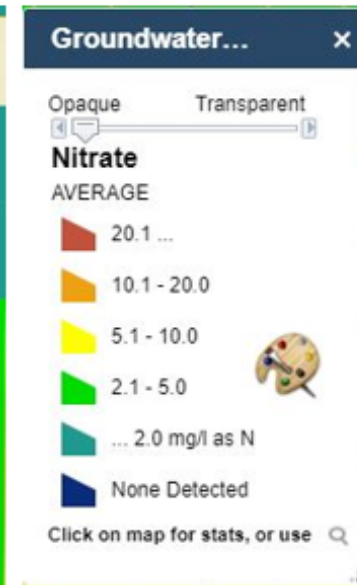
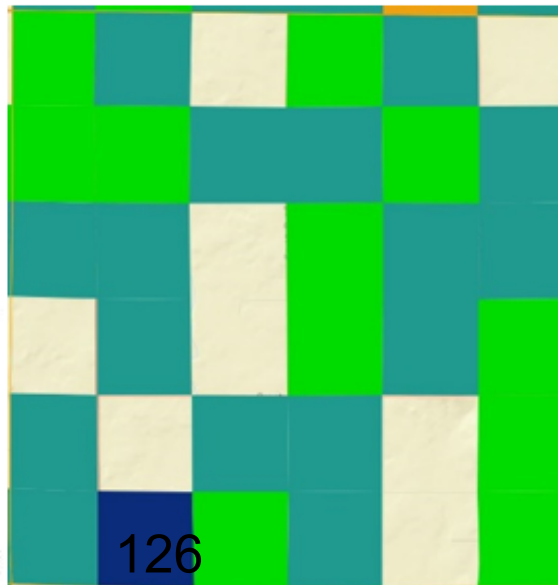
Range	Number	Percent	Summary
None Detected	22	27%	Minimum: No Detect
... 2.0	19	23%	
2.1 - 5.0	24	29%	Median: 2.2
5.1 - 10.0	15	18%	Average: 3
10.1 - 20.0	3	4%	
20.1 ...	0	0%	Maximum: 19.2
<b>Total Samples:</b>	<b>83</b>		
> 10mg/l N	3	4%	Exceeds Health Standard



## Richfield Township

### NITRATE (mg/l as N) for Township 24N R3E

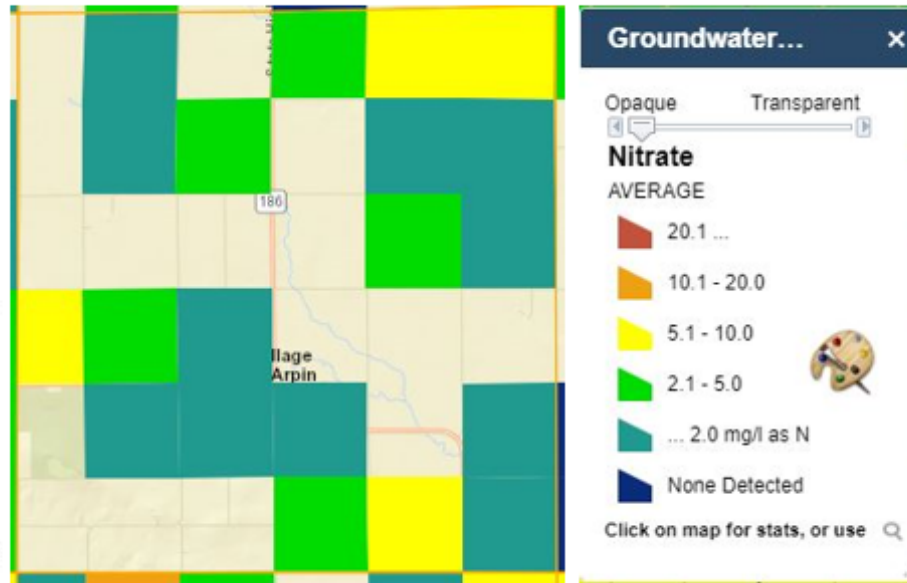
Range	Number	Percent	Summary
None Detected	42	38%	Minimum: No Detect
... 2.0	36	33%	
2.1 - 5.0	21	19%	Median: 0.5
5.1 - 10.0	9	8%	Average: 1.7
10.1 - 20.0	2	2%	
20.1 ...	0	0%	Maximum: 14
<b>Total Samples:</b>	<b>110</b>		
> 10mg/l N	2	2%	Exceeds Health Standard



## Arpin Township

### NITRATE (mg/l as N) for Township 24N R4E

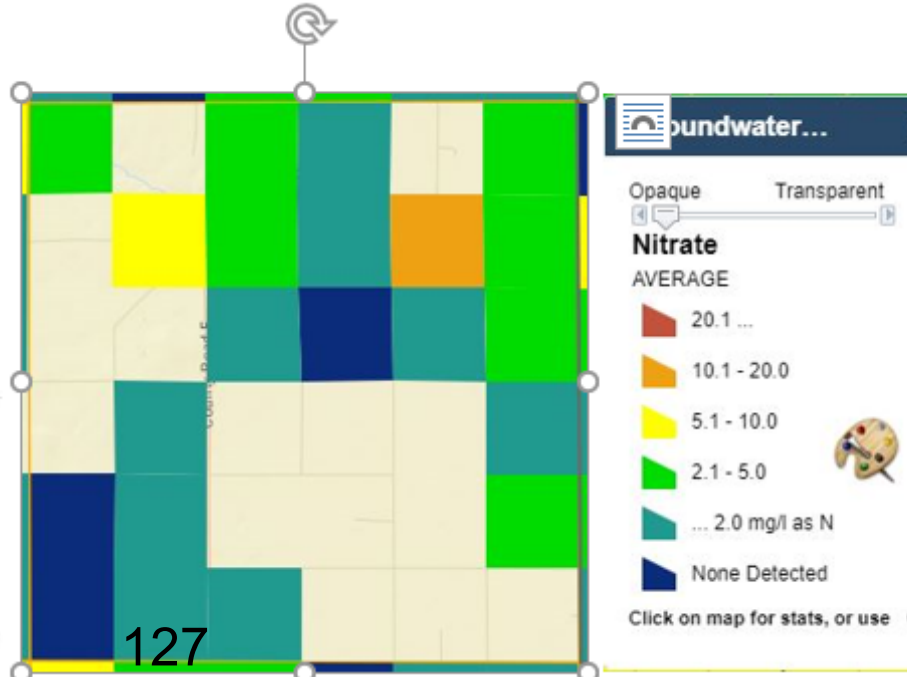
Range	Number	Percent	Summary
None Detected	42	37%	Minimum: No Detect
... 2.0	37	32%	
2.1 - 5.0	24	21%	Median: 0.5
5.1 - 10.0	8	7%	Average: 1.9
10.1 - 20.0	3	3%	
20.1 ...	1	<1%	Maximum: 25.5
<b>Total Samples:</b>	<b>115</b>		
> 10mg/l N	4	3%	Exceeds Health Standard



## Sherry Township

### NITRATE (mg/l as N) for S16 T24N R5E

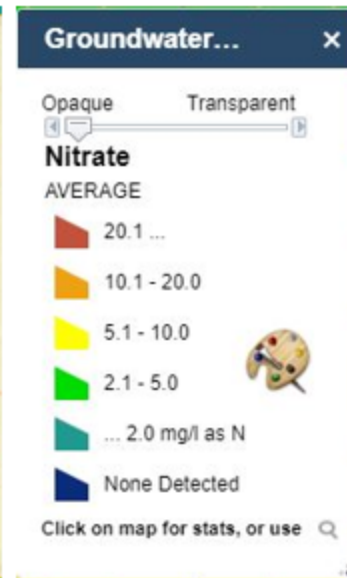
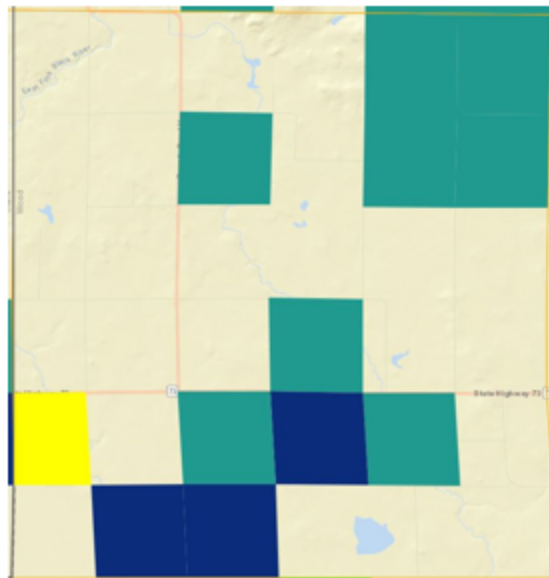
Range	Number	Percent	Summary
None Detected	1	50%	Minimum: No Detect
... 2.0	0	0%	
2.1 - 5.0	1	50%	Median: 1.4
5.1 - 10.0	0	0%	Average: 1.4
10.1 - 20.0	0	0%	
20.1 ...	0	0%	Maximum: 2.8
<b>Total Samples:</b>	<b>2</b>		
> 10mg/l N	0	0%	Exceeds Health Standard



## Cary Township

### NITRATE (mg/l as N) for Township 23N R2E

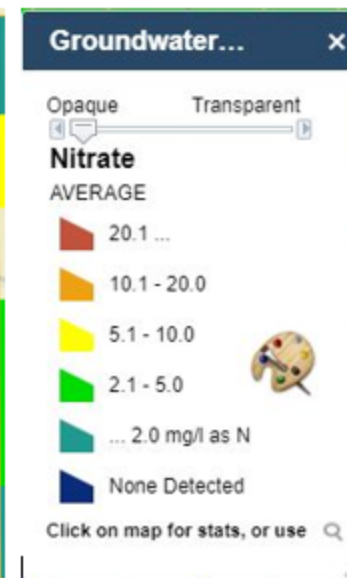
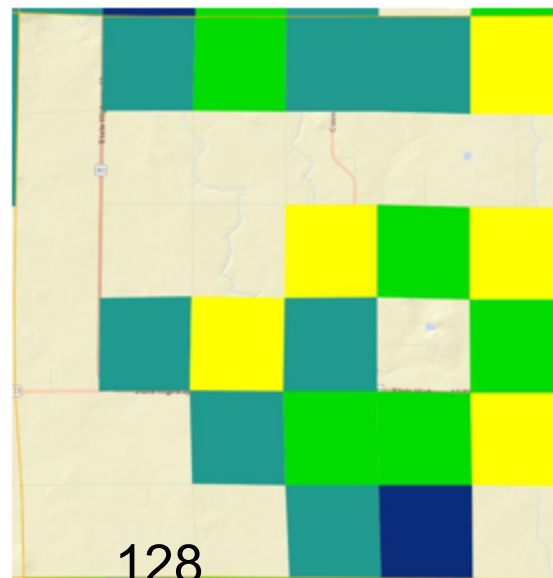
Range	Number	Percent	Summary
None Detected	21	46%	Minimum: No Detect
... 2.0	15	33%	
2.1 - 5.0	6	13%	Median: 0.3
5.1 - 10.0	3	7%	Average: 1.5
10.1 - 20.0	1	2%	
20.1 ...	0	0%	Maximum: 18.8
<b>Total Samples:</b>	<b>46</b>		
> 10mg/l N	1	2%	Exceeds Health Standard



## Wood Township

### NITRATE (mg/l as N) for Township 23N R3E

Range	Number	Percent	Summary
None Detected	29	32%	Minimum: No Detect
... 2.0	20	22%	
2.1 - 5.0	18	20%	Median: 1.6
5.1 - 10.0	16	18%	Average: 3.2
10.1 - 20.0	7	8%	
20.1 ...	0	0%	Maximum: 15
<b>Total Samples:</b>	<b>90</b>		
> 10mg/l N	7	8%	Exceeds Health Standard

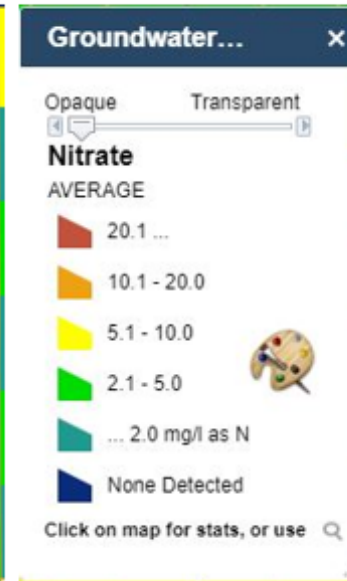
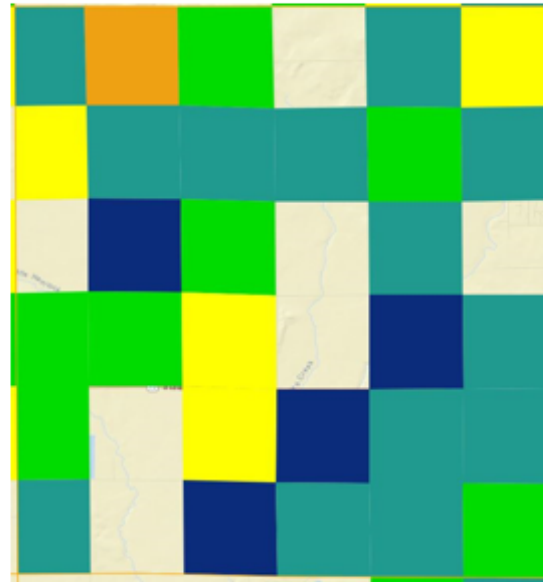




## Hansen Township

### NITRATE (mg/l as N) for Township 23N R4E

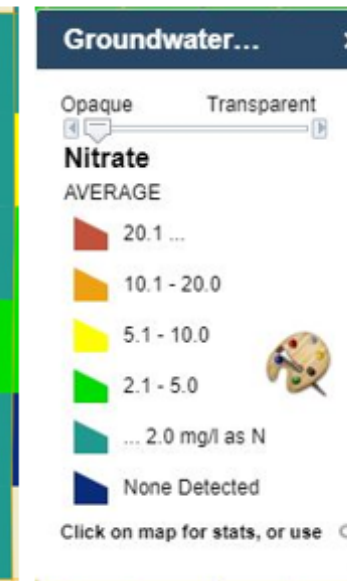
Range	Number	Percent	Summary
None Detected	45	41%	Minimum: No Detect
... 2.0	27	24%	
2.1 - 5.0	19	17%	Median: 0.6
5.1 - 10.0	14	13%	Average: 2.8
10.1 - 20.0	3	3%	
20.1 ...	3	3%	Maximum: 43.9
<b>Total Samples:</b>	<b>111</b>		
> 10mg/l N	6	5%	Exceeds Health Standard



## Sigel Township

### NITRATE (mg/l as N) for Township 23N R5E

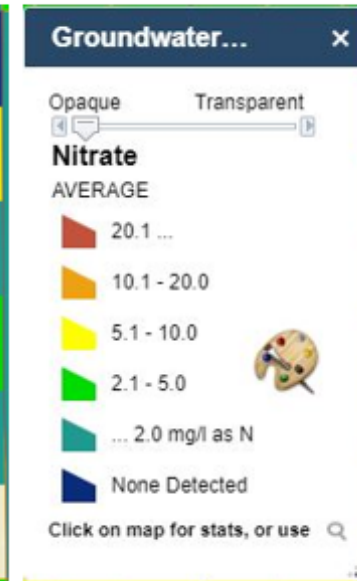
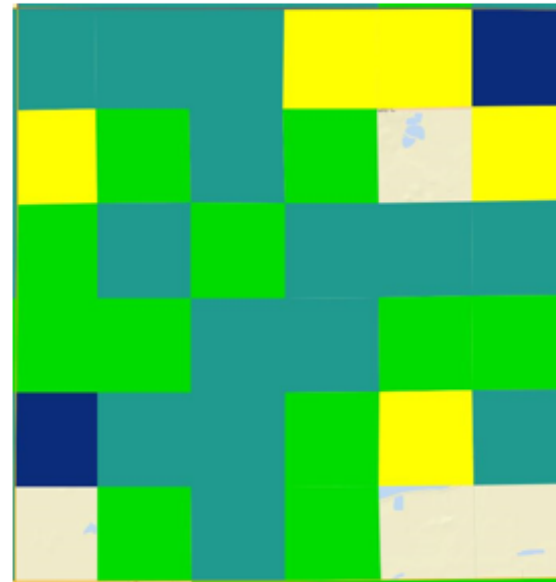
Range	Number	Percent	Summary
None Detected	72	42%	Minimum: No Detect
... 2.0	52	30%	
2.1 - 5.0	31	18%	Median: 0.3
5.1 - 10.0	14	8%	Average: 1.7
10.1 - 20.0	2	1%	
20.1 ...	1	<1%	Maximum: 25.8
<b>Total Samples:</b>	<b>172</b>		
> 10mg/l N	3	2%	Exceeds Health Standard



## Rudolph Township

### NITRATE (mg/l as N) for Township 23N R6E

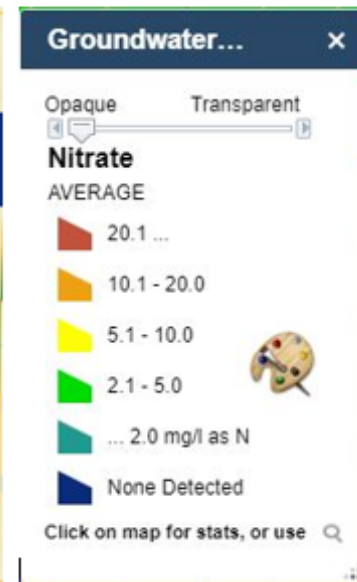
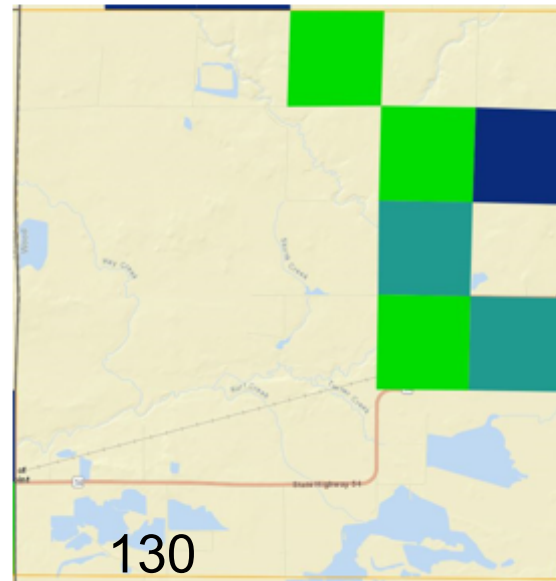
Range	Number	Percent	Summary
None Detected	96	35%	Minimum: No Detect
... 2.0	76	28%	
2.1 - 5.0	63	23%	Median: 1.2
5.1 - 10.0	23	8%	Average: 2.8
10.1 - 20.0	16	6%	
20.1 ...	2	<1%	Maximum: 74.5
<b>Total Samples:</b>	<b>276</b>		
> 10mg/l N	18	7%	Exceeds Health Standard



## Hiles Township

### NITRATE (mg/l as N) for Township 22N R2E

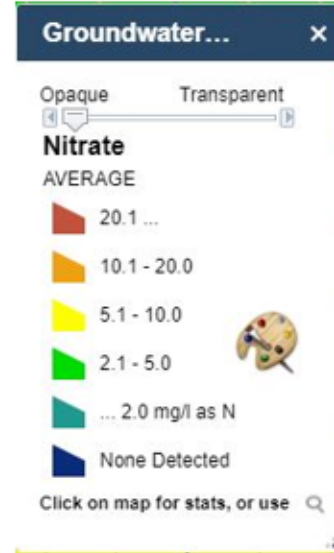
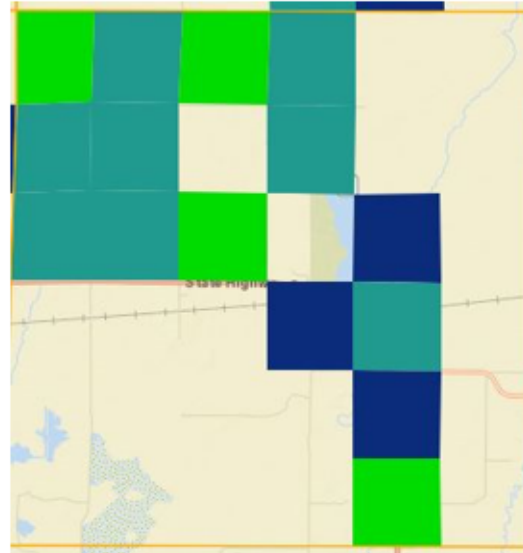
Range	Number	Percent	Summary
None Detected	12	48%	Minimum: No Detect
... 2.0	6	24%	
2.1 - 5.0	3	12%	Median: 0.1
5.1 - 10.0	3	12%	Average: 1.8
10.1 - 20.0	1	4%	
20.1 ...	0	0%	Maximum: 11.5
<b>Total Samples:</b>	<b>25</b>		
> 10mg/l N	1	4%	Exceeds Health Standard



## Dexter Township

### NITRATE (mg/l as N) for Township 22N R3E

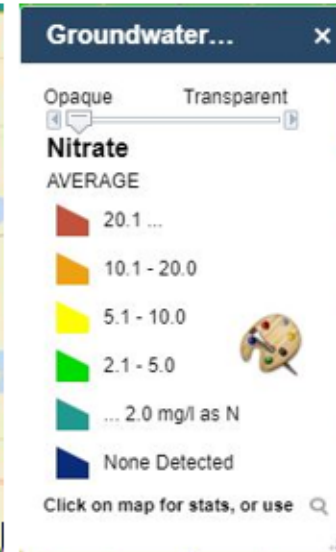
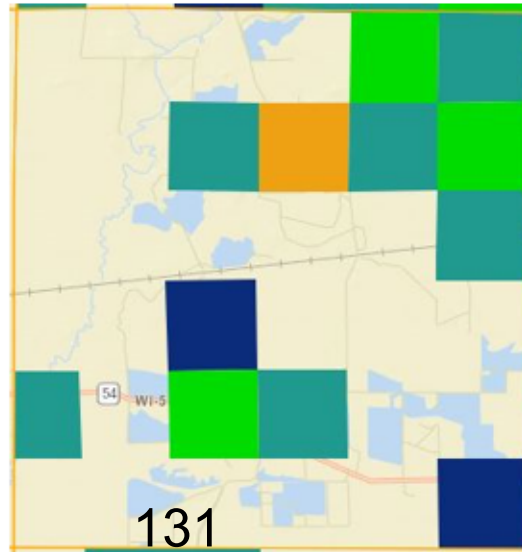
Range	Number	Percent	Summary
None Detected	28	47%	Minimum: No Detect
... 2.0	15	25%	
2.1 - 5.0	13	22%	Median: 0.3
5.1 - 10.0	3	5%	Average: 1.2
10.1 - 20.0	0	0%	
20.1 ...	0	0%	Maximum: 7.6
<b>Total Samples:</b>	<b>59</b>		
> 10mg/l N	0	0%	Exceeds Health Standard



## Cranmoor (NW) & Seneca (W) Township

### NITRATE (mg/l as N) for Township 22N R4E

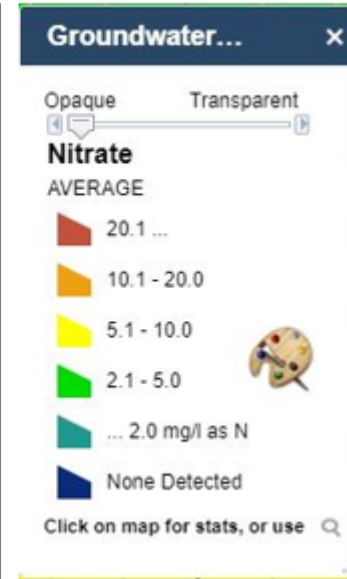
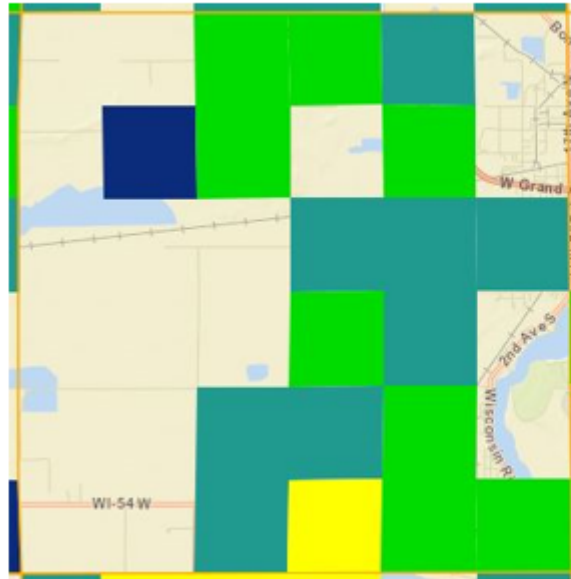
Range	Number	Percent	Summary
None Detected	21	40%	Minimum: No Detect
... 2.0	14	26%	
2.1 - 5.0	8	15%	Median: 0.6
5.1 - 10.0	8	15%	Average: 2.4
10.1 - 20.0	2	4%	
20.1 ...	0	0%	Maximum: 18.7
<b>Total Samples:</b>	<b>53</b>		
> 10mg/l N	2	4%	Exceeds Health Standard



## Cranmoor (NE), Grand Rapids (W), Port Edwards (N) & Seneca (E) Township

### NITRATE (mg/l as N) for Township 22N R5E

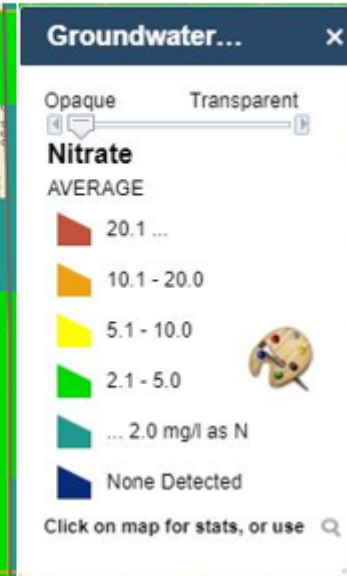
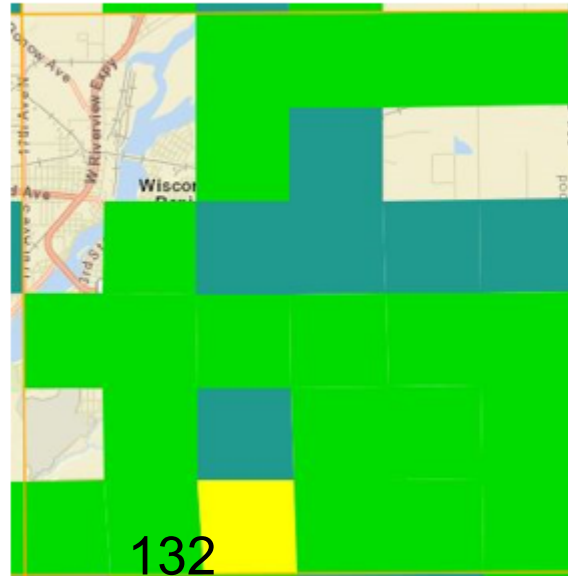
Range	Number	Percent	Summary
None Detected	61	27%	Minimum: No Detect
... 2.0	97	43%	
2.1 - 5.0	45	20%	Median: 0.8
5.1 - 10.0	16	7%	Average: 2.2
10.1 - 20.0	7	3%	
20.1 ...	1	<1%	Maximum: 65
<b>Total Samples:</b>	<b>227</b>		
> 10mg/l N	8	4%	Exceeds Health Standard



## Grand Rapids (SE) Township

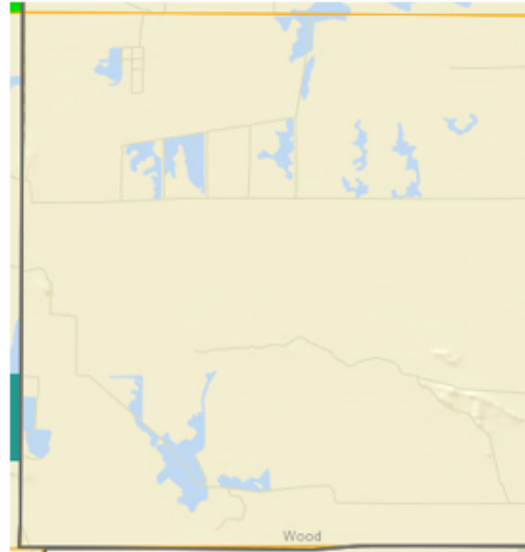
### NITRATE (mg/l as N) for Township 22N R6E

Range	Number	Percent	Summary
None Detected	276	17%	Minimum: No Detect
... 2.0	524	32%	
2.1 - 5.0	443	27%	Median: 2.1
5.1 - 10.0	286	18%	Average: 3.4
10.1 - 20.0	92	6%	
20.1 ...	12	<1%	Maximum: 41.8
<b>Total Samples:</b>	<b>1,633</b>		
> 10mg/l N	104	6%	Exceeds Health Standard



## Remington (W) Township

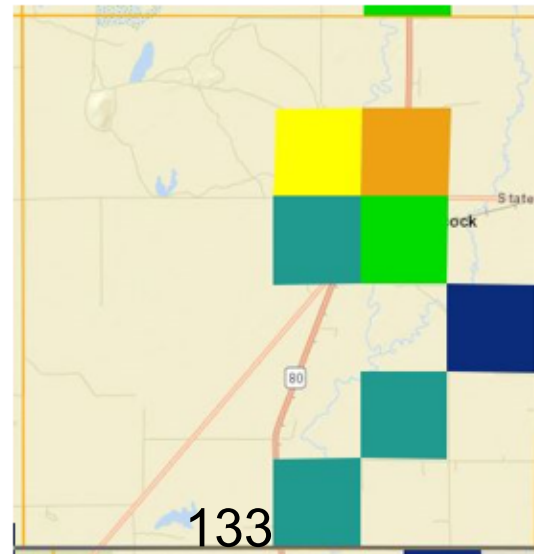
No Data



## Remington (E) Township

### NITRATE (mg/l as N) for Township 21N R3E

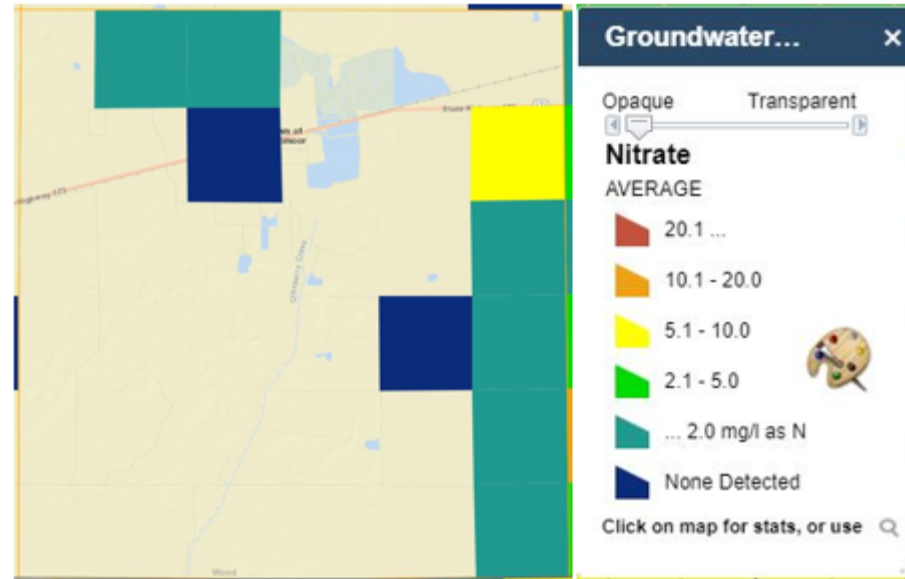
Range	Number	Percent	Summary
None Detected	14	33%	Minimum: No Detect
... 2.0	11	26%	
2.1 - 5.0	10	23%	Median: 0.9
5.1 - 10.0	4	9%	Average: 3.4
10.1 - 20.0	3	7%	
20.1 ...	1	2%	Maximum: 40
<b>Total Samples:</b>	<b>43</b>		
> 10mg/l N	4	9%	Exceeds Health Standard



## Port Edwards (SW) & Cranmoor (S) Township

### NITRATE (mg/l as N) for Township 21N R4E

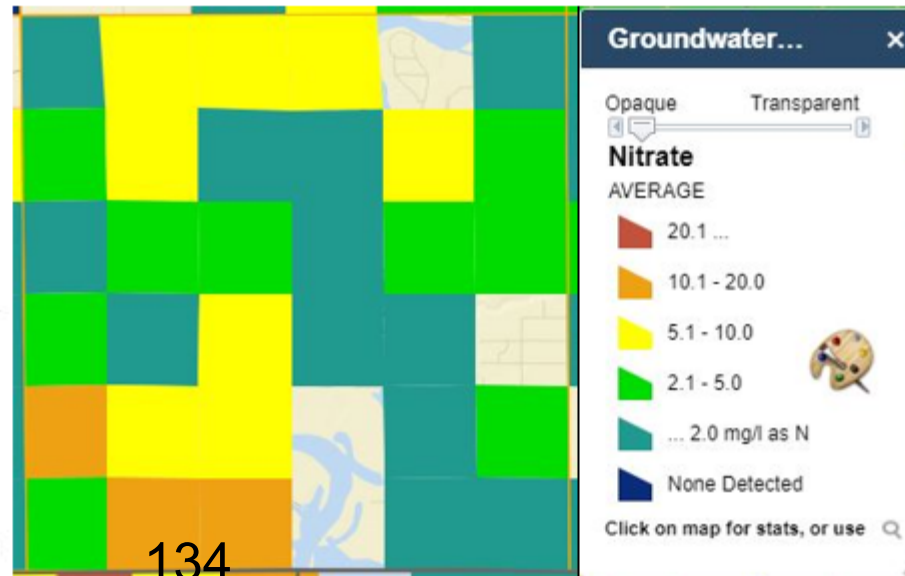
Range	Number	Percent	Summary
None Detected	39	63%	Minimum: No Detect
... 2.0	16	26%	
2.1 - 5.0	5	8%	Median: No Detect
5.1 - 10.0	0	0%	Average: 0.9
10.1 - 20.0	1	2%	
20.1 ...	1	2%	Maximum: 23.6
<b>Total Samples:</b>	<b>62</b>		
> 10mg/l N	2	3%	Exceeds Health Standard



## Port Edwards (SE) & Saratoga (W) Township

### NITRATE (mg/l as N) for Township 21N R5E

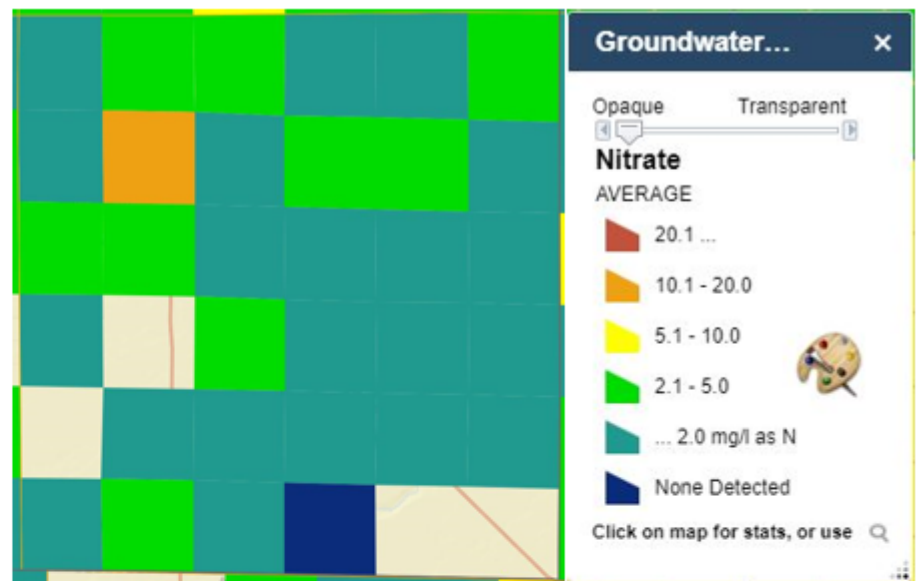
Range	Number	Percent	Summary
None Detected	104	14%	Minimum: No Detect
... 2.0	240	33%	
2.1 - 5.0	187	26%	Median: 2.2
5.1 - 10.0	97	14%	Average: 4.4
10.1 - 20.0	61	8%	
20.1 ...	29	4%	Maximum: 59
<b>Total Samples:</b>	<b>718</b>		
> 10mg/l N	90	13%	Exceeds Health Standard



# Saratoga (E) Township

## NITRATE (mg/l as N) for Township 21N R6E

Range	Number	Percent	Summary
None Detected	171	16%	Minimum: No Detect
... 2.0	517	48%	
2.1 - 5.0	251	23%	Median: 1.2
5.1 - 10.0	97	9%	Average: 2.7
10.1 - 20.0	24	2%	
20.1 ...	19	2%	Maximum: 69
<b>Total Samples:</b>	<b>1,079</b>		
> 10mg/l N	43	4%	Exceeds Health Standard



## CITIZENS (WOOD COUNTY) GROUNDWATER GROUP MEETING

DATE: Monday, January 16, 2022  
TIME: 2:00 p.m.  
LOCATION: Wood County Riverblock Building, Conference Room 206 & Teleconference via WebEx

**Present (In person or via WebEx):** Bill Leichtnam, Bill Clendenning, Ray Bossert, Gordon Gottbeheut, Bruce Dimick, Doreen Dimick, Jeff Penzkover, Ken Winters, Shane Wucherpennig, Scott Bordeau, Robert Sorenson, Randy Moody, John K Endrizzi, Ronald E Hall, State Representative-Scott Krug, Sandy Cain, Rhonda Carrell, Dave Joosten, Ben Jeffrey

1. **Call Meeting to Order:** Bill Leichtnam called the meeting to order at 2:00 p.m.
2. **Speaker—State Representative Scott Krug:**  
**Topic – “Prospects for Groundwater Protection Legislation & Assistance for Residents with Contaminated Wells”**
  - Scott spoke about what was accomplished during the 2020 session. There were thirteen bi-partisan bills that came through the assembly. Eleven of those passed unanimously and were sent to the State Senate, then COVID hit and that was the end. For the 2022 session a lot of those ideas were brought back and consolidated into four or five bills rather than thirteen to make it easier for the senate to get done. Things leftover from the speakers taskforce were issues surrounding PFAS, the Hydrogeologist position with the USGS and their survey staff and changes to the well compensation program. AB243 tackled a lot of those things with the idea of using ARPA funds. The bills passed but the Governor vetoed them, however, he did provide a ten million grant with ARPA funds for those issues.  
<https://dnr.wisconsin.gov/aid/WellCompensation.html> to see the details of this grant. Another item that was accomplished is the Nitrogen Optimization Bill:  
<https://docs.legis.wisconsin.gov/2021/related/proposals/ab727>.
  - Another key component that went into the taskforce bills that did not get done in 2020 is funding County Conservation offices better than we have in the past.
  - Scott states they are unsure at this time what they are going to do about PFAS in rural areas. Three million dollars has been put towards PFAS information collection.
  - Lastly, they made a seven million dollar increase to surface water resource management. The program monitors run off from CAFOs and conservation projects to ensure they are not contributing even more to the problem they had in the past.
  - Questions and discussion took place.
  - If you or someone you know needs help with a contaminated well, contact your local County Conservation office.
3. **Public Comment:**

Bruce Dimick would like to see this group go to Conservation Lobby day in Madison on April 25<sup>th</sup> to speak to state legislation about water issues.  
A citizen shared they would like to see some money put towards randomized testing for PFAS in our county.
4. **Approve Minutes of Nov. 21<sup>st</sup> & Dec 12<sup>th</sup> meeting:**

Gordon Gottbeheut made a motion to approve minutes from both meetings. Seconded by Bruce Dimick. All ayes. Motion carried.
5. **Correspondence:**

None
6. **“Issue Discussion” – Structural Change/ Other & Possible Action:**

John Endrizzi suggested the group have more speakers with pointed viewpoints toward controversial topics.
7. **Information on upcoming related events/meetings.**



The six county collaborative will have an upcoming “reveal” of gap analysis data. The meeting was scheduled in February, then March and has now been pushed into April. Bill will provide an update on this meeting as soon as he gets the information.

8. **Future Speakers** – A suggestion was made to have Cecile Stelzer-Johnson as a speaker.
9. **Agenda Items for next meeting** (next agenda comes out one week prior)
10. **Next Meeting** – Mon., Feb 20<sup>th</sup>, 2023; 2:00 pm
11. **Adjourn:**  
Bill Leichtnam declared the meeting adjourned at 3:47 p.m.

Notes by Victoria Wilson, Planning & Zoning Office



# Wood County WISCONSIN

## OFFICE OF PLANNING AND ZONING

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director  
Adam DeKleyn, County Planner  
Paul Bernard, Land Records Coordinator  
Jeff Brewbaker, Code Administrator  
Scott Custer, Code Technician  
Victoria Wilson, Program Assistant  
Karoline Whitman, Program Assistant

RE: Staff Report for February 1, 2022

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

**Broadband Meeting** – On January 5<sup>TH</sup> I conducted a meeting with the Digital Equity Solutions Team to talk about FCC broadband mapping and future grant opportunities. Grant opportunities are currently being offered by the Public Service Commission of Wisconsin and in the future through the Broadband Equity, Access, and Deployment (BEAD) Program.

**Jail Project Meeting** – On January 12<sup>th</sup> I participated in a jail project update meeting with the City of Wisconsin Rapids. Items that were discussed included completion of the pedestrian crossing lights on Baker Dr., overall parking accommodations during the construction phase, and the agreement that has been established to utilize the “Triangle Lot” for contractor parking. A future construction site tour will be scheduled with city staff, and update meetings will continue to take place 1 time per month or as needed.

**Public Service Commission (PSC) Grants System Webinar** – on January 12<sup>th</sup> I participated in a training seminar on how to use the new PSC on-line grant application system. This new application system works in cooperation with their existing Electronic Records Filing (ERF) system.

**Highway Department 17<sup>th</sup> Avenue Property** – On January 13<sup>th</sup> I met with the Highway Commissioner and staff to review possible future scenarios for the Highway Department facilities. The purpose of the meeting was to try and determine if the County will have any future need for the 8 properties totaling 32.79 acres on the east side of 17<sup>th</sup> Avenue across from the Highway Department.

On January 31<sup>st</sup> I conducted a meeting for County Departments that utilize storage buildings on the Highway Department property. The purpose of the meeting was to determine if their future needs could be met on the west side of 17<sup>th</sup> Ave. so that the 32.79 acre County-owned property on the east side of 17<sup>th</sup> Ave. could be sold.

**Regional Entrepreneurial Ecosystem** – The University of Wisconsin Stevens Point is facilitating the process of mapping out the regional entrepreneurial ecosystem and establishing connections among the participants. I was invited to a meeting on January 20<sup>th</sup> and asked to participate in the core group that will be involved with this project. Developing an entrepreneurial network was one of the strategies identified in the County REDI Plan.

**North Central Wisconsin Regional Plan Commission (NCWRPC)** - On January 24<sup>th</sup> I participated in the NCWRPC Board meeting. Agenda items included an EDA Grant Match and Submission resolution, 2022 work summary and a 2023 Work Plan preview, adoption of the 2023 Work Program, and presentation of the North Central Region Industrial Park Study.

**2. Planning & Zoning (Adam DeKleyn)**

Annual reports are included in this packet for your reference and review.

**3. Land Records (Paul Bernard)**

- Designing an Open Data website that will allow users to download all of our available GIS datasets.
- Exploring Amazon Web Services (AWS) to see if we can expand our footprint to serve our data hosting needs.
- Working with IT on getting ArcGIS software users the software and hardware they need to success.
- Address/Parcel Mapping as needed.
- Various Data Submissions

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

12-23-2022- Thru 01-02-23 Vacation and Holidays

01-03-2023- Numerous Towns reviewed and issued floodplain zoning permit for directional boring, Wisconsin Power and Light

01-04-2023- Reviewed holding tank plan TN: 04

01-05-2023- Holding Tank inspection TN: 04, Measured depth to ground at Eichorn Well for Certified Soil Tester

01-06-2023- Reviewed soils report, hydrograph, conventional plan and permit issued TN: 18

01-09-2023- Mound permit renewal TN: 10, Issued holding tank replacement permit TN: 01, Issued (3) well permits TN: 07 & 18

01-10-2023- Insp Report Eljen Pod Mound TN: 21, (2) Insp Reports Geo-mat Mound TN: 12 & 16, Insp Report Ez-Flow Mound TN: 15

01-11-2023- Insp Report new mound A+4 TN: 10, Combo Tank inspection only, future mound project TN: 08, New holding tank inspection for a winery TN: 12

01-12-2023- Insp Report Geo-Mat mound replacement TN: 01, Insp report replacement A+0 mound TN: 01, Insp report replacement holding tanks TN: 20

01-13-2023- Insp report rep conventional TN: 13, On-site inspection conventional system TN: 18

01-16-2023- Reviewed soils eval, hydrograph, rep conv plan and permit issued TN: 18, reviewed soils eval, plan and permit issued for new holding tanks TN: 20, Reviewed soils eval for rep holding tanks TN:03

01-17-2023- Issued permit for tank rep on existing mound TN: 18, Issued privy permit for hunting cabin TN: 04, Issued well permit TN:12, Soils eval, plan review, issued permit for A+4 mound TN: 01

01-18-2023- (3) Insp reports for mounds, (1) insp report conv, (1) insp report holding tanks

01-19-2023- (2) Insp reports for mounds, (1) insp report for holding tanks

01-20-2023- (1) Insp report conv tank replacement TN: 31, Issued (2) well permits, On-site insp replacement holding tanks, City of Nekoosa, On-site complaint investigation regarding illegal pumping of holding tanks TN: 03

01-23-2023- Completed (7) inspection reports

01-24-2023- Insp report for mound system TN: 16, Complaint investigation, Reviewed soils evaluation, plan, and issued permits for rep holding tank TN: 10

## **5. Code Technician (Scott Custer)**

12-27-2022– Well permit review and approval X 2.

12-29-2022 – Reconnect permit review and approval TN-13.

12-30-2022 – End of year housekeeping.

1-3-2023 – Permit renewal TN-20. Conventional permit review and approval TN-07.

1-4-2023 – Conventional permit application review and approval X 1 TN-07. Holding tank approval and review X 1 TN-10.

1-5-2023 – Shoreland/Floodplain letters for proposed projects X 2 TN-07. Well permit review and approval TN-15.

1-6-2023 – Shoreland/Floodplain meeting with landowner TN-18.

1-10-2023 – POWTS training WebX DSPS. POWTS CEED update for 2022. Holding tank revision and HS-Letter TN-01.

1-11-2022 – Inspection reports X 6.

1-12-2023 – Inspection reports X 8. Floodplain/shoreland fill project meeting with land owner.

1-13-2022 – ESERI/GPS training in the field.

1-16-2023 – Inspection reports X 9.

1-17-2023 – Inspection reports X 10.

1-18-2023 – Inspection reports X 23.

1-19-2023 – Inspection reports X 10.

1-20-2023 – Inspection reports X 4. HT violation onsite TN-10.\*

1-23-2023 – Inspection report X 3.

1-25-2023 – Sanitary report audit for the State.

**6. Office Activity (Victoria Wilson)**

- a. Monthly Sanitary and Well Permit Activity – There were 12 sanitary permits, 1 Floodplain permit, 1 Shoreland permit and 8 well permits issued in January 2023.
- b. Triennial Program Fee Notices – Corp Counsel letters went out on January 10<sup>th</sup>. There were more letters than anticipated with a little over 300 letters going out. As of January 24<sup>th</sup>, there are 147 fees that have not been paid.
- c. TRIP – Our office received \$1243.50 in January to pay off two court cases.
- d. Attended the following meetings/trainings & activities:
  - i. January 4<sup>th</sup>, CEED Meeting (VW)
  - ii. January 5<sup>th</sup>, Broadband (VW)
  - iii. January 6<sup>th</sup>, Karoline's last day ☹️
  - iv. January 16<sup>th</sup>, Citizen's Groundwater Group (VW)

# 2022 Annual Report - Plat Review



## TRENDS FROM THE PAST YEAR

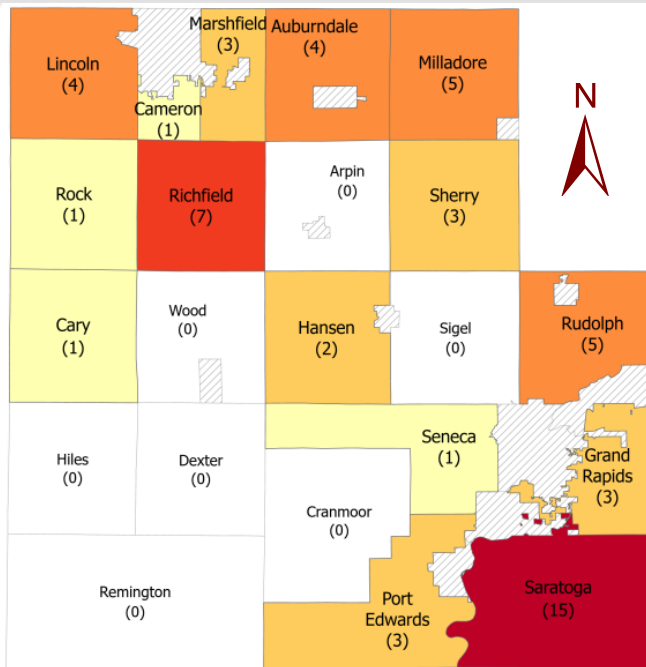
- 17% decrease in number of CSMs submitted & reviewed.
- No new subdivision plats.
- Town of Saratoga had the most land divisions.
- 2022 CSM totals still above 5-year average.

## PURPOSE

The Wood County Land Subdivision Ordinance is administered county-wide within the unincorporated areas of the county. This ordinance regulates procedures and standards for dividing a parcel of land into smaller parcels.

The purpose of this ordinance is to promote the public health, safety and general welfare; to further the orderly layout and use of land; to prevent the overcrowding of land; to lessen congestion in the streets and highways; to facilitate adequate provisions for water, sewage and other public requirements; to provide for proper ingress and egress; to promote proper monumenting of subdivided land and conveyancing by accurate legal description; and to provide safe and orderly subdivision layouts.

2022 Plat Review Summary		
	Total	# of Lots
Certified Survey Map (CSM)	58	97
Preliminary Subdivision Plat	-	-
Final Subdivision Plat	1	4
Condo Plat	4	8 units



CSMs By Town	
Town	Total
ARPIN	-
AUBURNDALE	4
CAMERON	1
CARY	1
CRANMOOR	-
DEXTER	-
GRAND RAPIDS	3
HANSEN	2
HILES	-
LINCOLN	4
MARSHFIELD	3
MILLADORE	5
PORT EDWARDS	3
REMINGTON	-
RICHFIELD	7
ROCK	1
RUDOLPH	5
SARATOGA	15
SENECA	1
SHERRY	3
SIGEL	-
WOOD	-

## STAFF

**Adam DeKleyn - County Planner**

Telephone: 715-421-8568

Email: [adam.dekleyn@woodcountywisc.gov](mailto:adam.dekleyn@woodcountywisc.gov)

**Kevin Boyer - County Surveyor**

Telephone: 715-421-8466

Email: [kevin.boyer@woodcountywisc.gov](mailto:kevin.boyer@woodcountywisc.gov)

## CSM Historical Data & Projections For Future



## LEARN MORE

[Wood County - Plat Review](#)



# 2022

## Annual Report : Well-Water Systems



# 115

# OF NEW WELLS  
PROPERLY LOCATED &  
PERMITTED

# 43

# OF UNSAFE, UNUSED OR  
NONCOMPLYING WELLS  
FILLED & SEALED

### PURPOSE

The purpose of the Wood County Private Well-Water Systems Program is to protect Wood County's drinking water and groundwater resources through regulating new private well location and well filling and sealing.

Well Construction Type	
	Total
Drilled	114
Driven Point	1

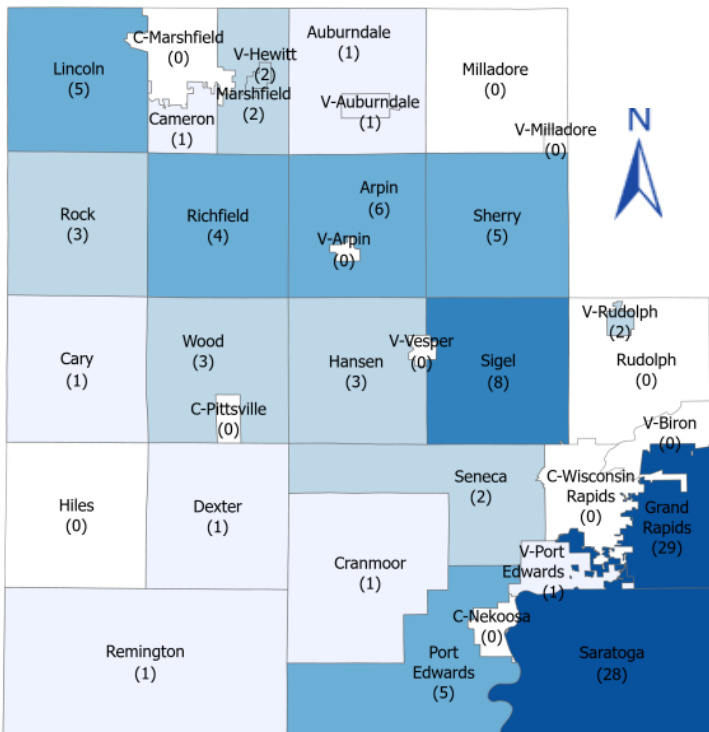


This program provides the opportunity to protect public health and the environment as well as provide for the protection and safety of county citizens by inspecting new and existing well installations, discovering old wells that should be filled and sealed, and learning more about groundwater and soil conditions within the county. The program is administered countywide by the Planning and Zoning Department.



# 50%

Grand Rapids and Saratoga  
accounted for roughly half of all  
2022 well constructions



### Wells by Municipality

Local Municipality	Total
T. ARPIN	6
T. AUBURNDALE	1
T. CAMERON	1
T. CARY	1
T. CRANMOOR	1
T. DEXTER	1
T. GRAND RAPIDS	29
T. HANSEN	3
T. HILES	-
T. LINCOLN	5
T. MARSHFIELD	2
T. MILLADORE	-
T. PORT EDWARDS	5
T. REMINGTON	1
T. RICHFIELD	4
T. ROCK	3
T. RUDOLPH	-
T. SARATOGA	28
T. SENECA	2
T. SHERRY	5
T. SIGEL	8
T. WOOD	3
V. ARPIN	-
V. AUBURNDALE	1
V. BIRON	-
V. HEWITT	2
V. MILLADORE	-
V. PORT EDWARDS	1
V. RUDOLPH	2
V. VESPER	-
C. NEKOOSA	-
C. PITTSVILLE	-
C. MARSHFIELD	-
C. WISCONSIN RAPIDS	-

### STAFF

**Scott Custer - Code Technician**

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**Adam DeKleyn - County Planner**

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### LEARN MORE

[Wood County - Well Program](#)



## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: February 3, 2023  
 TIME: 9:00 a.m.  
 PLACE: Room 105, Wood County Courthouse  
 TIME ADJOURNED: 9:22 a.m.  
 MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,  
 Ed Wagner, William Voight  
 MEMBERS EXCUSED: Joseph Zurfluh  
 OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 9:00 a.m., the meeting was called to order.
2. Public comments. Steve Abrahamson spoke about there being an old boys club between judges, attorneys, and law enforcement. He wants this investigated and for policies and procedures to be developed to prevent it from happening.
3. The minutes for the January 6, 2023, meeting were reviewed. **Moved by Wagner, seconded by Voight, to approve the minutes. All ayes.**
4. The Committee reviewed the claim of Jerry & Janet Meddaugh. This claim will be provided to the county board.
5. There were no new animal claims against the County. County Clerk Trent Miner advised that the dog license fund ended 2022 slightly in the red but the Finance Department did not see a need for action.
6. The Committee reviewed monthly voucher and department reports of the departments it oversees. **Moved by Leichtnam, seconded by Voight, to approve the reports and payment of department vouchers. All ayes.**
7. The Committee reviewed correspondence and legislative issues.
  - a. Citizens Groundwater Group. Supervisor Leichtnam reported that the Groundwater Group met on January 6, 2023, and Representative Scott Krug presented on groundwater protection legislation and help that is available to citizens with groundwater problems.
  - b. Winnebago County resolution on U.S. land ownership by foreign entities. No action taken.
8. Formation of a Nepco Lake District. Supervisor Leichtnam spoke on the proposal to create a Nepco Lake District. Both the Village of Port Edwards and the Town of Saratoga have approved resolutions to create this entity. No action taken.



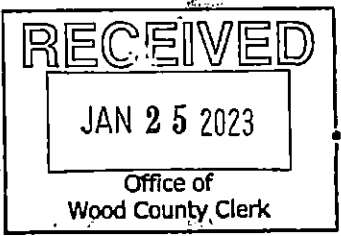
9. Criminal Justice Department Budget Resolution. Supervisor Wagner spoke in favor of the Criminal Justice Coordinator budget resolution. **Moved by Voight, seconded by Wagner, to approve the resolution. All ayes.**
10. County Board rules. No requests for action.
11. Attendance at meetings. Supervisor Wagner explained there is a slot open for legislative days.
12. Agenda items for the March 2023 meeting:
  - Nothing specified at this time.
13. The next committee meeting will be March 3, 2023, at 9:00 a.m.
14. Meeting adjourned without objection by the Chairperson at 9:22 a.m.

Minutes taken by Peter Kastenholz and are in draft format until approved at the next meeting.

# Judicial & Legislative Committee Meeting

Date: Feb 3, 2023

NAME (PLEASE PRINT)	REPRESENTING
Jeff Peurkaers	WCB#11
Steve Abrahamson Jalle Hahn	Wood County Citizens WCB
Ed Neuten	Finance
Kim Stimac	Clerk of Courts
Tiffany Ringer	ROD
Lance Pural	WCB
Bryan Peterson	WOSO
Brent Verwilt	CSA
C. LAMBERT	D.A.
AV attendees	
Trent Miner	County Clerk
Mary Anderson	Register in Probate
Caitlin Saylor	Criminal Justice Coord.



NOTICE OF INJURY AND CLAIM

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

cc: Corp Counsel  
HR  
Hwy

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

THE INCIDENT

Date: 1/19/23

Time: 1:00 pm - 3:00 pm

Place: 2940 Eagle Rd Wisconsin Rapids, WI

The circumstances giving rise to my claim are as follows:

Snow plow hit our mail box, was damaged  
mail was all over the road  
This is the second time this happened

The names of county personnel involved are: \_\_\_\_\_

The names of other witnesses are: Mark Siegler  
Lorraine Schmutzer

THE CLAIM

I request the following monetary or other relief: Replace mail box

Date: 1/21/23

Signature: Jerry & Janet Meddaugh  
Print Name: Jerry & Janet Meddaugh  
Address: 2940 Eagle Rd  
Wisconsin Rapids WI  
54494  
Phone: 715-421-1149



# Wood County

## WISCONSIN

CHILD SUPPORT  
AGENCY

---

**FEBRUARY 2023**

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

Prepared by Child Support Director Brent Vruwink

- In the month of February the Institute for Research on Poverty team will be interviewing leaders and staff from our ELEVATE program as they work to complete their analysis of the program. The purpose of the interviews is to document and describe how ELEVATE programs operated at full implementation, successes and challenges programs encountered, and lessons learned.
- We have been getting referrals to provide supervised visits for customers at both Parent Engagement Centers in Marshfield and Wisconsin Rapids. We are also working to offer customers the ability to offer exchanges at the Wisconsin Rapids Center.
- Along with Supervisor Clendenning, Register of Deeds Ringer, Human Services Director Vruwink and Veterans Service Officer Larson, I attended WCA CAP Day on January 25<sup>th</sup>. We met with the offices of Senators James, Tomczyk, Testin and the offices of Representatives Spiros, Rozar, Krug and Vander Meer.
- I will be attending WCSEA meetings on February 16<sup>th</sup> and 17<sup>th</sup>.
- All staff members completed the yearly IRS and Social Security training.
- The updated budgets for the cooperative agreements have been sent to the Bureau of Regional Operations.
- The current IV-D case count is 3,537.



# Wood County

## WISCONSIN

*Kimberly A. Stimac*

CLERK OF  
CIRCUIT COURT

---

February 2023

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

1. January 3<sup>rd</sup> –
  - a. I was sworn in for my first official term in office by Judge Gregory Potter.
  - b. Each deputy clerk in my office was sworn in.
2. January 5<sup>th</sup> –
  - a. Attended the Operations Committee Meeting
3. January 6<sup>th</sup> –
  - a. Attended the Judicial & Legislative Committee Meeting
4. January 9<sup>th</sup> –
  - a. I received a retirement resignation from Jackie Arnold. She is our Branch 3 court clerk. She has been in the Clerk of Courts office for 23 years! Her last day will be March 1, 2023.
  - b. The position was posted beginning on January 11<sup>th</sup> and ending January 25<sup>th</sup>.
5. January 10<sup>th</sup> –
  - a. After reviewing the budget for the Family Court Commissioner, I found that the cellphone budget was exceeded by \$70.28. I contacted Finance and am working with them on a resolution or reallocating the overage and putting it towards the Clerk of Court budget instead since I have enough in that line. When I came on in September, I choose not to have a county issued cellphone so that saved us \$30 per month for October thru December.
6. We had three jury trials this month that we brought jurors in and then the defendant's decided to enter a plea the morning of the trials.
  - a. January 10<sup>th</sup> - We are requesting the costs to be reimbursed by the defendant for that trial totaling \$2,162.86. The court will make its decision on whether to grant the costs at the time of sentencing on March 14<sup>th</sup>.
  - b. January 11<sup>th</sup> – This was a mental commitment case which the Person in Need decided to stipulate that morning. We are not requesting reimbursement for this 6 person jury.
  - c. January 17<sup>th</sup> - Defendant was ordered to pay the jury costs totaling \$1,876.70. A cash bond was posted and has already been applied so our office has been reimbursed for this one.
7. January 19<sup>th</sup> –
  - a. We received a request to re-issue a check from 2014 in the amount of \$156,785.84. This was in regards to 11CV398, an eminent domain case involving the new Highway 10 right of way. On May 30, 2012 judgment was entered and the clerk was ordered to issue a check in that amount. The parties returned the check asking our office to hold it pending appeal. On May 24, 2014, then Clerk of Court Cindy Joosten wrote a letter to the parties and reissued the check. On June 3, 2014 the check was

again returned by the parties with an unpleasant message attached. At that time the parties were notified that if the check wasn't cashed by January 10, 2015, the funds would be managed as Unclaimed Funds pursuant to Wis. Stat. 59.66. After reviewing the statute with the Finance Director, Treasurer and Corporation Counsel it appears that the parties have 10 years from the date the funds are delivered to the Treasurer for the rightful owner of the funds to make a claim for them. Corporation Counsel's opinion is that the County must issue a new check for these funds. The Treasurer is working on re-issuing the check. When the check was voided, it went in to the Clerk of Courts miscellaneous revenue account. I've been informed that this will come out of my expense account and will go over budget for 2023. Finance will process a resolution detailing this later in 2023.

8. January 26 and 27<sup>th</sup> –

- a. We will be conducting interviews for the Court Clerk position. We had 25 applicants and are interviewing 5 on these two dates.



# Wood County

## WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

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### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

January 2023

1. Opioid Settlements. Counsel for the counties advises that a group of settlements has been reached and information explaining the settlement will be forthcoming along with a resolution for the county board to approve the settlement.
2. Mental Commitments. The Corporation Counsel's office handles a few hundred mental commitment hearings a year. Typically, the hearings themselves only take ten to thirty minutes but the legal secretaries spend quite a bit of time setting up the hearings. They prepare documents, arrange for witnesses, review reports, and generally make sure that everything flows smoothly at the hearings. Preparing for these hearings and preparing guardianship cases constitutes the majority of the workload for the legal secretaries. I mention this because Norwood has secured different psychiatrists to handle the mental health services there. These doctors will determine when and what type of hearings they want. Chances are having a new set of doctors won't significantly increase or decrease the workload here, but it may. In the past, when we have had a change of psychiatrists or psychologists at Norwood, we have seen increases and decreases in minor commitments, alcohol commitments, guardianship conversions, and so on. Right now, I believe that there is room to squeeze more work out of us, but going forward things will change here as well. Anyway, I just wanted the committee to be aware of a change that may be impacting the office operations.
3. Olson WRS Claim. Former Humane Officer Nanci Olson has brought a claim against the county with the Wisconsin Retirement Service's Employee Trust Fund claiming that the county didn't grant to her retirement benefits like it should have dating back to 2008. Ms. Olson has an interesting case and most of her claims will live or die based upon how the Administrative Law Judge applies a seven-year statute of limitations. I will keep the committee posted on developments.
4. Municipal Court. I think that all of you are aware that I have had a part-time job as the Wisconsin Rapids Municipal Court Judge for a number of years now. Municipal court is handled in the early evening on Wednesdays, but a few times a month I take vacation time here to head over early to handle truancy matters. Prior to COVID, I would sign over a hundred warrants a month and then meet with detained persons at the jail a few times a week after work. Since COVID and a new jail policy, I only sign a few warrants a month and stop at the jail every other month or so. Periodically, my Court Clerk will contact me at the county with some pressing matter and I will take a few minutes to address it but otherwise, there isn't much cross over with the positions. Nonetheless, just because I don't see any problems with having both posts, you may have some concerns or questions about it and I wanted to add the topic to my report in case there was anything any of you wanted to address with me about this.



# Wood County

## WISCONSIN

CRIMINAL JUSTICE  
DEPARTMENT

**FEBRUARY 2023**

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

Prepared by Criminal Justice Coordinator, Caitlin Saylor

#### **Meetings Attended:**

- 1/3/23: Central WI Partnership for Recovery
- 1/5/23: Wood County IMPACT Introduction, MAT Policy and Procedure Subcommittee, COSSAP MAT Data Analysis Workgroup
- 1/6/23: Judicial and Legislative Committee
- 1/9/23: Drug Court Staffing/Court, IMPACT Meeting
- 1/12/23: Criminal Justice Department Team Meeting
- 1/16/23: Drug Court Staffing/Court
- 1/17/23: Memory Lanes Farm Tour
- 1/18/23: Criminal Justice Task Force, DOJ MAT Program Overview, AIMS Software Demo, Outagamie County Equity in the Criminal Legal System Subcommittee
- 1/19/23: Doctorate of Social Work Student Interview about MAT Program, Drug Court Sustainability Meeting, DOJ COSSAP MAT Grant Meeting
- 1/20/23: Drug Court Introduction with new team member
- 1/23/23: Drug Court Staffing/Court
- 1/24/23: DOJ TAD Grant Training, Treatment Court Coordinator Statewide Collaboration Meeting
- 1/25/23: Us2 Behavioral Health – Drug Court Program Evaluation Planning
- 1/26/23: Criminal Justice Department Team Meeting
- 1/30/23: Drug Court Staffing/Court

#### **Department Activities**

Budget Resolution: The Finance Department assisted the Criminal Justice Department with submitting a budget resolution for use of the contingency funds. The previous Criminal Justice Coordinator proposed the 2022 budget with her wage calculation at 75% and used the remaining funds to support a promotion of the second staff member from a program assistant to a case manager. In 2022, the current Criminal Justice Coordinator's wages were at full-time status. There was also a staff case for the new case manager and upon hire, this individual's wage was offered at a higher step level than the previous case manager.

#### **Drug Court**

Current participants: 24  
Terminations (Year to Date): 13  
Graduations (Year to Date): 12  
Pending Referrals: 5

The Drug Court Staffing team welcomed a new team member, Benjamin Goodreau, who is a Battalion Chief with the Wisconsin Rapids Fire Department and a board member of the Oxford House.



On January 28<sup>th</sup>, the Criminal Justice Department hosted a sober community event for drug court participants and their families at the Wisconsin Rapids Riverkings hockey game. Approximately 12 current or graduated participants attended the game with the Criminal Justice Department staff.

The Treatment and Diversion Grant supported Wood County's Outpatient Clinic with the purchase of new furniture for the day treatment room. The furniture was received this month.

**Comprehensive Opioid, Stimulant and Substance Abuse Program (COSSAP) Medication Assisted Treatment (MAT) Program:**

**Year to Date:**

Referrals: 19

Intakes Completed: 17

Initiated MAT in Jail Participants: 12

Vivitrol injections completed post release: 9



# Wood County

## WISCONSIN

### REGISTER OF DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

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**FEBRUARY 2023**

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

1. I spoke with Chief Deputy Sheriff Quentin Ellis and Deputy Sam Klumb regarding Tag-less scanning and how it changes the way Sheriff's Deeds are recorded. Deputy Klumb provided a customer list and I sent letters along with agreements to all of the Attorney's offices. This will streamline the process of working with Sheriff Deeds and ensure customers are receiving their documents in a timely manner.
2. On January 6<sup>th</sup>, I attended the Judicial and Legislative committee meeting.
3. Deputy Joy Kraft and Deputy Jill Vruwink attended virtual training for Avid Searching through Fidar College on January 17<sup>th</sup>.
4. I attended the WCA County Ambassador Program on January 25<sup>th</sup> in Madison along with Supervisor Clendenning and other county department heads. We met with all of our Wood County Legislators.
5. I will be attending the Judicial and Legislative committee meeting on February 3<sup>rd</sup>.

**VICTIM WITNESS SERVICES REPORT**  
Michele Newman, Coordinator  
December 22, 2022 to January 23, 2023

**Victims/Witnesses Served:**

**293 total contacts // 253** Victims or Witnesses made contact with via phone

**36** Victims or Witnesses met with in person

0 Victims assisted with preparation of Crime Victim Compensation Application

**86** Initial contact packet information sent

**24** No contact order information

**2** No prosecutions notification

**55** Victims or Witnesses were notified of all hearings

**24** Victims or Witnesses were notified of plea agreement/sentencing

**0** Victims or Witnesses notified of sentencing after revocation

**10** Victims with restitution requested

**13** Victim Impact Statements

**24** Victims registered Vine service.

**0** Victims notified of appeals court proceedings

Total services/events // Total unique parties = **468 /241**

**Trainings/Meetings/Other: none**

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

**DAY AND DATE:** Thursday, February 2, 2023  
**PLACE:** Highway Department, 555 17<sup>th</sup> Ave N, Wisconsin Rapids, WI 54495  
**MEETING TIME:** 9:00 a.m.  
**ADJOURNMENT TIME:** 10:49 a.m.  
**MEMBERS PRESENT:** Chairperson Jake Hahn, Supervisor Dave LaFontaine, Supervisor Lee Thao, Supervisor John Hokamp, Supervisor Al Breu

**OTHERS PRESENT:** Roland Hawk, Highway Commissioner; Fritz Schubert, Forest Administrator; Supervisor Bill Clendenning, Supervisor Dennis Polach, Supervisor Jeff Penzkover, Brandon Dammann, Highway Patrol Superintendent, Norman Barrientos, Barrientos Design & Consulting; Ruben VanTassel, Courthouse Maintenance; Sandra Green, Parks and Forestry Office Supervisor; Rachel Krause, Highway Program Assistant;

**OTHERS PRESENT VIA WEBEX:** County Board Chair Lance Pliml; Ed Newton, Finance Director; Chad Schooley, Parks & Forestry Director

1. Call meeting to order. Meeting called to order at 9:00 a.m.
2. Declaration of quorum. Quorum declared.
3. Public comments. B. Clendenning upset that highway approved a permit for a driveway on CTH W for a Dollar General and he was not notified as the County Board Supervisor that represents that district. He would have liked to have been made aware that a Dollar General was considering a location in his district. R. Hawk explained that the request for access came to his department and his department did what it has the authority to do and that is to approve or deny access. CTH W roundabout is moving along and the right-of-way plat has been complete. Final cost estimates will be available soon. B. Clendenning voiced his concerns about changes being made that access to Wazeecha Ave will be a right turn in and out.
4. Correspondence. R. Hawk received a call from a property owner concerned about the Dollar General access being approved for CTH W. R. Hawk was approached by the Portage County Highway Commissioner to form an agreement for winter storm plowing. Wood County would plow CTH O to CTH M in Portage County this is safer for our plow drivers to turn around than to make this attempt at the County line. Portage County would then plow CTH PP to CTH O and would also be in charge of plowing the intersections. R. Hawk will be in touch with Corporation Council to see if a legal document will need to be drawn up. R. Hawk talked with a consultant, who has experience with grant writing, at WCHA Winter Road School who was able to offer some insight on grant opportunities that would allow for the reconstruction of CTH A. R. Hawk intends to enter into a contract with this consultant and submit for the grant period that will be due in November. This consultant will seek to receive a letter of support from the Secretary of Transportation. The Highway Department will host a Local Road Forum February 23<sup>rd</sup>, topics will include grant opportunities, County, State, and Federal aid available to municipalities, and R. Hawk will also be attending the Towns Association meeting on February 17<sup>th</sup> to talk about this same topic.
5. Approve minutes from previous committee meetings. **A. Breu made a motion to approve the minutes, second by D. LaFontaine. Motion carried.**
6. ATV Trail/Route system update. None.
  - a. Route Updates
7. **HIGHWAY**
  - a. Highway staff reports. Staff approached a property owner on CTH F that has been parking in the right-of-way and did not receive a response. The Sheriff's Department was asked to get involved and this then resulted in the vehicle being moved. The Engineer position has been vacant for 9 months. R. Hawk will be working with HR and will be going before the operations committee with a recommendation that the position be moved up a grade. R. Hawk is looking for support from this committee for this change. **A. Breu made a motion to approve increasing the grade for Engineer by one grade, second by J. Hokamp. Motion carried.** R. Hawk will be attending the NACE conference in Alabama. The trip will be reimbursed by WCHA so a resolution is not needed but R. Hawk would like the committee's approval to travel. **Motion to approve R. Hawk traveling to Gulf Shores Alabama for the NACE Conference**

**by J. Hahn, second by A Breu. Motion carried.** Highway received a request for a permit to move an over width, over height and overweight item down CTH A. Highway closed CTH A during the move and the company will reimburse the department for those costs.

- b. Highway revenue report. **Motion to approve by D. LaFontaine, second by J. Hokamp. Motion carried.**
- c. Highway vouchers. **Motion to approve by J. Hokamp, second by L. Thao. Motion carried.**
- d. WR Highway shop space needs study presentation. Norman Barrientos of Barrientos Design & Consulting presented the finding of the space needs study conducted by his firm. He gave options to repair and options for building new and gave his recommendation for the optimal scenario. Currently he sees the biggest need to be fleet storage and the repair garage. R. Hawk added the currently building lacks fire suppression and if something were to catch on fire we would likely lose our entire fleet.
- e. Culvert Quotes. **Motion to approve by A. Breu, second by J. Hokamp. Motion carried.**
- f. Sand and Aggregate Quotes. **Motion to approve by D. LaFontaine, second by A. Breu. Motion Carried.**
- g. Online payment option. The department has received requests for the ability to pay invoices online with a credit or debit card. We have been working with RTVision to provide this option and that is now complete.
- h. Village of Auburndale right-of-way transfer. R. Hawk met with Village of Auburndale representatives, they would like to obtain some right-of-way between the viaduct and the intersection of Main Street (Old US 10). R. Hawk is willing to JT the segment of CTH P from K to USH 10 and will be attending the Village Board meeting Monday, February 6.
- i. Wisconsin Rapids back up power. R. Hawk has authorized electrical work to be done to the WR shop to allow a generator that was purchased for the plant to be plugged into the building to power what is necessary if there were a power outage.
- j. Resolution to add a Crusher Operator. Funding this position would be achieved by reducing overtime, the cost of renting equipment, and reducing the amount of virgin oil needed to produce asphalt because of the fines created by the crushing operation that can be added to the recycle already used in producing asphalt. **Motion to approve the resolution to create a crusher operator position for the Highway Department by D. LaFontaine, second by A. Breu. Motion carried.**
- k. Exchange of ARPA funds for levy funds. R. Hawk worked with finance to exchange ARPA finds allocated to the department with levy funds. If ARPA funds were used in construction projects it would negatively impact the GTA received.

## 8. PARKS AND FORESTRY

- a. Parks & Forestry staff reports.
- b. Special Use permits. 1. Pittsville Lions ice fisheree on Lake Dexter Feb. 5 with use of the shelter building. 2. Central Wisconsin Racing Association motorcycle and ATV races on Lake Dexter Feb. 19. 3. Aqua Skiers calendar request for Red Sands Beach Closure in summer of 2023 for practices/shows . **Motion to approve the special use permits by D. LaFontaine, second by L. Thao.**
- c. Increase annual safety boot purchase reimbursement for maintenance employees. The reimbursement amount has not changes since C. Schooley has been involved. His recommends an increase from \$100 to \$200 for FTE's and from \$50 to \$100 for LTE's. **Motion to approve by D. LaFontaine, second by A. Breu. Motion carried.**
- d. Resolution to carryover funds from unspent and incomplete 2022 Capital Projects. **Motion to approve the resolution by J. Hahn, second by J. Hokamp. Motion carried.**
- e. 2024 P&F user fees. C. Schooley explained that the timing is different because of the online reservation system and reservations being able to be made a year in advance. Historically an increase for camping reservations would have been done every 5 years but C. Schooley is looking to do a more gradual increase, possibly every year. J. Hokamp would like to see camping fees go up by \$2. C. Schooley will evaluate annually and if a larger increase is needed. It can be done for 2025 **Motion to approve 2024 P&F user fees by D. LaFontaine, second by J. Hokamp. Motion carried.**
- f. Powers Bluff Rules. J. Hahn inquired why double tubing is not allowed. C. Schooley explained that it is a safety concern and exceptions are made on a case by case basis. Current tubes are not designed for two riders. J. Hahn would like to see it changed to allow double rider for the rest of the season. C. Schooley would like to not go back and the majority of the committee agreed that the change should not be made.
- g. Parks and Forestry revenue reports. **Motion to approve by D. LaFontaine, second by L. Thao. Motion carried.**

- h. Parks & Forestry vouchers. **Motion to approve by J. Hokamp, second by A. Breu. Motion carried.** .
9. Attendance at Meetings. J. Hahn is requesting a per diem for attending the WCHA Winter Road School. **Motion to approve by D. LaFontaine, second by J. Hokamp. Motion carried.**
10. Future Agenda Items. Space Needs Study for Highway.
11. Set next regular meeting date: March 2, 2023 at 9:00 am at Wood County Highway Department, 555 17<sup>th</sup> Ave North, Wisconsin Rapids, WI 54495
12. Adjournment. L. Thao was excused at 10:31 a.m. J. Hahn adjourn the meeting at 10:49 a.m.

*Minutes are in draft form until approved at the next HIRC meeting.  
Recording Secretary, Rachel Krause, Highway Program Assistant*



# Wood County

## WISCONSIN

OFFICE OF  
HIGHWAY COMMISSIONER

*Roland Hawk*  
COMMISSIONER

January 23, 2023

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for February 2, 2023 HIRC meeting

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### Department Activities

#### Personnel/Administration

The vacant mechanic position has been posted and interviews will be scheduled for mid-February. Mechanic position was created when a mechanic was promoted to Lead Mechanic. Commissioner has discussed changes with HR Director to increase the engineer pay grade since it has been vacant for eight months. Commissioner will attend Operations Committee to seek an increase.

Commissioner is seeking approval to create a crushing operator position. As requested by the HIRC, a referendum has been drafted and the means for paying for the position is described in the referendum. The position will reduce overtime required by other employees, there is reduction in contracting the service, a product produced by crushing asphalt chips is used to replace approximately 0.7% of virgin oil in the asphalt production, amounting to a significant savings to the highway department.

Commissioner would like to attend the National Association of County Engineers in Orange Beach, Alabama April 15 – 19. Expenses will be reimbursed by WCHA.

Commissioner is working with RTVision the contractor who developed our Electronic Time Keeper and On-line permit system to develop an on-line payment system so on-line payments can be made to the highway department for various items such as crash repairs. This additional payment option will cost \$1,700.

#### Highway/Facility Projects

##### 2023 Construction Projects:

- Roundabouts at CTH W & 48<sup>th</sup> Street and CTH Z & 48<sup>th</sup> Street  
Commissioner signed relocation order to secure R/W at both intersection December 22, 2022  
Negotiations with utilities to relocate will begin in January 2023
- CTH W between Lion's Park and CTH U will be resurfaced while the Roundabout is being constructed.
- CTH U from STH 54 to North Biron Drive will be pulverized and resurfaced in 2023.
- CTH F from CTH HH to US 10 will be resurfaced in 2023.

Property owner in the SE quadrant of CTH HH & F agreed to terms as requested by the HIRC. Seller agreed to \$25,000. After the closing the remaining structures will be demolished and some trees will be removed to improve the vision for the intersection. This 0.25 acres will be incorporated as county R/W.

Commissioner and Highway Accountant met with Finance Director to arrange for ARPA funds that were designated for highway improvement projects be swapped with Levy funds so not to reduce future General Transportation Aids (GTA).

Commissioner and management staff have been working with an architect to finalize the Space Needs Study for the Wisconsin Rapids facility. Architect will assist in presentation at the February 2 HIRC.

### Highway Maintenance

Work in January included:

- Sign replacements
- Snow & Ice control
- Detour CTH A for OS/OW/OH/OL load

### WCHA

Commissioner met with the Village of Auburndale to discuss R/W and possible jurisdictional transfer of CTH P within the Village limits.

Commissioner attended a virtual WCHA Executive Committee meeting January 9.

Commissioner attended County Board January 17.

Commissioner attended January WCHA Winter Road School January 23-25.

### EQUIPMENT

Commissioner has approved the shop to contract with Van Ert Electric to install a power connection outside the control room so the backup generator can be used to restore power to the Wisconsin Rapids shop and fuel system in the event of a long term power outage. Estimated installation is \$6,000.



## Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

### Revenues

Revenues are as anticipated.

We have received the first General Transportation Aids payment of \$578,082.99. We will receive two more payments this year; one in July for \$1,156,165.98 and one in October for \$578,082.99. Those monies are the main source of funding for the Maintenance Fund.

Roland and I met with Ed Newton, Finance Director, about \$2,000,000 of ARRA money that is to make up the balance of our capital projects funding. If we use ARRA funds for construction, those funds will not count in the formula used to calculate the Highway Department's General Transportation Aids. Ed is assisting with transferring those ARRA funds to other departments and, in turn, transferring the tax levy amounts from those departments to Highway.

### Expenses

Expenses are as anticipated.

We are chiefly engaged in Snow Removal and Shop Operations at this time of year.

As of February 1, I will begin the procedures to close the Highway Department books for 2022.

County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Highway Departmentwide  
 Tuesday, January 31, 2023

		2023			
		Actual	Budget	Variance	Variance %
<b>REVENUES</b>					
Intergovernmental Revenues					
43300	Federal Grants-American Recovery & Reinvest Act		\$2,000,000.00	(\$2,000,000.00)	(100.00%)
43531	State Aid-Transportation	578,082.99	2,497,341.00	(1,919,258.01)	(76.85%)
43534	State Aid-LRIP		995,000.00	(995,000.00)	(100.00%)
	Total Intergovernmental	<u>578,082.99</u>	<u>5,492,341.00</u>	<u>(4,914,258.01)</u>	<u>(89.47%)</u>
Licenses and Permits					
44101	Utility Permits	1,540.00	16,000.00	(14,460.00)	(90.38%)
	Total Licenses and Permits	<u>1,540.00</u>	<u>16,000.00</u>	<u>(14,460.00)</u>	<u>(90.38%)</u>
Intergovernmental Charges for Services					
47230	State Charges		1,029,390.00	(1,029,390.00)	(100.00%)
47231	State Charges-Highway		288,990.00	(288,990.00)	(100.00%)
47300	Local Gov Chgs		521,679.00	(521,679.00)	(100.00%)
47330	Local Gov Chgs-Transp		1,121,957.00	(1,121,957.00)	(100.00%)
47332	Local Gov Chgs-Roads		424,793.00	(424,793.00)	(100.00%)
47333	Local Gov Chgs-Bridges		84,227.00	(84,227.00)	(100.00%)
	Total Charges to Other Governments		<u>3,471,036.00</u>	<u>(3,471,036.00)</u>	<u>(100.00%)</u>
Interdepartmental Charges for Services					
47470	Dept Charges-Highway		2,224,867.00	(2,224,867.00)	(100.00%)
	Total Interdepartmental Charges		<u>2,224,867.00</u>	<u>(2,224,867.00)</u>	<u>(100.00%)</u>
	Total Intergovernmental Charges for Services		<u>5,695,903.00</u>	<u>(5,695,903.00)</u>	<u>(100.00%)</u>
Miscellaneous					
48340	Gain/Loss-Sale of Salvage and Waste	2,175.00	6,700.00	(4,525.00)	(67.54%)
48520	Grants/Contribution-ATV Route Signage		20,000.00	(20,000.00)	(100.00%)
	Total Miscellaneous	<u>2,175.00</u>	<u>26,700.00</u>	<u>(24,525.00)</u>	<u>(91.85%)</u>
Other Financing Sources					
49110	Proceeds from Long-Term Debt		1,189,403.00	(1,189,403.00)	(100.00%)
	Total Other Financing Sources		<u>1,189,403.00</u>	<u>(1,189,403.00)</u>	<u>(100.00%)</u>
	<b>TOTAL REVENUES</b>	<u>581,797.99</u>	<u>12,420,347.00</u>	<u>(11,838,549.01)</u>	<u>(95.32%)</u>
<b>EXPENDITURES</b>					
Public Works-Highway					
53110	Hwy-Administration	7,337.52	386,321.12	378,983.60	98.10%
53120	Hwy-Engineer	3,453.52	266,622.56	263,169.04	98.70%
53191	Hwy-Other Administration	12,149.96	344,381.70	332,231.74	96.47%
53210	Hwy-Employee Taxes & Benefits	(658,577.90)	0.39	658,578.29	#####
53220	Hwy-Field Tools	(3,400.29)	58.61	3,458.90	5,901.55%
53230	Hwy-Shop Operations	6,513.66	323,926.73	317,413.07	97.99%
53232	Hwy-Fuel Handling	890.00	(23,105.00)	(23,995.00)	103.85%
53240	Hwy-Machinery Operations	(80,311.93)	(514,120.38)	(433,808.45)	84.38%
53260	Hwy-Bituminous Ops	705.29	231,275.79	230,570.50	99.70%
53262	Hwy-Bituminous Ops		42,745.47	42,745.47	100.00%
53266	Hwy-Bituminous Ops		1,951,426.62	1,951,426.62	100.00%
53270	Hwy-Buildings & Grounds	9,652.03	269,410.81	259,758.78	96.42%
53290	Hwy-Salt Brine Operations	(3,617.10)	(0.35)	3,616.75	#####
53291	Hwy-Salt Brine Operations	9,976.84	(0.35)	(9,977.19)	2,850,625.71%
53281	Hwy-Acquisition of Capital Assets	353,937.60		(353,937.60)	0.00%
53310	Hwy-Maintenance CTHS		22,884.11	22,884.11	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	842.43	2,958,691.62	2,957,849.19	99.97%
53312	Hwy-Snow Remov	62,428.47	907,384.45	844,955.98	93.12%
53313	Hwy-Maintenance Gang		111,393.31	111,393.31	100.00%
53314	Hwy-Maint Gang-Materials	1,495.00	3,160.00	1,665.00	52.69%
53320	Hwy-Maint STHS	60,628.64	1,029,389.85	968,761.21	94.11%
53330	Hwy-Local Roads	9,113.79	1,121,957.41	1,112,843.62	99.19%
53340	Hwy-County-Aid Road Construction		478,363.90	478,363.90	100.00%
53341	Hwy-County-Aid Bridge Construction		134,226.51	134,226.51	100.00%
53490	Hwy-State & Local Other Services	15,203.19	521,678.94	506,475.75	97.09%
53491	Hwy-ATV Route Signage		39,999.78	39,999.78	100.00%
	Total Public Works-Highway	<u>(191,579.28)</u>	<u>10,608,073.60</u>	<u>10,799,652.88</u>	<u>101.81%</u>
Capital Outlay					
57310	Highway Capital Projects	1,089.88	3,164,881.67	3,163,791.79	99.97%
	Total Capital Outlay	<u>1,089.88</u>	<u>3,164,881.67</u>	<u>3,163,791.79</u>	<u>99.97%</u>

County of Wood  
DETAILED INCOME STATEMENT W/SUBTOTALS  
Highway Departmentwide  
Tuesday, January 31, 2023

	Actual	2023 Budget	Variance	Variance %
TOTAL EXPENDITURES	(190,489.40)	13,772,955.27	13,963,444.67	101.38%
NET INCOME (LOSS) *	772,287.39	(1,352,608.27)	2,124,895.66	(157.10%)



# Parks & Forestry Department Reports

February 2, 2023

## Director Report, by Chad Schooley

- Continue oversight of Powers Bluff multi-use trail project. Hwy staff have returned to this project for the trail section in the front field, off Hwy N. They have also installed the culvert for the future entrance road to the trailhead parking lot.
- Continue content design work for historical signage at Powers Bluff.
- Drafted fee recommendations for 2024. A summary sheet is included in the packet.
- I recommend increasing the safety shoe reimbursement allowance for our staff. Currently FTE's receive \$100 annually, and our LTE's receive \$50 annually. I would like to double this benefit to \$200/\$100 per year.
- In the packet, there is a resolution for the carryover of funds for a playground (\$50,000), and the Dexter Park swimming pond (\$100,000) project, that were not completed in 2022.
- I will be bringing a resolution to the March HIRC meeting regarding exceeding our 2022 expenses. These expenses will be offset by unanticipated revenues in 2022.
- Assisted in setting up the "Mobile Pass" program for purchasing park passes remotely. This program is more user friendly than the existing process of creating an account through the campground reservation system. This will also give us the option of going cashless in the future, and having presales for Powers Bluff tow tickets.
- Assisted in writing a grant for a new playground at White Sands Beach through the Legacy Foundation. Playground would be designed for accessibility for individuals of all ages with disabilities.
- **Special Use Permits**
  - February 19, 2023, Central Wisconsin Racing Association motorcycle and ATV races on Lake Dexter. Event runs from 7am-6pm on the Lake.
  - February 5, 2023, Pittsville Lions Club 49<sup>th</sup> Annual Ice Fisheree on Lake Dexter. 7am-4pm. Use of ice access and Shelter Building for concessions. Request of fee waiver for shelter rental. I would recommend the fee waiver, as in the past, due to the clubs involvement in shelter remodeling and fish habitat improvements over the years.

## Maintenance Program Supervisor Report, by Dan Vollert

### **Construction Projects**

- Soliciting quotes for South Park Maintenance Shop improvements (Concrete Slab with drain, interior wall, insulating, etc.)
- South Park shower building exhaust system to be installed by Ron's Refrigeration in March.
- South Park Shop snow guard to be put on internally by Parks Staff.
- Soliciting quotes for South Park Loop 2 Vault Toilet Storm Damage Repair.
- Dexter Park's 2nd wood storage building supplies are ordered and awaiting concrete slab quote for the project.

- Dexter Park board walk planking replacement. Lumber is in. Parks Staff will tear out and install.
- Dexter Park information boards/kiosks planning and building.
- North Park Suspension Bridge updates. Working with Highway bridge inspection crew on getting a plan together and quotes to follow.
- North Park Shop new furnace installed by House of Heating. (Old furnace heating unit went out in mid-December and was unfixable)

### **Maintenance Operations**

- Looking at playground options for replacing outdated structures in the park system
- Dead tree removal and firewood processing, hauling, etc.
- Cross Country ski trail maintenance: grooming Powers Bluff and Richfield 360.
- Powers Bluff Tube/Ski hill operations during weekends and parties-snow permitting.
- Table and equipment repair/maintenance in all parks.
- Spring supply inventory being done at all 3 shop locations.
- Snow plowing, removing, deicing in all park areas of use.
- Looking at dozer replacement and fleet vehicle replacement.

### **Employee Matters**

- Powers Bluff Schedule for Winter Sports. First Responders and LTE's in place.
- Jonathan Rahm started as Roaming Parks Maintenance Worker on 1/3/2023 replacing Troy Holford.
- FTE staff is currently full and starting to look at Summer LTE positions for upcoming season.

### **Snowmobile/ATV**

- Updating Wood County ATV Map.
- Attended AWSC meeting at Sherriland Ballroom on Monday, Jan 9th. Reminded clubs to get easement, insurance, board update and non-grooming paperwork in to parks office before trails open.
- Bakerville Sno Rovers snowmobile trails open to Clark and Marathon Counties. Open to south to Arpin and east to Hewitt as well. All other Clubs remain closed due to poor weather, but are close to opening with colder weather.
- DQ Farms snowmobile bridge project reimbursement from DNR.
- Auburndale, and Rudolph-Plum Road snowmobile bridge projects-grant applications, permits, etc. Waiting on Grant Approval to move onto permit process.
- DNR Permits were granted for a Clear Span Bridge, Wetland Disturbance and Soil Erosion Control for Hay Creek ATV trail project. H & H Study from Jewell Engineering is completed for project. Working with Planning and Zoning and DNR on getting Floodplain permit for bridge structure.
- Met with Randy Kundinger from Highway Dept. on getting Hay Creek Project estimates for road base, trail uplifting, & ditching for trail development. Stumps removed and unestablished trail bed being cleared by highway.

### **Office Supervisor Report, by Sandra Green**

#### **Office:**

- Printed and sent Wellness materials to field staff.
- Printed and sent updated shelter reservation calendars to field staff.
- Completed 2022 Fixed Assets and submitted to Finance.
- Updated Travel WI, Facebook, IG and website with updates to Winter Recreation activities.

- Verified payroll from Finance as instructed for myself and the employees I supervise.
- Begin work creating a new Parks & Forestry annual brochure.
- Conference call w/Bill Isles with Timberbase to fix an issue in the software.  
*\*This month: Created the new brochure in draft form. Waiting on finalization of the "Mobile Pass System" before a final is created.*
- New camping/shelter reservation system w/updates, revisions, etc.  
*\*This month: Set-up of the "Mobile Pass" system which we hope to launch on 1/25/23. This will give our customers the capability to purchase passes such as boat launch parking pass, disc golf permits, boat launch permits & lastly, permits for tubing & skiing at Powers Bluff.*
- Continuing to assist training for Dan Vollert in Snowmobile/ATV Trail Coordinator duties which were turned over in October of 2021.
- Assisted in completing the 2022/2023 Forest Admin Grant paperwork.
- "HOW TO" for cross training between myself and the Administrative Assistant in case one of us is out on extended leave.  
*\*This month: Organized all papers and placed them into a divider labeled binder. Organized folders on our shared drive. Next, I will go through each file in those folders and update them accordingly.*
- Sent in hire requests for two Camp Rangers (1/South Park & 1/Dexter Park).
- Updated the Camp Ranger position description.
- Confirmed all three hosts will return for summer 2024.
- Submitted the DQ Farms Snowmobile Bridge/Culvert replacement grant reimbursement.
- Met with a representative from "Mad Dog and Merrill" via WebEx to discuss the possibility of filming a TV show in one of our parks. It was determined the funds would not be available.
- Continue work on audit information from Finance.  
*\*This month: Completed reconciliation of 2022 bank statements. Waiting on Jan/2023. Completed the reconciliation of 3 of the non-lapsing accounts.*
- Scheduled First Responders for open weekends and scheduled parties at Powers Bluff.
- Met with Finance re: Sales Tax on purchases with credit cards.
- Attended Wellness meeting at the courthouse.
- Recorded minutes for HIRC on 1/5/2023.

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

- Timber Sales: Currently seven active timber sales: scaled wood, job site inspections, routine timber sale administration. Highway Dept. timber harvest has been completed with final payments for stumpage yet to come.
- Completed 2022/2023 Forest Administrator Grant application and submitted necessary materials to WDNR.
- Continued oversight and work on ditch cleaning project. 99% of tree removal has been completed. Wood has been stacked for hauling to parks (for firewood) at a later date.
- Continued monitoring problem beaver dams/culvert blockages (three so far) on County Forest.
- Finished dealing with results from damaging rain/ice/heavy snow storm. Clearing down trees from town roads, snowmobile trails, and ATV trails within the county forest.
- Timber Sale establishment (compartments 49 & 50).
- Forestry Technician: Shooting range clean up, storm damage cleanup, ATV trail maintenance, recon, assisted with timber sale administration / wood scaling.

**WOOD COUNTY PARKS & FORESTRY DEPARTMENT  
REVENUE SUMMARY 2023**

<b>JANUARY REVENUE - FEBRUARY HIRC</b>							
BUDGETED REVENUES	46721 SOURCE	FEES	YTD REVENUE 2023	YTD REVENUE 2022	JANUARY REV 2023	JANUARY REV 2022	ACTUAL REV 2022
\$ 570,000.00	Camping Reservations (PAYPAL & In Office Cash/Check) All site types.	\$10 Resv. Fee+/\$20/\$25/\$28/\$35	\$34,319.43	\$ 35,657.49	\$34,319.43	\$ 35,657.49	\$ 572,996.92
\$ 40,000.00	Campground Firewood Sales	\$7 per rack	\$0.00	\$ -	\$0.00	\$ -	\$ 42,160.18
\$ 7,500.00	Ice	\$4 (7 lbs.) /\$7 (20 lbs.)	\$0.00	\$ -	\$0.00	\$ -	\$ 7,509.00
\$ 3,500.00	Non-Camper Dump Fee	<b>\$20</b>	\$0.00	\$ -	\$0.00	\$ -	\$ 3,432.24
\$ 250.00	Camper Storage Fee	\$15/wk - \$60/mo	\$0.00	\$ -	\$0.00	\$ -	\$ 284.36
\$ 600.00	Washer/Dryer	\$2 wash / \$2 dry/\$1 Laundry Pods	\$0.00	\$ -	\$0.00	\$ -	\$ 560.19
\$ 53,000.00	Shelters Enclosed (SP, NP, DX, PB, Nepco, ATV)	Various Fees based on 4 or 8 hrs or all day.	\$6,682.46	\$ 6,232.23	\$6,682.46	\$ 6,232.23	\$ 53,872.91
\$ 12,000.00	Shelters - Open (DX, SP, RSBP, WSBP)	Various Fees based on location of shelter.	\$426.54	\$ 710.90	\$426.54	\$ 710.90	\$ 11,800.94
\$ 3,000.00	General Park User Fees (Use of open areas within parks)	\$50 / \$10 per picnic table	\$0.00	\$ -	\$0.00	\$ -	\$ 2,984.83
\$ 20,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$12/\$20/\$300/\$400/\$500/\$550/\$600	\$17,382.47	\$ 12,469.81	\$17,382.47	\$ 12,469.81	\$ 27,190.61
\$ 5,000.00	Trail Passes (Ski/Snowshoe/Multi-Use)	<b>\$8/daily; \$30/annual; \$60/family</b>	\$1,508.06	\$ 1,539.10	\$1,508.06	\$ 1,539.10	\$ 2,443.86
\$ 4,000.00	Disc Golf	\$2 / \$4 / \$20 / \$40	\$18.96	\$ -	\$18.96	\$ -	\$ 4,004.12
\$ 500.00	Parks Pulpwood	Market Price	\$0.00	\$ -	\$0.00	\$ -	\$ -
\$ 23,000.00	Boat Launch	\$25/annual; \$7/daily	\$67.30	\$ -	\$67.30	\$ -	\$ 22,958.03
\$ 500.00	45123 - Violations (non-tax)	\$50.00	\$0.00	\$ -	\$0.00	\$ -	\$ 1,247.00
\$ 27,150.00	Miscellaneous*		\$101.30	\$ -	\$101.30	\$ -	\$ 28,943.81
\$ 5,000.00	Gift Certificates	Gift Certificates	\$0.00	\$ 100.00	\$0.00	\$ 100.00	\$ 4,942.00
<b>\$ 775,000.00</b>			<b>\$60,506.52</b>	<b>\$55,994.53</b>	<b>\$60,506.52</b>	<b>\$55,994.53</b>	<b>\$787,858.01</b>
Misc. *PB Land Rental, General Donations, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc.							
\$ 500.00	Powers Bluff Project Donations Non-Lapsing	Informational purposes only. CASH/CHECK/PAYPAL	\$0.00	\$ -	\$0.00	\$ -	
\$ 350,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships) <b>Monthly totals = NET Revenue</b>	CONTRACTED	\$19,020.87	\$ 1,541.08	\$19,020.87	\$ 1,541.08	
\$ 6,500.00	Auctions - Non-Lapsing	WI Surplus	\$0.00	\$ -	\$0.00	\$ -	
<b>TOTAL REVENUE:</b>			<b>\$79,527.39</b>	<b>\$57,535.61</b>	<b>\$79,527.39</b>	<b>\$57,535.61</b>	<b>\$787,858.01</b>

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

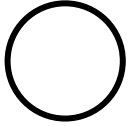
**February (January Revenue)**

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	BALANCE
748	5-16	FUTUREWOOD	*18,522.1	10/06/16	12/31/22		\$0.00	\$0.00	\$0.00
749	6-16	FUTUREWOOD	33,638.00	10/06/16	12/31/22		\$0.00	\$0.00	\$0.00
758	13-16	FUTUREWOOD	37,074.50	11/14/17	12/31/22		\$0.00	\$0.00	\$0.00
775	9-18	COUNTRY F.P.	37,260.00	03/29/19	04/01/23	\$0.00	\$36,153.60	\$31,003.52	-\$5,150.08
780	2-16	YODER	42,886.00	07/10/20	06/01/23		\$0.00	\$0.00	\$0.00
781	5-19	YODER	9,720.00	07/10/20	06/01/23		\$0.00	\$0.00	\$0.00
785	4-20	KOERNER	136,058.00	06/01/21	12/01/23	\$11,120.93	\$157,197.38	\$157,197.38	\$0.00
788	2-21	YODER	35,900.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
789	3-21	KOERNER	10,570.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
790	4-21	SCHREINER	15,600.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
792	6-21	YODER	27,870.00	11/24/21	12/03/23	\$9,993.37	\$57,608.95	\$34,030.95	-\$23,578.00
793	7-21	NW HARDWOODS	163,302.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
794	8-21	SCHREINER	28,965.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
795	1-22	LAMBERT	46,070.00	05/27/22	06/30/24		\$47,241.21	\$47,241.21	\$0.00
796	2-22	KOERNER	110,780.80	05/27/22	06/30/24		\$96,431.35	\$96,431.35	\$0.00
797	3-22	SCHREINER	30,770.00	05/27/22	06/30/25		\$0.00	\$0.00	\$0.00
798	4-22	KOERNER	194,468.10	05/27/22	06/30/24		\$0.00	\$0.00	\$0.00
799	5-22	SCHREINER	20,200.00	05/27/22	06/30/24		\$0.00	\$0.00	\$0.00
800	6-22	SCHREINER	16,440.00	05/27/22	06/30/24		\$0.00	\$0.00	\$0.00
801	7-22	WILSON	11,750.00	08/04/22	07/30/25		\$0.00	\$0.00	\$0.00
802	8-22	FLINK	15,958.40	11/16/22	12/03/24		\$0.00	\$0.00	\$0.00
803	9-22	KOERNER	21,057.80	11/16/22	12/03/24		\$0.00	\$0.00	\$0.00
804	10-22	KOERNER	84,093.60	11/16/22	12/03/24		\$0.00	\$0.00	\$0.00
805	11-22	YODER	17,390.00	11/16/22	12/03/24		\$0.00	\$0.00	\$0.00
806	12-22	KOERNER	12,847.00	11/16/22	12/03/24		\$0.00	\$0.00	\$0.00
807	13-22	FLINK	9,450.00	12/31/22	12/31/25	\$0.00	\$280.45	\$0.00	-\$280.45
755		FIREWOOD				\$20.00	\$0.00	\$0.00	

**Payments Received This Month: \$21,134.30**      AMOUNT BILLED TO DATE      AMOUNT RCVD TO DATE      **(29,008.53)**

		<b>\$ RECEIVED CURRENT MONTH</b>	
<b>2023 Budgeted Total Revenues</b>	<b>\$350,000</b>		Jobs Finished
<b>2023 Total County Forestry Revenues this month (90%)</b>	<b>\$19,020.87</b>		Jobs Started
<b>2023 Total Township Revenues this month (10%):</b>	<b>\$2,113.43</b>		Jobs Continuing/Reactivated
<b>2023 TOTAL NET FORESTRY REVENUE TO DATE:</b>	<b>\$19,020.87</b>		Jobs Gone Inactive





RESOLUTION#

Introduced by
Page 1 of 1

HIGHWAY INFRASTRUCTURE & RECREATIO COMMITTEE

ITEM#

DATE February 14, 2023

Effective Date February 14, 2023

Committee

RK

Motion: Adopted: Lost: Tabled: Absent:
Number of votes required: Majority Two-thirds
Reviewed by: PK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To create one (1.0 FTE) position at the Highway Department asphalt production facility, effective March 1, 2023.

FISCAL NOTE:

Anticipated 2023 wages and benefits based upon Grade H, Step 4 is:
Wages: \$48,012.80
Fringe: \$27,573.75
\$75,586.55

Source of Money: \$ 10,100 reduction in overtime
\$ 15,000 reduced cost of contract services
\$288,000 reduced cost of virgin oil.
\$313,100

Table with 5 columns: NO, YES, A and 19 rows of names (LaFontaine, D to Leichtnam, B)

WHEREAS, the Highway Department has purchased crushing equipment to allow for more recycling of reclaimed pavements,

WHEREAS, the addition of this equipment has resulted in the Asphalt Plant Lead Person to work about 150 overtime hours to produce recycle chips for chip sealing,

WHEREAS, the creation of the Crusher Operator will allow for the asphalt plant and crushing operations to operate simultaneously with a lead person overseeing both,

WHEREAS, the addition of this equipment has eliminated the need to contract for these services,

WHEREAS, the crushing operation creates a secondary product of fine oil dust that is recycled into virgin asphalt mix reducing the amount of virgin asphaltic cement needed in the asphalt production process, amounting to a savings of \$288,000 annually.

THEREFORE BE IT RESOLVED, That the Highway Infrastructure and Recreation Committee recognizes a need for additional personnel staffing in the Wood County Highway Department asphalt production facility and therefore approves the creation of an additional full-time (1.0 FTE), Grade H crusher operator position to operate crushing equipment at the asphalt production facility.

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Jake Hahn (Chairman)
Al Breu
Lee Thao
David LaFontaine
John Hokamp

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

County Clerk

County Board Chairman

**PROPERTY & INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Monday, February 6, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Al Breu, Brad Hamilton, Jeff Penzkover, Dennis Polach, Bill Winch (Via Webex)

**OTHERS PRESENT** (for part or all of the meeting, in person or via Webex): Bill Clendenning, Reuben Van Tassel, Amy Kaup, Jason DeMarco, Jason Grueneberg, Jeff Mrozek, Kim Stimac, Kelli Francis

1. The meeting was called to order at 9:01 a.m. by Chair Breu.
2. Public Comments: Supervisor Clendenning asked a question regarding recycling sustainability. Chair Breu stated that he has had conversations with Facilities Manager Van Tassel in regards to this. Van Tassel explained that the PIT Committee was noted on the resolution when the Renewable and Sustainable Committee was disbanded as handling the former committee's responsibilities. Discussion ensued regarding if CEED is a more appropriate committee for those responsibilities. It was noted that this may need to be a future agenda item.
3. Approve minutes from previous meetings.

**Motion (Hamilton/Polach) to approve the minutes from the previous meetings. Motion carried unanimously.**

4. (a) Supervisor Winch asked for clarification on items within the Information Technology vouchers. IT Director Kaup answered general questions pertaining to her department's vouchers.

**Motion (Hamilton/Penzkover) to approve the vouchers for the Information Technology Department. Motion carried unanimously.**

(b) Kaup explained that the County is fully moved to .gov email addresses and it was a long project, but went very well.

(c)(d) Kaup presented a resolution to amend the 2022 PC Replacement Fund and a resolution for 2023 CIP Carryover. Kaup explained that expenditures for replacement PC's has been higher than anticipated due to many employees moving from PC's to laptops. Kaup explained that the money is in escrow, it just needs to be moved with the resolution. Kaup explained that the 2023 CIP Carryover resolution is to include expenses for projects that were in process but not completed by December 31, 2022.

**Motion (Hamilton/Polach) to approve the PC Replacement Fund resolution. Motion carried unanimously.**

**Motion (Hamilton/Penzkover) to approve the IT 2023 CIP Carryover resolution. Motion carried unanimously.**

5. (a) Supervisor Winch asked for clarification on items within the Maintenance vouchers. Facilities Manager Van Tassel answered general questions pertaining to his department's vouchers.

**Motion (Hamilton/Penzkover) to approve the vouchers for the Maintenance Department. Motion carried unanimously.**

(b) Van Tassel provided additional information pertaining to his monthly report. Van Tassel stated that he may be requesting the Committee to consider a future agenda item in which his department staffing levels can be discussed.

(c) Van Tassel presented a resolution for 2023 CIP carryover. Van Tassel explained that this resolution is for a carryover from the Branch 4 project due to delays in getting materials and contractors completing their work.

**Motion (Hamilton/Penzkover) to approve the Maintenance 2023 CIP Carryover resolution. Motion carried unanimously.**

(d) Van Tassel shared information with the Committee about current Courthouse cleaning procedures. He then shared information on what the requests on cleaning are from Courthouse departments as opposed to what is currently being done. Discussion ensued.

6. Van Tassel explained that the facility safety policy agenda item was inadvertently left on the agenda from the previous month. He stated that the Operations Committee will be reviewing a resolution for the policy at their February meeting where they will be able to act on it and forward it to the County Board.
7. Planning & Zoning Director Grueneberg provided the Committee with information on the 17<sup>th</sup> Avenue property. Grueneberg explained that there are conversations that need to happen with internal departments to determine future space needs and a wetland determination on the property that needs to be made before any recommendations or decisions on selling it can be made. Discussion ensued. Chair Breu asked Grueneberg to bring the layouts from a proposal for the property that was made in previous years to the next meeting.

Chair Breu asked for an update on the 12<sup>th</sup> Street property and if the new owners are occupying it. Van Tassel confirmed that the new owners are occupying it and said that Wood County received a bill from Water Works & Lighting Commission that should have been sent to the new occupants. Van Tassel worked with the realtor to get the bill passed along to the occupants to be taken care of. Supervisor Hamilton asked for this to be put on the next agenda to ensure that it was taken care of.

8. Agenda items for the next meeting:
  - Maintenance Department Staffing
  - Courthouse Cleaning
  - 17<sup>th</sup> Avenue Property Updates
  - 12<sup>th</sup> Street Property Updates
9. The next Committee meeting will be Monday, March 6, 2023 at 9:00 a.m. in meeting room 114.
10. Chair Breu declared the meeting adjourned at 10:25 a.m.

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



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### January 2023

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed. Multiple website updates are being performed by our programmer analyst intern.
2. Wood County's primary external domain name has changed from co.wood.wi.us to woodcountywi.gov. The most notable change is email and County website addresses. Wood County user IDs for network login purposes will remain unchanged. The cutover date for all County staff to move to the .gov domain was January 31<sup>st</sup>, 2023. IT will support both domains to provide ample time for people to update business cards and communicate this change. Email addressed to staff using the co.wood.wi.us will automatically be forwarded to the new email address. This change will help the public quickly identify our email and websites as a trusted government source.

Completed migration of public web services to a new web server as part of the move to the woodcountywi.gov domain. The Wood County public website has been moved to its new address at [www.woodcountywi.gov](http://www.woodcountywi.gov). As of February 1st, this is the suggested way of accessing our website. However, we will still support both website requests and email through the co.wood.wi.us domain for the foreseeable future. Updating email and website information will be ongoing.

3. Network staff and City of Marshfield IT staff assisted the Treasurer with testing of the tax receipting program while working at Marshfield City Hall. This in depth testing of the tax system while connected remotely should alleviate issues that occurred last July 20th while the County Treasurer collected taxes at Marshfield City Hall.
4. Configurations of various accounting systems are ongoing to support various typical year-end processes.
5. Performed updates to financial reports to reflect 2023 contribution percentages.
6. Located a solution to fulfill mapping request for fire department to better allocate resources through CIS Law Enforcement System.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

7. Participated in meetings with the security electronics vendor for the new jail. These meetings included the configuration of cameras and servers, as well as how the vendor will be able to access the Wood County network while assisting jail staff troubleshoot issues.
8. Discovery phase for replacing the Norwood Facility Infection Control software begins.
9. Analysis discovery, server build, testing, and production application configuration phase is complete for a project to meet another new and extremely detailed reporting requirement of Centers for Medicare & Medicaid Services (CMS). Workstation installations, deployment and system training and implementation will be scheduled for Norwood staff as their schedule allows. Failure to meet the new Inpatient Psychiatric Facilities Quality Reporting Program (IPFQR) requirements deadline of July 1, 2023 would result in a 2% reduction of CMS revenue for the Norwood Healthcare Facility, loss of estimated \$100K annually, and violation of the public reporting requirements. IPFQR collected data is also presented on the CMS Care Compare website for the public to research and select medical providers.
10. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. New hire Electronic Health Record (E.H.R.) system user accounts are being created by our programmer analyst intern. System support documentation has been created and improved by our programmer analyst intern. Super user accounts have been refreshed and training documentation updated and resent to Super users in order to provide the best possible E.H.R. system support.
11. Assisted the Register of Deeds office with the scanning of their Plats. As this has statutory deadlines, IT staff has been available to assist as needed. With the new print management contract we will be adding a scanner to the Register of Deeds department.
12. Support for GCS\Catalis property tax systems is ongoing. Server and application updates and configurations were completed in early January. The current property tax software version end-of-life is set for Fall of 2023. The existing property tax system is on-prem, servers at Wood County, the upgraded version will be cloud based. System migration will be scheduled for late August, September, and early October of 2023.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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13. The TimeStar, electronic time card and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. Transparent network configuration updates for TimeStar and the new .gov domain is scheduled.
  14. New Jail and new Communications Center employees have started having issues with the Portals system which is used for running background checks. This seems to be an issue Microsoft retirement of Internet Explorer. IT staff has been working with the Department of Justice on finding and resolving the issue. We have been informed through the state IT group, GIPAW, that other counties are experiencing these same issues and are working to resolve.
  15. Time continues to be spent on finalizing the transition to the Human Services Electronic Health Record System, SmartCare. Go Live to the new system began on March 1. This software replaces their previous Electronic Health Record software, TCM. Work continues to finalize the State Reporting system. IT Staff work to review various issue reports and provide reports to SmartCare.
  16. Continue work on the Health WIC Breastfeeding application to update and fix various issues.
  17. Preparation & Planning has begun for the new 2023 Printer Management Contract. This will be a County-wide install and refresh of printers and copiers. Installs will begin the end of February/beginning of March. Network and machine information is currently being gathered to send to the vendor for device configuration.
  18. Network staff took time in January to look at SIEM (Security Information and Event Management) software. This would give our team a better ability to sort through the logs created by our security appliances and track attempted attacks on our network infrastructure.
  19. Staff have worked with a third-party vendor to identify what is needed to better integrate our video conferencing units into our telephone system and add additional functionality to our Webex conferencing software. This will allow us to remove an analog phone system currently being used in our Courtrooms that has been causing ongoing issues in Branch 1.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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20. In 2025 our current Microsoft Office Suite will no longer be supported. In effort to begin this massive change to Microsoft's Office 365 (O365), IT staff are already working to get O365 setup using best practices and to ensure ample time to test, train and plan this change as it will affect all staff. We are currently working to implement O365 to a small group of users which includes the Coroner and IT staff.
  21. Started investigation into the usage of newer features within Sage HRMS, HR and Payroll system.
  22. Resolved issues with new employee accounts not being automatically created within the ESS, Employee Self Service, application that presents employee pay and benefit data.
  23. Continued making progress on lingering issues between Sheriff's Department Citation System (TraCS) and CIS, County Law Enforcement System.
  24. The five new iPads for the Coroner's office have been received and setup. IT continues to work with the Coroner to finalize the new workflow to electronically share information between Coroner Department staff.
  25. Continue to investigate all cyber threats that are reported by security infrastructure alerts or County employees.
  26. Continued work on developing an updated internal employee web portal with a new, easier to update and easier to navigate design.
  27. Upgraded the Dynamics financial software system to the latest 2022 End-of-Year update.
  28. Surveys for the 2023 device First Order have been sent to Departments. Most devices are on a 5 year rotation. When a device is up for replacement, surveys are sent to Department Heads or their designee. This provides departments with an opportunity to make changes or make IT aware of any new requirements prior to placing the order. Once input is received from the Department, IT places the order.
  29. Promoted Carolynn Martin to the Systems Technician Lead position. We are currently recruiting to fill the vacated System Technician position. The open position is posted until February 8th and interviews will be scheduled soon after.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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30. The IT Security Team continues the Security Awareness Program. To remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. Staff and interns have worked to identify new phishing campaign materials and started a new campaign. They have also identified new training materials for 2023 and will have a new training campaign starting soon. Simulated phishing attacks and ongoing training assists Wood County staff in being able to identify and report malicious emails, helping to keep our network and data safe.
31. Providing continual support of Webex Meetings and Webex Room Kit. The County has been using Cisco Webex Meetings, Teams, and Room kits for video conferencing and Cisco Jabber for phone access. This month included troubleshooting and updating Webex licensing for basic users to be able to host small meetings.
32. For the month of December, 544 helpdesk requests were created, with staff completing 570 tickets and leaving 119 open requests. In addition, there are currently 114 project requests.
33. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
34. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
35. Documentation has continued on Information Technology programs and processes. Some of the major systems being documented include PortBlocker, password manager, phone system processes, tablets/iPads and print management.
36. Replaced the Judge's Warrants tablet with a new tablet. Wrote and updated instructions for the new tablet and documented internal procedures.
37. Completed 2022 Department billing and began work on early 2023 software license renewals.





# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

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### Letter of Comments February 2023

#### Ongoing Projects and Planning

**Jail Project** – Weather has been mostly favorable, allowing construction to continue on some of the footings and foundation walls, as well as some of the underground plumbing. Crews are taking necessary measures to ensure there is no negative impact from winter conditions.

Excavation has exposed some unsuitable soil, which will be removed and replaced with appropriate clean fill. Bedrock has been located in many of the footing pad locations; although this has caused some difficulty with excavation, the bedrock will help provide a strong foundation.

**Courthouse** – I have received occasional ongoing reports of safety concerns from those who are parking in the north lot. It appears the mid-block pedestrian safety lights have improved visibility at that location; however, some drivers are reluctant to yield the right-of-way when pedestrians are present.

**River Block** – Access updates are progressing. We have a contractor on site working on installation and programming of the electronic locks; once programming and testing is complete, the new doors can be installed and the areas accessible to the public will be significantly reduced.

#### Miscellaneous

Attended PIT, HHS, County Board, numerous project meetings, and a local radio station interview regarding the new jail project.

Workload for the Maintenance office has steadily increased in recent years; there are multiple factors that have led to this and we will keep finding ways to meet the growing challenge of project complexity, equipment/material shortages and delays, and continually aging facilities.

Part of our budgeted CIP this year includes a work truck that will help ensure we have reliable equipment for handling our department responsibilities, including mitigation of snow and ice. Many of us are aware of recent vehicle shortages and price markups. We are fortunate to have found a truck available at a dealership that did not add additional markup to the MSRP; the dealer also was able to verify eligibility for a several thousand dollar rebate on the truck purchase. We hope to have snow/ice equipment installed on the truck in the next few weeks.



**AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING  
ADRC-CW, 2600 Stewart Avenue, Suite 25, Wausau, WI.**

**Thursday, December 8th, 2022  
MINUTES**

Mission: The Aging and Disability Resource of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

1. Call to Order: Call to order by Board Chair, Ann Lemmer at 9:31 am
2. Roll Call Attendance: : Roll taken by Angela Hansen
  - a. Board attendance: Norbert Ashbeck, Bob Benischek, Bill Clendenning, Mike Feirer, Jim Hampton, Will Hascall, Ann Lemmer, John Medo, Kathy Meyer, Greta Rusch, Dona Schwichtenberg
  - b. Board members excused: Chris Dickinson, Adam Fischer, Tony Omernik
  - c. Staff member in attendance: Mike Rhea, Jennifer Cummings, Erin Wells, Ronda James, Renee Quinnell, Barb Hartwig, Angela Hansen
  - d. Other in attendance: Doug Curler, Dora Gorski, Darlene Cosh, Cindy Wescott, Jim Torgerson
3. Public Comments: Mike board meeting schedule, Ronda Subaru Share the Love
  - a. Mike Rhea states he is working on a 2023 Board Meeting schedule to include holding the meetings at other regional offices.
  - b. Ronda James promotes the Subaru Share the Love Event and provides some detail on how our Meals on Wheels program has benefited over the last three years from this event.
4. Approval of Minutes – 11/10/22
  - a. Motion to approve minutes by Mike Feirer, seconded by Greta Rusch.
  - b. Motion passed, minutes approved.
5. Discussion/possible action: Finance committee report:
  - a. Steve Prell provides highlights from the report.
    - i. There is a delay in the transfer of Alzheimer's Family Caregiver Support Program (AFCSP) and National Family Caregiver Support Program (NFCSP) funds. The delay is due to communication between GWAAR and the State.

- ii. Question regarding the Norwood payment. Cost for Wood County meals is listed monthly which accounts for the higher amount. The amount for Langlade, Lincoln, and Marathon is listed weekly.
      - iii. Questions regarding the implementation of Workday, the program for payroll and fiscal needs to start in 2023. Training is going well, once learned should save quite a bit of staff time on payroll, invoices, and banking tasks.
    - b. Full report in the packet
    - c. Motion to approve the report by Bill Clendenning, seconded by Jim Hampton.
    - d. Motion passed, report approved.
6. Discussion/possible action: 3rd quarter data update:
- a. Mike Rhea presents in place of Kit Ruesch who is attending training.
  - b. Numbers have increased in nearly every area from the same quarter last year. Notably, the number of phone calls has increased by 12,000 from last year. Meals on Wheels has decreased and congregate meals have increased. This is due to Covid restrictions lifting and the dining sites reopening.
7. Discussion/possible action: Advisory Board Member appointments:
- a. Mike Rhea provides applicant information for discussion and consideration by the Board.
    - i. Darlene Cosh, applicant for Wood County.
    - ii. Dora Gorski, Cindy Wescott, and Jim Torgerson are applicants for Lincoln County.
      - 1. There are two openings for Lincoln county, appointments are determined by roll call vote.
    - iii. Dora Gorski and Jim Torgerson are appointed as Lincoln County members to the Advisory Committee by majority vote.
    - iv. Darlene Cosh is appointed as Wood County member to the Advisory Committee by unanimous vote.
8. Operations Report: Mike Rhea
- a. Mike Rhea provides highlights from the operations report.
    - i. Jennifer Cummings is retiring in January 2023.
    - ii. Erin Wells is assuming the role of Aging Director, her position of Community Resources Manager is not going to be filled.
  - b. Ronda James provides an update on hiring for the Wausau site manager position and the Hmong American Center site is going very well. Route4Me is a continued conversation.
  - c. Full report in packet.
  - d. No action taken.
9. Discussion/possible action: Discussion/possible action – ROLL CALL VOTE TO GO INTO CLOSED SESSION pursuant to WI Statutes Section 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, namely, to review compensation for the Executive Director of the ADRC of Central Wisconsin.
- a. Motion to go into closed session by Bill Clendenning, seconded by Norbert Ashbeck.



- b. Roll call vote is unanimous.
- c. Board in closed session

10. Motion to Return to Open Session and Possible Announcement(s) on Closed Session Item(s)

- a. Motion to return to open session by Norbert Ashbeck, seconded by Greta Rusch.
- b. Board returns to open session.
- c. Closed session announcements:
  - i. Motion to accept the recommendation from the executive committee for the salary range suggested for the Executive Director by John Medo, seconded by Jim Hampton.
  - ii. Motion passed, recommendation accepted.

11. Future Agenda Items

- a. Review closed session rules/discussion to create Board policies.
- b. Request for updated member list for all Board members.
- c. Review of Executive Director performance review policy and survey.

12. Adjournment

- a. Motion to adjourn by Bill Clendenning, seconded by Norbert Ashbeck.
- b. Motion passed, meeting adjourned at 11:16 am.

# **CWSF Board of Directors Meeting Minutes**

January 16th, 2023 AT 6:30 PM

Fair Office - 513 East 17<sup>th</sup> Street Marshfield, WI

**ROLL CALL:** Dale Christiansen, Gary Bymers, Kari Schwingle, Scott Karl, Sandy Leonhard, Bill Clendenning, Heather Wellach, Jeff Viergutz, Joyce Karl, Kara McManus

**Not Present:** Peggy Sue Behselich (approved), Nick Wayerski (Absent)

The meeting of the Central Wisconsin State Fair Board was called to order at 6:30pm in the Fair Office building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

**Public Comment:** None

**Approval of Minutes:** Minutes from December were presented and reviewed. Bill Clendenning made a motion to approve the minutes. Heather Wellach seconded. All approved.

**Financial Report:** Getting financials pulled together for a final report. Gary Bymers made a motion to approve financial report, Kara McManus seconded. All approved.

**Executive Report:** Strategic plan has been followed and we are getting to the point of completing goals. We are considering, as a board, to meet separately to update the strategic plan. Who are we, where are we going and how are we going to get there. Tentatively setting a February meeting to accomplish this.

**Junior Fair:** Will meet February 15<sup>th</sup> at the Hewitt Townhall

**Fair Update:** Moving forward with the Fair. Merchandise, vendors and contracts went out last week and are starting to come back. Grandstand entertainment has been set! A few finalizations are happening. Shooting for a February 1<sup>st</sup> announcement for the public. We are bringing in a circus throughout the duration of the fair as well. VIP seating will be increased to 700.

## **Sub Committee Reports:**

**Executive:** Did not meet

**Sponsorship/Marketing:** Did not meet. Forms are ready and we are hoping to get out and start selling sponsorships. Dale attended a couple workshops at convention regarding marketing. Looking at switching up our print ads. NRG Media has also been booked –geofencing as well.

**Fairest of the Fair:** Did not meet –Congratulations to Green County for the new Fairest of the Fair! Haley has been working at the fair office a few days a week to help with administrative responsibilities. She will be working in the fair office through the summer.

**Volunteer:** Did not meet

**Livestock:** Did not meet – need to restructure placement. Parking will be roped off around the show palace or around the other barns.

**Draft Horse:** Did not meet –working on Sponsorships

**Building/Grounds/Improvements:** Furnaces went down in the 4H building –after maintenance, 2 units are operating, 1 unit will need to be replaced. Parks and recs are in the loop.

**Park Management:** Lease is up –signing a 1 year contract with the city. Funds are frozen.

**WOW Committee:** Did not meet

**New Business: Convention Update:** Sapphire was met with and the ticket structure will run more smoothly this year. Have come up with a plan to help track all visitors on the grounds (each day). Met with the carnival –stressed the importance of the thrill rides being here for the duration. Contract for sound and light has been finalized.

**Next Agenda:** By-laws to be tabled for February meeting. Plans for the new potential building.

Heather Wellach made a motion to approve updated committee members. Kara McManus seconded. All approved.

**Next Meeting: February 20th, 2023**

**Adjournment:** Bill Clendenning made a motion to adjourn at 7:54pm. Scott Karl seconded. All approved.

Respectfully,

Kari Schwingle

**South Central Library System Board of Trustees Minutes**  
**12/16/2022, 12:15 p.m.**  
**Chester Room**  
**4610 S. Biltmore Lane, Suite 101, Madison, WI 53718**  
**Meeting held via BlueJeans & in person**

**Action Items:**

Approved the agreement with the newly formed Prairie Lakes Library System Agreement (formerly the Lakeshores and Arrowhead Library Systems)

**Present:** B. Clendenning, S. Feith, N. Foth, M. Furgal, E. Galanter, J. Honl, G. Poulson, L. Ross, T. Walske, K. Williams, J. Wright

**Absent:** N. Brien, P. Cox, T. Teelin

**Excused:** M. Nelson

**Recorder:** H. Moe

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

**Call to Order:** 12:15 p.m. G. Poulson, President

- a. Introduction of guests/visitors: None
- b. Requests to address the Board: None

**Approval of previous meeting minutes:** 11/18/2022

- a. Motion: J. Wright moved approval of the 11/18/2022 minutes. Motion seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.

**Financial Statements:** K. Goeden provided an overview of the financial statements.

**Bills for Payments:** The payment amount is \$158,199.15

- a. Motion: B. Clendenning reviewed the bills for payment and moved approval of the bills for payment. N. Foth seconded.
- b. Discussion: S. Feith inquired about the Pankratz property settlement statement. An updated settlement statement has been posted to the website.
- c. Vote: Motion carried.

**Presentation: None**

**Committee Reports:** Please let us know what committee you would like to serve in 2024. Send your picks to H. Moe. Library Legislative day is February 7th. SCLS pays the WLA membership fees for the SCLS Board and up to \$100 for the member library directors.

- a. Personnel: No report.
- b. Advocacy: No report.
- c. Building Needs Assessment Work Group: M. Van Pelt noted the work group met 12/15/2022. SCLS closed on the purchase of 1650 Pankratz St. 12/2/2022. The security system in the building will stay in place since it is tied to the fire alarm and security alarm. The three neighbor associations have been notified of the building plans, per the urban development regulations. The delivery garage size sorting floor is being decreased by 1,000 sq. ft. which will prevent interference with the sanitation lines and transformers. It also allows more room for the trucks to swing into the garage as well as a reduction in cost.

The data center proposal is coming in less costly than anticipated and there is an outlined plan to install the data center Memorial Day weekend.

The construction documents will go to bid 2/1/23. The bid opening will be 3/1/23. The board will review those bids at their March meeting. Specific areas, alternate bids, have been outlined where savings can be made if the bids come in over budget. The tides have started to turn in our favor. Subcontractors are looking for work and prices are stabilizing for lumber and steel.

K. Williams noted the cost reduction potentials for alternate bids include cubicles instead of office rooms, concrete instead of rubber flooring in delivery, and no ceiling tiles in sorting floor. J. Honl noted the list of staff accomplishments over the last 42 weeks and the testament that no staff member has been sitting idle during this process.

d. Nomination Committee: Slate of 2023 Board Officers

1. President: Gary Poulson
2. Vice President: Joan Honl
3. Secretary: Mary Nelson
4. Treasurer: Nancy Foth

The board will vote in January. If someone would like to be nominated, you may do so. The term is 3 years.

**Action Items:**

a. Approve agreement with the newly formed Prairie Lakes Library System Agreement (formerly the Lakeshores and Arrowhead Library Systems). The agreement will go into effect 1/1/2023 with no changes to the contract, except the system name.

i. Motion: K. Williams moved approval of the agreement with the newly formed Prairie Lakes Library System Agreement (formerly the Lakeshores and Arrowhead Library Systems).

Seconded by S. Feith.

ii. Discussion: None

iii. Vote: Motion carried.

**SCLS Foundation Report:** M. Van Pelt noted the next meeting will be in January. Foundation donations have been approved to pay for the conference room tables and chairs as well as chairs for the professional collection area.

**System Director's Report:** You may view the System Director report online. Ryan Claringbole, director at Monona Public Library, resigned 12/22. Melissa Everson has been hired as the Albany library director.

**Discussion:**

**Administrative Council (AC) Report:** Met 12/15/2022. You may view the minutes online. The board discussed cybersecurity and the protocols SCLS has in place. Member libraries need to protect themselves by having an insurance policy in place, since SCLS insurance does not cover the member libraries in the event of a cybersecurity attack at their library. SCLS has provided Infosec security tutorials to the member libraries and all staff.

**Other Business:** Mileage reimbursement for 2022 needs to be submitted by 12/30/22. The Foundation needs a member from the SCLS Board to serve on the Foundation Board. G. Poulson noted the Bylaws committee will need to be reconstituted in 2023.



**Information sharing:** B. Clendenning noted Wood County rose their stipend to 100% funding for the McMillan library, but the city reduced their funding by that amount. There is an opportunity for education and responsibilities of municipalities for chapter 43 regulations, particularly for representatives who are not supportive of libraries. M. Van Pelt noted Tracie Miller is the SCLS consultant responsible for public library administration and can assist with helping village and library boards know their responsibilities. COLAND is also working on better training of village and council representatives.

There will be an intellectual freedom presentation at the February board meeting.

K. Williams stated she has resigned from the SCLS board. The board thanked her for her service and support and advocacy of libraries.

**Adjournment:** 1:15 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt  
BOT/Minutes/12/16/2022