

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

**DATE: Tuesday, May 21, 2024**  
**TIME: 9:30 AM**  
**LOCATION: County Board Room/Branch 3 Courtroom**

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CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Voight

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS

**County Board Committee Appointments**

**CEED Committee Citizen Member, 2-year term:** Joe Behlen

**Wood County Library Board, 3-year term:** Susan Feith, Betsy Mancl

**Jail Construction Adhoc (replacing former Supervisor LaFontaine):** Supervisor Voight

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS & RECOGNITIONS

Child Support Agency - Certificate of Excellence

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.

SPECIAL ORDER OF BUSINESS – JAIL CONSTRUCTION UPDATE

\*\*The board may go into closed session pursuant to Wis. Stats. 19.85(1)(e) to discuss negotiation for the acquisition of property within the "Triangle Development".

SET DATE FOR NEXT COUNTY BOARD MEETING – Tuesday, June 18, 2024

ADJOURN

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**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2482 673 3595

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=md6194f79d23a718ab1b3d493facf635b>

Meeting number (access code): 2482 673 3595

Meeting password: 052124

PROCEEDINGS OF THE WOOD COUNTY BOARD OF SUPERVISORS

April 16, 2024 – 9:30 a.m.

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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, April 16, 2024.

County Clerk Miner called the meeting to order at 9:30 a.m.

Supervisors present: Brehm, Breu, Buttke, Clendenning, Hahn, Hamilton, Hokamp, Hovendick, Leichtnam, Penzkover, Perlock, Polach, Pliml, Rozar, Schulz, Thao, Valenstein, Voight, and Zurfluh.

Supervisor Buttke and City of Marshfield Mayor, Lois TeStrake, came forward to recognize the Columbus Dons' boys basketball team, whom were the winners of the Division 5 State Championship.

County Clerk Miner administered the oath of office to the newly elected Board of Supervisors.

Supervisor Hokamp gave the invocation led the Pledge of Allegiance.

Miner opened the floor for nominations for County Board Chair. Zurfluh nominated Pliml. There being no other nominations, Miner declared Pliml duly elected as County Board Chair.

Miner opened the floor for First Vice Chair. Hamilton nominated Valenstein. There being no other nominations, Miner declared Valenstein duly elected as First Vice Chair.

Miner opened the floor for Second Vice Chair. Hamilton nominated Zurfluh. There being no other nominations, Miner declared Zurfluh duly elected as Second Vice Chair.

Pliml assumed the gavel.

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

Motion by Leichtnam/Clendenning to approve the following appointments: Land Information Council – 2 year term – Paul Bernard, Nancy Marti, Brian Spranger, Tony Bastien, Kevin Boyer, Allen Breu; Wood County CDBG Housing Committee – 2 year term - Nathan Weidman, Allen Breu. Motion carried by voice vote.

There were no public comments.

Referrals were noted.

Committee minutes presented: Operations

**RESOLUTION 24-4-1**

Introduced by: Operations Committee

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

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

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

Motion by Hamilton/Clendenning to adopt Resolution 24-4-1. Motion carried unanimously.

Committee minutes presented: Health & Human Services, Public Safety, Conservation, Education, & Economic Development, North Central ITBEC Board, Judicial & Legislative, Residential Options, Highway Infrastructure & Recreation, State Wildlife Area Advisory, Property & Information Technology, South Central Library Board of Trustees, Jail Construction Adhoc.

**RESOLUTION 24-4-2**

Introduced by: County Board of Supervisors

INTENT & SYNOPSIS: Relating to the life and public service of Kenneth Josephson.

Motion by Clendenning/Voight to adopt Resolution 24-4-2. Motion carried unanimously. The board stood in a moment of silence in honor of former County Board Chair, Kenneth Josephson.

Without objection, Chairman Pliml adjourned the meeting at 10:29 AM. Next scheduled county board meeting is May 21, 2024.

Trent Miner  
County Clerk

**WOOD COUNTY BOARD OF SUPERVISORS 2024-2026**

**Chairperson** Lance A. Pliml  
**1<sup>st</sup> Vice Chairperson** Laura Valenstein  
**2<sup>nd</sup> Vice Chairperson** Joseph H. Zurfluh

**OPERATIONS COMMITTEE**

Laura Valenstein, Chair  
Donna Rozar, Vice Chair  
Jake Hahn  
Lance Pliml  
Joseph H. Zurfluh

**HEALTH & HUMAN SERVICES COMMITTEE**

Donna Rozar, Chair  
Lee Thao, Vice Chair  
Tom Buttke  
John Hokamp  
Laura Valenstein

**PUBLIC SAFETY COMMITTEE**

Joseph H. Zurfluh, Chair  
Brad Hamilton, Vice Chair  
Jeff Penzkover  
Dennis Polach  
William Voight

**CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT**

Bill Leichtnam, Chair  
Tom Buttke, Vice Chair  
Tim Hovendick  
Russ Perlock  
Wayne Schulz

**JUDICIAL COMMITTEE & LEGISLATIVE**

Bill Clendenning, Chair  
William Voight, Vice Chair  
Tim Hovendick  
Bill Leichtnam  
Russ Perlock

**HIGHWAY INFRASTRUCTURE & RECREATION**

Jake Hahn, Chair  
Allen Breu, Vice Chair  
Scott Brehm  
John Hokamp  
Lee Thao

**PROPERTY & INFORMATION TECHNOLOGY**

Allen Breu, Chair  
Dennis Polach, Vice Chair  
Scott Brehm  
Brad Hamilton  
Jeff Penzkover

**Ageing and Disability Resource Center Committee ADRC**

Bill Clendenning  
John Hokamp



**Central Records Advisory Committee**

Joseph H. Zurfluh

**Criminal Justice Task Force**

Lance Pliml

**Ethics Committee**

Jake Hahn

**Fair Boards:**

**Board of Marshfield Fairground Commission**

Tom Buttke

Wayne Schulz

Jeff Penzkover

**Central Wisconsin State Fair - Board of Directors**

Brad Hamilton

**Golden Sands Resource Conservation & Development**

Bill Clendenning

**ITBEC (International Trade, Business & Economic Development Council)**

Brad Hamilton (Chair's Designee)

Lance Pliml (At-Large Member)

**Liaison Officer**

William Voight

**Liaison Officer to Ho-Chunk Nation**

William Voight

**Library Boards:**

**McMillian Memorial Library Board** (Note to Chrm – do not appoint to this – these are 3 yr terms – only appoint if this CB member did not get re-elected)

Bill Clendenning

**Wood County Library Board** (Note to Chrm – do not appoint to this – these are 3 yr terms – only appoint if this CB member did not get re-elected)

Joseph H. Zurfluh

Brad Hamilton

**South Central Library Board** (Note to Chrm – do not appoint to this – these are 3 yr terms – only appoint if this CB member did not get re-elected)

Bill Clendenning

**Local Emergency Planning Committee – Hazardous Waste**

Scott Brehm

**North Central Community Action Board –Term: Indefinite**

Laura Valenstein

**North Central Wisconsin Workforce Development Board**

John Hokamp

**Northeast Wisconsin Public Safety Communications (NEWCOM)**

Scott Brehm

**PACE Commission**

Laura Valenstein

**Security and Facilities Committee**  
Scott Brehm

**State Wildlife Advisory Committee**  
Dennis Polach

**Traffic Safety Commission**  
Joseph H. Zurfluh

**University Commission – UW Marshfield/Wood County**  
Donna Rozar  
Al Breu  
Jake Hahn

**Wood County Board Chaplain**  
Joseph H. Zurfluh

**Wood County Board Parliamentarian(s)**  
Bill Leichtnam

**Wood County CDBG Housing Committee** (5 members, including 1 member of the County Board who shall chair -  
2-yr staggered terms)  
Jake Hahn

**WOOD COUNTY BOARD SUPERVISORS AND COMMITTEES**  
**2024-2026**

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**Brehm, Scott**

Highway Infrastructure & Recreation  
Property & Information Technology  
Local Emergency Planning Committee  
Security & Facilities Committee  
NEWCOM

**Breu, Al**

Highway Infrastructure & Recreation, Vice Chair  
Property & Information Technology, Chair  
UW Commission

**Buttke, Tom**

Health & Human Services  
Conservation, Education, & Economic Development, Vice Chair  
Fairgrounds Commission

**Clendenning, Bill**

Judicial & Legislative, Chair  
ADRC  
Golden Sands Resource Conservation & Development  
McMillan Memorial Library Board  
South Central Library Board of Trustees

**Hahn, Jake**

Operations  
Highway Infrastructure & Recreation, Chair  
University Commission  
Ethics Committee  
Wood County CDBG Housing Committee, Chair

**Hamilton, Brad**

Public Safety, Vice Chair  
Property & Information Technology  
Wood County Library Board  
CW State Fair Board of Directors  
ITBEC

**Hokamp, John**

Health & Human Services  
Highway Infrastructure & Recreation  
North Central Wisconsin Workforce Development Board  
ADRC

**Hovendick, Tim**

Conservation, Education, & Economic Development  
Judicial & Legislative

**Leichtnam, Bill**

Conservation, Education & Economic Development, Chair  
Judicial & Legislative  
Parliamentarian

**Perlock, Russ**

Conservation, Education, & Economic Development  
Judicial & Legislative

**Pliml, Lance**

Operations  
Criminal Justice Task Force  
ITBEC

**Penzkover, Jeff**

Public Safety  
Property & Information Technology  
Fairgrounds Commission

**Polach, Dennis**

Public Safety  
Property & Information Technology, Vice Chair  
State Wildlife Advisory Committee

**Rozar, Donna**

Operations, Vice Chair  
Health & Human Services, Chair  
University Commission

**Schulz, Wayne**

Conservation, Education, & Economic Development  
Fairgrounds Commission

**Thao, Lee**

Health & Human Services, Vice Chair  
Highway Infrastructure & Recreation

**Valenstein, Laura**

Operations, Chair  
Health & Human Services  
North Central Community Action Board  
PACE Commission

**Voight, William**

Public Safety  
Judicial & Legislative, Vice Chair  
Liaison Officer  
Liaison Officer to HoChunk Nation

**Zurfluh, Joseph**

Operations  
Public Safety, Chair  
Wood County Library Board  
Central Records Advisory  
Traffic Safety Commission  
Chaplain

**REFERRALS FOR MAY 21, 2024 – COUNTY BOARD**

- None

## MINUTES OPERATIONS COMMITTEE

**DATE:** Tuesday, May 7, 2024  
**TIME:** 9:00 AM  
**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Laura Valenstein, Donna Rozar, Lance Pliml (WebEx), Jake Hahn, Joseph Zurfluh

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

1. Chair Valenstein called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Chair Valenstein opened the floor for nominations as Vice Chair of the Operations Committee. Zurfluh nominated Rozar. There being no other nominations, Rozar was declared duly elected as Vice Chair of the committee.
4. Motion by Hahn/Rozar to approve the consent agenda. Motion carried unanimously.
5. Pliml reported that we are still waiting on preliminary numbers on the boiler project for the courthouse. This, as well as the water issue at Norwood, could change some projections for the use of ARPA funding.
6. Wellness Coordinator Boeshaar provided a departmental update.
7. Finance Director Newton provided a departmental update.
8. Newton presented a resolution to amend the DATCP Grant budget due to an increase in state aid revenues. Motion by Rozar/Zurfluh to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
9. Newton presented a resolution to amend the Health Fund budget due to additional expenses being covered by stop-loss insurance funding. Motion by Rozar/Hahn to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
10. Newton reminded the committee about the LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUND (LATCF) dollars the county received and how these funds could be used to help fund various projects. The committee will review this as various budgeting allocations move forward.
11. Newton presented the proposed timeline for the debt resolution. A final number for the 2025 borrow will need to be finalized by the August committee meeting.

12. Edgewater Administrator Cielewicz reviewed the air handler compressor failure at the facility and discussed the costs and financing options available at this time. The parts have been ordered and should be in place by the second week of June. The financing portion will wait until the end of the year to determine if a transfer of funds will be needed.
13. The CIP Plan was reviewed. This is a fluid document that will be finalized as we funding sources are defined. This will be an ongoing discussion and agenda item.
14. McGrath & Sheriff Becker reviewed the compression issues within the Sheriff's Dept and a proposal to mitigate it. The proposal included wage adjustment for 3 administration positions, movement on call-in pay, clothing and shoe allowances, and comp time adjustments for the Lieutenants. Motion by Rozar/Hahn to approve the proposal as outlined. Motion carried unanimously.
15. In addition, the two captain rates are not at the same paygrade. Becker & McGrath propose that the Jail Captain and Operations Captain be in the same paygrade. Motion by Hahn/Pliml to approve the move of the Jail Captain position to the same paygrade as the Operations Captain position. Motion carried unanimously.
16. McGrath presented the updated Safety & Risk Management manual. She and Safety & Risk Specialist Flugaur answered questions. Motion by Hahn/Zurfluh to approve the updated manual as presented. Motion carried unanimously.
17. The next meeting date will be held on Tuesday, June 11<sup>th</sup> at 9:00 AM.
18. Chair Valenstein adjourned the meeting at 9:45 AM.

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

**Operations Committee  
May 7, 2024**

NAME	REPRESENTING
Bill Cendearing	WOB # 15
<del>PH</del> PANYA yang	FINANCE
ED NEWTON	
JUSTIN CIESCEWICZ	EDGEWATER
Kim Mcbrath	HR
Nick Flyfar	HR / Safety
R VANTASSEL	MAINT
DENNIS POLACH	WOB- 14
Heather Gehrt	Treasurer
Ryan Boeshaar	wellness
Shawn Becker	wcsj
Amy Kamp (WebEx)	IT
Scott Brehm (WebEx)	CB District #9
Katie Milock (WebEx)	Human Services
Quentin Ellis (WebEx)	Sheriff's Dept



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – May 2024

- As I mentioned on County Board, I was somewhat disappointed in the spring election turnout. Granted, the Presidential Primary, at this point, is a done deal but I still thought we might break 40-45%. Our countywide turnout was 37.77%. Top municipalities were:
  - Village of Port Edwards – 50.81%
  - Village of Rudolph – 47.45%
  - Town of Lincoln – 46.69%Lowest turnouts were the Town of Arpin (25.59%) and Town of Remington (29.09%)
- You will notice on the bill listing that I bought some election envelopes from Marathon County. This is for provisional ballot envelopes. They are blue in color and we use VERY few of them, however, I was running low and the printer that Marathon County uses in Edgar could do it cheaper than anyone else, so her and I split a box. It used to be that you could order what you needed, but so many printers are going with larger minimum quantities. Granted, we will use them up, but it a hit to the budget when you order them.
- A family, whose father wished to obtain a marriage license but was on hospice care at home and was not able to come to the courthouse, contacted me. This is not the first time in my tenure a request such as this has occurred. We went over to their house and did the license process there. He passed away less than a week later. While this is a sad time for the family, they were very thankful we came and did the license there so his final wish could be realized.
- I have been asked to do two presentations in May. On May 13<sup>th</sup>, I will be in Madison at the State Bar Association Conference presenting on redistricting and the county clerks role in that process. The Marathon County Clerk and I will represent the county clerks. We will be presenting along with the City of Green Bay Clerk and the Elections Commission Administrator. Along with that, on May 22<sup>nd</sup>, I will be in Clintonville at the Wisconsin Municipal Clerks Association district meeting doing a 2 hour training session on elections. Both of these are just a couple hours in duration so I will not be out of the office all day either of those days.
- We are wrapping up the update to the annual directory and will be going to print soon. In the past we have printed almost 700 of them, and given them out to various entities and groups, including departments. After doing a quick poll, it was determined that most all of the departments could get by with the online version of the directory and do away with the printed version. Many counties in the state are strictly online with their directories. This year, we will print only 125 of them. I will give a couple of them out to



each municipal clerk, and one to the county board members. We will still have a few for sale in the office. I also went with a different printer after requesting quotes. This year, they will be printed by Heinzen Printing in Marshfield. In addition, we will make sure the online version has the most up-to-date information on it. It never fails that after we sign off on the directory to go to print, there is a resignation and it is outdated right away.

- The NO NAMES party has petitioned for ballot access in Wisconsin and it appears their petition will be accepted. They will go along with the Democratic, Republican, Constitution, Libertarian, and Wisconsin Green parties that already have ballot access. What does this mean? It means that each party that is on the Partisan Primary ballot has to have each elected position attached to it. So from US Senator, all the way through County Clerk will have to be listed under each party. Again, what does THAT mean? It means we will have a longer ballot and need to purchase longer ExpressVote cardstock. We try and make our ballots 14", but with 6 parties and a the number of contests in each party, I do not see how we can squeeze all of that onto a 14" ballot. Add to the fact the legislature added two constitutional amendment questions to this ballot and space will be extremely tight. This will increase the cost of ballots as well as the storage area needed post-election. Stay tuned!
- When turning in your vouchers every month, please make sure you are sending those to Sheri. Her email is [sheri.evanson@woodcountywi.gov](mailto:sheri.evanson@woodcountywi.gov).



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

April 30, 2024

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

### Human Resources Activity

	April 2024	2024 Year-to-Date
Applications Received	171	666
Positions Filled	19	58
Promotions/Transfers	6	31
New Hire Orientations	13	39
Terminations, Voluntary	11*	39
Terminations, Involuntary	0	3
Retirements	2	3
Exit Interviews	4	13

\*Five of these are casual

### Human Resources Narrative

#### General Highlights

1. In regards to the 2024 Market Update on our general county and care facilities wage plans, Department Heads were provided an opportunity to meet 1:1 with the consultant to discuss their positions and any challenges related to the current pay structure. A total of 19 departments expressed interest; all departmental meetings occurred on April 17<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>. Thank you to all of the Department Heads that made time for the meetings and provided valuable information to the consultant. Over the next month, McGrath Human Resources Group will request and gather market data from our comparables.
2. After receiving a request from the Sheriff's Department Patrol, Investigative, and Security Lieutenants requesting review of their wages and benefits related to wage compression with staff they supervise and market data, worked with Sheriff Becker on a draft proposal which was presented to the Public Safety Committee in April and will be discussed with the Operations Committee at their May meeting.

#### Meetings & Trainings

1. Attended the Operations Committee meeting on April 2<sup>nd</sup>.
2. Attended the Public Safety Committee meeting on April 8<sup>th</sup>.
3. Attended New County Board Supervisor Orientation on April 10<sup>th</sup>.
4. Attended County Board on April 16<sup>th</sup>.

5. Held the monthly conference call with The Horton Group on April 23<sup>rd</sup> to discuss various benefit topics.
6. Held individual staff and team meetings to discuss and provide updates on the department's identified 2024 goals.
7. Staff attended various webinars related to benefits, employment law, and compliance.

**Benefits**

1. Began gathering reports and data for the 2024 OPEB Valuation that is due for completion.
2. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
3. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
4. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
6. Processed COBRA notifications for dependents on the health plan reaching age 26.

**Recruitment**

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily.
2. Assisted multiple departments with interviews and selection process.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Continuing to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
7. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.
8. Participated as guest speaker in a virtual event for post-graduates hosted by the Epidemiology section of the Wisconsin Public Health Association on April 2<sup>nd</sup>. Topics included the application and hiring process, tips and tricks for getting your resume to the top of the pile, successful interviewing strategies, and leveraging networks.
9. Attended the Job, Resources, and Transfer Fair on April 16<sup>th</sup> at Mid-State Technical College, partnering with Chamber of Commerce and Job Center of Wisconsin.

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

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Branch I	Legal Admin Assistant (Floater)	Position posted, interviews conducted, references and background completed, offer extended and accepted. Filled 5/6/2024.
Replacement	Clerk of Courts	Information Clerk	Position posted, interviews conducted, references completed, offer extended and accepted. Filled 4/22/2024.

Replacement	Clerk of Courts	Court Clerk – Branch I	Position posted, interviews conducted, references complete, offer extended and accepted. Filled 4/15/2024.
Replacement	District Attorney	Legal Admin Assistant	Position posted, interviews conducted, references and background completed, offer extended and accepted. Filled 4/8/2024.
Replacement	District Attorney	Legal Admin Assistant	Position posted, deadline 5/6/2024.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 7/11/2024.
Replacement	Health	Program Assistant – Bilingual	Position posted, interviews conducted, final candidate selected, references and background being completed.
Replacement	Health	Epidemiologist	Position posted, interviewing 4/30/2024.
Replacement	Highway	LTE Truck Operator	Position posted, interviews scheduled.
Replacement	Highway	Summer Help	Position posted, interviews scheduled.
Replacement	Human Services	EMH/APS Coordinator	Position posted, interviews conducted, final candidate selected, references and background completed. Filled 5/6/2024.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 5/6/2024.
Replacement	Human Services	Case Mgr/SW-Youth Justice	Position posted, interviews conducted, final candidate selected, references and background completed. Filled 5/6/2024.
Replacement	Human Services	Intake Coordinator – Outpatient	Position posted, interviews conducted, filled internally 4/15/2024.
Replacement	Human Services	Crisis Interventionist – Casual	Position posted, deadline 5/6/2024.
Replacement	Human Services	Program Assistant – BH/Outpatient	Position posted, interviews conducted, filled internally 4/15/2024.
Replacement	Human Services	Youth Mentor Case Manager	Position posted, interviews conducted, final candidate selected, references and background completed. Filled 5/6/2024.
Replacement	Human Services	Crisis Interventionist – 7 a to 7 p	Position posted, interviews conducted, final candidate selected, references and background completed. Filled 5/6/2024.
Replacement	Human Services	Admin Asst II-OPC/ Scheduler/Reception	Position posted, interviews conducted, final candidate selected, references and background completed. Filled 4/29/2024.
Replacement	Human Services	Admin Asst II-Admin FS	Position posted, interviews being conducted.
Replacement	Human Services	CCS Service Facilitator	Position posted, deadline 5/6/2024.
Replacement	Human Services	Emergency MHS Program Manager – Marshfield	Position posted, deadline 4/30/2024.
Replacement	Human Services	Admin Asst II-CCS/CSP	Position posted, deadline 5/12/2024.
Replacements	IT	Systems Tech (2)	Positions posted, interviews conducted. One position filled internally on 4/22/2024, and the other position filled externally on 5/6/2024.

Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 5/20/2024.
Replacement	Planning & Zoning	Code Technician	Position posted, interviews conducted, filled internally 4/15/2024.
Replacement	Planning & Zoning	Program Assistant	Position posted, interviews to be conducted.
New	Sheriff	Corrections Officer (4)	Position posted, deadline 6/24/2024.

### **Safety/Risk Management**

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Corresponded with various insurers regarding claims, including for the River Block power failures in March and September of 2023.
4. Provided HeartSaver CPR/First Aid training for 10 Highway employees on April 1<sup>st</sup>, and 6 employees on April 22<sup>nd</sup>.
5. Attended Edgewater Safety Committee meeting on April 3<sup>rd</sup> and Norwood Safety Committee meeting on April 9<sup>th</sup>.
6. Conducted N95 fit testing for Edgewater Haven and/or MSTC staff on April 3<sup>rd</sup> (18 staff), April 4<sup>th</sup> (11 staff), April 12<sup>th</sup> (7 students and 5 staff), and April 24<sup>th</sup> (6 students).
7. Met with Emergency Management, Dispatch, and IT staff on various dates to discuss messaging in the Everbridge System.
8. Initiated internal messaging test in conjunction with Severe Weather Awareness Week. The message went out to 623 employees through email, phone call, and text message.

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

1. 4/10/24 – Norwood – Employee strained lower back while lifting resident from floor to wheelchair

### **OPEN Workers' Compensation Claims (2)**

1. 12/7/23 – Sheriff – Employee is seeking treatment for mental health conditions as a result of employment with the Department
2. 1/12/24 – Sheriff – Employee is experiencing lingering effects from conceded WC injury to L shoulder from 2003

### **CLOSED Workers' Compensation Claims (2)**

1. 2/2/24 – Sheriff – Employee cut L thumb nailed on uniform pants, became infected
2. 2/13/24 – Parks – Employee struck lower R leg with tool while pulling logs at North Park

### **First Aid Injuries (2)**

1. 4/5/24 – Highway – Employee strained lower back while pulling exhaust manifold at Highway Shop
2. 4/9/24 – Clerk – Employee strained L foot/ankle during fall in front of Courthouse

### **Property/Vehicle Damage Claims (6)**

1. 2/22/24 – Highway – Claimant alleges mailbox damage due to Highway tree trimming operations (settled for \$75.00)
2. 3/26/24 – Highway – Claimant alleges mailbox damaged during plowing operations (claimed damage \$94.94)
3. 4/2/24 – Highway – Highway truck backed into unoccupied trailer at Pittsville salt shed location (actual damage \$313.98)

4. 4/15/24 – Sheriff – Squad 8 windshield was damaged while Deputy was removing weapon during an emergency response (actual damage \$384.92)
5. 3/6/23 - River Block power loss - the claim has been accepted by Hartford Steam Boiler and will be paid under the County's equipment breakdown coverage. As of current, a total of \$114,645.34 has been received from various property and liability insurance providers.
6. 9/25/23 - River Block power surge - we received some of the final invoices for replacing HVAC components damaged during the power surge, and have now exceeded the County's deductible. A claim will be submitted to Aegis/County Mutual for cost reimbursement. As of current, Wood County has paid \$47,166.16 in repair and replacement costs. This includes repairing control drives in the building's HVAC units, elevator controls, lighting modules, and security panels and various pieces of equipment within the building, as well as replacing several hundred surge suppressors and three pieces of electronic equipment within departments.

#### Liability Claims (1)

1. Concurrent claims were filed with two of the County's insurers for the incident involving resident funds at Norwood Health Center. On April 8, 2024, Risk Management was notified that under the terms of the County's Crime Policy, the County would receive reimbursement for \$23,512.16 from Zurich, N.A. The check was received and deposited on April 17, 2024. Any restitution that may be ordered from the former employee would be applied to the County's deductible (\$1,000) and the insurer would recoup the rest.

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

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

#### Other

1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community focused announcements.
2. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Reconciled and processed the March Unemployment Insurance payment.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on April 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>.
7. Conducted exit interviews on April 4<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 25<sup>th</sup>.
8. Responded to multiple verifications of employment.
9. Replied to requests from surrounding counties with varied information.
10. 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*

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### LETTER OF COMMENTS—MAY 2024

1. Attended Wisconsin Counties Association weekly calls on Mondays in April.
2. Paid out bonding interest due on April 1. Again, we seem to have the same issue with the company and missing the new bonding CUSIP's. I do not know where the lack of communication of this new information comes from, but I reached out to Baird to get this information to supply to the company.
3. Compiled all the personal property chargebacks for the municipalities that turned them in and sent reimbursement. There has not been a clear answer as to whether the municipalities will be able to chargeback all unpaid personal property from 2023 next year now that the state has eliminated it.
4. Attended the Operations Committee meeting on April 2.
5. Participated via webex a call with Dept. of Natural Resources, staff, and Jason G. from Planning & Zoning on April 11 regarding a property that can be tax deeded in Marshfield. This parcel has known contamination on it and the former owner did do some remediation, however, this call was to discuss options and liabilities. Some follow up has been had with the City of Marshfield, however, it does not seem at this time the City is interested. I believe that the County will hold off until 2025 to take this property after more discussion can be had. The parcel is 3303180B—912 S Central Ave.
6. Paid out lottery credit payments to school districts and municipalities on April 15.
7. Attended County Board meeting on April 16.
8. Participated in a virtual meeting with McGrath Company to discuss positions in the office on April 17.
9. Participated in a virtual meeting on April 17 with LandNav to discuss the upcoming implementation of the new tax collection and property assessment programs. This will need to be a future discussion item regarding the municipalities switching over to the new system after the county has been on for a year.
10. Participated in a virtual meeting on April 24 with 3 other county treasurer's to discuss upcoming class that we are teaching for UWGB in July.
11. Attended United Way Officers meeting on April 26.
12. Attended United Way Committee meeting on April 30.
13. Although it was late, recognized all the Municipal Treasurer's via e-mail with a copy of the Proclamation by the Governor's office regarding April 21-27, as Municipal Treasurer's Appreciation Week.



# Wood County WISCONSIN

*Ryan Boeshaar*

### Letter of Comments – April 2024

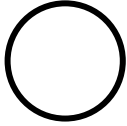
- The table below indicates statistics from the last three years of the qualifying activities. There was a slight increase this year in the number of people who completed the first two activities (biometrics + health assessment). The 2024 number for health coaching will continue to increase as I will be completing health coaching sessions with participants until June 30, 2024. As of writing this, I have met with over 50% of participants for either telephonic or in-person coaching sessions.

<b>Annual Report of Qualifying Activities</b>			
	<u><b>2022</b></u>	<u><b>2023</b></u>	<u><b>2024</b></u>
<b>Biometric Screening</b>	449	448	452
<b>Health Assessment</b>	446	446	449
<b>Health Coaching</b>	450	448	*

*\*Deadline for Health Coaching is June 30, 2024*

- The quarter 2 wellness challenge is open for registration as of April 22. This will entail the annual step challenge which will run Monday, May 6 to Sunday, June 16. This year’s theme will be Alaska, so participants will visit and learn about 11 different Alaskan destinations as they accrue daily steps. I will be bringing back a feature from 2023 that allows participants to choose between two goal options.
- I wrapped up InBody body composition testing for the Spring season. I completed 2 days in Wisconsin Rapids and 1 day at the Marshfield locations which totaled 23 participants. This is comparable to past numbers regarding body composition testing. This service will be back for the Fall season.
- I am working closely with any new hires and/or employees who have previously not enrolled in the Wellness Program to create their wellness portal accounts so they may begin the process of completing the qualifying activities and become more involved with wellness.





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

Introduced by 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>PK</u> , Corp Counsel		
Reviewed by: <u>EN</u> , Finance Dir.		

INTENT & SYNOPSIS: To amend the 2023 budget for Employee Health Benefits (51430) for additional expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenues from Health Fund Stop-Loss Reimbursement. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51430	Health Fund Benefit Payments		\$500,000
48440	Health Fund Stop-Loss Reimburse	\$500,000	

		NO	YES	A
1	Schulz, W.			
2	Rozar, D			
3	Buttke, T			
4	Perlock, R.			
5	Hovendick, T.			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Brehm, S.			
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			

**WHEREAS**, the Health Fund Benefit Payments were approximately \$500,000 higher than anticipated, and

**WHEREAS**, the Health Fund Stop-Loss reimbursement was \$500,000 higher than anticipated and is sufficient to cover the additional expenditures of claim payments, 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.

**NOW, THEREFORE BE IT RESOLVED**, to amend the Wood County budget for 2023 Employee Health Fund Benefits Payments (51430) by appropriating \$500,000 from Health Fund Stop-Loss Reimbursement (48440), and

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

( )

Laura Valenstein (Chair)

Jack Hahn

Lance Pliml

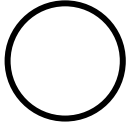
Donna Rozar

Joseph Zurfluh

Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 20 24 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by CEED and Operations Committee
Page 1 of 1

BAP

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 seek County Board approval to amend the 2024 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 in the form of 2023 DATCP Bond and SEG grant funds.

Table with 5 columns: NO, YES, A, and 19 rows of member names (Schulz, Rozar, Buttke, Perlock, Hovendick, Breu, Voight, Hahn, Brehm, Thao, Penzkover, Valenstein, Hokamp, Polach, Clendenning, Pliml, Zurfluh, Hamilton, Leichtnam).

Table with 4 columns: Account, Account Name, Debit, Credit. Rows: 56122 DATCP Grant \$32,611.29; 43586-480 State Aid \$32,611.29

WHEREAS, the Land & Water Conservation Department received 2023 grant funds in the amount of \$32,611.29 to disburse as cost-share payments to landowners, and

WHEREAS, the 2023 grant funds were not rolled over and not included in the 2024 budgeted amount, and

WHEREAS, the \$32,611.29 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 (43586-480) be amended to accept \$32,611.29 of state aid monies and appropriate those monies to the DATCP Grant budget expenditures (56122) for disbursing as cost-share payments for participants, and

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

( )

Bill Leichtnam (Chair)
Timothy Hovendick
Russel Perlock
Wayne Schulz
Tom Buttke (Vice Chair)
Joe Behlen - Citizens Member

Laura Valenstein (Chair)
Donna Rozar
Jack Hahn
Lance Pliml
Joe Zurfluh

Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 20 24 .

County Clerk

County Board Chairman

**MINUTES**  
**HEALTH & HUMAN SERVICES COMMITTEE**

**DATE:** Tuesday, April 23, 2024  
**TIME:** 4:30 PM  
**PLACE:** River Block Auditorium – Room 206

**MEMBERS PRESENT:** Donna Rozar, Tom Buttke, John Hokamp, Rebecca Spiros (WebEx)  
Lee Thao, Laura Valenstein

**MEMBER ABSENT:** Mary Jo Wheeler-Schueller

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

1. County Clerk Miner called the meeting to order at 4:30 PM and declared a quorum present.
2. There were no public comments.
3. Miner opened the floor for nominations for Chair of the Health & Human Services Committee. Valenstein nominated Rozar. Spiros nominated Buttke. There being no other nominations, the floor was closed. The committee, by consensus chose to use a show of hands for the vote. The vote results were Rozar – 4; Buttke – 2. Rozar was duly elected Chair.
4. Miner opened the floor for nomination for Vice Chair of the Health & Human Services Committee. Rozar nominated Thao. Hokamp nominated Buttke. There being no other nominations, the floor was closed. The results were Thao – 3; Buttke – 3. Buttke then declined nomination and Miner declared Thao as being the duly elected Vice Chair. The gavel was turned over to Rozar.
5. The consent agenda was presented for approval. Rozar request the minutes and the vouchers from Human Services be pulled.
  - a. Rozar requested the minutes be corrected as follows: *The filtering that has been done has not seen a complete elimination of the bacteria, so constant flushing of the lines is currently ~~taken~~ taking place.*
  - b. Clarification from Vruwink on gas card purchase. This is for the multi-county FSET program, so the cost is spread over many counties.Motion by Hokamp/Thao to approve the consent agenda. Motion carried unanimously.
6. Miner reviewed actions taken after the last meeting as it pertains to the open citizen member seats currently vacant. The application window is open until April 27<sup>th</sup>.
7. Norwood Administrator Kornack and Maintenance Supervisor Ackerman met with YMCA CEO John Nystrom to get more detail on the proposal of a lease agreement for a

permanent shelter building to be located on the NW corner of the Annex Center property. The consensus of the committee was not to pursue this any farther. (Spiros left the meeting at 4:53 PM)

8. Kornack and Ackerman presented the Norwood CIP Plan and answered questions of the committee. Motion by Buttke/Thao to approve the CIP Plan and forward onto the Operations Committee for review. Motion carried unanimously.
9. Human Services Director Vruwink presented the Human Services CIP and answered questions of the committee. Motion by Valenstein/Hokamp to approve the CIP Plan and forward onto the Operations Committee for review. Motion carried unanimously.
10. Edgewater Haven Administrator Cielewicz presented the Edgewater Haven CIP Plan and answered questions of the committee. Motion by Buttke/Thao to approve the CIP Plan and forward onto the Operations Committee for review. Motion carried unanimously.
11. Cielewicz informed the committee of a compressor failure that occurred in an air handler in the 500 wing. This compressor is out of warranty. The cost of the new compressor could help offset the cost of the new air handler that is in the CIP for next year, as it would be able to be utilized in the new system. Motion by Buttke/Hokamp to request the Operations Committee utilize contingency funding for the purchase of the new compressor. Motion carried unanimously. This will be placed on the Operations Committee agenda for their May meeting.
12. Vruwink presented an employee request for tuition reimbursement, according to policy, for an employee completing her Masters in Social Work degree this spring. Motion by Buttke/Valenstein to approve the request. Motion carried unanimously.
13. Vruwink informed the committee of the positive variances in the Human Services budget last year and requested that \$250,000 excess be placed into the Risk Reserve fund to help offset out of county placements. This transfer would bring the account to \$1 million. It was noted that an out of county placement/detention could cost the county in upwards of \$500,000/year. Motion by Hokamp/Thao to approve the transfer of \$250,000 into the Risk Reserve Fund. Motion carried unanimously.
14. Agenda items for next meeting:
  - a. Interview for committee citizen members
15. Future meetings:
  - a. Thursday, May 23<sup>rd</sup>, 5:00 PM, Wood County Annex & Health Center - Marshfield
16. Chair Rozar declared the meeting adjourned at 5:48 PM.

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

### Health & Human Services Committee

April 23, 2024

NAME	REPRESENTING
Tom BUTTKE	County
JUSTIN CIESLEWICZ	EDGEWATER
Jeff PERKINS	WCB #11
Bill Clendinning	WCB #15
Lee Akerman	Norwood
Marissa Karnaek	Norwood
Lee Smith	Health Dept
Mar Schlayenhorst	HSD
Rock LARSON	VEIERHANS
Reuben van Tassel	Mtce
Brandon Vruwink	HS
Brian Landowski	IT
Dennis Polact	WCB-14
Lance Pliml      WebEx	CB Chair

*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](mailto:ssmith@co.wood.wi.us)*

### ADMINISTRATIVE REPORT – SUE SMITH, RN.

#### Opioid Settlement

As you know, we have received additional settlement funds. After we take off the \$550,000 for the FQHC, we'll have around \$360,000 to look at having the task force allocate to our priorities, with subsequent approval by oversight committees. There are many local needs when it comes to opioid abatement and, while the FQHC is a priority, we do need the other opioid funds to address other things. The Opioid Task Force is looking forward to finalizing recommendations for use of those dollars.

I had the privilege of writing an article about the opioid settlement for the Wisconsin Counties Magazine. It can be found on pages 18-19 at this link: <https://indd.adobe.com/view/4d27cc4e-f75c-4d81-8a7e-c702b7cb5525>.

#### Family Health Center FQHC Update

Applications were completed for both House and Senate congressionally directed funding. This would be FY 2025 funds. We are unsure of the timeline for notification. It does sound as though Legacy Foundation is going to fill any gaps in resources, so we are confident this project will be a go! I would like to thank this committee as well as other committees and the county board for supporting some ARPA and opioid funds being allocated toward the FQHC. This is an incredible opportunity for our geographic area and will have a major impact here.

#### Preparedness Training

I was thrilled to have the opportunity to attend a Disaster Preparedness for Healthcare Organizations within the Community Infrastructure training in Milwaukee.

#### Hotel Mead Staff Retreat

We were able to access some grant funds to invite a speaker to our monthly staff meeting on April 11. **Chad J. Willett (MA/ SAG-AFTRA)** is a TEDx speaker, two time author (“**Smash the Box**” and “**Rip Off the Rearview Mirror**”), and creativity and innovation leader who leverages his acting background with his experience in working America to create one of a kind presentations. Chad is a member of Church of the Resurrection in New Albany, Ohio and has been involved with “Big Brothers, Big Sisters”, and a reading literacy program for adults. He framed our presentation around his two books.

##### **Smash the Box Outcomes:**

- **“Culture of Innovation”**- Reduce fear, perfection, negativity, and judgment (4 Walls) by transforming the work environment into a culture of innovation.
- **Idea Generation**– Generate game changing ideas in your area of expertise.
- **Execution**– Develop an “Innovation Plan” which puts your winning ideas into tangible and practical actions which lead to results.
- **Embrace Mistakes**– Adopt a “Fail Fast” mentality that allows you to experiment and explore which are the cornerstones of “Smashing the Box.”

##### **“Rip Off the Rearview” Mirror Outcomes:**

- **Managing the “Now”**– Managing the moment allows leaders to deal with issues, obstacles, and challenges as they arise each workday, rather, than putting them off.
- **“Through Line”**– By contributing to your company’s “Through Line” morale will increase which leads to increased energy levels and overall production.
- **Leaving the Past**– Individuals who leave their past behind gain an incredible amount of time and energy which allows them to refocus on what truly matters each and every day.
- **Anticipating the Future**- Individuals who stop predicting the future are able to channel those energies into their present workday.

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

The Public Health Policy and Communication Coordinator (PHPCC) attended the Heart of Wisconsin Community Leadership Program Meeting, which focused on economic development and Wood County's strengths, weaknesses, and areas for opportunities. The leadership group is working to finalize their Community Share project, which will be completed in May. Staff analyzed the biannual health equity staff survey results and developed a new Health Equity Action Plan. New 2024 data from County Health Rankings for Wood County was analyzed and we are currently analyzing data from the DHS qualitative data grant to learn the impacts of COVID-19.

### Performance Management/Quality Improvement

Staff is finalizing the goals and objectives of Healthy People Wood County's Performance Management Workbook. The goals and objectives pertain to the active membership of the Community Health Improvement Plan's workgroups and teams and the communications of the Healthy People Wood County team.

### Communication/Branding

Staff completed the WCHD Annual Report. It will be shared with the Wisconsin Department of Health Services, HHSC, the County Board, the community, and others. Staff will work with the AmeriCorps member to create a video and flipbook, which will be a condensed version of the annual report for the community.

### Community Health Assessment (CHA)

The Healthy People Wood County team hosted a quarterly Advisory Council meeting in March. The Advisory Council meeting was used to network and update the Council on the progress made with the CHA. In addition, the time used during this meeting was to solicit feedback on the CHA health priorities for the prioritization process. Staff analyzed results from the CHA survey by different demographics to determine where priorities and gaps differ among different groups in our community. Staff held the third of multiple CHA prioritization meetings with community partners to continue narrowing health priorities. We are co-planning and co-facilitating these meetings with Aspirus Riverview and Marshfield Clinic. Work continued with writing the CHA report and narrowed down health priorities to recommend for next Community Health Improvement Plan cycle.

### Community Health Improvement Plan (CHIP)

Work was done to update the Community Health Improvement Plan.

### Housing

Staff are working to distribute the Wood County Housing Survey. The Wood County Housing Task Force released the housing survey to collect better data on what people are looking for regarding rental properties and mortgages. The survey will be open until May 13.

### Transportation

Staff met with Waupaca Catch-a-Ride to discuss the details of starting the program in Wood County as we work with partners to apply for a grant.

### IMPACT (Substance Use Coalition)

A community collaboration that focuses on youth substance use prevention, harm reduction for people who use drugs, and supporting substance use recovery in our community.

- *Trainings:* IMPACT conducted the "In Plain Sight" training for maintenance staff at Marshfield Area School District. The training was attended by 23 staff, and provided education on how to recognize signs of substance use. The training materials included clothing from various brands associated with substance use. The training demonstrates ways someone can hide and store items in apparel, backpacks, and other school-related materials to use them discreetly without being noticed. It also shows examples of different materials that gave the team an idea of what substances look like and how someone can use them.
- *Leadership Committee:* The IMPACT leadership committee met to discuss the next steps for the IMPACT work. The committee reviewed a handout detailing IMPACT's accomplishments in 2023 and discussed potential ways to collaborate with Wood County Human Services on the Wood County Block Grant. They also discussed the new schedule for IMPACT standing meeting dates and times and the IMPACT Leadership Committee standing meeting dates and times. The committee plans to meet again on June 6.
- *Community Engagement:* IMPACT is engaging with Hmong and Hispanic representatives to incorporate their communities' perspectives into the work on IMPACT. An example of how we are working with these communities is having our program materials translated into these languages to help promote our efforts to more populations living within our community.
- *Rx Committee:* The Rx Committee focused its efforts throughout March on promoting the April 27 Drug Take Back Events in and around Wood County. Twice a year, we recognize two national drug take-back days held in the spring and fall. The Drug Take-Back Events are locations in Wood County where individuals can bring expired or unwanted medications to be properly disposed of to prevent the medications from getting into the wrong hands, thrown in the trash, or flushed down the drain.
- *Providers and Teens Communicating for Health (PATCH):* The PATCH teens had a busy March touring the local First Choice Pregnancy Resource Center. During the tour, the teens learned what the center offers and the story behind the building they are currently residing in. The PATCH teen educators also participated in two enrichment meetings, where they learned about the impacts of social media on adolescents and what professionalism looks like in the workforce.
- *Harm Reduction Committee:* The IMPACT Harm Reduction Committee reviewed two local surveys. They are the Wood County Community Opinion Survey on Substance Use (fall 2023) and the Clark and Wood County Stigma Survey (2022). Information from the two recent surveys will help the committee gauge where community efforts are most needed. The group is looking into the Portage County Solid Waste Department's household sharps disposal program.
- *LifePoint Program (sterile syringe access and sharps disposal program):* The LifePoint Program has been running since June 2023, and in March saw 11 participants who were additionally helping 31 others in the community. One participant

shared that she is still homeless after being evicted from her rental unit for being one month behind on rent. She is unable to find housing with an eviction on her record, and this has been a barrier in her substance use journey. Another participant shared positive news that they were getting into treatment the following week.

- *Narcan Direct Program*: Wood County Health Department received an additional 15 cases of Narcan for this year's Narcan Direct Program, which should help our program make it through the fiscal year. The original award to our department was 55 cases (or 660 Narcan kits), which we projected would not be sufficient for our community distribution efforts. In March, we trained four individuals in Narcan administration and distributed 17 Narcan kits. The River Block Nalox-ZONE box (1st floor, distributes free Narcan and a breathing mask) was accessed eight times with 10 Narcan kits taken and one rescue breathing mask. Additionally, four Hope Kits were distributed from our department to offer community members harm reduction resources to support someone who either has experienced an overdose or may be at risk of an overdose. A Narcan kit was also distributed to Grove Elementary School to ensure all area schools have Narcan in the event of an incident occurring at a school. Our department previously trained the school nurses.
- *WI Wins (statewide tobacco/nicotine compliance program)*: Twenty tobacco and nicotine compliance checks were completed in March throughout Wood County. Of the 20 checks, two retailers did not comply with state law selling to a minor volunteer (age 16-17). The retailers that did not pass their check received follow-up and additional education/resources to support staff training on the federal Tobacco 21 law. Our state law does not match federal law, so this program must utilize youth under 18 to allow local law enforcement to enforce compliance.
- *JUUL Settlement*: In March, meetings occurred amongst the tri-county area (Marathon, Portage, and Wood) employees working on this initiative. In Wood County, two schools are starting to look at plans for alternative to suspension programming for students who have an electronic nicotine device in their possession on school grounds. The programs will be implemented in the schools to help the students make educated decisions.
- *Opioid Settlement*: Two staff members attended the Wisconsin Counties Association 4th Opioid Summit at Hotel Mead to hear updates from the state and the programs in Winnebago County. The slides and information from the summit will be posted at [www.wisopioidabatement.com](http://www.wisopioidabatement.com)
- *Alcohol*: Staff are mentoring a UWSP undergrad student on a project related to alcohol advertising

### Mental Health

Staff delivered a Question, Persuade, Refer (QPR) Suicide Prevention Gatekeeper training to the UW-Eau Claire Nursing students. Staff have provided QPR trainings annually for the UW-Eau Claire Nursing students for the past few years as part of the Public Health course since it is very much in line with the key tenet of prevention that Public Health boasts.

Staff met with the new NAMI Portage and Wood Counties President, Andrea Mora. Andrea wanted to establish more connections to Wood County through existing groups and partnerships. Andrea was connected to IMPACT and with the Storytellers Workgroup. Eventually, Andrea may join the Healthy People Wood County Advisory Team if it is a good fit.

The Storyteller Workgroup held a meeting in March. The Storyteller Workgroup is now acting independently of Mental Health Matters, as it is overseen and facilitated by the Clubhouses and Midstate Independent Living Choices. The March meeting marked the first instance that the group met without health department staff in attendance and was successful. A follow-up meeting is being scheduled for April.

### Access to Healthy Food

*Wisconsin Rapids Downtown Farmer's Market*: A spring vendor meeting will be held on Tuesday, April 23, and Thursday, April 25. The meeting will cover the market's rules and regulations, training for WIC and Senior Farmers Market Nutrition Program Vouchers, and food licensing questions. Chia Khang will present about Farmer Work Relief Program funding for qualified farmers. Currently we have 27 returning vendors and 3 new vendors.

### Recreation and Transportation

Bike share season has officially started! You can find the River Riders Bike Share stations at the West Grand Avenue bridge, the McMillan Memorial Library, and White Sands Beach at Lake Wazeecha. In Marshfield, you can find stations at the Everett Roehl Marshfield Public Library, Wildwood Park, and two other locations coming soon. Rides are \$1/hour by downloading the Koloni App from your smartphone's App Store.

### Safe Kids Wood & Clark Counties

Staff completed our Safe Kids Profile Survey, which tracks the 2023 outreach for social media, events, how many car seats are checked/distributed, etc. Staff scheduled Facebook posts for the month of April. Staff met with Safe Kids Worldwide to discuss the coalition's future and who should be the fiscal agent.

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

### TNC Program Review

Staff successfully completed the 2024 annual Transient Non-community Well Review with the Wisconsin Department of Natural Resources earlier this month. Within the 2023 calendar year, staff completed water sampling for 410 well systems throughout Wood, Adams, and Juneau Counties. Staff also conducted sanitary surveys for 98 of those systems that were due for evaluation. The purpose of a sanitary survey is to evaluate eight elements of a water system that are essential for



assuring safe drinking water, as well as update department records, provide technical assistance, and identify potential risks that may impact drinking water quality.

Training

Staff completed the annual TNC Contract Training, which was held in Oshkosh, WI last month. DNR staff presented TNC policy changes, current groundwater issues, and studies involving well contamination throughout the state. Staff completed over 1000 water samples last year throughout Wood, Adams, and Juneau counties. Staff continue to work with the Wisconsin DNR in providing residents with up to date information on groundwater contaminants as well as remediation options that are available. Jill Ibarra also completed a training on Norovirus that was provided by the National Environmental Health Association last month.

New Businesses and Consultations

A pre-licensing inspection was completed for Hotel Mead due to a change in ownership. A pre-licensing inspection was completed for Embers Inn, a new motel located in the Wisconsin Rapids area.

Complaint Investigations

Two complaint investigations were received in the month of March.

- A complaint was received regarding a terrible smell in an apartment complex. Staff investigated and found an abundance of animal waste that was going left unattended. The landlord has been notified and they are addressing the situation.
- A caller reported that the bathroom of a licensed food facility was very dirty and had a foul odor to it. Staff conducted a complaint inspection at the facility and corrective actions have been implemented.

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

Healthy Smiles has completed all of our first screenings, sealants, and fluoride varnish visits for the 2023/2024 school year. We have started the second screenings and fluoride varnishes and are in process of completing the third fluoride applications for the head start programs.

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

Parents as Teachers (PAT)

Our PAT program was highlighted by Wisconsin Partnership Program (WPP) at the UW School of Medicine and Public Health at a Community Connection event. On Thursday, April 4 local nonprofits, public health, tribal and government agencies, and other stakeholders in health care and public health joined together to learn more about WPP’s funding opportunities and hear about our Parents as Teachers program success.

Emergency Preparedness

In collaboration with the City of Wisconsin Rapids, the Guardian Angel Program will be launching this month. The Guardian Angel Program’s purpose is to connect folks disproportionately affected by weather related incidents that are medically dependent on electricity to a local volunteer to check in on them during the event. More details can be found on the City of Wisconsin Rapids website (<https://www.wirapids.org/guardian-angel.html>).

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

- Carmela Vital-Maulson started March 11 as our new WIC Nutritionist/Health Educator. She will also take the Fit Families lead role and continue PSE work on the community garden collaborating with UW-Extension/FoodWise, FOCUS food pantry...etc.
- Alyssa Gollon started March 7 as our new WIC Program Support/Health Screener.
- The WIC Nutritionists Jessica Hutchinson, Kayla Saeger, Camen Hofer, and Breastfeeding Peer Counselor Whitney Armour attended the WALC (Wisconsin Association of Lactation Consultants) Conference March 7-8 to gain continuing education credits to maintain lactation credentials and meet WIC continuing education requirements.
- Caseload remains at its highest in several years. We hit another record high (in over 7 years) again in February 2024!

Caseload for 2023 (Contracted caseload 1417)

	Dec 2023	Jan 2024	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Active (initial)</b>	1447	1444	1477	1481									
<b>Active (final)</b>	1450	1456	1492										
<b>Participating</b>	1448	1444	1482	1493									

**WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT**  
**April 2024**

**Director's Update by Brandon Vruwink**

I attended the WCA Health and Human Steering Committee on March 22. The meeting was held virtually because of the snowy weather. WCHSA Executive Director John Tuohy shared Human Services Budget priorities with the committee. The list will be reviewed by the WCHSA Board and prioritized to ensure every county has a voice in the process. WCHSA will lay the foundation with the Governor, his staff, and the DCF and DHS secretaries.

The 2025 Capital Improvement requests from Human Services-Community, Edgewater Haven, and Norwood Health Center are included in the packet. Generally, from our Community programs, requests are limited to bus replacements for the Wood County Transportation Program. This year, the request includes a small van to replace the current vehicle that supports our north-end programming. I highlight this as the last time we had a request for van replacement was in 2016. The requests from Edgewater and Norwood are related to essential building infrastructure and patient needs. The building infrastructure requests were sent to Facilities Manager Van Tassel for review. We look forward to discussing the requests with you at the April meeting.

Two years ago, the Health and Human Services Committee created a risk reserve account to protect the county from the risk of continually increasing out-of-home care expenses. The H&HS Committee has approved deposits of \$750,000 in the account. Fortunately, we have yet to have the need to use dollars in reserve through the first two years. Per policy, *"Every April, the H&HS Committee will review the year-end budget from the previous year and determine if additional funding is available to add to the risk reserve account. The amount added to the account will not exceed \$250,000 annually unless the account balance falls below a base of \$500,000."* I have requested Risk Reserve be added to the agenda for discussion at the April meeting.

As of this writing, Marissa, Justin and I have completed two of our Leadership Training sessions. We have four more sessions scheduled and plan to complete all of the sessions by the end of May. The trainings are designed to provide an orientation into leadership for supervisors or staff interested in pursuing a leadership position. We have had an average of about 35 participants at each of the sessions.

The Human Services Department continues preparing for the planned power outage at River Block, which is scheduled for May 30 and 31. Staff will work out of various county locations, including the Courthouse, Edgewater Haven, Wood County Annex and Health Center, DC Steinle Plaza, and remotely as needed.

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

I had the opportunity to sit down with the Pittsville school district social worker along with the Family Services Division Administrator to hear feedback and discuss ways we can improve communication and understanding of each other's roles. We discussed including professionals from this district into quarterly collaborative meetings with the Marshfield school district to share resources and information. Starting in the fall of the 2024-2025 school year, we will be meeting with the social work teams from school districts on the north end of the county to highlight unit information, referral process, and share resource information. We have planned that the Youth Justice and Crisis Intervention teams will be featured at the first meeting so we can kick-off the school year getting to know each other, introduce new staff, and review referral process updates for these units that have a lot of crossover with our school partners.

The APS team at DHS has kicked off their new reporting system called WRAPS (Wisconsin Reporting for Adult Protective Services) which collects important data on APS cases throughout Wisconsin. This information is used to identify trends, outline areas of need, and for federal reporting to the National APS database. Wood County was asked to be a part of this pilot to test out the new system and we're excited to share our thoughts and contribute to the success of this program.

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

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

- Health & Human Service 2024 monthly Budget projection meetings (all locations), Operations, County Board, Team Building, Division Specific Management, Process and Individual Progress Meetings Review and Updates for Division Policies. Performance Evaluations for team members up to date. All team members worked together to cover shortages in immediate needs due to absences and vacancies.
- Currently (3) Three Vacancies in this Division
- Additional accomplishments: Ongoing EHR Smartcare learning, updating workflows and processes. Launch of Smartcare auto call feature for OPC appointment reminders.
- Ongoing monitor of Changes Healthcare Cyber Attack impact: Commercial, Supplemental and HMO insurances claims are submitting correctly to payer sources. Medicaid just started processing smoothly. Medicare is still not up. Discussed cash flow with Wood County Treasurer updating those claims which are not processing for payments. At time of discussion it was MA and Medicare. Wood County Treasurer advised adequate cash on hand to cover county needs.

### *Accounting and Accounts Payable Team*

- Attended claims webexs after Change Healthcare data breach regarding billing stoppages and internal meetings to plan for alternative billing processes
- Cost report request items prepared and deliver to WIPLI for Nursing Home cost report preparation
- Prepared final YE reporting to state for 2023 revenues
- Began reconciling balance sheet accounts for YE audit
- Prepare 2023 YE journal entries
- Continued testing Matrix for resident account use at NHC
- Continued cross training
  - AR/AP clerk worked with EW cross train on EOB markups
  - Community Accounting Clerk cross train on TSSF duties with fiscal admin asst
  - Community Accounting Clerk cross train on CCS Vendor Invoice validation and voucher processing

### *Support Services Team*

- Behavioral Health Clinic service notes: *We are transcribing 4/12/24 as of 4/15/24; all notes are w/in 3 day window.*
  - *We currently have a total of 25 dictations waiting for transcriptionists as of 4/15/24*
- *March: Total Service Notes 299/ 275 entered by Units*
  - *OPC: dictated 267/completed 252 – majority entered w/in 5 days*
  - *FS: dictated 32/completed 23- majority entered w/in 1 day*
- Records Released :
  - Behavioral Health Records Released: 93
  - Family Service Record / Background checks Released: 23

Records pending/in progress: 5  
Total Completed: 116

#### Other Unit Information

- Support Services Staff updates
  - 2 Vacant Positions
  - 2 Staff on intermittent Medical Leave
- HIPAA:
  - 0 HIPAA/ Confidentiality breach in March
- Continue w/ destruction of RB- FS records; Begun Destruction of FS MFLD records housed at NHC

#### *Claims & Accounts Receivable, Client Interactions*

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

#### *Insurance Claims created and submitted for current reporting*

- Norwood: 195 Claims submitted in the Amount of \$664,679
- Edgewater: 57 Claims submitted in the Amount of \$383,698
- Community: 4,286 Claims submitted in the amount of \$453,055
- Community: Accounts Receivable receipts: \$399,373

#### *Service Admission Intakes - by Location*

- NHC Admissions: 37, LTC 0
- Bridgewater: 8
- Edgewater: 16
- Community
  - 37 intakes for new clients conducted
  - 1,272 Appointments Scheduled, 876 Attended (69%)

#### *2024 TRIP Monies received YTD:*

- Norwood: \$20,823
- Community: \$22,358

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

Transportation: In March, the Transportation program provided 724 bus rides. Of these rides, 192 were for employment, and 63 were for medical. The program also provided 114 volunteer rides. Of these, 45 were for employment, and 63 were for medical.

WHEAP: Since the 2024 heating season began October 1, 2023, Wood County has provided Energy Assistance services to 2179 households. The program has also provided 20 households with furnace repairs, and 35 households with furnace replacements. Utility disconnections will start up again when the utility moratorium ends on April 15<sup>th</sup>.

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

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

*FoodShare Employment & Training (FSET) Program:* The NorthCentral FSET Program completed a bi-annual customer satisfaction survey for those enrolling in FSET, offered to customers enrolling in the program between 3/11/24 – 3/29/24.

FSET Customer Satisfaction Survey Snapshot:

- Total surveys received = 66 (70% return rate)
- 100% of customers surveyed were *somewhat happy* to *very happy* with their experience
- 38 of 66 customers were provided transportation support services the same day
- 28% of customers were referred to the FSET Program from the Income Maintenance Consortium

“I really enjoyed talking to my Case Manager. She explained the process very well. I’m looking forward to the program.” – *FSET customer anonymous feedback*

The FSET Program is focusing on enrolling referred customers, increasing the regional caseload total from 938 enrolled customers to 961 enrolled customers (3/1/24 – 3/31/24).

*Independent Living Program:* The NorthCentral Independent Living (IL) Program is excited to share one of our young people has accepted the 2024 FosterClub Allstar Internship. The FosterClub Allstar Internship is a service and training opportunity for young people with lived experience in the foster care system. Only 2 young people from Wisconsin were nominated, including our Region 1 representative. This is a 6-week professional and personal development program that includes an in-person training in Oregon in July, which includes a living stipend and all expenses funded through the internship. We are excited to share more from this young person’s experience later this summer!

**Edgewater Haven Update by Justin Cieslewicz**

*Census Update:* In the month of March we had 6 admissions and 8 readmissions. Current Memory Care census is 17 residents. Census comparison to last year:

March 2023 – 44.23 average census with 6.74 rehab

March 2024 – 47.45 average census with 6.71 rehab

Admissions/Discharges Comparison:

March 2023 – Admissions 13/Discharges 9/Readmissions 10/Deaths 4

March 2024 – Admissions 6/Discharges 6/Readmissions 8/Deaths 2

Census has remained strong for March. With March’s average daily census at 47.45, that is nearly 1 resident day above budget. Social Services and Nursing has reviewed referrals to allow Edgewater to successfully carry out its mission to serve those needing skilled nursing care.

*Personnel Update:* Open positions of writing this: Nursing – CNAs: .97 CNA, .97 CNA, .97 CNA. Licensed Nurses: .97 RN or LPN, .60 RN or LPN. Activities: .97 Recreational Therapy Aide.

There has been ongoing preparations for the upcoming nurse aide training program at Edgewater Haven. Students have conducted appropriate entry requirements, such as TB testing, background checks, etc. The nurse aide training instructor has reviewed all material and is prepared for the beginning of the course. The course begins on April 15, 2024.

*Highway 54/73 Road Access:* The Department Transportation (DOT) will be conducting road construction on HWY 54/73 beginning at Seneca Road to County Road G. This project will include curb and gutter, storm sewer, and asphalt replacement. We have been in communication with the DOT’s project manager as this project will impact Edgewater Haven. We have been advised that

Edgewater Haven will be accessible through HWY 54/73 as we constitute as local traffic. We have communicated with staff and resident family members on the project and any potential impacts that it may have. The project manager will contact Edgewater Haven of planned access interruptions as road work progresses. As planned access interruptions are determined, we will communicate with staff, resident families, and other stakeholders of alternative routes to the facility.

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

Court proceedings continue against the former employee for their alleged misappropriation/exploitation of resident funds. The initial hearing and arraignment occurred on April 8, concluding with a not guilty plea. Final pre-trial hearing is set for June 14.

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

We are currently utilizing one agency CNA to cover open positions. There are 4.00 vacant CNA FTEs at this time, along with two casual CNA positions. We also have a 60% weekender RN position, casual RN position, and a casual LPN position vacant and posted. We had a full time RN start on April 1, coming to us as a result of the Marshfield Clinic furloughs.

Marissa and Liz continue every other week meetings with Oak Medical regarding transitioning to them providing medical directorship and physician services, which is currently provided by Marshfield Clinic. Oak Medical is now providing coverage to the two other nursing homes in Marshfield.

*Admissions Unit:* The average census for the month of March was 6.52 and 6.51 year-to-date, with an average length of stay of 5.93 days. There were thirty-seven admissions and thirty-three discharges, with three 30-day readmissions.

We continue to have nurse practitioner students, social work interns, and occasional medical students on the unit.

The back yard fence project, which was part of 2024 CIP, is complete with the new no climb fence overlay installed to make the recreational area more secure.

We are still recruiting for an activity assistant. We had someone hired, but they did not feel it was a good fit and resigned after only a few weeks. We have interviews scheduled in April.

*Long Term Care:* The long- term care unit had one admission and one discharge in March, with an average census of 11.19 on Crossroads and 12.03 on Pathways. We have one potential pending admission.

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

Tomika Cooper started 4-1-24 as the full time receptionist. She is replacing Hollie Kohler, who will be transitioning into the role of Health Information Technician once onboarding is complete. We are recruiting for a casual receptionist.

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

Congregate meals for the month of March were 5,570 with revenue of \$41,138. Meals for the year are 17,137 with revenue of \$126,569.

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

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

#### *Capital Improvement Updates: 2023 Carry Over Projects*

- Air Handler Rebuild: We now have 2 fans rebuilt for Phase 1, leaving just 2 left to complete. Work on phase 2 of this project is also underway. Materials will be ordered soon for the next group of fans.
- Building Security: The bid for the Lobby work was awarded to Ascent Construction from Rudolph. A pre-construction meeting was held at Norwood with myself, Ascent, and Ratsch Engineering to go over the many details that do into this project (i.e. paint colors, flooring, verifying wall specifications, etc.). We will wait until all materials are received before beginning the construction to keep downtime at a minimum.

#### *Capital Improvement Updates: 2024*

- Water Pipe Replacement, Phase. 1: I met with the design engineer (CMG Associates, DeForest, WI) and architect (AGL Architects, Green Bay, WI) this month. They are very knowledgeable in their fields and explained how a project like this is designed, why they make certain choices, and what is required by code. We are hoping to see a proposal for design cost in April.
- Mesh Fence: A security mesh material was installed over the existing chain-link fence outside of the Admission hospital unit. The purpose is deter patients from climbing over the fence by taking away ability to use the openings in the links for hand and foot holds.
- Sidewalk/Pavement: two quotes have been sought for replacing several walkways, a driveway apron, and a section of parking lot pavement that are in poor condition. One of those quotes will be from the Wood Co. Highway Dept.
- Wall Padding: Wall padding for the security room on Admissions has been ordered. Two bids were received and we awarded to the lesser expensive option. Fortunately, that option has been used in other WI facilities with positive results. Installation of the seamless material is scheduled to begin on June 24<sup>th</sup> and will take a week to complete.
- Exterior Doors: The lower of the two bids received for replacing (2) exterior doors (Admissions and Veterans Stairwell exits) was accepted and materials were ordered.

#### *Other Maintenance:*

*Water Management:* After extensive flushing efforts, another round of water samples collected for testing and, unfortunately, half of the 22 samples tested positive for contaminants. We met with the State Infection Preventionist and Industrial Hygienist, and our water management consultant to seek advice on how to proceed. All suggested that we pursue a disinfectant booster system to treat for contaminants until the pipes can be replaced. We met with two water treatment services to get quotes on this treatment system and will be proceeding with installation of a disinfectant system.

### **Youth Diversion by Angela O'Day**

*Personnel:* A new case manager joined the ADP team on 3/4/24. The prior staff member had accepted a position with the 4Sight team, and we were able to quickly fill the posting. Initial staff training is complete and the new staff member has started providing ADP services to youth in the community. Similarly, one of our youth mentors accepted a new role within Family Services, and we are currently in the process of recruiting to fill their position.

*Youth Activities:* This school year our youth programming team set out to offer structured events on professional development days when students aren't in school. We held events in October 2023, December 2023, and March 2024. Over spring break our team planned a teen egg hunt. Youth worked together to find the eggs and the grand prize. Participants received prizes related to social emotional

learning skills including positive affirmation buttons and sensory stickers. We also teamed up with McMillan Library to show a movie in their theater following the event to participating youth and community members.

Additionally, the youth diversion supervisor participated in the FAST (Families and Schools Together) evidenced based intervention program with Howe School in Wisconsin Rapids from January to March as the community resources representative. FAST is designed to strengthen families, engage parents, connect to community resources, and build social capital.



**MINUTES  
PUBLIC SAFETY COMMITTEE**

DATE: Tuesday, April 23, 2024  
TIME: 9:00 AM  
LOCATION: Wood County Courthouse Room 114

Members Present: Joseph Zurfluh, Brad Hamilton, Bill Voight, Dennis Polach, Jeff Penzkover

Also Present: Trent Miner, County Clerk; Amy Kaup; Sarah Christensen; Other County Board Supervisors

1. County Clerk Miner called the meeting to order at 9:00 AM
2. There were no public comments
3. Miner opened the floor for nominations for Chair of the Public Safety Committee. Hamilton nominated Zurfluh. There being no other nominations, Zurfluh was declared elected as Chair.
4. Miner opened the floor for nominations for Vice Chair of the Public Safety Committee. Penzkover nominated Voight. Polach nominated Hamilton. Voight withdrew from consideration. There being no other nominations, Hamilton was declared elected as Vice Chair.
5. By consensus, the committee decided to continue meeting on the 2<sup>nd</sup> Monday of the month.
6. Miner adjourned the meeting at 9:01 AM.

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

**MINUTES**  
**PUBLIC SAFETY COMMITTEE**

DATE: Monday, May 13, 2024  
TIME: 9:00 AM  
LOCATION: Wood County Courthouse Room 114

Members Present: Joseph Zurfluh, Brad Hamilton, William Voight, Dennis Polach, Jeff Penzkover

Also Present: Katie DeKleyn, Deputy County Clerk/Program Assistant; see attached sign in list

1. Chairman Zurfluh called the meeting to order at 9:01 AM.
2. The minutes of April 8<sup>th</sup> and 23<sup>rd</sup> were reviewed. Motion by Hamilton/Penzkover to accept them as presented. Motion carried unanimously.
3. There was no public comment.
4. The next meeting will be Monday, June 10<sup>th</sup>, 2024, in Room 114.
5. The Communications Department presented their report and bill listing for review.
6. The Emergency Management Department presented their report and bill listing for review.
7. The Dispatch Department presented their report and bill listing for review.
8. The Coroner presented their report and bill listing for review.
9. Sheriff Becker reviewed various reports of the Sheriff's Department.
10. Sheriff Becker informed the committee that the Sheriff's Department will participate in the Blue Grass At The Lake Memorial Music Festival on June 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> at Red Sands Beach at Lake Wazeecha. Proceeds from the event will be put towards the Critical Incident Stress Management Team (CISM), which supports first responders in Central Wisconsin.
11. Motion by Hamilton/Voight to approve the voucher listings for Communications, Coroner, Dispatch, Emergency Management, and Sheriff's Department. Motion carried unanimously.
12. Chairman Zurfluh declared the meeting adjourned at 9:33 AM.

Minutes taken by Katie DeKleyn, Deputy County Clerk/Program Assistant, and are in draft form until approved at the next meeting.

Public Safety Committee

May 13, 2024

NAME	REPRESENTING
DENNIS POLACH	WCB-14
Joseph H. Zupflack	WCB-17
Bill Clelland	WCB 14
Bill Voigt	WCB 09
David Patton	CORONER
Tony Bastien	Dispatch
Shawn Becken	UCSD
GWILLIS	WCSA
Erik Engel	UC COM
LANCE PLUM	WCB
Chulio Herzogsteger	UCSD
Sarah Christensen - WEBEX	WC emergency management
Amy Kaup - WEBEX	IT
Scott Brehm - WEBEX	WCB #9
Ed Newton - WEBEX	FINANCE
TRENT MINER - WEBEX	COUNTY CLERK



# April Monthly Report

Wood County Sheriff's Rescue

Submitted by: Ann Burger, WCSR Secretary

## April Training Descriptions

Date	Type	Description
1-Apr	Business Meeting	April Business Meeting
8-Apr	Work Night	Weekly checks; raffle update.
15-Apr	Work Night	Reviewed R3; repaired driver side seat in R3; demo & review of multi-hook chains.
22-Apr	Other	Aircraft down & Volk Field training at Pittsville FD.
29-Apr	Extrication	Extrication and stabilization of car on roof; used stabilization bars with cribbing and straps; jaws, ram and cutters during extrication.

# Call Summary

Call #	22	23	24	25	26
Date	4/8	4/13/2024	4/15/2024		4/21/2024
Time	15:29	14:15	13:00		2:00
Day of Week	Monday	Saturday	Monday		Sunday
Township	Port Edwards	Port Edwards	Port Edwards		Nekoosa
Location	PORT EDWARDS	CTH GG	PORT RD & SENECA RD	SKIPPED COMPLAINT NUMBER	CRANMOOR RD & SECTION ST
Rescue 3	E. Moreno	T. Young	J. Herman		B. Franz
Rescue 4					
Rescue 5					
10-22ed					
Call Type	10-50 w/ Injuries	Other	10-50 w/ Injuries		10-50 w/ Injuries
Medical/Extrication	Medical				
Ambulance	WRFD		WRFD		WRFD
EMR	Port Edwards		Port Edwards		Saratoga
Fire	Port Edwards		Port Edwards		Nekoosa
Air					
Tools/Equipment Used					
Notes					
Other members on scene	B. Diggles		B. Diggles		B. Diggles T. Young

# Call Summary

Call #	27	28	29	30	
Date	4/22/2024	4/23/2024	4/23/2024	4/27/2024	
Time	18:17	14:54	19:24	3:36	
Day of Week	Monday	Tuesday	Tuesday	Saturday	
Township	Pittsville	Grand Rapids	Grand Rapids	Saratoga	
Location	5388 4TH AVE	32ND ST & AIRPORT AVE	5421 WASHINGTON ST	CTH 8 & STH 73 S	
Rescue 3		E. Moreno	J. Van Ert	M. Wiberg	
Rescue 4	B. Franz				
Rescue 5	M. Klein				
10-22ed					
Call Type	Other	10-50 w/ Injuries	10-50 w/ Injuries	10-50 w/ Unknown Injuries	
Medical/Extrication					
Ambulance		UEMR	UEMR	WRFD	
EMR		Grand Rapids	Grand Rapids		
Fire	Pittsville	Grand Rapids	Grand Rapids	Rome	
Air					
Tools/Equipment Used					
Notes					
Other members on scene	D. Westfall B. Diggles T. Young J. Van Ert J. Herman	M. Wiberg	T. Young B. Diggles M. Klein M. Wiberg	B. Diggles M. Klein	

# Special Events Summary

Date	4/23/2024				
Day of Week	Tuesday				
Event	MABAS Training with WRFD				
Host	WRFD				
Location	21ST AVE & NASH RD				
Vehicle Used	R3, R4				
Tools/ Equipment Used	Sawzall, chains, jaws, cribbing				
Members at event	M. Wiberg B. Diggles T. Young M. Klein J. Van Ert				
Event Description	Extrication training with WRFD. Bus extrication; car extrication; Neiman's demonstration.				





# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

May 1, 2024

MEMORANDUM FOR Sheriff Becker; Public Safety Committee

SUBJECT: Monthly Crime Stoppers Report – April 2024

The Crime Stoppers program received 26 tips in the month of April 2024 that were forwarded to the appropriate agencies for follow-up, as reported by P3.

The last monthly board meeting was held on April 10, 2024. The next regular meeting will be on May 15, 2024, at 6:30 P.M.

Respectfully Submitted,

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



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## April 2024 K9 Report

	TRAINING HOURS	USEAGE/ DEPLOYMENTS	DEMO/ COMMUNITY
K9 Sig	12	0	0
K9 Bingo	14	3	0
K9 Timo	14	0	0
K9 Rosco	12	2	0
K9 Lola	2	1	4

### TRAINING (MONTHLY) –

During the month of April Sergeant Arendt with K9 Timo, Sergeant B. Christianson with K9 Bingo, Deputy Pidgeon with K9 Sig, and Deputy Beathard with K9 Rosco trained with the Wisconsin Rapids Police Department K9 unit, Nekoosa Police Department K9 unit, and Marshfield Police Department K9 unit for monthly training. During this training, teams focused on narcotic/explosive detection (interior/exterior buildings, vehicles, open area), apprehensions, apprehension recalls with verbal outs, open area search for person, and building search for person using backup officers. Training venues included the WOSO/WRPD range, Chestnut Street house, Town of Grand Rapids property, and YMCA Camp Alexander.

### TRAINING (INDIVIDUAL) –

K9 Sig completed additional narcotics training. We also worked on obedience on another occasion.

Sergeant B. Christianson/K9 Bingo completed training on duty in the areas of odor detection and tracking.

Deputy Beathard and K9 Rosco completed several hours of on duty training in the areas of narcotic detection, tracking, and ball obedience.



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## USEAGE –

Sergeant B. Christianson/K9 Bingo had three deployments during the month of April. First deployment was a high risk domestic incident. Subject had been armed with a knife and non-compliant with Deputy/Officer commands. K9 Bingo was given command to apprehend suspect. K9 Bingo struck subject and ended up with a mouth full of suspects long sleeve shirt. K9 Bingo held onto suspect until he was later placed into custody. Suspect was not injured from K9 apprehension. K9 Bingo was also brought into a residence during a domestic incident where suspect barricaded himself in a bedroom. Once Bingo was inside the residence, the suspect gave up peacefully. Lastly, K9 Bingo completed an article search after a vehicle accident. K9 Bingo located two shoes in a ditch, and these shoes helped as evidence of the operator of the vehicle.

Deputy Beathard and K9 Rosco were deployed two times in April. First deployment was at a property in Hewitt that had been vacated and the property owner wanted the property searched for drugs and drug paraphernalia. The second deployment was for an exterior sniff of a vehicle on a traffic stop.

Lt. Wagner and K9 Lola were deployed once in April to meet with an inmate in the Wood County Jail that was having a difficult time getting along with others.

**DEMO/COMMUNITY** – Lt. Wagner and K9 Lola presented at CIT training, Community Organization Order of the Eastern Rainbow Chapter Masonic Temple in Wisconsin Rapids, and to pre-school aged kids.

**ADDITIONAL INFORMATION** – K9 Sig, Bingo, Timo, and Rosco attended their annual recertification and seminar at Jessifany Kennels May 2<sup>nd</sup> – 4<sup>th</sup>. Look for results from this year's seminar on May's report.

Respectfully,

*Nathan Dean*

Nathan Dean  
Patrol Lieutenant



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## HUMANE OFFICER

3-17-24 to 4-13-24

Animal Bites:	<u>Dog</u>	<u>Cat</u>
• NKPD	1	0
• PEPD	0	0
• WRPD	2	0
• GRPD	2	0
• PIPD	0	0
• Saratoga	2	0
• Seneca	0	0
• Arpin	1	0
• Port Edwards	1	0

Neglect/Abuse Case: 3

Abandonment: 0

Animal vs Animal: 1

Abatement Order: 0

Animals at Large: 3

Major Incidents: 0

Follow-up-Brooke: 5

Follow-up-Susa: 0

Monthly Hours: 32.25

2024 YTD Hours: 99.50

Submitted by:

Mitzi Forde



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Department of Natural Resources Patrols

### April 2024

#### ATV

- Patrol Hours 39
- Citations-
- Warnings-

#### BOAT

- Patrol Hours 16
- Citations-
- Warnings-
- Attended Bi-annual DNR Boat Training

#### SNOWMOBILE

- N/A

Submitted by

Sgt. Matt Susa



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Operations Overtime/Comp Time Totals

### April 2023 (03/31/24to 04/27/24)

#### Patrol

Overtime hours:	126.75
Comp time hours:	370.445
Holiday Pay/Comp hours:	108

#### Investigations

Overtime hours:	2
Comp time hours:	64.25

#### Security Services

Overtime hours:	0
Comp time hours:	58.75

TOTAL CALL OUT: 3

Submitted By: Charles Hoogesteger – Operations Captain



# Wood County

WISCONSIN

SHERIFF'S  
DEPARTMENT

*Shawn Becker*  
SHERIFF

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## **Public Safety Committee Meeting**

### Security Services April 2024 Report

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

Guns -	0
Knives -	73
O.C. -	4
Misc. Items -	18

The miscellaneous items that were located were ten (10) scissors, three (3) self-defense tools, three (3) miscellaneous hand tools, a bullet and a hover board.

Security Services screened 7,904 people entering the courthouse for the month of April. Security Services had 32 security requests from different departments within the Courthouse for the month and we had one (1) jury trial. We also served four (4) civil process paper. Security also fulfilled three (3) warrant for the month.

The one jury trial for the month was a ten-day trial that brought in nearly 75 jurors.

Security Services also had four (4) complaints in the jail this month. The reports were for a sexual offense, a threats complaint, a theft complaint and a criminal damage to property complaint.

During the Month of April, I utilize part-time employees for 38.5 hours to fill employee shortage hours. Several shifts ran short due to no part-time employees able to help.

Report submitted by: Lieutenant Bryan D. Peterson



**WOOD COUNTY JAIL**

**January - June 2024**

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

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	172	69	22	175	74	25	195	81	32	240	82	32	214	69	43	0	0	0
2	174	69	22	178	73	26	199	80	32	229	76	32	222	71	42			
3	177	68	23	180	73	26	201	80	32	229	77	33	218	71	42			
4	174	71	21	182	73	26	201	80	31	228	80	35	209	74	41			
5	167	67	20	182	73	26	196	79	30	230	79	35	212	74	41			
6	173	73	21	183	72	25	197	77	30	231	80	35	213	74	41			
7	173	73	20	186	72	26	194	77	30	236	80	35	210	73	42			
8	175	73	19	187	69	26	195	78	31	239	80	35						
9	169	71	19	188	64	25	198	81	32	231	79	35						
10	167	70	20	188	64	25	199	81	32	225	78	35						
11	166	68	21	188	63	25	202	81	32	224	79	38						
12	169	69	23	186	63	24	203	80	32	227	79	39						
13	170	72	24	184	60	25	203	80	33	232	81	40						
14	169	72	24	190	59	26	211	82	33	231	81	39						
15	170	72	24	190	57	27	211	82	32	234	81	39						
16	173	72	25	194	65	29	213	80	33	236	80	38						
17	166	71	26	195	70	30	213	80	32	233	78	39						
18	165	68	26	196	70	30	219	80	31	233	75	37						
19	168	72	26	198	70	30	222	79	31	229	76	38						
20	174	77	29	192	67	30	222	78	31	230	75	42						
21	175	77	29	191	66	30	222	84	31	233	75	42						
22	177	77	28	195	68	30	223	81	32	234	75	41						
23	174	75	28	199	73	30	219	79	33	231	72	42						
24	179	74	26	198	79	30	223	79	33	223	71	42						
25	175	74	26	199	79	30	221	79	33	218	75	42						
26	178	77	27	199	79	30	225	78	35	218	74	42						
27	176	75	25	191	77	33	229	78	36	217	77	41						
28	179	75	25	198	77	33	229	79	35	220	77	41						
29	179	75	22	197	76	33	227	82	35	220	77	41						
30	176	74	22				232	82	34	217	74	42						
31	177	71	23				234	82	34									
WCJail	172.77			189.97			212.19			228.60			214.00			0.00		
Shipped	72.29			69.83			79.97			77.43			72.29			0.00		
EMP	23.74			27.97			32.35			38.23			41.71			0.00		
Avg Length of Stay (Days)	32.60			26.30			38.30			26.40			0.00			0.00		

**WOOD COUNTY JAIL**

**July - December 2024**

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

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




1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																	
3																	
4																	
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28																	
29																	
30																	
31																	
WCJail	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Shipped	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Avg Length of Stay (Days)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**2023 Yearly Averages**

<b>Total</b>	<b>203.51</b>
<b>Safekeeper</b>	<b>74.36</b>
<b>EMP</b>	<b>32.80</b>
<b>LENGTH of STAY</b>	<b>30.90</b>

<b>SK Total</b>
WP 75

Notes COVID  


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

**WOOD COUNTY JAIL & SAFE KEEPER**  
**January - June 2024**  
**DAILY POPULATION BREAK DOWN BY LOCATION**

Day	January		February		March		April		May		June	
	Wood	WP	Wood	WP	Wood	WP	Wood	WP	Wood	WP	Wood	WP
1	75	69	71	74	79	81	122	82	97	69	0	0
2	77	69	73	73	84	80	117	76	104	71		
3	80	68	76	73	86	80	115	77	102	71		
4	76	71	78	73	87	80	108	80	91	74		
5	73	67	77	73	84	79	112	79	94	74		
6	73	73	80	72	87	77	112	80	95	74		
7	74	73	82	72	84	77	117	80	92	73		
8	77	73	86	69	82	78	120	80				
9	73	71	93	64	81	81	113	79				
10	71	70	93	64	82	81	108	78				
11	71	68	94	63	85	81	103	79				
12	71	69	93	63	86	80	104	79				
13	68	72	93	60	86	80	106	81				
14	67	72	101	59	92	82	106	81				
15	68	72	102	57	93	82	109	81				
16	70	72	96	65	96	80	114	80				
17	63	71	91	70	97	80	112	78				
18	65	68	92	70	104	80	116	75				
19	64	72	94	70	108	79	111	76				
20	61	77	91	67	109	78	109	75				
21	63	77	91	66	102	84	112	75				
22	66	77	93	68	105	81	114	75				
23	66	75	92	73	103	79	113	72				
24	74	74	85	79	107	79	106	71				
25	70	74	86	79	105	79	97	75				
26	68	77	87	79	107	78	98	74				
27	71	75	78	77	109	78	94	77				
28	74	75	85	77	111	79	97	77				
29	77	75	85	76	106	82	97	77				
30	75	74			112	82	96	74				
31	78	71			114	82						
<b>WOOD</b>	70.94		87.52		95.90		108.60		96.43		0.00	
<b>WPSO</b>	72.29		69.83		79.97		77.43		72.29		0.00	
<b>TOTAL</b>	172.77		189.97		212.19		228.60		214.00		0.00	

MONTH	High	Low
January	80	61
February	102	71
March	114	79
April	122	94
May	104	91
June	0	0

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

Day	July			August			September			October			November			December		
	Wood	WP		Wood	WP		Wood	WP		Wood	WP		Wood	WP		Wood	WP	
1	0	0		0	0		0	0		0	0		0	0		0	0	
2																		
3																		
4																		
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28																		
29																		
30																		
31																		
<b>WOOD</b>	0.00			0.00			0.00			0.00			0.00			0.00		
<b>WPSO</b>	0.00			0.00			0.00			0.00			0.00			0.00		
<b>TOTAL</b>	<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>		

2024 Safe Keeper Averages		
<b>WOOD Co Jail</b>	<b>91.88</b>	108
<b>WAUPACA Co</b>	<b>74.36</b>	75
<b>Total Population</b>	<b>203.51</b>	183

Yellow Shut down for COVID

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

# SAFE KEEPER DIFFERENCE 2023

MONTH	BED DAYS	WOOD CTY COSTS \$34.55/DAY	OUT OF COUNTY Including Wages/mileage \$44.78/DAY	DIFFERENCE	YTD TOTAL AMOUNT	2023 TOTAL AMOUNT
January	2241	\$77,426.55	\$100,351.98	\$22,925.43	\$22,925.43	\$26,199.03
February	2025	\$69,963.75	\$90,679.50	\$20,715.75	\$43,641.18	\$27,293.64
March	2479	\$85,649.45	\$111,009.62	\$25,360.17	\$69,001.35	\$27,825.60
April	2323	\$80,259.65	\$104,023.94	\$23,764.29	\$92,765.64	\$24,664.53
May	506	\$17,482.30	\$22,658.68	\$5,176.38	\$97,942.02	\$27,743.76
June	0	\$0.00	\$0.00	\$0.00	\$97,942.02	\$25,820.52
July	0	\$0.00	\$0.00	\$0.00	\$97,942.02	\$27,580.08
August	0	\$0.00	\$0.00	\$0.00	\$97,942.02	\$26,260.41
September	0	\$0.00	\$0.00	\$0.00	\$97,942.02	\$26,362.71
October	0	\$0.00	\$0.00	\$0.00	\$97,942.02	\$29,227.11
November	0	\$0.00	\$0.00	\$0.00	\$97,942.02	\$26,782.14
December	0	\$0.00	\$0.00	\$0.00	\$97,942.02	\$25,380.63
<b>TOTAL</b>	9574	\$330,781.70	\$428,723.72	<b>\$97,942.02</b>		<b>\$321,140.16</b>

\$34.55

\$44.78

# Electronic 20

## Monthly Savings vs. C

Month	Monthly Average	Monthly Savings
January	23.74	\$21,563.04
February	27.97	\$23,766.11
March	32.35	\$29,383.51
April	38.23	\$33,604.17
May	0	\$0.00
June	0	\$0.00
July	0	\$0.00
August	0	\$0.00
September	0	\$0.00
October	0	\$0.00
November	0	\$0.00
December	0	\$0.00
<b>TOTAL</b>	<b>30.57</b>	<b>\$108,316.83</b>

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

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



**Monitoring**  
**024**  
**Out of County Housing**

<b>YTD 2024</b> Total Amount	<b>2023</b> Total Amount
\$21,563.04	\$33,432.32
\$45,329.15	\$26,158.44
\$74,712.66	\$28,747.73
\$108,316.83	\$31,006.60
\$108,316.83	\$27,833.17
\$108,316.83	\$24,712.84
\$108,316.83	\$24,520.42
\$108,316.83	\$22,061.27
\$108,316.83	\$20,258.04
\$108,316.83	\$27,274.27
\$108,316.83	\$29,669.18
\$108,316.83	\$26,776.34
<b>\$108,316.83</b>	<b>\$322,450.62</b>

# SAFE KEEPER HOUSE

## 2024

MONTH	Other Facility	Other Facility	Other Facility	WAUPACA
JANUARY	\$0.00	\$0.00	\$0.00	\$86,687.50
FEBRUARY	\$0.00	\$0.00	\$0.00	\$86,687.50
MARCH	\$0.00	\$0.00	\$0.00	\$86,687.50
APRIL	\$0.00	\$0.00	\$0.00	\$86,687.50
MAY	\$0.00	\$0.00	\$0.00	\$0.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$346,750.00</b>

2024 is a 75 average

Waupaca \$38.00 per bed day (75)

# SING

MONTH TOTAL	2024 YTD TOTAL	2023 YTD TOTAL
\$86,687.50	\$86,687.50	\$98,400.00
\$86,687.50	\$173,375.00	\$195,225.00
\$86,687.50	\$260,062.50	\$293,625.00
\$86,687.50	\$346,750.00	\$392,025.00
\$0.00	\$346,750.00	\$490,425.00
\$0.00	\$346,750.00	\$588,825.00
\$0.00	\$346,750.00	\$687,225.00
\$0.00	\$346,750.00	\$785,625.00
\$0.00	\$346,750.00	\$884,025.00
\$0.00	\$346,750.00	\$982,425.00
\$0.00	\$346,750.00	\$1,080,825.00
\$0.00	\$346,750.00	\$1,179,225.00
<b>\$346,750.00</b>		<b>\$1,179,225.00</b>



Wood County Sheriff's Department Kitchen Report 2024						
MONTH	Breakfast	Lunch	Dinner	Special	Total meals	Food Cost plus Labor
January	2871	2803	2780	0	8454	\$24,909.05
February	2793	2717	2791	0	8301	\$20,927.98
March	2947	2871	2911	0	8729	\$21,317.12
April	4167	4112	4095	0	12374	\$28,176.82
May	0	0	0	0	0	\$0.00
June	0	0	0	0	0	\$0.00
July	0	0	0	0	0	\$0.00
August	0	0	0	0	0	\$0.00
September	0	0	0	0	0	\$0.00
October	0	0	0	0	0	\$0.00
November	0	0	0	0	0	\$0.00
December	0	0	0	0	0	\$0.00
<b>TOTAL</b>	<b>12778</b>	<b>12503</b>	<b>12577</b>	<b>0</b>	<b>37858</b>	<b>\$95,330.97</b>

Cost per meal **\$2.52**

Cost per day **\$7.55**

Wood County Jail Kitchen Expenses					
	2013	2014	2015	2016	2017
<b>Food &amp; Labor</b>	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
<b>Number of Meals</b>	103,993	86,637	77,044	88,993	118,016
<b>Cost per Meal</b>	\$3.23	\$3.60	\$3.71	\$3.09	\$2.45
<b>Cost per Day</b>	\$9.69	\$10.81	\$11.12	\$9.27	\$7.36
	2018	2019	2020	2021	2022
<b>Food &amp; Labor</b>	\$262,016.71	\$262,906.02	\$233,270.65	\$251,935.30	\$247,728.79
<b>Number of Meals</b>	122,668	111,439	81,970	86,838	80,356
<b>Cost per Meal</b>	\$2.14	\$2.36	\$2.85	\$2.90	\$3.08
<b>Cost per Day</b>	\$6.41	\$7.08	\$8.54	\$8.70	\$9.25
	2023	2024	2025	2026	2027
<b>Food &amp; Labor</b>	\$248,125.14	\$95,330.97	\$0.00	\$0.00	\$0.00
<b>Number of Meals</b>	87,953	37,858	0	0	0
<b>Cost per Meal</b>	\$2.82	\$2.52	#DIV/0!	#DIV/0!	#DIV/0!
<b>Cost per Day</b>	\$8.46	\$7.55	#DIV/0!	#DIV/0!	#DIV/0!
	2028	2029	2030	2031	2032
<b>Food &amp; Labor</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Number of Meals</b>	0	0	0	0	0
<b>Cost per Meal</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Cost per Day</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

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

<b>MONTH</b>	<b>FOUND ITEMS Male or Female</b>		<b>CONTRABAND FOUND INTERNAL EXTERNAL</b>		<b>DRUGS MALE or FEMALE</b>	
	<b>JANUARY</b>	0	0	0	0	0
<b>FEBRUARY</b>	0	1	1	0	0	1
<b>MARCH</b>	0	0	0	0	0	0
<b>APRIL</b>	0	1	1	0	0	1
<b>MAY</b>	0	0	0	0	0	0
<b>JUNE</b>	0	0	0	0	0	0
<b>JULY</b>	0	0	0	0	0	0
<b>AUGUST</b>	0	0	0	0	0	0
<b>SEPTEMBER</b>	0	0	0	0	0	0
<b>OCTOBER</b>	0	0	0	0	0	0
<b>NOVEMBER</b>	0	0	0	0	0	0
<b>DECEMBER</b>	0	0	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

TOTAL SCANNED		Monthly
MALE	FEMALE	Total
131	47	178
142	49	191
130	56	186
103	53	156
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
<b>506</b>	<b>205</b>	
TOTAL SCANNED		
<b>711</b>		

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

DATE: Tuesday, April 23, 2024  
TIME: 9:02 AM  
LOCATION: Wood County Courthouse Room 114

Members Present: Bill Leichtnam, Tom Buttke, Wayne Schulz, Tim Hovendick, Russ Perlock

Member Excused: Joe Behlen

Also Present: Trent Miner, County Clerk; Amy Kaup; Sarah Christensen; Other County Board Supervisors

1. County Clerk Miner called the meeting to order at 9:02 AM
2. There were no public comments
3. Miner opened the floor for nominations for Chair of the CEED Committee. Schulz nominated Leichtnam. There being no other nominations, Leichtnam was declared elected as Chair.
4. Miner opened the floor for nominations for Vice Chair of the CEED Committee. Leichtnam nominated Buttke. There being no other nominations, Buttke was declared elected as Vice Chair.
5. By consensus, the committee decided to continue meeting on the 1<sup>st</sup> Wednesday of the month.
6. Miner adjourned the meeting at 9:03 AM.

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

## MINUTES

### CONSERVATION, EDUCATION, & ECONOMIC DEVELOPMENT COMMITTEE

**DATE:** Wednesday, May 1, 2024

**TIME:** 9:00 AM

**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Bill Leichtnam, Tom Buttke, Tim Hovendick, Russ Perlock, Wayne Schulz, Joe Behlen

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

1. Chairman Leichtnam called the meeting to order at 9:00 AM and declared a quorum present.
2. Under public comment, Roy Diver from USDA NRCS introduced himself and explained his relationship with the CEED Committee. Mr. Behlen commented on high voltage power line reimbursements and placements, as well as a modification to the use value assessment law.
3. Leichtnam asked the new committee members to introduce themselves and give a little background and then asked the rest of the room to introduce themselves. Leichtnam also reviewed what to expect as a committee member.
4. Tyler Freund from the Auburndale Park Association reviewed the park improvement plan and requested the \$25,000 economic development grant that they applied and were approved for be released. Grueneberg offered perspective on the timing of the request. Motion by Schulz/Buttke to release the \$25,000 grant funding for the Auburndale Park Association. Motion carried unanimously.
5. Extension Area Director Solin provided the committee with an overview of Extension, their mission and outreach measures, and the partnership with the county. Various educators also explained their areas of responsibility.
6. County Surveyor Boyer reviewed the proposal for establishing right-of-way and title interest and preparing a transportation project plat. He discussed the quote process and recommended committee action. Motion by Buttke/Hovendick to approve the quote from Quest Civil Engineers quote of \$25,900. Motion carried unanimously.
7. County Clerk Miner reviewed the timeline for the citizen member appointment and the background of the initial appointment. Motion by Buttke/Schulz to recommend Joe Behlen to the county board chair for re-appointment for a two-year term ending in April of 2026. Motion carried unanimously.
8. Motion by Buttke/Hovendick to approve the minutes of the April 3, 2024 meeting. Motion carried unanimously.

9. Motion by Schulz/Hovendick to approve the minutes of the April 23, 2024 meeting. Motion carried unanimously.
10. Motion by Buttke/Hovendick to approve the vouchers, monthly department reports and committee reports. Motion carried unanimously.
11. Wucherpennig reviewed the bids for the Kollross waste storage closure. Motion by Schulz/Hovendick to approve the bid of \$4,207.01 from Weichelt Trucking. Motion carried unanimously.
12. Wucherpennig presented a resolution to amend the 2024 DATCP Grant budget to allow for unanticipated expenditures/revenues. Motion by Buttke/Perlock to approve the resolution and forward onto the Operations Committee and County Board for their consideration. Motion carried unanimously.
13. Wucherpennig discussed the summer intern wage. It is currently at \$9.00/hour however, he has been able to adjust hours to have it equate to \$12.00/hour. He is requesting an increase to \$15.50/hour. This would have an effect on the levy, as this position is completely funded by tax levy dollars. Motion by Hovendick/Schulz to approve the increase in summer intern wage to \$15.50/hour. Motion carried 5-1. Voting no was Behlen (believes it should be more).
14. Wucherpennig handed out documents related to the various functions of his office. He will present a more thorough overview at the June meeting. Also included in that discussion will be committee representation on the North Central Land & Water Conservation Association.
15. Wucherpennig reported that he applied for a grant to help offset costs associated with the re-write of the Farmland Preservation Plan, due in 2025. More information will follow.
16. Grueneberg presented a resolution Consider resolution to terminate the Escrow Agreement for the City of Marshfield Tax Incremental District (TID) #5 and disband the Wood County Escrow Review Board. Discussion followed on the usage of previous and leftover funding. Motion by Buttke/Schulz to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
17. The next regular meeting will be held on Wednesday, June 5<sup>th</sup> at 9:00 AM.
18. Chairman Leichtnam declared the meeting adjourned at 11:33 AM.

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

**Conservation, Education, & Economic Development Committee  
May 1, 2024**

NAME	REPRESENTING
Jeremy Selmi	Extension
Jeff Perkowski	WCB # 11
Bill Clesperring	WCB # 15
Law Howard	WRB # 5
Wayne Schlegel	WCB # 1
Russ Perlock	WCB # 4
Jason Greenberg	P+Z
Kayla Rombalski	UWEX
Dennis Pocach	WCB-14
Tyler Freund Kishon Hoffman	Aubundale Park Assoc.
JOE BETHLE	
Ray A. Diver	USDA-NRCS
Kevin Bayer	CO SUPERVISOR
Victoria Wilson	WebEx
Barb Peeters	WebEx
Ed Newton	WebEx
Angel Laidlaw	WebEx
Emily Arndt	WebEx
	Planning & Zoning
	LWCD
	Finance
	Centergy
	Planning & Zoning

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Forestry/Agriculture/Wildlife Committee Meeting Minutes**  
**March 21st, 2024**  
**Hancock Agricultural Research Station/Online**

**Attendees:** Brent Tessmer (Taylor); Bill Clendenning (Wood); Jacob Fluor (Golden Sands RC&D Staff); Nicole Rayome (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Kevin Munkwitz (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Maria LeFevre-Knusta (Golden Sands RC&D Staff); Ben Babcock (Golden Sands RC&D Staff); Adam Skadsen (Golden Sands RC&D Staff); Erin Richards (Golden Sands RC&D Staff); Brooke Patrick (Golden Sands RC&D Staff); Jennifer Glad (Golden Sands RC&D Staff); Gary Beastron (Member-at-Large); Al Drabek (Marathon); Amanda Gurklis (Golden Sands RC&D Staff); Jodi Schappe (Adams); Asher Maliepaard (Golden Sands RC&D Staff).

**CALL TO ORDER:** Tessmer called the meeting to order at 10:15 a.m.

**INTRODUCTIONS:** Everyone introduced themselves.

**APPROVAL OF MINUTES:** A motion was made by Clendenning, which was seconded by Drabek, to approve the minutes from the January 2024 meeting. Motion carried unanimously.

**PROJECT UPDATES:**

**Cooperative Forestry:**

Fluor reported on a demonstration forestry event, that was held in Marathon County, and focused on maple sap production. Meetings with the DNR and other partner agencies are upcoming and plans are being developed for field events in 2024.

**Central Wisconsin Invasives Partnership (CWIP):** Fluor reported on the development of small grant proposals and preparation for 2024 field work. The annual steering committee meeting will be held April 9th.

**Northeast Wisconsin Invasives Partnership (NEWIP):** Fluor reported that a new coordinator for NEWIP was hired. Field work planning is underway.

**Natural Resources Conservation Service (NRCS) Cooperative Agreements:** Several Golden Sands RC&D co-employment staff offered updates on their respective work, including working with landowners on mapping cost-sharing applications, promoting urban agriculture, and planning future events for producers.

**Tree Shelters:** Munkwitz reported that a promotional postcard was mailed and that preparations are in place for the 2024 season.

**Stevens Point Area Neighborhood Gardens (SPANG):** Richards, the newly hired coordinator, reported on planning and site improvements for the 2024 season.

**NACD Technical Assistance Project/Managed Grazing:** Patrick reported on plans for the 2024 season, which include the development of managed grazing plans, follow-ups with participating producers, and educational opportunities including workshops and pasture walks.



**Waupaca County Conservation Field Day (WCCFD):** Gurklis reported that the 2024 event is planned for September 27th with a rain date of October 4th.

**Water Appreciation Day Event:** Gurklis reported that the 2024 event is planned for May 17th with a rain date of May 24th.

**NEW PROJECTS:** None

**MEMBER REPORTS:** None

**OTHER BUSINESS:** Glad asked committee members to consider splitting the current Forestry/Ag/Wildlife committee into separate committees; one for Agriculture and the other for Forestry/Wildlife. No action was taken on the concept.

**ADJOURNMENT:** A motion was made by Clendenning, which was seconded by Drabek, to adjourn. Meeting adjourned at 11:04 a.m.

Respectfully submitted,

Bob Walker  
Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**March 21st, 2024**  
**Hancock Agricultural Research Station/Online**

**Attendees:** Gary Beastrom (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff); Amanda Gurklis (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Bob Walker (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff); Jennifer Glad (Golden Sands RC&D Staff); Kevin Munkwitz (Golden Sands RC&D Staff); Gary Beastrom (Member-at-Large). Dave Benson (Marquette); Brian Haase (Waupaca); Jodi Schappe (Adams); and Bill Clendenning (Wood) were also present.

**CALL TO ORDER:** Walker called the meeting to order at 9:00 a.m.

**INTRODUCTIONS:** Everyone introduced themselves.

**APPROVAL OF MINUTES:** A motion was made by Benson, which was seconded by Beastrom, to approve the minutes from the January 2024 meeting. Motion carried unanimously.

**CLOSED SESSION:** None.

**TREASURER'S REPORT:** Information will be available at the next council meeting. Glad asked for direction from the committee about the \$1,220.61 distribution available from the Endowment Fund for 2023. A motion was made by Evans, which was seconded by Walker, to reinvest the distribution into the Endowment Fund. Motion passed unanimously.

**FINANCIAL PROCEDURES:**

**2023 Overhead Actuals:** Information will be available at the next council meeting.

**2024 Overhead & Admin Budget:** Nothing has changed except that Munkwitz was made a full-time employee.

**Employee Retention Credit:** Some funds were used to provide apparel to employees and to purchase office furnishings. The office was rearranged to make it a more pleasant place to work. Archives were organized, cataloged, and saved. All employees got new chairs. More outlets are needed. Clendenning noted that Wood County has used office furniture available.

**STAFF AND MEMBERSHIP:**

**Hiring Updates:** Four new positions were filled and two replacements have been finalized. There is one offer pending. There are still two open full-time positions to be filled as well as about 10 seasonal LTE positions. Golden Sand RC&D currently has 25 full-time employees. Golden Sands RC&D worked with the NRCS to determine work that can be done in case there is a federal shutdown. The NRCS scheduled a meeting to discuss the current positions and to potentially add more co-employment positions. Glad indicated this could mean an NRCS contract of about \$5 million. A 3-month LTE position (from October to December 2024) was discussed. The P/F Committee decided by consensus that Golden Sands RC&D should work with the NRCS to try

out this option. It will provide a test case for possible remote work in the future. Glad also informed the Committee that the cost for CWWP will go up from \$30,000 to \$40,000 to provide more administrative fees to Golden Sands RC&D.

**Development Direction Position Description:** Prior to the meeting, a draft description for a new position, duties, and possible titles was sent out to committee members. A large part of the position would be to manage the NRCS co-employees, but other options could include grant writing, administrative duties, and PR work. The salary for this position is already in the 2024 budget. A motion was made by Evans, which was seconded by Beastron, to title the new position Team Resource Leader and proceed to hire for the position. Motion carried unanimously.

**ORGANIZATIONAL CHART:** A proposed organizational chart was sent to committee members prior to the meeting. The new Team Resource Leader will replace the Development Director on the chart. Glad suggested that a separate branch for Contracted Services might be appropriate in the future. A motion was made by Benson, which was seconded by Evans, to accept the organizational chart as amended. Motion passed unanimously.

**NOMINATION FOR ADDITIONAL P/F COMMITTEE MEMBER:** Brian Haase was nominated as an additional P/F Committee Member by Shane Wucherpennig. Since Wucherpennig was not present, and because county representation may change due to the April 2024 election, no action was taken.

**AL BARDEN TRIBUTE:** Evans has been working with Eagle River about options for a tribute to Al Barden, for all his years of service, at Riverview Park. She will meet with Eagle River representatives in April to choose a spot for a bench and tree. In the meantime, suggestions can be made about what to put on a plaque and bench.

Glad reported that the bench honoring Joe was formerly in a green space behind the office. It was stored when that green space was paved for parking. She would like to get it out of storage and place it in one of the community gardens.

**POLICY & PROCEDURES:** Glad presented the committee with information about some proposed benefit changes. The one that would have the least impact financially, and could be completed most easily, would be to change the structure for accumulation of PTO (paid time off). PTO includes vacation, sick days, and holidays. After discussion, a motion was made by Evans, which was seconded by Beastron, to change the PTO accumulation schedule to 1 week for 0-3 years; two weeks for 4-6 years; three weeks for 7-9 years; four weeks for 10-12 years; and five weeks for 13+ years. Motion carried unanimously.

#### **PR & COMMUNICATIONS:**

**Newsletter:** Thorstenson reported that a newsletter was sent out in February. She is working on one for March 2024.

**Highlights:** Gurklis said she is waiting for information to complete the 2023 Annual Highlights.

**OTHER BUSINESS:** None.

**ADJOURNMENT:** The meeting was adjourned at 10:12 a.m.

Respectfully submitted,

Reesa Evans  
Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Waters Committee Meeting Minutes**  
**March 21st, 2024**  
**Hancock Agricultural Research Station/Online**

**Attendees:** Joe Tomandl (Taylor); Reesa Evans (Member-at-Large); Chris Hamerla (Golden Sands RC&D Staff); Andrew Senderhauf (Golden Sands RC&D Staff); Bill Leichtnam (Wood); Amy Thorstenson (Golden Sands RC&D Staff); Amanda Gurklis (Golden Sands RC&D); Brian Haase (Waupaca); Dave Benson (Marquette); Todd Morris (Green Lake).

**CALL TO ORDER:** Tomandl called the meeting to order at 10:20 a.m.

**INTRODUCTIONS:** Everyone introduced themselves.

**APPROVAL OF MINUTES:** A motion was made by Benson, which was seconded by Leichtnam, to approve the January 2024 meeting minutes. Motion carried unanimously.

**NEW PROJECTS:** None.

**COUNTY AND STAFF UPDATES:**

**Gurklis:** She taught 17 AIS lessons and 15 groundwater lessons this school year. There are still 4 more AIS lessons and 18 groundwater lessons to complete. There is a waiting list for both class types. Portage County has a Water Appreciation Day Event scheduled for May 17th. The Waupaca Conservation Field Day is scheduled for September 27th.

**Hamerla:** He recently revised county reports for services rendered to include the classes Gurklis was teaching. About 150 people attended a reptile day that was held recently in Rothschild. Requests for contracted services have been high this year, with 11 contracts already scheduled. A third AIS Coordinator was hired and will start near the end of April.

**Senderhauf:** He is contacting member counties to set up the field season schedule. He and Hamerla will be collecting purple loosestrife plants soon for biocontrol. There are several new contracted services.

**Thorstenson:** She is hiring CBCW interns for the summer season for four lakes.

**Adams:** Evans reported that the LWCD office is now down to two employees, a Water Resource Specialist and the County Conservationist. It is unclear how soon this situation will change. The county made several hundred acres into a county forest and was one of the last counties in the state to have a county forest. There have been several fires due to the weather conditions, including one that destroyed a restaurant on Friendship Lake.

**Green Lake:** Morris reported that the GLRI and TRM grants were received and will fund several practices like cover crops, buffer plantings, and stream bank restoration. A second round of private well-testing, using ARPA money, is ongoing. A 3000-foot breakwater on Puckaway Lake was completed. Concerns about the use of wakeboard boats on Green Lake were expressed, but it appears there is no way to enforce any ordinance addressing those concerns.

**Marquette:** Benson reported that the tree sale is ongoing. A criminal investigation about the removal of a virgin black walnut forest is in progress. Private well-testing is also occurring.

**Taylor:** Tomandl reported that the county tree sale is ongoing. Someone wants to buy carbon credits for the next 40 years, offering about \$2.3 million to the county. Test borings are being done in the Yellow River area for gold, silver, etc. A rare earth element was also recently found.

**Waupaca:** Haase reported that an ordinance, limiting the use of wakeboard boats, was proposed. There was a state hearing on the effects of such boats recently. A proposed digester has been the source of much debate. Waupaca County is working on writing its 4th 9-Key Element Plan.

**Wood:** Leichtnam reported that the Wisconsin Legislature has adjourned until January 2025. This means that Senate Bill 58, covering the Nitrate Concentration and Well Compensation Grant, was not passed. He announced that the Wood County Citizens Water Group panel presentation titled "The Future of Clean Drinking Water in the Central Sands" was held on March 18th, at the McMillan Library in Wisconsin Rapids. There were four panelists. The session lasted over 2 hours. A question-and-answer period was also held. About 125 people attended in person and about 20 or so attended virtually. The Wood County LWCD is now fully staffed. Preparation for the 2024 field season is ongoing.

**OTHER BUSINESS:** None.

**ADJOURNMENT:** A motion was made by Leichtnam, which was seconded by Benson, to adjourn the meeting. The meeting was adjourned at 10:57 a.m.

Respectfully submitted,

Reesa Evans  
Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**  
**March 21st, 2024**  
**Hancock Agricultural Research Station/Online**

**Attendees:** Gary Beastrom (Member-at-Large); Bill Clendenning (Wood); Jacob Fluor (Golden Sands RC&D Staff); Bill Leichtnam (Wood); Brent Tessmer (Taylor); Amanda Gurklis (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Joe Tomandl (Taylor); Reesa Evans (Member-at-Large); Amy Thorstenson (Golden Sands RC&D); Jennifer Glad (Golden Sands RC&D Staff); Asher Maliepaard (Golden Sands RC&D Staff); Erin Richards (Golden Sands RC&D Staff); Kevin Munkwitz (Golden Sands RC&D Staff); Dave Benson (Marquette); Steve Bradley (Portage); Al Drabek (Marathon); Brian Haase (Waupaca); Todd Morris (Green Lake); Shannon Rohde (CWWP); Josh Saykally (Waushara); Jodi Schappe (Adams); Colton Wolosek (Adams).

**CALL TO ORDER:** The meeting was called to order by Vice President Walker at 11:00 a.m.

**INTRODUCTIONS:** Everyone introduced themselves.

**APPROVAL OF MINUTES:** A motion was made by Leichtnam, which was seconded by Tomandl, to approve the January 2024 minutes. Motion passed unanimously.

**TREASURER'S REPORT:** Information will be available at the next council meeting.

**OLD BUSINESS:**

**Groundwater Legislation:** Leichtnam announced that the Wisconsin Legislature will not be in session again until January 2025. The legislature adjourned before taking any action on water-related bills. He announced that the Wood County Citizens Water Group panel presentation titled "The Future of Clean Drinking Water in the Central Sands" was held on March 18th, at the McMillan Library in Wisconsin Rapids. There were four panelists. The session lasted over 2 hours.

**WI RC&D Association Update:** Walker announced that the next state RC&D meeting will be held in April 2024. He is the current state president but will be stepping down. He invited anyone who is interested in participating in the state RC&D council to contact him. There are four state members: Glacierland; Golden Sands; Lumberjack; and River Country.

**NEW BUSINESS:**

**2023 Overhead Actuals:** Information will be available at the next council meeting.

**2024 Overhead/Administrative Budget:** The 2024 overhead and administrative budget is available upon request. The proposed use of the Employee Retention Credit is outlined on the budget sheet.

**Conflict of Interest Policy:** Glad reminded council members that a copy of the Conflict of Interest policy must be signed and submitted by council members every two years. Copies of the policy were made available.

**COMMITTEE REPORTS:**

**Personnel/Finance Committee Report:** Evans reported on the meeting. The committee voted to reinvest the funds that accumulated in 2023 from the Endowment Fund. Glad noted that apparel and office furnishings, listed to be paid from the Employee Retention Fund, were purchased. Other items, such as additional outlets, setting up an additional workstation, etc., may be delayed until funds are actually received. Most of the office furnishings purchased were second-hand. Many open positions have been filled since the last meeting in January. At this point, Golden Sands RC&D employs 25 people full-time. There are still 2 full-time positions and 10 seasonal positions that need to be filled. A new position was approved for the Team Resource Leader. An organizational chart was approved by the committee, as was a new schedule for PTO (paid time off) accumulation.

**Forestry/Agriculture/Wildlife Committee Report:** Walker reported on the meeting. Splitting this committee into two committees was discussed. There was an open event at the Marathon County demonstration forest. Field season events are being scheduled. The new coordinator for the Northeast Invasive Species group was introduced. Several NRCS co-employees discussed their field season plans. Tree shelter mailings were sent out to prior customers. Event planning for the NACD field season is ongoing and requests for grazing plans are coming in early due to the mild winter. The Waupaca County Field Day is set for September 27th. The Water Appreciation Day Event is set for May 17th.

**Water Committee Report:** Evans reported on the meeting. Thorstenson is hiring CBCW interns for the summer season for four lakes. Hamerla and Senderhauf reported on upcoming 2024 AIS projects, including harvesting purple loosestrife plants for biocontrol efforts. Gurklis taught several AIS and groundwater lessons, but there are still several scheduled. There are already 11 contract-for-hire projects set for this season. Reports were given from Wood, Waupaca, Green Lake, Adams, Marquette, and Taylor Counties.

**NEW PROJECTS:** None.

**STAFF/PROJECT UPDATES:** Staff reports were sent out prior to the meeting and paper copies were available during the meeting.

**AGENCY/PARTNER REPORTS:** Rohde, from the Central Wisconsin Windshed Partnership (CWWP), presented a powerpoint about the organization, its history, and its current operation. He currently works with a number of partners, including the Wisconsin Department of Transportation, Wisconsin Potato & Vegetable Growers, the Vegetable Processing Industry, DATCP, and UW- Extension. Trees and shrubs planted are one to two years old and the CWWP takes care of or replaces them for a period of three years. CWWP currently operates as a self-sustaining organization, administered through Portage County. Recently, CWWP has been working with the Wisconsin DOT for road windbreaks while continuing to work with landowners for living snow fences and field windbreaks.



**OTHER BUSINESS:** None.

**ADJOURNMENT:** The meeting was adjourned at 12:00 p.m. upon a motion that was made by Leichtnam and seconded by Schappe.

Respectfully submitted,

Reesa Evans  
Recording Secretary



## Wood County, Wisconsin LAND AND WATER CONSERVATION DEPARTMENT

### Activities Report for Barb Peeters - April 2024

- Answered phones, replied to emails and processed incoming and outgoing LWCD mail.
- Approved LWCD staff timesheet on behalf of County Conservationist while he was on vacation.
- Assisted MSTC Workforce & Professional Development Coordinator with final approval for Central WI Farm Profitability Expo flyer & web landing page on behalf of County Conservationist while he was on vacation.
- Responded to customer inquiries via phone & email regarding the tree/shrub/seed sale.
- Submitted all documents to Finance for upcoming 2023 Audit (DATCP grant/cost sharing, MDV revenue/cost sharing, Mill Creek Grant/cost sharing, DATCP staff & support grant, etc.).
- Attended virtual DATCP Land & Water Conservation Board Meeting via WebEx on April 2<sup>nd</sup> (regarding extension of DATCP projects from 2023 to 2024). Wood County LWCD requested extensions totaling \$32,611.29.
- Attended April 3<sup>rd</sup> CEED meeting via WebEx.
- Processed Multi-Discharge Variance (MDV) payments. All 2024 MDV payments have been received (\$38,336.66).
- Scheduled, attended and took minutes at April 4<sup>th</sup> staff meeting.
- Completed LWCD payroll percentages and forwarded to Finance prior to April 4<sup>th</sup> & 18<sup>th</sup> payrolls.
- Reviewed payroll reports and payroll registers.
- Reviewed DATCP monthly report for April 2024 and brought pertinent items to attention of LWCD staff.
- Attended Wellness Committee meeting on April 9<sup>th</sup> and shared updates with LWCD staff.
- Updated Wellness board with quarter 2 information and assisted Human Services Wellness representative with updating both Human Services wellness boards.
- Updated signage, printed tree tags and prepped materials for April tree sale/distribution. Contacted highway dept. regarding storage of no-till drill and roller crimper during tree distribution.
- Processed department vouchers and deposits weekly and submitted to the Treasurer's office/Finance.
- Created cost share contracts for a manure transfer system and a manure facility closure.
- Drafted resolution for unanticipated 2023 DATCP grant dollars after receiving official notice from DATCP on April 4<sup>th</sup> that LWCD extension request was approved at the April 2<sup>nd</sup> Land Conservation Board Meeting (\$32,611.29).
- Assisted in cleaning the forestry garage for tree distribution. Verified hotspot and laptop connectivity.
- Completed March sales tax report and submitted to Finance department.
- Processed cost share reimbursement payments to landowners (nutrient management and grass waterway/roof runoff structure) and submitted reimbursement requests to DATP for \$54,470.50.
- Generated bid summaries for waste transfer system project and manure facility closure project.
- Updated Nonmetallic Mining Permit Exemption Application form and worked with I.T. to update on website.
- Generated general ledger report for 2023 NMM financial assurance and submitted to Finance.
- Requested updates to Farmland Preservation Program web page as a result of 2023 legislative program changes.
- Assisted with sorting, labeling, bagging and distribution of trees, shrubs and wildflower seeds April 16-19.
- Contacted customers interested in extra trees from annual tree sale and processed sales; wrapped up sale. A total of 13,725 trees/shrubs were sold.
- Attended DATCP Partners meeting in Merrill with County Conservationist on April 23<sup>rd</sup>. Very informational meeting regarding DATCP grants, ATCP 50 revisions, Nutrient Management and Soil Health, etc.
- Attended and assisted with logistics as well as ordering/delivering food items for the Central WI Farm Profitability Expo at MSTC on April 24<sup>th</sup>. The Expo was attended by approximately 40 landowners & agency staff.
- Submitted reimbursement request to DATCP for a well decommissioning (\$250.00)
- Processed Animal Waste Ordinance (AWO) permit payment.
- Assisted with fourth quarter Wildlife Damage and Abatement program reimbursement report; assembled all invoices/attachments and ran required reports.
- Electronically submitted staff reports/packet materials to the County Clerk's office for CEED packet.
- Organized County Board packet and electronically submitted to the County Clerk's office.

## Activities Report for Emily Salvinski

*-April 2024-*

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- **Thursday, April 4.** Attended staff meeting. Processed, mapped, forwarded nutrient management plans.
- **Friday, April 5.** Tried converting a gis database to arcpro, tried to fix issue why it wasn't working.
- **Wednesday, April 10.** Helped prep forestry garage for tree sale. Attended a badger crop connect webinar.
- **Thursday, April 11.** Processed, mapped some nutrient management plans.
- **Friday, April 12.** Moved well results gis database to arcpro. Finished adding 2023 nitrate results to database. Organized nitrate results documents from over the years.
- **Tuesday, April 16.** Helped with tree sale sorting & bagging. Did some NMP mapping.
- **Wednesday, April 17.** Used FSA maps to add fields to Snapplus to have a starting point working with a new farmer and organized landowner names with parcel IDs and listed which watershed they belong to.
- **Thursday, April 18.** Helped with tree sale distribution.
- **Wednesday, April 24.** Attended Central WI Farm Profitability Expo.

## Activities Report for Kyle Andreae – April 2024

- April 1 – Ruess Design, Bauer Site Visit
- April 2 – Red Sands Design, Ruess Design
- April 3 – Bid Oppening, Reuss Design, CREP Clarification
- April 4 – Staff Meeting, CREP Clarification, Slattery Correspondence, Ruess Design, Bauer Site Visit
- April 5 – Ruess Design, Sternweis Easement Mapping
- April 8 – Ruess Design, Slattery Site Visit, Ruess Site Visit
- April 9 – Ruess Design, Kollross Site Visit
- April 10 – Tree Sale Preparation, Kollross Site Visit, Kollross Design
- April 11 – CMI Data Processing, Kolo Site Visit
- April 12 – Kollross Design, CMI Data Processing
- April 15 – Kollross Site Visit, Kollross out for bid, CMI Data Processing
- April 16 – Tree Sale Prep
- April 17 – CMI Data Processing
- April 18 – Tree Sale
- April 19 – Tree Sale
- April 22 – CMI Data Processing, Slattery Construction Checks
- April 23 – CMI Design, Slattery Construction Checks
- April 24 – Slattery Construction Checks
- April 25 – Slattery Construction Checks
- April 26 – Slattery Construction Checks
- April 29 – CMI Design
- April 30 – CMI Design



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### Activities Report for Kendra Kunding – April 2024

- Completed the Continuous Living Cover 101 pilot course.
  - The course was put together by Wisconsin Land & Water, Green Lands Blue Waters and the Conservation Professional Training Program.
  - This was a pilot opportunity to test the program and provide feedback.
- Processed nutrient management plans as they were received by the office.
- Assisted Emily in mapping nutrient management fields in ArcGIS Pro.
- Assisted landowner via phone regarding non-native phragmites.
- Attended the April Lakes & Rivers Partnership Meeting.
  - This month's focus was on healthy lakes & rivers.
- Attended the EDDMapS Summit to learn more about using EDDMapS as a citizen science resource for invasive species mapping.
- Participated in the April 4<sup>th</sup> staff meeting.
- Participated in a nutrient management meeting with Mid-State Technical College, Northcentral Technical College, and Marathon County.
- Wrote an article about Wood County LWCD's no-till drill and roller crimper to be featured in a newsletter produced by UW-Extension.
- Attended a webinar hosted by Minnesota Board of Water and Soil Resources "Tech Talks" titled "Core Concepts for Designing and Evaluating Native Seed Mixes."
- Attended the Central Wisconsin Invasives Partnership (CWIP) spring meeting.
- Attended the Urban Conservation and Pollinator event hosted by Golden Sands RC&D.
- Created a new informational handout to be given to landowners who rent the no-till drill.
- Attended a webinar on "Enhancing the Health of Riparian Ecosystems Through Restoration and Invasive Species Management."
- Attended a webinar on "Phosphorus Management and Water Quality" hosted by the North Central Region Water Network.
- Assisted with the sorting and distribution of trees for our annual tree sale.
- Attended a grant planning/brainstorming meeting with Nepco Lake District representatives and DNR Lakes Biologist Scott Provost.
- Transported the no-till drill to two landowners.
- Assisted Caleb Armstrong from Marathon County with a presentation at UW-Stevens Point.
  - The presentation focus was on nutrient management and the efforts of both Marathon and Wood Counties.
- Assisted with and attended the Farm Profitability Expo.
- Attended a Surface Water Integrated Monitoring System (SWIMS) database meeting focused on Lake Monitoring and Protection Network (LMPN) objectives.
- Attended the two-day Spring Aquatic Invasive Species (AIS) Partnership meeting.
  - This meeting is attended by AIS staff from around the state. The focus was on meeting with the regional DNR AIS Biologists and other areas of concern, such as crayfish identification and new findings.

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

- Field visit to Carroll-Dvoran pond complaint site. GPSed disturbed area, pictures, posted stop work order.
- Mapped disturbed area for pond complaint site, set up and labeled pics to document, drafted investigation notes.
- Investigated facebook post for illegal pond dig for material – tracked down landowner and informed of rules – exemption or permit needed – etc.
- Sent concerns to DNR storm water for Carroll pond NMM violations.
- Contacted Earth for Laidlaw FA renewal – received updated financial assurance, reviewed, updated spreadsheet, file, and software.
- DNR correspondence for follow up with Vision Cranberry NMM violations – reviewed letter from DNR to Vision Cran.
- Reviewed NMM violations for Carroll pond with Shane and Corp. Counsel for process of issuing citation orders. Reviewed DNR letter for storm water violations on the site.
- Correspondence with Bank and Guy Brandl for changes in financial assurance covering two mine sites. Letter drafted to bank – etc.
- Reviewed letters to Carroll for NMM violation on pond site.
- Correspondence & research for runoff complaint on Ladick Stadt site – sent info to DNR storm water.
- Pond info packet sent to Bohn trucking – set up meeting date for site visit to determine if eligible for exemption.
- Meeting with ITSM in Marshfield for results from Drone-Lidar survey of CIM-Weiler mine site.
- Pond info sent to Kyle Klack excavating.
- Cleaned and organized shed for tree sale. Moved drill, unloaded crimper, tested laptop, picked up cones, loaded pallets/straps on big trailer for loading, etc.
- Created shipment spreadsheet for treesale.
- NMM permitting vs exemption discussion over phone for potential building of a fish farm. Discussion with DNR about possible ag exemption and coverage with storm water construction permitting.
- Drafted modifications for our exemption form signature sections.
- Completed 1<sup>st</sup> ¼ Wildlife Damage and Abatement Program reimbursement report. Put documents and invoices together, error corrected on finance end of ledger, completed database, sent report to DNR (38 pages).
- Picked up four pallets of trees in Westfield, WI and hauled to shop. Sorted species and sorted into individual orders (approx. 13,130 trees).
- Tree distribution to customers Thursday 6:30-6:00 and Friday 6:30-4:00.
- Contacted Town of Dexter, Earth Inc., and DNR regarding mine site complaint with runoff.
- Reviewed and approved Todd Eckes pond build exemption. Updated file and spreadsheet. Sent approval letter to landowner.
- Bagged extra tree orders, hauled to office, cleaned shed.



*Activities Report for Shane Wucherpennig – April 2024*

- April 1 – Vacation
- April 2 – CWFPE Planning Meeting, Virtual meeting, Field visit
- April 3 – CEED Meeting, Bid openings for projects, Meeting with DNR field staff
- April 4 – Staff meeting, Virtual meetings, Field visits
- April 5 – CWFPE Logistics and Planning, NM virtual meeting
- April 8 – TRM Grant application, Marshfield Drones Lidar project, Grant applications
- April 9 – TRM Grant application , project updates
- April 10 – Field visits, Virtual meetings and CWFPE Planning
- April 11 – Health and Conservation Committee meeting, Field Visits
- April 12 – Field Visits, Fred Metsler farm visit
- April 15 – Dustin Albert field day discussion, Wood County Citizen’s ground water meeting
- April 16 – County Board, Tree Sorting for tree sale
- April 17 - CWFPE Planning Meeting, Market Update Discussion with HR & McGrath for LWCD
- April 18 – Spring NCLCA meeting, Field visits
- April 19 – No Till drill delivery at Jason Behrend, PACRS Meeting
- April 22 – CSGCC meeting, Hancock, Virtual meeting, CWFPE Logistics/correspondence, DNR TRM Grant
- April 23 – DATCP 2024 Conservation Partner Meeting
- April 24 – CWFPE event at MSTC
- April 25 – Ron Bohn Pond request, Earth Maple Ridge 2 – Site visit
- April 26 – Field Visits, Virtual meetings
- April 29 – Off
- April 30 – Working Remote



April 15, 2024 @ 2:00pm (Riverblock Auditorium, room 206 and virtually on Webex)

The meeting was called to order by Chairman Bill Leichtnam at 2:00pm.

The Chairman thanked all who worked so hard on the the Panel discussion.

Motion to approve the February 19, 2024, minutes was made by Rhonda Carrell and seconded by Bruce Dimick. Motion passed unanimously.

Motion to approve the minutes of the March 4, 2024, Subcommittee of the CWG was made by Bruce Dimick and seconded by Gordon Gottbeheit. Motion passed unanimously.

The agenda item entitled “Correspondence/Updates/Handouts/Reports on Meetings Attended” brought forward several recent articles pertaining to water quality. Bill Leichtnam thanked the Chairman of our Subcommittee, Bruce Dimick, for his outstanding job working on the Panel Discussion on March 18, 2024. The committee agreed with Bill’s accolades.

Jen McNelly, UW-Extension Groundwater Natural Resources Educator, was introduced to the CWG. A lengthy discussion ensued as to how we could work together. Kevin Masarek of Center for Watershed Sciences at UW Stevens Point will share a kit for water testing to be used at events. The committee is interested in having Jen work with posting pertinent information on the CWG Facebook page. We discussed what community outreach might look like. A goal of having a booth for water testing and educating at the Central Wisconsin State Fair (August 20-25) was discussed. We would like Jen to attend our meetings as a resource for information and she has agreed to do so. Her email address is [Jennifer.McNelly@wisc.edu](mailto:Jennifer.McNelly@wisc.edu) .

Agenda items for upcoming meetings include structure of the CWG and time of upcoming meetings.

Summer meeting schedule may look a little different. We will not meet in June.

The meeting was adjourned at 3:38pm.

The next meeting of the CWG will be May 20, 2024.

In person attendance: Karen Knotek, Ken Winters, Bruce Dimick, Collette Camerano, Gordon Gottbeheit, Bill Leichtnam Jen McNelly, Sandy Cain, Rhonda Carrell, Cecile Stelzer-Johnson



In attendance on Webex: Greg Wavrunek (Senator Baldwin's office), Sandra Lobner  
Minutes respectfully submitted for this meeting by Rhonda Carrell on Monday, April 15, 2024.



TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director  
Emily Arndt, County Planner  
Paul Bernard, Land Records Coordinator  
Brad Cook, Code Administrator  
Kayla Rautio, Code Technician  
Victoria Wilson, Program Assistant  
Vacant, Program Assistant

RE: Staff Report for May 1, 2024

### 1. Economic Development (Jason Grueneberg)

**Centergy Investor Reception** – On 4-15 I attended the Centergy Inaugural Investor Reception held at the Mid-State Technical College LEAD Center in Stevens Point. The focus of the event was the presentation of the following awards.

- Economic Development Leadership Award: **Karen Olson, Business Development Director at the Marshfield Area Chamber of Commerce & Industry**, was recognized for her exemplary leadership and significant contributions to economic development in Central Wisconsin.
- Excellence in Business Expansion Award: **Ki Mobility** was honored for its exceptional commitment to expansion, innovation, and job creation, contributing to the economic growth of the region.
- Innovation in Economic Development Award: The **Children's Imaginarium** was celebrated for its innovative approach to STEM education and its significant impact on the community.

**Thrive Rural Partners Grant** – This past month I assisted in the submittal of a grant application for a Thrive Rural Partners grant for the city of Pittsville. This grant application has the potential of providing \$25,000 from the Wisconsin Economic Development Corporation to be applied towards a Pittsville economic development project. On 4-16 I also participated in a community assessment of Pittsville that will be utilized as part of their participation in the Thrive Rural Partners program.

**North Central Wisconsin Regional Planning Commission (NCWRPC) Board of Directors' Meeting** – On 4-23 I participated in the NCWRPC Board of Directors' Meeting. Agenda Items included the Executive Committee's Report, state and federal updates, election of officers, 2023 Audit Report, 2023 Annual Report, regional Comprehensive Plan updates, and regional issues survey and discussion.

**University of Wisconsin Extension (UWEX) Broadband Workshop** – I attended a UWEX Broadband Regional Workshop in Stevens Point on 4-25. Agenda items included an update on the Broadband Equity Access and Deployment (BEAD) grant program, permitting processes, and engagement and endorsement in preparation for the BEAD grant program. I spoke on a panel and shared Wood County's broadband experiences and talked about challenges and successes as well as what our next steps are.

## 2. **Planning & Zoning** (Emily Arndt)

1. Attended the Community Visit for the Heart of Wisconsin Community Leadership Program
2. Organize and attended planning meetings at the Town of Rock to work on updating their comprehensive plan
3. Continued correspondence with Town of Cameron
4. Distributed the Town of Cameron Community Survey
5. Working through review and approval of CSMs and Condo Plats
6. Continued planning the organization of future Comprehensive Plans
7. Continued working with staff to ensure that questions are answered in a proficient manner

## 3. **Land Records** (Paul Bernard)

- NG911 Data Preparation
- Emergency Service Atlas Data Preparation
- Driveway Mapping
- Hydro Mapping
- Custom Data Requests

## 4. **Code Administrator** (Brad Cook)

3-28-2024- (1) SL permit reviewed and phone call with owner TN:18, (1) well permit reviewed and issued TN:21, (1) new conv insp TN: 07, FL Webinar

3-29-2024- Holiday- Good Friday

4-1-2024- (1) well permit reviewed and issued TN:18, (1) new conv insp TN:18, SL & FL phone calls from citizens

4-2-2024- (1) SF complaint letter written TN:18, (1) new conv insp TN: 18, (1) SL permit reviewed and issued TN:18

4-3-2024- (1) Reviewed soils, plan review, issued permit for mound TN:04, phone calls with citizens pertaining to SL,FL,POWTS

4-4-2024- (1) SL permit reviewed and phone call with owner TN:13, (1) rep conv insp TN:07,

4-5-2024- (1) Reviewed soils, plan review, issued permit for new mound TN:13, answer citizen's phone calls questions

4-8-2024-(1) Reviewed soils, plan review, issued permit for new mound TN:13, (2) SL permits reviewed and issued TN: 13, 07

4-9-2024- (1) SL violation written, (1) septic violation letter written, answer questions on phone conversations with citizens

4-10-2024- In person meeting POWTS plan review, DNR-SL complaint

4-11-2024- (1) Reviewed soils, plan review, issued permit for new mound TN:01, (1) SL permit reviewed and issued TN: 06

4-12-2024- Phone calls: (1) DF repair, (4) SL-FL

4-15-2024- (2) POWTS phone questions/conversations, (1) well permit reviewed and issued TN: 17

4-16-2024- (1) SL violation insp TN: 18, (1) HS-Investigation letter written TN: 11, (1) HT plan reviewed and issued TN: 03

4-17-2024-(1) well permit reviewed and issued TN: 13, (1) Respond to OR-23-001, (1) SL permit review with owner, (1) WI Fund Letter written and reviewed

4-18-2024- (2) reviewed soils TN: 03, 11, (1) Reviewed soils, plan review, issued permit for rep mound TN: 01, (1) Reviewed soils, plan review, issued permit for rep conv TN: 07

4-19-2024- (3) soils onsite TN: 08,11,20, (1) SL-FL permit reviewed and issued

4-22-2024- (1) HS inspection TN: 11, (2) complaint investigations TN 10,11

4-23-2024- (2) Reviewed soils, plan review, issued permit for new &rep conv TN:13, 07, (1) well permit reviewed and issued TN:18, phone calls

## 5. **Code Technician** (Kayla Rautio)

A. Created updated binders of POWTS and soils material

B. Studied POWTS State Codes and County Ordinance, POWTS Component Manuals, POWTS and Soils Handbook, and Soil Survey Manual

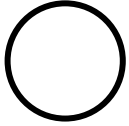
C. Began training of POWTS plan reviews and well delegation permit reviews

D. Inspections/Investigations:

- 4-1-24: Conventional Inspection TN: 18
  - 4-2-24: Conventional Inspection TN: 18
  - 4-4-24: Conventional Reconnect Inspection TN: 07
  - 4-16-24: Shoreland Violation Complaint Investigation TN: 18
  - 4-19-24: On-site Soil Evaluations TN: 20, 11, 08
  - 4-22-24: Shoreland/Floodplain Inspection TN: 27; Sanitary Violation Complaint Investigation TN: 11
  - 4-24-24: Conventional Reconnect Inspection TN: 12
- E. Attended Meetings and Trainings:
- 4-9-24: DSPS POWTS Update Zoom Meeting
  - 4-25-24 & 4-26-24: Soils Training at Treehaven (Tomahawk, WI)

## 6. **Office Activity** (Victoria Wilson)

- a. Monthly Sanitary and Well Permit Activity – There were 9 sanitary permits, 4 shoreland permits and 6 well permits issued in April 2024.
- b. Scanning of Historical Sanitary Permits – Sanitary permit documents prior to 1981 had not been scanned in for public viewing due to the fragility of some of the documents. Plumbers contact our office on a regular basis to have some of these sanitary documents pulled (they are kept in a storage area in the courthouse) and emailed to them. The documents were being damaged from doing this. All active permits prior to 1981 are now being scanned and available on our website for public view. This project should be complete by the end of May.
- c. Town of Cameron Survey- 247 surveys were created and processed for mailing on Friday April 19<sup>th</sup> in our office. Responses will be coming back soon and will need to be manually entered into Survey Monkey to have the results compiled for Emily.
- d. Septic System Maintenance Notices – 3,366 various septic system maintenance notices were mailed on Monday April 22<sup>nd</sup>. Notices are for Conventional, Mound, ATU, White Knight, Farmer’s Exempt and Holding Tanks. Septic maintenance will be due by August 9, 2024.
- e. Attended the following meetings/trainings & activities:
  - i. April 3<sup>rd</sup>, 2024 CEED meeting (VW)



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

Introduced by \_\_\_\_\_  
Page 1 of 1

ITEM# 4-1  
DATE May 21, 2024  
Effective Date May 21, 2024

TDM

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

**INTENT & SYNOPSIS:** To terminate the Escrow Agreement for the City of Marshfield Tax Increment District (TID) #5, and disburse any remaining funds to the City of Marshfield for use in paying debt service on City obligations which financed TID #5 or distribution to the overlying taxing jurisdictions.

**FISCAL NOTE:** No direct cost to Wood County.

		NO	YES	A
1	Schulz, W			
2	Rozar, D			
3	Buttke, T			
4	Perlock, R			
5	Hovendick, T			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Brehm, S			
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			

**WHEREAS,** via Resolution 15-3-5, Wood County (the county) entered into an agreement with the City of Marshfield, whereby the county agreed to act as an agent, and set up an escrow account for the purpose of expending business incentive funds on projects in TID #5, and,

**WHEREAS,** the City of Marshfield closed out TID #5 on March 12<sup>th</sup>, 2024 by Resolution #2024-12, and,

**WHEREAS,** as a part of the agreement, any funds remaining in the Escrow Account after termination are to be disbursed according to the agreement.

**NOW THEREFORE BE IT RESOLVED,** upon closure of TID #5 in the City of Marshfield, the agreement spelled out in Resolution 15-3-5 shall be terminated with any remaining proceeds transferred to the City of Marshfield for the purpose of paying debt service on City obligations which financed TID No. 5 or distribution to the overlying taxing jurisdictions.

**BE IT FURTHER RESOLVED** that the Escrow Review Board be disbanded at the same time.

( )

_____	Bill Leichtnam, Chair
_____	Tom Buttke
_____	Wayne Schulz
_____	Tim Hovendick
_____	Russell Perlock

Adopted by the County Board of Wood County, this 21<sup>st</sup> day of May 2024.

County Clerk

County Board Chairman

**MINUTES  
JUDICIAL & LEGISLATIVE COMMITTEE**

**DATE:** Tuesday, April 23, 2024  
**TIME:** 9:02 AM  
**LOCATION:** Wood County Courthouse Room 114

**Members Present:** Bill Clendenning, Bill Leichtnam, Tim Hovendick, Russ Perlock, Bill Voight

**Also Present:** Trent Miner, County Clerk; Amy Kaup; Sarah Christensen; Other County Board Supervisors

1. County Clerk Miner called the meeting to order at 9:04 AM
2. There were no public comments
3. Miner opened the floor for nominations for Chair of the Judicial & Legislative Committee. Voight nominated Clendenning. There being no other nominations, Clendenning was declared elected as Chair.
4. Miner opened the floor for nominations for Vice Chair of the Judicial & Legislative Committee. Clendenning nominated Voight. There being no other nominations, Voight was declared elected as Vice Chair.
5. By consensus, the committee decided to continue meeting on the 1<sup>st</sup> Friday of the month at 9:00 AM.
6. Miner adjourned the meeting at 9:05 AM.

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

## MINUTES JUDICIAL & LEGISLATIVE COMMITTEE

**DATE:** Friday, May 3, 2024  
**TIME:** 9:00 AM  
**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Bill Clendenning, Bill Leichtnam, William Voight, Russ Perlock, Tim Hovendick

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

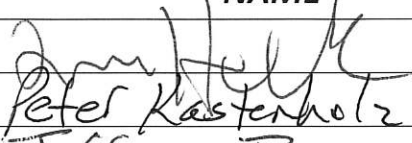
1. Chairman Clendenning called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the April 5, 2024 meeting were reviewed. Motion by Leichtnam/Voight to approve them as presented. Motion carried unanimously.
4. The minutes of the April 23, 2024 meeting were reviewed. Motion by Clendenning/Voight to approve them as presented. Motion carried unanimously.
5. The claims of Tom Gardner/Hay Creek Express, Donna & Kenneth Reber, Lenny & Bonnie Zawislan, and Kim Sadauskas were reviewed and will be forwarded onto the county board.
6. The vouchers and reports from the departments the committee oversees were reviewed. Motion by Voight/Leichtnam to approve them as presented. Motion carried unanimously.
7. Corp Counsel Kastenholz provided a timeline of his retirement and his opinion (2 weeks) of the overlap between the new hire and himself. The committee believes a longer transition is needed. Additional funding will be requested in the 2025 budget for this and office furniture.
8. District Attorney Lambert announced his non-candidacy to the committee.
9. Department liaison assignments were announced:
  - a. Leichtnam – District Attorney & Victim Witness
  - b. Hovendick – Child Support
  - c. Voight – Corp Counsel
  - d. Perlock – Register of Deeds & Clerk of Courts
10. Chairman Clendenning discussed the past iteration of the Renewable & Sustainable Committee and his desire to see it come back as a committee of some sort. Motion by Clendenning/Voight to refer this to the CEED Committee. Motion carried unanimously.

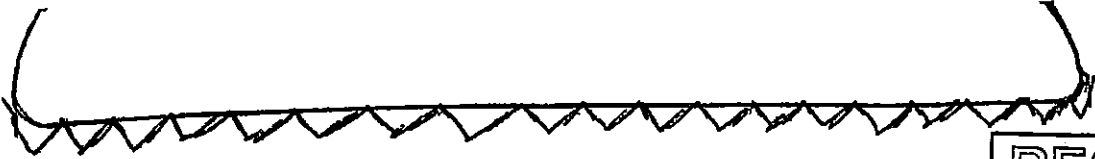


11. Supervisor Leichtnam provided an update on the presentation held on March 18<sup>th</sup> by Citizens Water Group and the upcoming outreach at the Central Wisconsin State Fair.
12. The committee was informed of the June 24 deadline for resolutions to be submitted to the WCA for inclusion at the fall conference. Process of this was explained.
13. The next meeting will be held on Friday, June 7<sup>th</sup> at 9:00 AM.
14. Chairman Clendenning declared the meeting adjourned at 10:13 AM.

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

**Judicial & Legislative Committee  
May 3, 2024**

NAME	REPRESENTING
 Peter Kasternholz	WCD # 5 Corp. Counsel
Tiffany Ringer	ROD
Tara Jensen	Probate
Kim Stinac	Clerk of Courts
CRAIG LAMBERT	D.A.
Brent Vruwink	CSA
Katie Miloch (Web Ex)	Human Services
Nicole Gessert (Web Ex)	Mtnce
Lance Plinal (Web Ex)	CB Chair
Amy Kaup (Web Ex)	IT
Ed Newton (Web Ex)	Finance



**RECEIVED**  
 APR 9 2024  
 Office of  
 Wood County Clerk

**NOTICE OF INJURY AND CLAIM**

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

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

cc: Corp Counsel  
 HR  
 Hwy

**THE INCIDENT**

Date: April 2nd  
 Time: 8:5:00pm  
 Place: Former Wood County Shop. Pittsville

The circumstances giving rise to my claim are as follows:  
I was informed by Randy Kunding that one of the plow  
truck drivers backed in to one of the semi trailers  
owned by Hwy Creek Express at the former Wood County  
Highway Shop in Pittsville, near the salt shed.  
Attached is a file for the bill for trailer repair

The names of county personnel involved are: \_\_\_\_\_

The names of other witnesses are: \_\_\_\_\_

**THE CLAIM**

I request the following monetary or other relief: \$ 313.98

4-9-24  
 Date

Thomas C Gardner  
 Signature  
 Print Name: Thomas C Gardner / Hwy Creek  
 Address: PO Box Express, Inc.  
5094 2nd Ave  
Pittsville WI 54466  
 Phone: 715-572-0703

# I N V O I C E FM-1000570

## HAY CREEK COMPANIES

5094 2ND AVE P.O. Box C  
PITTSVILLE WI 54466

www.haycreekpallet.com

OFFICE: 715-884-2930

FAX:

**BILL TO:**

**CUST NO:**

DAY PHONE	EVENING PHONE	ISSUE DATE	COMPLETED
		4/9/2024	4/9/2024
CONTACT NAME		CUSTOMER NUMBER	
ORDER ISSUED BY		DRIVER ID	
Fleet Maintenance Dept			
VEHICLE/EQUIPMENT DESCRIPTION			ODOMETER
2005 GREAT DANE TRAILERS GREAT DANE TRAILER			0
VIN/SERIAL NO	VEH NO	UNIT NO	HOURS
1GRAAD6295T516010	5393	5393	NA
GROUP/DEPARTMENT			TAG NO/PLATE NO
UNK			789648
LOCATION			STATUS
			COMPLETED
CALL WHEN READY	RETAIN OLD PARTS	DELIVER	CREATION DATE STAMP
NO	NO	NO	4/9/2024

**SUMMARY DESCRIPTION**

REPAIR

**FULL DESCRIPTION / COMMENTS**

PATCH HOLE ON RIGHT SIDE OF TRAILER CAUSED BY TRUCK BEING BACKED INTO IT.

**LABOR UNITS DESCRIPTION OF SERVICE Price Ea Price Ext**

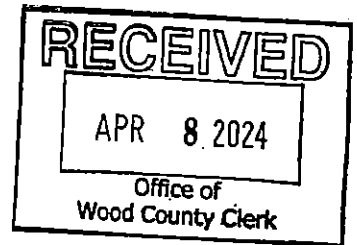
3	PATCH HOLE	\$90.00	\$270.00
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**PARTS QTY DESCRIPTION PART NO STOCK Price Ea Price Ext**

1	ALUMINUM PATCH	MISC	No	\$20.00	\$20.00
1	RIVETS	RIVET	No	\$10.00	\$10.00
1	TUBE OF SEAM SEALER	SEAM SEAL	No	\$13.98	\$13.98

WORK ORDERED / REQUESTED BY	DATE COMPLETED
	4/9/2024
The text that appears here can be customized using the Company Data (Customer Information and Settings) dialog.	
AUTHORIZED SIGNATURE	
I hereby acknowledge the satisfactory completion of the work described above.	

<b>BILLING/CHARGES</b>	
LABOR	270.00
MISC/SHOP SUPPLIES	0.00
PARTS / MATERIAL	43.98
DISCOUNT	0.00
0.000% SALES TAX	0.00
<b>INVOICE TOTAL</b>	<b>\$313.98</b>



NOTICE OF CLAIM

TO: Wood County Sheriff's Department  
c/o Trent Miner, County Clerk  
Wood County Courthouse  
400 Market Street, Room 101  
Wisconsin Rapids, WI 24495

*cc: Corp Counsel  
HR  
Sheriff's Dept  
P & F*

PLEASE TAKE NOTICE, pursuant to Wis. Stat. §893.80(1d)(a), that on or about November 18, 2021, a Notice of Injury was served on behalf of the Claimants, Donna M. Reber and her spouse, Kenneth J. Reber, for damages sustained on July 27, 2021 on the South Wood County Park Lake Wazeecha Recreation Trail in the Town of Grand Rapids, Wood County, Wisconsin. A copy of said Notice of Injury, together with proof of service, is attached hereto.

At the time and place set forth herein, Donna Reber was riding her bicycle on a designated bike trail, when she came around a corner and suddenly encountered a Sheriff's Department vehicle blocking the trail. In an effort to avoid a collision with the vehicle, Donna Reber attempted to stop her bicycle by applying her brakes, which caused her to lose control and fall.

As a result of this incident, Donna Reber sustained severe and permanent personal injuries, including, but not limited to:

1. Concussion;
2. Lacerations to lips and mouth;
3. Abrasions to the head, hands and bilateral knees;
4. Anisocoria;
5. Amnesia;
6. Syncope/collapse;
7. Headache;
8. Epistaxis;
9. Dental injury;
10. Right eye nerve damage;
11. Discoloration in and around right eye;
12. Injury to right thumb; and
13. Traumatic brain injury and post-concussive syndrome symptomology.

As a result of the injuries described above, Donna Reber has and will sustain pain, suffering and disability and incur medical/hospital expenses. Donna Reber will also have permanent right eye/nerve damage and discoloration around her right eye as a result of this incident.

Donna Reber's husband, Kenneth J. Reber, has and will sustain damages for the loss of society and companionship of his wife as a result of her injuries and medical expenses.

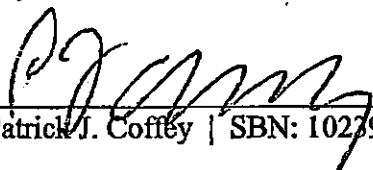
### CLAIM

Claimants Donna M. Reber and Kenneth J. Reber, residing at 6060 Rosewood Ridge, Wisconsin Rapids, WI 54494, hereby make a claim against the Wood County Sheriff's Department for the incident and injuries sustained by them as described in detail in the preceding Notice of Claim. The Claimants seek the following relief:

1.	Past medical and dental expense	\$ 35,524.94
2.	Donna Reber's pain, suffering and future medical expenses:	\$250,000.00
3.	Kenneth Reber's loss of society and companionship	<u>\$ 50,000.00</u>
	TOTAL:	\$335,524.94

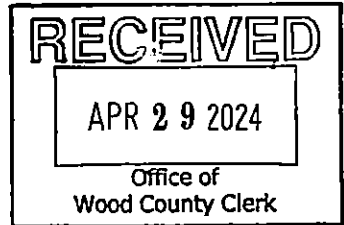
Dated this 29th day of March, 2024.

MENN LAW FIRM, LTD.  
Attorneys for Donna M. Reber and Kenneth J. Reber

By:   
Patrick J. Coffey | SBN: 1023953

MAILING ADDRESS:  
2501 East Enterprise Avenue  
P. O. Box 785  
Appleton, WI 54912-0785  
P: (920) 731-6631 | F: (920) 734-0981  
[patrick-coffey@mennlaw.com](mailto:patrick-coffey@mennlaw.com)

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: 4/25/24

Time: 8:45 AM

Place: County Hwy V, at Intersection of Canyon Rock Rd + Eagle Road

The circumstances giving rise to my claim are as follows:

While driving on Hwy V heading south there is a portion on the road as listed above where the snowplows had caused a significant amount of the sharp gray stones to come up on the road. This has been there most of this winter and is on the curve in the road. Right after this area I began to lose air pressure in my rear passenger tire. Changed the tire and put on spare tires. Took tire to Martin Motor, Inc where they found the stone wedged into tire - See attached

Bill

The names of county personnel involved are: none

The names of other witnesses are: Martin Motor, Inc. (715) 897-6337

THE CLAIM

I request the following monetary or other relief: \$21.10

4/26/24  
Date

K. Sadauskas  
Signature  
Print Name: Kim Sadauskas  
Address: 8159 County Rd. V  
Marshfield WI 54449

Phone: 715-674-2248(H) 715-660-6699(C)

**Martin Motors LLC**  
 5665 Cedar Lane  
 Pittsville, WI 54466

# Sales Receipt

Date	Sale No.
4/25/2024	154004

Sold To
Kim Sadauskas ksadauskas@hotmail.com

Check No.	Payment Method	Project
	Visa	

Item	Description	Qty	Rate	Amount
Repair Tire	Repair Tire  repaired tire off vehicle, punctured by a rock, sharp rock was plunged in deep, could not retrieve, when we plugged tire, the rock fell in, so we had to dismount tire, retrieve rock, clean up bead, reseal tire, ect.	1	20.00	20.00T

<b>Subtotal</b>	\$20.00
<b>Sales Tax (5.5%)</b>	\$1.10
<b>Total</b>	\$21.10

Thank you for your business, we truly appreciate it! ~ Lance & Amber

Disclaimer: When any wheel is taken off then replaced, the lug nut is torqued by hand with a digital torque wrench, test drove, retorqued by hand with a torque wrench. It is recommended to come back after 50 miles to have wheels retorqued.

Phone #
715-897-6337



NOTICE OF INJURY AND CLAIM

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

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

THE INCIDENT

Date: Mar. 26, 24

Time: \_\_\_\_\_

Place: 1123 County Road H

The circumstances giving rise to my claim are as follows:

Our mailbox was hit by the plow truck during the snow storm on March 26th. The box itself is seperated from the post and was in the ditch. We tried to fix it with bolts from the inside but it didn't work so currently it is held together with a ratchet strap. We moved here almost a year ago and received a notice in our box that we needed to updated our box to a T4 mailbox due to being a new resident. Apparently new builds & new residents need this type of mail box. So on July 2nd we purchased a box at 89.99 & post at 12.59. Our box is only 8 months old and is ruined. Lenny called & this form was sent to us at 11123 County Rd H Marshfield WI 54449

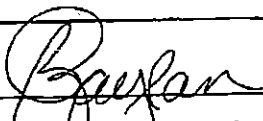
The names of county personnel involved are: Who ever was plowing on Highway H in Marshfield

The names of other witnesses are: Lenny

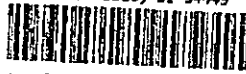
THE CLAIM

I request the following monetary or other relief: 89.99 plus tax of 4.95, Total 94.94  
I have attached our receipt to confirm date & price.

Date: 4/15/2024

Signature:   
Print Name: Lenny & Ronnie Zawislak  
Address: 11123 County Rd H  
Marshfield, WI 54449  
Phone: 715-619-1042 & 715-660-6225

MEWARDS - MARSHFIELD  
2116 N CENTRAL AVE  
MARSHFIELD, WI 54449



Not valid for rebate submissions

Allowable returns for items  
on this receipt will be in  
the form of an in store  
credit voucher if the return  
is done after 9/30/2023

ORDER	72497
4X4-6' AC2 GREEN TREATED GROUND CONTACT	
1112201 1012.59 SEQ#1	12.59
END OF ORDER	
XL MAILBOX CORBO MOCHA GHC40MAN	
2157158 1089.99	89.99

Subtotal	102.58
Taxes and Fees	5.64
Total	108.22

Payment Method(s) Used:  
VISA DEBIT - 7798 108.22

44937 4 9162 87/02/23 08:45 AM 3147



# Wood County

## WISCONSIN

CHILD SUPPORT  
AGENCY

**MAY 2024**

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

Prepared by Child Support Director Brent Vruwink

- I will be attending the Child Support Directors' Dialogue on April 30<sup>th</sup> and May 1<sup>st</sup>.
- I will be attending the WCSEA Board meeting on May 2<sup>nd</sup>.
- The Agency was awarded the "Certificate of Excellence" from the State Department of Children and Families.
- I received a Length of Service Award from the State Department of Children and Families for 15 years of service in the Child Support Program.
- Deputy Director Shannon Lobner was selected to serve on the THRIVE User Advisory Committee.
- The March performance numbers have been released. We are on target to meet all the measures.
- The current IV-D case count is 3,696.



April 22, 2024

Brent Vruwink, Director  
Wood County Child Support Agency  
400 Market Street  
P.O. Box 8095  
Wisconsin Rapids, WI 54495

Dear Mr. Vruwink:

Congratulations to the Wood County Child Support Agency for receiving the Federal Fiscal Year 2023 **Certificate of Excellence Award**.

The Wood County Child Support Agency demonstrated excellence in all four-performance measures: Paternity Establishment, Court Order Establishment, Current Support Collections and Arrears Case Reductions. The benchmarks used were:

- Paternity Establishment Rate: 90% or greater
- Court Order Establishment Rate: 80% or greater
- Collection Rate on Current Support: 80% or greater
- Arrears Case Collections Rate: 80% or greater

Your agency was one of 20 child support agencies honored this year with this award.

Congratulations on this exceptional accomplishment. On behalf of Wisconsin's children, thank you for a job well done!

Sincerely,

Phyllis Fuller  
Director, Bureau of Child Support

cc: Lance A. Pliml, County Board Chairperson  
Jennifer Jones, BRO Regional CS Coordinator



# Wood County

## WISCONSIN

*Kimberly A. Stimac*

CLERK OF  
CIRCUIT COURT

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May 2024

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

April 5, 2024 – Attended the Judicial & Legislative Committee meeting.

April 12, 2024 – I had the honor of being a judge for the Wisconsin Newspaper Association Foundation Wisconsin Civics Games Regional Competition. The competition was done virtually and began at 9:00 a.m. and was completed by 12:45 p.m. The competition is for Wisconsin high school students to promote and encourage an interest in public service. Forty-five teams from 23 schools across Wisconsin competed with only 18 teams advancing to the state competition which is being held at the Wisconsin State Capital on Friday May 10<sup>th</sup>.

April 15, 2024 – Our new Branch 1 court clerk started on this date.

April 16, 2024 – Attended the Wood County Board of Supervisors meeting.

April 18, 2024 – Attended the Courthouse Security Committee meeting.

April 22, 2024 – Our new Information clerk started on this date.

I am working on completing the CS-147 Annual Report of Actual Costs as required under Wis. Stat. 758.19(5)(e). This reports the amount of court-related revenue collected and retained by the county and court-related costs incurred by the county during the past calendar year. I appreciate the help from the Sheriff's Department, Maintenance, Finance, each Circuit Court Branch and the County Clerk, who provide me with the reports necessary to complete this report. It is due by May 15<sup>th</sup>, 2024. If not reported by that date, the county is not eligible for the circuit court support payment for one fiscal year or until the information is received, whichever is earlier. In 2022, Wood County received \$214,514.00.



# Wood County

## WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
April 2024

1. Residential Options Committee. Another county resident who was determined by a court to be a “sexually violent person” is being court order released from an inpatient treatment facility. This means that Wood County, via its Residential Options Committee, must find an appropriate location for the subject to reside under a state monitored supervised release program. The State allows the County to double up on placements and since one of our current placements is residing alone, we will be asking the Court to approve placement at that location. If we get any more releases in the next year or so, it is going to be extraordinarily difficult again to find such a placement. This is due to both the setback requirements for these placements and the current sellers’ market for real estate. I am not suggesting any action the County should be taking at this time other than to cross your fingers that there is a vacancy in one of our current placements before we get another person to place. We are not able to estimate when another placement directive will come about. Please let me know if you have any questions or concerns.
2. Transitions. As you know, I plan to retire in early March of 2025. My intentions have been to allow as smooth a transition as possible. To that end, I anticipate budgeting extra funds for a transition period of up to several weeks. It is also my goal to put additional funding in the budget for my successor to use a higher level of assistance by outside legal counsel of his or her choosing. Like any other job, it will take a bit for the new person to get efficient in handling the various matters we deal with in the office. We will cover this and office furniture at budget time. The topic will be placed on the agenda in case the committee members or others want to weigh in on the process.
3. For the new committee members in particular, I wanted to mention the primary areas of service the Corporation Counsel’s office provides. Generally, this is an in-house legal service department that also provides certain statutorily mandated functions. Most of our time is spent in the following areas: guardianships and protective placements (a court order determining where a person will live), mental commitments, legal services to the departments, contracts and other legal instruments, child support, confidentiality issues, public records, and open meeting law matters. You are encouraged to ask me and other staff whatever questions you have so that you are better able to serve your constituents. We are all public servants.



May 2024

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

Prepared by Register in Probate, Tara Jensen

- We have a new employee starting May 6<sup>th</sup> who will fill the open Legal Administrative Assistant Floater position. We are excited about filling this position as we have been short staffed for over a month.
- We continue to work through over 800 Annual Accounts and Reports that have been filed in guardianship cases. All reports were due April 15<sup>th</sup> and each filing has to be reviewed and filed.
- I ran some numbers for a project and discovered that in 2023 our office filed or produced 33,347 documents! With a staff of 2.5 people that is a large number of documents.

#### Meetings Attended:

- 04/01 - WCA Leadership virtual weekly meeting
- 04/01 – Interviews were held for the open Legal Administrative position
- 04/08 - WCA Leadership virtual weekly meeting
- 04/15 – WCA Leadership virtual weekly meeting
- 04/16 - Wood County Board Meeting
- 04/16 - Monthly Judges Meeting
- 04/17 – Zoom meet with McGrath Human Resources Group
- 04/19 – A second interview was held for the open Legal Administrative position
- 04/22 – WCA County Leadership virtual weekly meeting
- 04/22 – 04/26 – Wisconsin Register in Probate Spring Educational Conference in the Wisconsin Dells
- 04/29 – WCA Leadership virtual weekly meeting

Tara Jensen  
Register in Probate  
Probate Registrar

Karrie Moore  
Deputy Register in Probate  
Juvenile Clerk



# Wood County

## WISCONSIN

### REGISTER OF DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

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**MAY 2024**

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

- On April 5<sup>th</sup>, I attended the Judicial and Legislative committee meeting.
- Fidlar is updating the tagless scanning feature. Wood County will be a beta county for this update. We've received excellent feedback on this service and look forward to improvements. There will be more information to come within the next few months.
- On April 9<sup>th</sup>, I attended the PRIA Local meeting in Weston. The Judicial Privacy Bill was the topic of discussion. We've formed a list of questions regarding implementation and possible amendments. The list will be forwarded to Attolles Law and the Office of the Director of State Courts.
- I attended WCA Weekly webinars this month.
- On April 16<sup>th</sup>, I attended the Wood County Board meeting.
- ROD Staff toured Clerk of Courts office to see if the office panels help with sound issues in the office. After speaking with Reuben Van Tassel, Facilities Director, an appointment is set for a vendor to provide suggestions in the ROD office.
- I attended the ALTA/PRIA Fraud Forum on April 17<sup>th</sup>.
- On April 18<sup>th</sup>, I met with Victoria McGrath, McGrath Human Resources Group, regarding the 2024 Market Update.
- I spoke with Dave Patton, Wood County Coroner, regarding Death Certificate processing.
- I will be attending the Judicial and Legislative committee meeting and WRDA legislative committee meeting on May 3<sup>rd</sup>.





## **VICTIM WITNESS SERVICES REPORT**

Alicia Parenteau, VW Coordinator  
Julianne Esser, Program Assistant  
February 21- April 18 20, 2024

This is a general overview of what Victim/Witness services were provided for this timeframe.

### **237 Total Victim/Witness Contacts:**

VW support to victims/ witnesses by phone/email and in person

### **Notifications by mail**

165 – Initial contact packets sent	106- Notifications of all hearings
27 – No prosecution notifications	66 – Notifications of all hearings
70 – Notifications of dispositions	

### **Victim Impact Statement :**

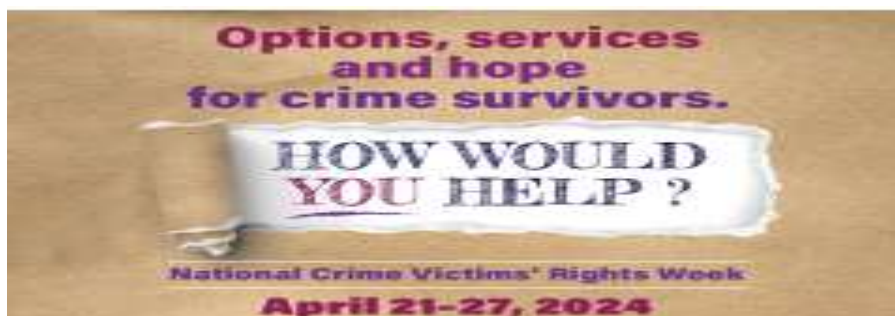
26 - Assistance with Victim Impact Statements

Total services/events = 945

Total unique parties = 453

### **Additional Information :**

- 4/8/2024 – VW Coordinator representation at the Sexual Assault Awareness Event ( Family Center, Wisconsin Rapids)



**MINUTES**  
**HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE**

DATE: Tuesday, April 23, 2024  
TIME: 9:06 AM  
LOCATION: Wood County Courthouse Room 114

Members Present: Jake Hahn, Scott Brehm, John Hokamp, Lee Thao

Member Excused: Al Breu

Also Present: Trent Miner, County Clerk; Amy Kaup; Sarah Christensen; Other County Board Supervisors

1. County Clerk Miner called the meeting to order at 9:06 AM
2. There were no public comments
3. Miner opened the floor for nominations for Chair of the HIRC Committee. Brehm nominated Hahn. There being no other nominations, Hahn was declared elected as Chair.
4. Miner opened the floor for nominations for Vice Chair of the HIRC Committee. Hokamp nominated Breu. There being no other nominations, Breu was declared elected as Vice Chair.
5. By consensus, the committee decided to continue meeting on the 1<sup>st</sup> Thursday of the month.
6. Miner adjourned the meeting at 9:07 AM.

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

**MINUTES**  
**HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE**

**DATE:** Thursday, May 2, 2024  
**TIME:** 9:00 a.m.  
**PLACE:** Highway Dept., Conference Room

**MEMBERS PRESENT:** Jake Hahn, Scott Brehm, John Hokamp, Lee Thao, Al Breu (WebEx)

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

1. Chairman Hahn called the meeting to order at 9:00 AM and declared a quorum present.
2. There was no public comment
3. Under correspondence, Schooley stated the Town of Dexter Chair inquired about purchasing a small parcel of land from the Dexter Park (0.39 acres) to add to the Dexter Town Hall parcel. More information will follow.
4. The minutes of the April 4 & 23, 2024 meetings were reviewed. Motion by Hokamp/Breu to accept them as presented. Motion carried unanimously.
5. Hawk brought forward the following requests for opening of county roads to ATV traffic.
  - a. CTH X from STH 54 to STH 73
  - b. CTH F & CTH HH from Bonow Ave. to STH 186 in Vesper
  - c. CTH V from USH 10 to CTH Y
  - d. CTH H from Clark County line to CTH V
  - e. CTH G from Juneau County line to CTH JJ and Cranmoor Road to STH 54Motion by Brehm/Thao to approve the opening of the roads listed above to ATV/UTV traffic. Motion carried 4-1. Voting no was Breu. (Does not feel CTH H should be opened up with the amount of traffic it has). Hawk also discussed the possibility of a permit process for large one day events so the department has a heads up on possible highway/public safety issues beforehand.
6. The Highway Dept. staff reports were highlighted and reviewed.
7. The Highway revenue report was reviewed.
8. Motion by Hahn/Hokamp to approve the Highway Dept. vouchers. Motion carried unanimously.
9. Hawk reported the county forest parcel in Dexterville has been removed from the program for the new salt shed. He is working on researching past land sales in the area to develop a cost to reimburse the Parks & Forestry Dept. for this parcel.

10. Hawk & the architect are still working on the Marshfield brine building design and will bring this subject back next month.
11. The Parks & Forestry staff reports were reviewed.
12. Schooley presented a special use permit for an ice cream truck that utilizes Nepco Park and South Park. Motion by Breu/Thao to approve the special use permit as presented. Motion carried unanimously.
13. There is a tentative plan for a ribbon cutting ceremony for the Powers Bluff Trail system on Friday, May 31<sup>st</sup>. More information will follow.
14. Schooley reviewed the Parks & Forestry CIP and answered questions on the funding mechanisms. No action taken.
15. Schubert presented the committee with the bid tallies from the timber sale conducted in April. One tract did not sell. Motion by Hahn/Breu to accept the bids as presented, award contracts to the highest bidder and conduct a direct sale of the tract that did not sell. Motion carried unanimously.
16. Parks & Forestry revenue reports were reviewed.
17. Motion by Hokamp/Brehm to approve the Parks & Forestry vouchers. Motion carried unanimously.
18. The next meeting will be held on Thursday, June 6, 2024 at 9:00 AM at the Highway Department Conference Room.
19. Chairman Hahn declared the meeting adjourned at 10:09 AM.

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

**Highway Infrastructure & Recreation Committee  
May 2, 2024**

NAME	REPRESENTING
Bill Clendenning	WCB # 15
Brian Hutchinson	WDNR
Jeff	WCB # 11
Hawke	WCB # 6
Chad Schooley	Parks & Forestry
DENNIS POLAKH	WCB-14
Roland Hawk	WCHighway Commissioner
John Hakamp	WCB
Fritz Scheibert	P&F
El Newton (WebEx)	Finance



# Wood County

## WISCONSIN

OFFICE OF  
HIGHWAY COMMISSION

*Roland Hawk*  
COMMISSIONER

April 24, 2024

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for May 1, 2024 HIRC meeting

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### Department Activities

#### Personnel/Administration

Commissioner is working on posting Store Room Attendant position for early fill as approved by HIRC on April 4. Current Store Room Attendant has announced retirement in September. Anticipate hiring replacement by June so replacement has time to train with current employee.

One of three Highway Volunteers has obtained FMCSA's Entry Level Driver Training and Behind the Wheel training certification and has been actively training recent hired employees who need to obtain their Class A CDL. Two additional volunteers are expected to obtain their trainer certification in the next month.

There are four recent hires who are working on obtaining their Class A license. One of the four had a Class B CDL before accepting employment with Wood County Highway.

#### Highway/Facility Projects

##### 2024 Engineering Projects

- WisDOT STP Project CTH F & HH Intersection *Construction 2026*
  - Design Engineering 60% Complete
- WisDOT STP Bridge CTH N (STH 186 – CTH N) *Construction 2025*
  - Design Engineering 50% Complete
- WisDOT STP Urban (BIL) CTH U Village of Biron *Construction 2026*
  - DNR, FERC, US ACOE coordination
  - Working with WisDOT & Vil of Biron on early acquisition of relocation
  - Draft Environmental Document & Draft Design Study Report ready for submittal in March
  - Working with WC Parks on constructing a pond in Grand Rapids to provide fill material.
- CTH Z CHI & BIA funded 2024 pavement replacement *Construction 2024*
  - Pavement Analysis completed
  - DNR Coordination January 17
  - Contract for CIR awarded in March
  - Commissioner working with property owner on acquiring a very small parcel of R/W
- CTH BB Realignment Project
  - Plans 50% complete
  - Commissioner & staff met with DNR January 17, need wetland delineation completed in spring

- CTH K & P Intersection
  - Bids opened January 31, 2024,
  - Preconstruction meeting was held April 9
  - *Construction scheduled to begin early June 2024*
- Marshfield Brine Building
  - Working with Architect to renew State Plan Approval for plans
  - Anticipate bids being advertised in May *Construction scheduled for 2024*
- CTH A Corridor Preliminary Engineering
  - Notice to property owners sent out February
  - Survey completed in March
  - Commissioner met with WisDOT Regional Director to discuss JT Agreement.
  - Commissioner met with Sen Baldwin's office to discuss Appropriations Grant.
  - Appropriations Grant submitted March 23
  - Soil borings conducted in April.

Additional security locks have been scheduled to be installed on doors at the Wisconsin Rapids facility.

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

### Highway Maintenance

Work in April included:

- Sign replacements,
- Pavement repairs,
- Brushing & tree removal from R/W,
- Shoulder maintenance
- Ditching
- Culvert replacement

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

Commissioner attended the following events/meetings:

- April 8, WCHA, WCA <20 Local Bridge Aid, Virtual
- April 9, CTH K & P Preconstruction Meeting
- April 10, Bridge Inspection Training, Madison
- April 11, Local Road Forum, Town of Richfield
- April 15 – 19, NACE Conference, Palm Springs, CA
- April 22, Centralized Bidding mtg, Virtual
- April 22, WCHA, WCA <20 Local Bridge Aid, Virtual
- April 23, MSHA Training Wisconsin Rapids
- April 24, HMA Operators meeting, Sheboygan County
- April 25, CTH A Preliminary Engineering Coordination meeting
- April 25, Market Update Meeting with HR and McGrath

### EQUIPMENT

One of three patrol trucks ordered in 2022 - 2023 is expected in the next 2-3 months. No delivery dates available for the remaining two. Signed purchased agreement for new asphalt paver expected delivery in 2026.

## Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

### Revenues and Expenses

Revenues and expenses are as anticipated at this point of the year.

### Other

I have concluded the preparation of the audit workpapers for Finance and the auditors. There were no surprises during the preparation. I am prepared for the auditors on-site questions beginning in May.

I have finished a series of annual surveys for the State. I will begin work on the Annual Financial Report in May.

This month continues the educational series, Bookkeepers Corner, that I began a couple months ago. The chapter this month is on the Transportation Cost Pool – Field Small Tools.



**TRANSPORTATION COST POOLS – FIELD SMALL TOOLS**

The purpose of this cost pool is for highway departments “to distribute uniformly, to all pertinent projects, costs associated with field small tools, that cannot be directly attributed to programs and/or projects”. “Field Small Tools are defined as any item purchased or built for use on multiple field projects and which costs less than \$5,000, except for chain saws, concrete saws, and line trimmers which are classified units of equipment. Field small tools shall include hand shovels, picks, skill saws, power drills, lanterns, barricades with battery operated flashers...and other similar equipment”.

The Field Small Tools cost pool is represented in Function 53220.

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

Debits to the pool – Purchases of field small tools such as brooms, shovels, and rumble strips.

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

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

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

County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Highway Departmentwide  
 Tuesday, April 30, 2024

		2024			
		Actual	Budget	Variance	Variance %
<b>REVENUES</b>					
Intergovernmental Revenues					
43300	Federal Grants-American Recovery & Reinvest Act	\$151,023.91		\$151,023.91	0.00%
43531	State Aid-Transportation	553,347.62	2,497,341.00	(1,943,993.38)	(77.84%)
43534	State Aid-LRIP	462,691.55	816,480.00	(353,788.45)	(43.33%)
	<b>Total Intergovernmental</b>	<b>1,167,063.08</b>	<b>3,313,821.00</b>	<b>(2,146,757.92)</b>	<b>(64.78%)</b>
Licenses and Permits					
44101	Utility Permits	6,610.00	29,200.00	(22,590.00)	(77.36%)
	<b>Total Licenses and Permits</b>	<b>6,610.00</b>	<b>29,200.00</b>	<b>(22,590.00)</b>	<b>(77.36%)</b>
Intergovernmental Charges for Services					
47230	State Charges	367,332.16	1,061,555.00	(694,222.84)	(65.40%)
47231	State Charges-Highway	85,351.57	307,190.00	(221,838.43)	(72.22%)
47232	State Charges-Machinery	25,671.03		25,671.03	0.00%
47300	Local Gov Chgs	67,873.04	525,383.00	(457,509.96)	(87.08%)
47330	Local Gov Chgs-Transp	99,850.05	1,130,895.00	(1,031,044.95)	(91.17%)
47332	Local Gov Chgs-Roads	11,237.74	424,793.00	(413,555.26)	(97.35%)
47333	Local Gov Chgs-Bridges		84,227.00	(84,227.00)	(100.00%)
	<b>Total Charges to Other Governments</b>	<b>657,315.59</b>	<b>3,534,043.00</b>	<b>(2,876,727.41)</b>	<b>(81.40%)</b>
Interdepartmental Charges for Services					
47470	Dept Charges-Highway	251.62	2,481,327.00	(2,481,075.38)	(99.99%)
	<b>Total Interdepartmental Charges</b>	<b>251.62</b>	<b>2,481,327.00</b>	<b>(2,481,075.38)</b>	<b>(99.99%)</b>
	<b>Total Intergovernmental Charges for Services</b>	<b>657,567.21</b>	<b>6,015,370.00</b>	<b>(5,357,802.79)</b>	<b>(89.07%)</b>
Miscellaneous					
48340	Gain/Loss-Sale of Salvage and Waste	4,032.75	6,700.00	(2,667.25)	(39.81%)
48520	Grants/Contribution-ATV Route Signage		20,000.00	(20,000.00)	(100.00%)
	<b>Total Miscellaneous</b>	<b>4,032.75</b>	<b>26,700.00</b>	<b>(22,667.25)</b>	<b>(84.90%)</b>
Other Financing Sources					
49110	Proceeds from Long-Term Debt		2,137,517.00	(2,137,517.00)	(100.00%)
49280	Transfer from Trust Funds	462,691.55		462,691.55	0.00%
	<b>Total Other Financing Sources</b>	<b>462,691.55</b>	<b>2,137,517.00</b>	<b>(1,674,825.45)</b>	<b>(78.35%)</b>
	<b>TOTAL REVENUES</b>	<b>2,297,964.59</b>	<b>11,522,608.00</b>	<b>(9,224,643.41)</b>	<b>(80.06%)</b>

<b>EXPENDITURES</b>					
Public Works-Highway					
53110	Hwy-Administration	161,556.47	413,359.51	251,803.04	60.92%
53120	Hwy-Engineer	76,282.43	271,100.38	194,817.95	71.86%
53191	Hwy-Other Administration	122,761.81	364,803.97	242,042.16	66.35%
53210	Hwy-Employee Taxes & Benefits	(775,844.60)	(0.01)	775,844.59	#####
53220	Hwy-Field Tools	(29,313.11)	(0.08)	29,313.03	#####
53230	Hwy-Shop Operations	103,344.89	331,761.59	228,416.70	68.85%
53232	Hwy-Fuel Handling	(3,672.15)	(23,105.00)	(19,432.85)	84.11%
53240	Hwy-Machinery Operations	(561,981.02)	(580,718.15)	(18,737.13)	3.23%
53250	Hwy-Crushing Operations	16,504.22	0.44	(16,503.78)	#####
53251	Hwy-Crushing Operations Production	48,523.73	(0.13)	(48,523.86)	#####
53260	Hwy-Bituminous Ops	14,780.16	234,143.57	219,363.41	93.69%
53266	Hwy-Bituminous Ops	(5,476.02)	1,957,351.50	1,962,827.52	100.28%
53270	Hwy-Buildings & Grounds	92,717.06	376,257.96	283,540.90	75.36%
53290	Hwy-Salt Brine Operations	20,994.21	(0.40)	(20,994.61)	5,248,652.50%
53291	Hwy-Salt Brine Operations	6,779.78	(0.40)	(6,780.18)	1,695,045.00%
53281	Hwy-Acquisition of Capital Assets	687,410.04		(687,410.04)	0.00%
53310	Hwy-Maintenance CTHS		23,742.92	23,742.92	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	652,613.77	2,895,462.40	2,242,848.63	77.46%
53312	Hwy-Snow Remov	548,273.14	907,384.18	359,111.04	39.58%
53313	Hwy-Maintenance Gang	38,761.57	217,092.62	178,331.05	82.15%
53314	Hwy-Maint Gang-Materials	2,094.64	3,160.00	1,065.36	33.71%
53320	Hwy-Maint STHS	548,863.23	1,061,555.11	512,691.88	48.30%
53330	Hwy-Local Roads	119,336.79	1,130,894.59	1,011,557.80	89.45%
53340	Hwy-County-Aid Road Construction	2,658.18	478,363.75	475,705.57	99.44%
53341	Hwy-County-Aid Bridge Construction	442.61	134,227.18	133,784.57	99.67%
53490	Hwy-State & Local Other Services	101,708.42	525,383.46	423,675.04	80.64%
53491	Hwy-ATV Route Signage		40,000.01	40,000.01	100.00%
	<b>Total Public Works-Highway</b>	<b>1,990,120.25</b>	<b>10,762,220.97</b>	<b>8,772,100.72</b>	<b>81.51%</b>
Capital Outlay					

County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Highway Departmentwide  
 Tuesday, April 30, 2024

		2024			
		Actual	Budget	Variance	Variance %
57310	Highway Capital Projects	104,170.98	2,246,682.03	2,142,511.05	95.36%
57930	Depreciation & Amortization	1,967.47		(1,967.47)	0.00%
	Total Capital Outlay	<u>106,138.45</u>	<u>2,246,682.03</u>	<u>2,140,543.58</u>	<u>95.28%</u>
	Other Financing Uses				
59210	Transfers to General Fund	462,691.55		(462,691.55)	0.00%
	Total Other Financing Uses	<u>462,691.55</u>		<u>(462,691.55)</u>	<u>0.00%</u>
	TOTAL EXPENDITURES	<u>2,558,950.25</u>	<u>13,008,903.00</u>	<u>10,449,952.75</u>	<u>80.33%</u>
	NET INCOME (LOSS) *	<u>(260,985.66)</u>	<u>(1,486,295.00)</u>	<u>1,225,309.34</u>	<u>(82.44%)</u>

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

DATE: Tuesday, April 23, 2024  
TIME: 9:07 AM  
LOCATION: Wood County Courthouse Room 114

Members Present: Scott Brehm, Dennis Polach, Jeff Penzkover, Brad Hamilton

Member Excused: Al Breu

Also Present: Trent Miner, County Clerk; Amy Kaup; Sarah Christensen; Other County Board Supervisors

1. County Clerk Miner called the meeting to order at 9:07 AM
2. There were no public comments
3. Miner opened the floor for nominations for Chair of the PIT Committee. Penzkover nominated Breu. There being no other nominations, Breu was declared elected as Chair.
4. Miner opened the floor for nominations for Vice Chair of the PIT Committee. Hamilton nominated Polach. There being no other nominations, Polach was declared elected as Vice Chair.
5. By consensus, the committee decided to continue meeting on the 1<sup>st</sup> Monday of the month.
6. Miner adjourned the meeting at 9:08 AM.

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

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

**DATE:** Monday, May 6, 2024  
**TIME:** 9:00 a.m.  
**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Al Breu, Jeff Penzkover, Dennis Polach, Scott Brehm, Brad Hamilton

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

1. Chairman Breu called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the April 1 & 23, 2024, meetings were reviewed. Motion by Hamilton/Brehm to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed with explanations given. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed.
6. The IT CIP was presented and questions answered. Motion by Hamilton/Polach to approve the CIP and forward onto the Operations Committee. Motion carried unanimously.
7. The Maintenance vouchers were reviewed with explanations given. Motion by Hamilton/Brehm to approve as presented. Motion carried unanimously.
8. The Maintenance Report and project updates were reviewed.
9. The Maintenance CIP was presented and questions answered. Motion by Hamilton/Penzkover to approve the CIP and forward onto the Operations Committee. Motion carried unanimously.
10. The next meeting will be held on Monday, June 3<sup>rd</sup> at 9:00 AM.
11. Chairman Breu declared the meeting adjourned at 9:26 AM.

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

**Property & Information Technology Committee**  
**May 6, 2024**

NAME	REPRESENTING
AL BREV	WC #6
AMY KAUF	IT
R VANTASSEL	WC MAINT
DENNIS POLACH	WCB-14
NICOLE GESSERT	WC - MAINT.
Lance Pimi (WebEx)	CB Chair
Ed Newton (WebEx)	Finance
Kimberly Stimaec (WebEx)	Clerk of Court
Tara Jensen (WebEx)	Register in Probate



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### April 2024

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed.
2. IT staff work to collect and report more data needed by the Finance Department in order to meet new accounting audit requirements concerning subscription based software assets.
3. Implementation of a video conferencing solution that will allow the two highway shops to perform meetings and training together has been completed.
4. New iPads have been distributed to all County Board members. IT staff will be attending all committee meeting for a while to ensure that questions can be answered and issues addressed timely. A few of the retired iPads have been gratefully donated to local non-profits in the area.
5. IT staff conducted an afterhours computer orientation for the deputy coroners. This included the standard Wood County IT orientation which discusses the security requirements, network drives, etc. Training included the basics of the coroner's specific shared drive, how to create and access files and State applications needed to perform their duties.
6. Network staff has completed implementation of the new squad and body-worn camera system, Axon, for the Sheriff's Department. This included the configuration of the cellular network in the squads, special internet access for the camera software, and deployment of docks for uploading video from the body-wore cameras in the Sheriff's Office, Jail, and North Sheriff's Office.
7. Enhanced network connections to the Norwood location and working to provide additional connection to Edgewater to ensure minimal downtime that is due to fiber maintenance and network outages.
8. Final network preparations have been completed for the Branch I remodel that is set to begin May 1st. Migrated 3<sup>rd</sup> floor State network connections and improved security.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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16. Network staff continue to work with a vendor to upgrade our phone system. These upgrades will allow us to configure newer devices and ensure support beyond August 2025.
  17. IT published and continues to refine the newly developed project request form and policy. This form increases efficiency for both requestors and IT staff and helps to ensure that we provide excellent and cost-effective solutions.
  18. Support for GCS\Catalis property tax systems is ongoing. The current property tax software version end-of-life is set for Fall of 2023. The existing property tax system is on-prem, servers at Wood County. The upgraded version will be cloud based. System migration is scheduled to begin in May 2024 with go-live on July 15, 2023. Migration of the property tax system will trigger the need for extensive work on multiple interfaces to systems like the Register of Deeds and Planning and Zoning permit system.
  19. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
  20. The TimeStar, electronic timecard and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests continue. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. Work begins to replace and configure 3 punch timeclocks for our medical facilities before June 2024 when clocks will no longer interface with the time tracking system. TimeStar software upgrade is planned for early May and will extend functionality and address the need for updates to increase security. This need was flagged by our new security monitoring software, Arctic Wolf. Discovery project stage begins for implementing TimeStar application VPN\on-site only access restrictions.
  21. Programming staff continue support for the ESS, employee self service portal, for payroll reports and employee benefits open enrollment is ongoing.
  22. Staff has been working on configuring our on-premise Exchange servers to work with O365 (Exchange Online). These changes will allow us to run a hybrid email system and/or move to the cloud when support on our current system expires.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

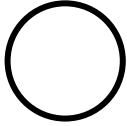
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23. Network staff continue to engage a consultant for assistance in the configuration of a new network core to replace existing equipment. This will support additional upgrades to the network and servers at the Courthouse. Core Switches are a critical component for access to critical infrastructure. Great care is being exercised to ensure minimal downtime when the new hardware goes into production.
  24. Network staff continue working with the Next-Gen 911 provider and various other vendors related to the Next-Gen 911 upgrade to gather information and schedule installations. This has been an active project for more than a year and is on schedule to be completed within the coming months. The project is part of a statewide effort to provide a more robust solution with redundant VoIP circuits to minimize downtime due to failed provider hardware and outdated circuit technology.
  25. The Register of Deeds work to upgrade multiple applications continues each week. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates and maintenance on a regular basis. Work is complete to implement procedures that place significant restriction on the vendor use of a remote assistance software, Octopus. The new restriction enhances security while minimally impeding remote upgrade assistance functionality.
  26. UPS replacement and battery refresh maintenance work continues in order to protect IT network equipment from power failures and surges.
  27. IT staff continue working to organize and relocate the Information Technology network drive shared data. This is an ongoing and sizable project.
  28. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL server. This ongoing project takes considerable time to plan, test, and implement.
  29. Continue to work on the project plan for the O365 migration. The current version of Office needs to be replaced with O365 by December 31, 2024. All departments will be migrated. Both IT and Emergency Management departments have been migrated to O365, with more departments scheduled to migrate soon.
  30. Programming staff attended the Central Records meeting and also the subcommittee meeting that discusses new Law Enforcement Software.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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31. The 1<sup>st</sup> PC order for 2024 was placed and hardware has arrived and most equipment has been deployed. New devices include the update to Windows 11 and Office 365 as both products will be rolled out in 2024. The planning of the 2<sup>nd</sup> PC order as well as the 2024 & 2025 orders for the Sheriff's Department has begun.
  32. The IT Security Team continues the Security Awareness Program. Members of our team have been virtually attending mentoring meetings with leaders in the cybersecurity area, as arranged by the MS-ISAC (Multi-State Information Sharing and Analysis Center). This includes monthly update meetings with the State of Wisconsin CRT (Cyber Response Team).
  33. For the month of April, 475 helpdesk requests were created, with staff completing 464 tickets and leaving 112 open requests. In addition, there are currently 149 project requests.
  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. Both Systems Technician vacancies have been filled. Jason Murgallis, former intern, has filled one of those positions. He began fulltime employment with us April 22<sup>nd</sup>. Tyler Harvey accepted our offer for the second vacancy and is scheduled to begin Monday May 6<sup>th</sup>.
  36. Staff continues to work with Maintenance, Sheriff, Samuel's Group, and various vendors on the infrastructure needs for the new Law Enforcement Center. One of the challenges is to add the new housing levels and options in the CIS Law Enforcement System.
  37. Work on updating the CIS Law Enforcement System address mapping is complete.
  38. Updated and applied code fixes for Emergency Management's BNI, Building Number Identification, inhouse system.
  39. Met with Emergency Management staff to discuss code updates and fixes needed on the inhouse Worker Tracking site.
  40. Continued work on the Central Records SharePoint site. This site will allow for improved collaboration and communication with the agencies that utilize CIS, the County-wide Law Enforcement software.



RESOLUTION#

Introduced by Property & Information Technology Committee  
Page 1 of 1

**Motion:** Adopted:   
 1<sup>st</sup> \_\_\_\_\_ Lost:   
 2<sup>nd</sup> \_\_\_\_\_ Tabled:   
 No: \_\_\_\_\_ Yes: \_\_\_\_\_ Absent: \_\_\_\_\_

Number of votes required:  
 Majority  Two-thirds

Reviewed by: \_\_\_\_\_, Corp Counsel  
 Reviewed by: \_\_\_\_\_, Finance Dir.

**INTENT & SYNOPSIS:** To amend the 2024 budget for the Wood County Maintenance Department by transferring \$450,000 from the Buildings Maintenance Retained Earnings Account to pay for the purchase of property along Second Street in Wisconsin Rapids, WI.

**FISCAL NOTE:** Transfer \$450,000 from Buildings Maintenance Retained Earnings Account.

		NO	YES	A
1	Schulz, W			
2	Rozar, D			
3	Buttke, T			
4	Perlock, R			
5	Hovendick, T			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Brehm, S			
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
33900	Buildings Maint. Retained Earnings	\$450,000	
51611	Courthouse/Jail Land Improvements		\$450,000

**WHEREAS**, the construction of a new jail adjacent to the Wood County courthouse has altered the primary parking location and accessibility for visitors, and

**WHEREAS**, the original "Triangle Redevelopment" plan, which included all parcels bordered by Market St., Jackson St., and First St. in Wisconsin Rapids has not yet come to fruition, and

**WHEREAS**, the City Council passed a resolution supporting future initiatives to redevelop underutilized City property and right-of-way to address parking needs for the County campus and the downtown area, and

**WHEREAS**, the owner of parcel number 3408149 has agreed to the County's offer to purchase for \$450,000

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to amend the Wood County budget for 2024 by directing that \$450,000 be taken from Buildings Maintenance Retained Earnings Account # 33900 and placed into the Maintenance Department Land Improvements Account # 51611, to be used solely for the cost of purchasing parcel number 3408149 along Second Street, in Wisconsin Rapids, WI

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

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Al Breu, Chair

Dennis Polach

Brad Hamilton

Jeff Penzkover

Scott Brehm

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

County Clerk

County Board Chairman