

AGENDA OPERATIONS COMMITTEE

DATE: Tuesday, February 4, 2025
TIME: 9:00 AM
LOCATION: Courthouse - Conference Room 302

1. Call meeting to order
2. Public Comments
3. **CONSENT AGENDA**
 - a. Review/approve minutes from previous committee meetings
 - b. Review monthly letters of comment from department heads.
 - c. Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. **WELLNESS COORDINATOR UPDATE**
6. **TREASURER**
 - a. Resolution to sell tax deed property
7. **FINANCE**
 - a. Finance Department update
 - b. Resolution – Amend 2025 IT Capital Projects Budget
 - c. Resolution – Amend 2025 Dispatch Capital Projects Budget
 - d. Resolution – Amend 2024 Debt Service Budget
 - e. Resolution – Amend 2024 Arbitrage - General Fund Budget
 - f. Resolution – Amend 2024 Transportation & Econ Dev. Budget
 - g. Resolution – Amend 2024 Land Conservation MDV Budget
 - h. Resolution – Amend 2024 Clerk of Courts Family Commissioners Budget
 - i. Resolution – Amend 2024 Victim Witness Budget
 - j. Resolution – Amend 2024 Emergency Management BNI Budget
 - k. Resolution – Amend 2024 UW-Extension Projects Budget
 - l. Resolution – Amend 2024 Corporation Counsel Budget
 - m. Resolution – 2024 Committed and Assigned Funds
8. **HUMAN RESOURCES**
 - a. 2025 Benefits Update
 - b. Recruitment & Retention Policy revision
9. Consider any agenda items for next meeting
10. Set next regular committee meeting date – Tuesday, March 4, 2025 – 9:00 AM
11. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2495 289 0622

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m384d01ce800442d4265e2171eb9900f0>

Meeting number (access code): 2495 289 0622
Meeting password: 020425

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, January 7, 2025

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. Motion by Rozar/Hahn to approve the consent agenda. Motion carried unanimously.
4. Wellness Coordinator Boeshaar provided a departmental update with work developing 2025 programs being highlighted.
5. Finance Director Newton provided a departmental update. With this being the last committee meeting of Newton, the committee commends his years of service and expertise to the county and wished him a long and happy retirement.
6. Newton presented a tuition reimbursement request for a team member within his department. It meets all of the criteria set by policy. Motion by Rozar/Hahn to approve the tuition reimbursement in the amount of \$1,500, as presented. Motion carried unanimously.
7. Human Resources Director McGrath reviewed a proposal allowing for the skipping of a step for extraordinary service when the employee is above a Step 6. Motion by Rozar/Zurfluh that all requests for any step skip over Step 6 be brought to the Operations Committee, and in consultation with Human Resources, reviewed individually for consideration. Motion carried 4-1. Voting no was Hahn (does not believe there needs to be an extra layer of approval). Pliml was excused at 9:57 AM.
8. The next regular meeting will be held on Tuesday, February 4, 2025, at 9:00 AM.
9. Chair Valenstein adjourned the meeting at 10:03 AM.

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

Operations Committee
January 7, 2025

NAME	REPRESENTING
Shawn Becker	Sheriff's Dept
Roland Hawk	Hwy
Dennis Polach	WEB # 14
Bill Clendenning	WEB # 15
Sue Smith	Health Dept
Heather Gehrt	Treasurer
Ed Newton	Finance
Pa Nijie Yang	Finance
Kim McGrath	HR
Kelli Szymanski	HR
Brandon Krupink (WebEx)	Human Services
Marissa Korrack (WebEx)	Norwood Admin
Mary Schlagenhaf (WebEx)	Human Services
Tony Bastien (WebEx)	Dispatch
Ryan Boeshaar (WebEx)	Wellness
Nick Plugaur (WebEx)	HR
Justin Cieslewicz	Edgewater Haven



Wood County WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – February 2025

- 2024, in the County Clerk’s Office, by the numbers:

	2023	2024
Outgoing Mail Pieces Processed	124,846	128,640
Marriage License Applications	384	351
Passport Applications Accepted	845	851
Timber Cutting Notices Processed	75	73
Elections Administered	2	4

Marriage licenses numbers keep cratering. We will have to adjust our budget numbers down in the next year or two. Passport applications are continuing to be very strong for us and a nice way for us to keep a portion of our budget off the tax levy. I am hoping they adjust the acceptance fee upward to better compensate us for the increase in postage costs. Timber cutting notices are still much lower now than they used to be. The loss of markets, I would assume, contribute to this decline.

- Deputy County Clerk/Program Assistant DeKleyn and I have been reviewing our entire office structure and retention of documents. So far this year, we have eliminated paper copies of timber cutting notices and are eliminating all paper copies of county board packets. We are also reviewing, with some Corporation Counsel input, the use of paper copies of resolutions. This is freeing up a lot of room in our storage area and enabled us to bring down some historical documents that have had to be stored in the Treasurer’s vault since we moved down here in 2016. I have another request out to the State Historical Society to see if they are interested in some of the historical documents I do not have a use for anymore.
- I have had preliminary discussions with Facilities Director Van Tassel on the construction of our election programming room. We are hoping that this will occur later this winter. This will be a low cost build out and will enable us to do more as it relates to election programming and ballot design. Also in discussion is removing the stage area in our back room at some point in the future. Back when the Auditorium (with a stage) was conformed to become the County Clerk’s office and storage area, it was decided to leave the stage in. This was somewhat shortsighted in that if any employee of ours needed ADA accommodations, there is not a quick fix for those stairs leading to the mail area and storage area. By planning ahead, we could schedule this during an election off year, and at a point when we may not have a mail machine.
- DeKleyn and I are seriously considering no longer having a mail machine when this lease runs out at the end of 2027, and just having United Mailing Service apply postage to our outgoing mail. I would anticipate this being neutral in costs, but we will learn more when we get closer the end of the lease. There are some considerations that need to be addressed, such as prepaid postage on

Human Services and Child Support envelopes, and how that would occur if we no longer had the machine.

- The April elections are set and we ended up needing a statewide primary for Superintendent of Public Instruction. In addition, the Marshfield School District has a primary, as does the Village of Port Edwards for Village President. The date of the primary is February 18th. On the next page, you will see a breakdown of the local contests and how many of those seats are opposed, unopposed, and have no candidates filing. The number of elected seats continues to decrease due to the fact towns continue to go to appointed clerks and treasurers instead of elected. By going to appointed, towns are able to look outside of their borders to hire someone. It is hard to find anyone that wants to be a clerk due to the time commitment and scrutiny of elections. You can see a couple of clerk positions do not have any candidates. The Village of Hewitt has not had a clerk for close to 5 years. I have a number of existing clerks looking for someone to take over their position so they can resign. I do not have a good solution for this other than we continue to train and be a resource for the municipal clerks in Wood County. There are some counties that do not offer the internal training and support we offer, and while there is a cost associated with this type of support, it is well worth it in the end, I believe.
- If you will allow me a little commentary as it relates to the above.....after serving in town government for 29 years, almost my entire adult life, I worry about the future of town government in Wisconsin. There are less and less people interested in public service, and some officials that sit on town boards lack a general understanding of how town government works, its history and purpose, and their roles in general. I had a lot of inquiries this year on how to run a town caucus, and usually after the fact. One municipality had to reconvene their caucus to fix errors made in their first caucus. This is Town Government 101, and there is actually a manual that the Elections Commission puts out on how to run a caucus. I served as Secretary/Treasurer for the Wood County Unit of the WI Towns Association for 11 years back in the 1990s and 2000s. Every month, we would have 70-80 town officials attend the monthly meeting. All of our legislators would attend every month (Rep. Don Hasenorhl, Rep. Marlin Schneider). Even our congressman (Rep. Dave Obey) would attend on occasion. UW Extension would be there every month providing some training and upcoming events relating to town functions (Peter Manley). County officials would attend once in awhile. Now, they barely can rustle up 30-40 town officials at the meetings, and our current slate of legislators do not show up regularly. It seems that elected officials do not consider towns a powerhouse in the legislative process as they once were. Even though I retired off the town board and moved into the city, I will always be a “town guy” and hope this downward trend reverses.

April 1, 2025
Spring Election

<i>Muni</i>	<i>Total Contests /Position s</i>	<i>Unopposed</i>	<i>Opposed</i>	<i>No Candidate Filing</i>	<i>Positions With No Candidate</i>
Arpin	5	4	1	0	
Auburndale	4	1	3	0	
Cameron	3	3	0	0	
Cary	3	3	0	0	
Cranmoor	5	5	0	0	
Dexter	3	2	1	0	
Grand Rapids	3	2	1	0	
Hansen	5	5	0	0	
Hiles	6	6	0	0	
Lincoln	3	3	0	0	
Marshfield	5	5	0	0	
Milladore	5	5	0	0	
Port Edwards	5	2	3	0	
Remington	5	3	2	0	
Richfield	3	1	0	2	Chairperson, Supervisor
Rock	5	5	0	0	
Rudolph	5	5	0	0	
Saratoga	6	6	0	0	
Seneca	3	3	0	0	
Sherry	4	4	0	0	
Sigel	5	5	0	0	
Wood	5	4	1	0	
Arpin	3	3	0	0	
Auburndale	6	4	0	2	Trustee, Clerk
Biron	4	4	0	0	
Hewitt	3	1	0	2	President, Trustee
Milladore	4	1	0	3	President, Clerk, Treasurer
Port Edwards	4	2	2	0	
Rudolph	2	1	1	0	
Vesper	5	4	1	0	
Marshfield	5	3	2	0	
Nekoosa	4	2	1	1	Aldersperson District 2
Pittsville	3	3	0	0	
Wisc Rapids	4	4	0	0	
Totals	143	114	19	10	

80%

13%

7%



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

January 31, 2025

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – January 2025

Human Resources Activity

	January 2025	2025 Year-to-Date
Applications Received	226	226
Positions Filled	15	15
Promotions/Transfers	9	9
New Hire Orientations	11	11
Terminations, Voluntary	8	8
Terminations, Involuntary	0	0
Retirements	1	1
Turnover Rate	.79%	.79%
Exit Interviews	4	4

*Four of these are casual

Human Resources Narrative

General Highlights

1. We received our 2024 Health Plan Cost vs Plan Funding report. Our loss ratio for the 2024 plan year was 107.88% meaning that our actual claims slightly exceeded the cost projections for the year. Our Health Plan remains in excellent shape going into 2025. It shall also be noted that we are waiting on a number of stop loss reimbursements in 2025 that are related to 2024 claims.
2. The 2025 benefit plan year is well underway. The new pharmacy program, Rx 'n Go was implemented on January 1, 2025. Rx 'n Go representatives will be coming onsite to various Wood County locations on February 19th and 20th to meet with employees and assist them with enrollment and transitioning their prescriptions. We also implemented the new hearing aid coverage effective January 1, 2025. There were some initial coverage disruptions at the beginning of the plan year. Anthem confirmed last week that they successfully completed the changes to our plan and all member claims will be processed in accordance with the new benefit parameters.
3. Revised the Recruitment & Retention Policy in accordance with the Committee's discussion and motion at their December meeting.
4. As Sage HRMS is approaching end-of-life status, the HR Department met with members of the IT Department on January 28th to begin the process of identifying criteria to consider as the collective team, along with Finance, evaluates and analyzes different HR/payroll systems. We

are excited to begin the process as HRMS has been a difficult program to utilize due to the magnitude of inefficiencies and manual workarounds that our teams have had to make work. The committee should also be aware that any new system will come with a significant cost increase. More information on this process will be shared as we move through this process.

Meetings & Trainings

1. Attended the Operations Committee meeting on January 7th.
2. Attended the Public Safety Committee meeting on January 13th.
3. Attended County Board on January 21st.
4. Held the monthly conference call with The Horton Group on January 28th to discuss various benefit topics.
5. Attended von Briesen's Public Sector Town Hall titled "From the Headlines: Lessons Learned" on January 29th.
6. Attended the Wisconsin Public Employer Labor Relations Association (WPELRA) Annual Training Conference in Madison on January 30-31st. Topics included Emotional Intelligence, Legal Updates, Manager's Survival Guide, Performance Management Trends, State Legislative Update, Act 10 Roundtable, and Succession Planning.
7. Held individual staff and team meetings to discuss and provide updates on the department's identified 2025 goals.
8. Team members attended various webinars related to benefits, employment law, and compliance.

Benefits

1. 2024 ACA reports were submitted to Blue Waters for processing and filing the 1095-C forms with the IRS.
2. Open Enrollment changes to FSA, HSA, and Short-Term Disability were made in the last week of the year and were reflected on the first paycheck in January.
3. 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.
4. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
5. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
6. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
7. 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. Continue to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Constantly 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.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Branch I	Legal Admin Asst – Floater	Position posted, deadline 2/10/2025.
Replacement	Clerk of Courts	Information Clerk	Position posted, interviews conducted, final candidate selected, references being conducted 1/24/2025.
Replacement	Corporation Counsel	Corporation Counsel	Position posted, interviews conducted, references and degree verification completed. Offer extended and accepted, filled 3/3/2025.
Replacement	Criminal Justice	Case Manager- Casual	Position posted, deadline 2/5/2025.
Replacement	Dispatch	Dispatcher-Eligibility List	Position posted; interviews conducted. Vacancies being filled through Eligibility list.
Replacements	Edgewater	CNA, RN, LPN, and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 3/10/2025.
New Position	Health	Regional Farmers Market Coordinator	Position posted; interviews conducted, references/background completed, offer extended and accepted, filled 1/27/2025.
Replacement	Health	Program Assistant – Bilingual	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 2/3/2025.
Replacement	Highway	Highway Engineering Intern	Internship posted, deadline 2/3/2025.
Replacement	Human Services	FSET Case Manager - Adams	Position posted, interviews conducted, background/references completed, offer extended and accepted, filled 1/20/2025.
Replacement	Human Services	Family Interaction Worker	Position posted, interviews conducted, background/references completed, offer extended and accepted, filled 1/27/2025.
Replacement	Human Services	CCS Service Facilitator (2)	Position posted, deadline 2/3/2025.
Replacement	Human Services	Discharge Case Mgr/ Planner	Position posted, interviews conducted, filled with internal candidate 2/10/2025.
Replacement	Human Service	Case Mgr/SW – Family Find & Engagement	Position posted, interviews conducted, filled with internal candidate 2/10/2025.
Replacement	Human Services	Administrative Services Division Manager	Position posted, interviews being conducted.
New Position	Human Services	Economic Support Specialist	Position posted, deadline 1/23/2025.
Replacement	Human Services	Children’s Waiver Case Mgr (Sprt/Serv Coord)	Position posted, deadline 1/20/2025.
Replacement	Human Services	CCS Program Manager	Position posted, deadline 2/3/2025.
Replacement	Human Services	FSET Case Manager-WR	Position posted, deadline 2/10/2025.
Replacement	Human Services	CSP Case Manager	Position posted, deadline 2/10/2025.
Replacement	Land Conservation	Summer Intern	Position posted, interviews conducted, references completed, filled 5/19/2025.

Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 2/3/2025.
New Position	Norwood/Edgewater	Assistant Administrator	Position posted, deadline 2/3/2025.
Replacement	Norwood	Head Nurse – LTC	Position posted, interviews conducted, filled internally 1/5/2025.
Replacement	Norwood	Social Worker-Acute Care	Position posted, filled internally 3/2/2025.
Replacement	Parks	Medical 1 st Responders	Position posted, deadline 2/3/2025.
Replacement	Parks	LTE II's (Summer)	Position posted, deadline 2/24/2025.
Replacement	Parks	Camp Ranger-Dexter	Position posted, deadline 2/24/2025.
Replacement	Sheriff	Part-Time Deputies	Position posted, interviews conducted, background packets sent 11/22/2024.
New Positions	Sheriff	Corrections Officers (2)	Positions posted, filled through eligibility list 12/23/2024 and 1/20/2025.
Replacement	Sheriff	Admin Asst II	Position posted, interviews to be conducted 2/5/2025.

Safety/Risk Management

1. Managed open claims with Aegis/Charles Taylor throughout the month.
2. Corresponded with various insurers regarding claims, including for the NEPCO Lake sign damage from fall of 2024.
3. Attended Norwood's Safety Committee meeting on 1/21/25, and Highway Safety Work Group on 1/27/25.
4. Participated in Safe Room SOP meeting with Parks & Forestry, Emergency Management, and Maintenance on 1/2/25.
5. Met with Emergency Management, Dispatch, and IT staff on various dates to discuss messaging in the Everbridge System.
6. Conducted respirator fit testing for 34 Highway staff on 1/14/25.
7. Conducted site visit at Edgewater Haven on 1/16/25 re: water main failure.
8. Collected and filed certificates for the required 2024 Annual Safety Training throughout the month. To date, approximately 500 employees have completed their training, leaving around 20 still to be completed. Reminder emails will be sent weekly until completion.
9. Completed and mailed Wood County's self-insurance application for worker's compensation on 1/22/25.

NEW Workers' Compensation Claims (4)

1. 1/14/25 – Norwood – Employee had head injury/bleeding from falling due to medical event
2. 1/16/25 – Highway – Employee had debris blown into R eye while checking for air leak on truck
3. 1/22/25 – Highway – Employee suffered eye injury when aluminum piece entered R eye while grinding material
4. 1/27/25 – Human Services – Employee suffered needlestick injury from unguarded sharp at River Block

OPEN Workers' Compensation Claims (1)

1. 12/10/24 – Sheriff's (Corrections) – Employee suffered bruising and numbness R hand/wrist from open handcuff while restraining combative inmate in holding cell

CLOSED Workers' Compensation Claims (7)

1. 8/14/24 – Sheriff's (Corrections) – Employee injured L ring finger falling while walking upstairs in the new jail

2. 10/10/24 – Land Conservation – Employee injured R knee entering patrol truck at County Highway Shop
3. 10/21/24 – Sheriff's – Deputy was spit upon in the face and near the mouth while arresting a combative subject at a private residence
4. 11/9/24 – Sheriff's – Employee was struck on R side of face while taking combative subject into custody (restitution will be pursued)
5. 11/30/24 – Sheriff's (Corrections) – Employee was struck in the mouth/nose by combative inmate in holding cell
6. 12/2/24 – Human Services – Employee dropped chair on R foot while at client residence
7. 12/8/24 – Coroner – Employee suffered accidental needlestick while drawing sample from decedent at funeral home

First Aid Injuries (3)

1. 12/26/24 – Human Services – Employee bruised both knees slipping on ice in River Block parking lot
2. 1/15/25 – Human Services – Employee bruised and scraped R knee from falling on ice at Patriots Tower in Marshfield
3. 1/24/25 – Sheriff's – Employee slipped on snow/ice while pursuing fleeing subject at private residence

Property/Vehicle Damage Claims (3)

1. 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 was 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. On 6/3/24, a proposal to replace existing surge suppressors, troubleshoot the lighting system, and upgrade outside lighting for \$25,986.00 was authorized by the Facilities Manager. A claim was opened by County Mutual, and this has been submitted to the appropriate insurer. Final repairs were made, and final request for reimbursement in the amount of \$40,326.51 was submitted 12/11/24 and received on 12/16/24. A resolution for re-allocating funds between the two claims will be brought in February 2025.
2. 1/14/25 – Edgewater Haven – Facility sustained a catastrophic leak of a 3" water supply line that services the 400 Wing and the Kitchen. Initial inspection revealed approximately 80' of supply line that was failing, with the rest of the line likely compromised as well. Contractors have been on site, and have supplied estimates for repairing the known problem, and replacing the whole line between the facility and the street. Est. repair costs unknown currently. Claim will be submitted to County Mutual for consideration under the Equipment Breakdown policy.
3. 1/24/25 – Sheriff's – Squad windshield was damaged while removing less-lethal shotgun in emergency (actual damage \$404.45).

Liability Claims (0)

OPEN EEOC/ERD Claims (3)

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

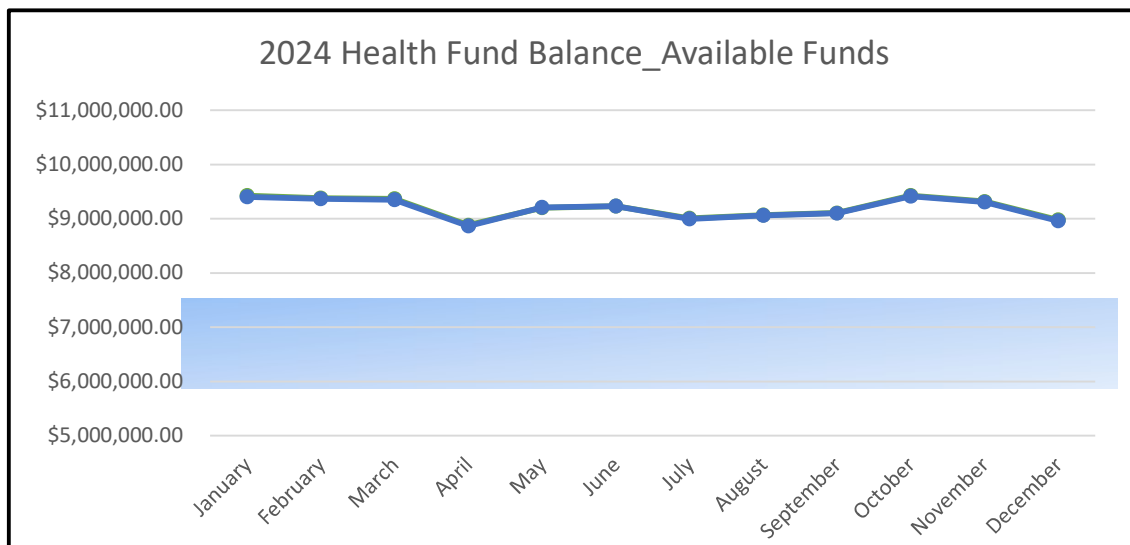
cause on one count. Mediation was held on July 30, 2024; all settlement offers were rejected by both parties. No recent activity.

3. 12/13/24- **NEW** Former Clerk of Courts employee submitted a claim alleging violation of the Equal Employment Opportunity Act (EEO), experiencing discrimination based on national origin and sex. County Mutual assigned external counsel to Lindner Marsack. Our position statement was drafted, finalized, and submitted to the EEOC on January 21, 2025.

Other

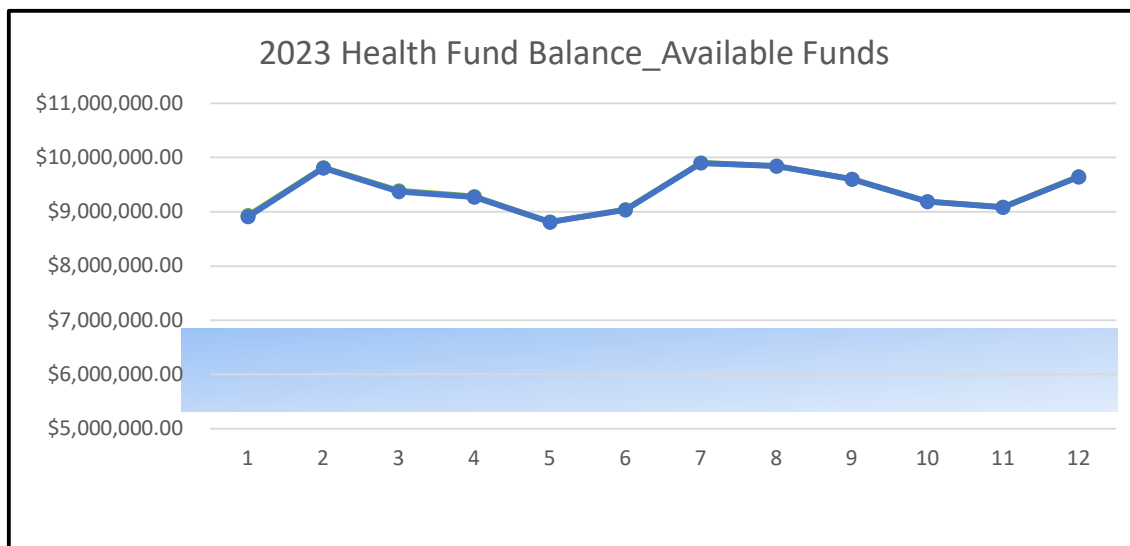
1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community-focused announcements.
2. Notified departments of 1st Quarter DOT Random selections, due March 3, 2025.
3. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Reconciled and processed the December Unemployment Insurance payment.
6. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
7. Facilitated New Hire Orientation on January 6th, 20th, and 27th.
8. Conducted exit interviews on January 13th, 15th, 16th, and 21st.
9. Responded to multiple verifications of employment.
10. Replied to requests from surrounding counties with varied information.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

	2024		2023	
	Total	Available	Total	Available
January	\$ 9,427,766.51	\$ 9,404,475.83	\$ 8,930,525.31	\$ 8,907,992.93
February	\$ 9,380,675.69	\$ 9,368,060.10	\$ 9,812,561.93	\$ 9,803,088.17
March	\$ 9,366,727.89	\$ 9,354,191.44	\$ 9,389,238.55	\$ 9,372,293.86
April	\$ 8,881,153.05	\$ 8,866,367.03	\$ 9,280,719.81	\$ 9,266,233.16
May	\$ 9,204,285.79	\$ 9,207,982.91	\$ 8,812,064.51	\$ 8,809,711.19
June	\$ 9,232,186.71	\$ 9,229,652.09	\$ 9,038,126.24	\$ 9,035,294.50
July	\$ 9,007,157.55	\$ 8,995,993.17	\$ 9,903,399.31	\$ 9,897,749.54
August	\$ 9,067,310.14	\$ 9,058,713.98	\$ 9,842,898.87	\$ 9,841,374.62
September	\$ 9,105,144.99	\$ 9,096,993.36	\$ 9,601,891.13	\$ 9,598,265.15
October	\$ 9,426,005.70	\$ 9,413,428.70	\$ 9,189,858.21	\$ 9,189,539.63
November	\$ 9,316,118.36	\$ 9,304,884.87	\$ 9,082,480.97	\$ 9,078,920.25
December	\$ 8,978,398.23	\$ 8,964,742.67	\$ 9,643,399.06	\$ 9,642,537.95



2024 Total Balance - Green Line

2024 Available Funds - Blue Line



2023 Total Balance - Green Line

2023 Available Funds - Blue Line

For further information on HR activities, please contact the HR department.



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—FEBRUARY 2025

1. Attended Wisconsin Counties Association weekly calls on Mondays in January.
2. Due to the holiday the office mailed out A/P checks on January 3.
3. Along with the County Clerk & Register of Deeds, we were sworn in by Judge Brazeau on January 6 for our respective 4-year terms.
4. Attended Operations meeting on January 7.
5. Met with the Treasurer for the Town of Rudolph to discuss some procedures in my office on January 17.
6. Attended County Board meeting on January 21.
7. Met with Associated Bank representative to go over accounts on January 22.
8. Attended REDI Housing Task Force meeting on January 28.
9. Attended United Way Board of Directors retreat on January 28.
10. Participated in the Employee Blood Drive on January 31.
11. All January settlements were completed and paid by the January 15 statutory deadline with the exception of (1) who forgot to pay the County taxing jurisdiction. I received their payment on 01/27/2025.
12. Title reports have been sent out for the delinquent 2021 taxes. As the reports are coming back, interested parties in the properties are being notified per state statute.



Wood County

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Employee Wellness

Ryan Boeshaar

Letter of Comments – January 2025

- The cash payout incentives report for the 2024 Wellness Program has been finalized. We had a total of 176 employees who earned a cash incentive. To summarize, there were 79 participants who qualified for the Gold package, 37 participants who qualified for the Silver package, and 60 participants who reached the Bronze package. The payouts were included on their January 9, 2025 paycheck.
- The 2025 onsite biometric screenings are under way. There have been 2 screenings completed thus far, one at Riverblock and the other at the Courthouse. There are 6 more screenings scheduled and will be held at the various Wood County locations. Per usual, I have arranged 2 additional onsite screening dates as a backup in case a screening needs to be rescheduled due to weather conditions or other circumstances. If participants are unable to attend a screening, there are two additional options in which they can complete the biometric component. The deadline for biometrics is March 31, 2025.
- Registration for the Quarter 1 Wellness Challenge, “*Wellness-Opoly*” is now available in the wellness portal. As the name suggests, this is a healthy spin-off from the famous board game, Monopoly. Participants will try to complete as many “activity cards” on the Wellness-Opoly board throughout the 4-week challenge. This activity focuses on all dimensions of wellbeing and is a great kickstart to the new year.
- There will be a couple activities promoted in February to help celebrate National Heart Health Month. One of which is encouraging employees to showcase wearing red on Wear Red Day Friday, February 7 to help raise awareness of heart disease. I have made accommodations for those who do not work that Friday due to work shift or are required to wear a work uniform so all are able to participate in this activity to earn wellness points.
- At the beginning of January, there were new updates to the visual design and layout of the wellness portal via Managewell. I sent out an email regarding the changes so this was not a surprise to participants, and I have been answering any questions or concerns related to the new version.
- Weekly occurrence of working with 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.

COUNTY BOARD CLAIMS

Dec-24

Paid January 2025

	MONTH	PER DIEM	MILEAGE	Other Expense s	TOTAL
Scott Brehm	Nov & Dec 24	\$ 600.00	\$ 85.76		\$685.76
Allen Breu	December-24	\$ 415.00	\$ 120.60		\$535.60
William Clendenning	Jan & Dec 24	\$ 1,060.00	\$ 351.08		\$1,411.08
Jake Hahn	December-24	\$ 315.00	\$ 72.36		\$387.36
Brad Hamilton	December-24	\$ 450.00	\$ 68.34		\$518.34
John Hokamp	December-24	\$ 250.00	\$ 6.70		\$256.70
Timothy Hovendick	December-24	\$ 400.00	\$ 234.50		\$634.50
Bill Leichtnam	December-24	\$ 695.00	\$ 128.64		\$823.64
Jeff Penzkover	December-24	\$ 350.00	\$ 49.58		\$399.58
Russell Perlock	December-24	\$ 400.00	\$ 234.50		\$634.50
Lance Plimi	December-24	\$ 200.00	\$ 6.70		\$206.70
Dennis Polach	December-24	\$ 300.00			\$300.00
Donna Rozar	December-24	\$ 350.00	\$ 192.96		\$542.96
Wayne Schulz	December-24	\$ 300.00	\$ 98.49		\$398.49
Lee Thao	Nov & Dec 24	\$ 550.00	\$ 48.24		\$598.24
Laura Valenstein	December-24	\$ 395.00			\$395.00
William Voight	December-24	\$ 450.00	\$ 184.92		\$634.92
Joseph Zurfluh	December-24	\$ 350.00	\$ 29.48		\$379.48
Michael Feirer	January-25	\$ 50.00	\$ 47.60		\$97.60
Bev Ghiloni	January-25	\$ 50.00	\$ 7.00		\$57.00
Thomas Heiser	January-25	\$ 50.00	\$ 7.00		\$57.00
		\$ 7,980.00	\$ 1,974.45	\$ -	\$ 9,954.45

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: JANUARY 2025

For the range of vouchers: 06240192 - 06240195 06250001 - 06250122

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06240192	UNITED MAILING SERVICE	MAIL FEES DEC 2024	01/10/2025	\$1,061.90	P
06240193	WI DEPT OF ADMINISTRATION	2024 DOG/MARRIAGE LICENSE FEES	01/06/2025	\$10,000.70	P
06240194	OFFICE ENTERPRISES INC	Ink Tank	01/09/2025	\$315.00	P
06240195	GANNETT WISCONSIN LOCALIQ	VAR ADS- DECEMBER 2024	01/15/2025	\$1,259.26	P
06250001	WISCONSIN COUNTIES ASSOCIATION	2025 Dues	01/02/2025	\$11,312.00	P
06250002	WCCA (COUNTY CLERK'S ASSOC)	2025 Dues	01/02/2025	\$125.00	P
06250003	WI COUNTY CONSTITUTIONAL OFFICERS	2025 WCCO Registration Fee	01/07/2025	\$125.00	P
06250004	NORTH CENTRAL ITBEC	2025 ITBEC Dues	01/13/2025	\$1,955.00	P
06250005	STAPLES ADVANTAGE	Office Supplies	01/13/2025	\$48.01	P
06250006	AMAZON CAPITAL SERVICES	Office Supplies	01/14/2025	\$37.99	P
06250007	AMAZON CAPITAL SERVICES	Office Supplies	01/14/2025	\$69.76	P
06250008	AMAZON CAPITAL SERVICES	Office Supplies	01/14/2025	\$79.98	P
06250009	ELECTION SYSTEMS & SOFTWARE	ExpressVote Card Stock	01/07/2025	\$1,315.53	P
06250010	US BANK	Registrations	01/17/2025	\$80.00	
06250011	OFFICE ENTERPRISES INC	Ink Tank	01/21/2025	\$313.10	
06250012	AMAZON CAPITAL SERVICES	County Board Supplies	01/23/2025	\$99.99	
06250013	AMAZON CAPITAL SERVICES	CB Supplies	01/23/2025	\$94.99	
06250014	AMAZON CAPITAL SERVICES	CB Office Supplies	01/23/2025	\$37.99	
06250015	STAPLES ADVANTAGE	Office Supplies	01/22/2025	\$46.77	
06250016	AMAZON CAPITAL SERVICES	office supplies	01/23/2025	\$326.93	
06250017	AMAZON CAPITAL SERVICES	Office Supplies	01/23/2025	\$33.94	
06250018	ELECTION SYSTEMS & SOFTWARE	Layout Charges - Election	01/23/2025	\$2,340.00	
06250019	ELECTION SYSTEMS & SOFTWARE	Ballots	01/23/2025	\$4,515.21	
06250020	UNITED PARCEL SERVICE	REPLENISH UPS JANUARY 2025	01/27/2025	\$50.00	
06250021	VERIZON	Monthly Modem Fee	01/27/2025	\$16.81	
06250022	ELECTION SYSTEMS & SOFTWARE	Audio Files - Spring Primary	01/22/2025	\$634.50	
Grand Total:				\$36,295.36	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: JANUARY 2025

For the range of vouchers: 14240257 - 14240260 14250001 - 14250031

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14240257	UW - STEVENS POINT AT MARSHFIELD	CIP REIMB-WATER SOFTENER, MISC	12/17/2024	(Voided)	P
14240258	US BANK	W2 MATE FOR 1099S	01/17/2025	\$293.00	
14240260	UW - STEVENS POINT AT MARSHFIELD	CIP REIMB - WATER SOFTENER	01/09/2025	\$13,886.37	
14250001	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	01/09/2025	\$761.54	P
14250002	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	01/09/2025	\$6,250.81	P
14250003	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	01/09/2025	\$3,223.73	P
14250004	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	01/09/2025	\$4,187.25	P
14250005	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	01/09/2025	\$355.85	P
14250006	ARPIN PUBLIC LIBRARY	2025 1ST INSTALLMENT TAX AID	01/01/2025	\$30,412.50	P
14250007	CHARLES AND JOANNE LESTER LIBRARY	2025 1ST INSTALLMENT TAX AID	01/01/2025	\$53,999.00	P
14250008	COLBY COMMUNITY LIBRARY	2025 LIBRARY REIMBURSEMENT	01/01/2025	\$143.99	P
14250009	GRANTON COMMUNITY LIBRARY	2025 LIBRARY REIMBURSEMENT	01/01/2025	\$72.62	P
14250010	LESTER PUBLIC LIBRARY OF ROME	2025 LIBRARY REIMBURSEMENT	01/01/2025	\$5,452.98	P
14250011	LOYAL PUBLIC LIBRARY	2025 LIBRARY REIMBURSEMENT	01/01/2025	\$142.38	P
14250012	MARSHFIELD PUBLIC LIBRARY	2025 1ST INSTALLMENT TAX AID	01/01/2025	\$143,618.50	P
14250013	MCMILLAN MEMORIAL LIBRARY	2025 1ST INSTALLMENT TAX AID	01/01/2025	\$268,474.50	P
14250014	PITTSVILLE COMMUNITY LIBRARY	2025 1ST INSTALLMENT TAX AID	01/01/2025	\$36,716.50	P
14250015	UW - STEVENS POINT AT MARSHFIELD	2025 1ST INSTALLMENT TAX AID	01/01/2025	\$32,887.50	P
14250016	VESPER PUBLIC LIBRARY	2025 1ST INSTALLMENT TAX AID	01/01/2025	\$12,742.50	P
14250017	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	1ST QTR 2025 TAX LEVY	01/08/2025	\$52,048.00	P
14250018	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/10/2025	\$14.05	P
14250019	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/10/2025	\$23.28	P
14250020	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/14/2025	\$29.31	P
14250021	AMAZON CAPITAL SERVICES	1099 ENVELOPES	01/14/2025	\$50.40	P
14250022	AMAZON CAPITAL SERVICES	CHAIR MAT	01/17/2025	\$36.70	P
14250023	AMAZON CAPITAL SERVICES	CREDIT - CHAIR MAT	01/17/2025	(\$36.70)	P
14250024	AMAZON CAPITAL SERVICES	CHAIR MAT	01/20/2025	\$59.99	P
14250025	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	01/23/2025	\$761.54	P
14250026	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	01/23/2025	\$325.72	P
14250027	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	01/23/2025	\$6,177.58	P
14250028	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	01/23/2025	\$3,164.96	P
14250029	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	01/23/2025	\$4,165.75	P

Committee Report - County of Wood

FINANCE - JANUARY 2025

14250001 - 14250031 14240257 - 14240260

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14250030	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	01/23/2025	\$355.85	P
14250031	US BANK	WGFOA DUES, W-2 FILING	01/17/2025	\$1,203.10	
Grand Total:				\$682,001.05	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: JANUARY 2025

For the range of vouchers: 172401557 - 17250001 - 17250012 23250001 - 23250006
172401557

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
172401557	US BANK	P-Card Charges	12/31/2024	\$947.40	
17250001	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	12/31/2024	\$41.00	P
17250002	ASPIRUS OCCUPATIONAL HEALTH	Biometric Screening	01/02/2025	\$80.00	P
17250003	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	01/02/2025	\$5,342.50	P
17250004	WACPD	WACPD 2025 Membership	01/08/2025	\$25.00	P
17250005	WEILER MICHELLE	Tuition Assistance	01/08/2025	\$1,500.00	P
17250006	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	12/30/2024	\$105.00	P
17250007	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	01/02/2025	\$53.00	P
17250008	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	01/02/2025	\$318.00	P
17250009	WI DEPT OF WORKFORCE DEVELOPMENT	December 2024 Unemployment	01/26/2025	\$7,780.76	P
17250010	WELD RILEY SC	Legal Fees	01/13/2025	\$560.00	P
17250011	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	12/19/2024	\$53.00	P
17250012	US BANK	P-Card Charges	01/16/2025	(Voided)	P
23250001	WI COUNTY MUTUAL INS CORP	Comm Prop, Equip Breakdown	12/27/2024	\$217,074.00	P
23250002	RELEASE GUARD	Renewal of Aboveground Storage	12/23/2024	\$2,287.00	P
23250003	RELEASE GUARD	Renewal of General Storage	01/03/2025	\$1,674.00	P
23250004	CHUBB	Policy Rewritten - Employment	01/19/2025	\$14,437.00	P
23250005	WI COUNTY MUTUAL INS CORP	ODIP Workers Comp Premium	12/31/2024	\$7,247.00	P
23250006	SAFELITE FULFILLMENT INC	Jail Transport #3	01/17/2025	\$492.90	P
Grand Total:				\$260,017.56	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: JANUARY 2025

For the range of vouchers: 28240303 - 28240305 28250001 - 28250022

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28240303	OPPORTUNITY DEVELOPMENT CENTER	TAX BILL MAILING	12/31/2024	\$9,212.03	P
28240304	PORT EDWARDS WATER UTILITY	TAX DEED UTILITIES	12/31/2024	\$35.48	P
28240305	STAPLES ADVANTAGE	OFFICE SUPPLIES	01/08/2025	\$24.07	P
28250001	CITY OF MARSHFIELD	DECEMBER SPECIAL CHARGES	01/08/2025	\$645.56	P
28250002	CITY OF NEKOOSA TREASURER	DECEMBER SPECIAL CHARGES	01/08/2025	\$685.03	P
28250003	CITY OF PITTSVILLE TREASURER	DECEMBER SPECIAL CHARGES	01/08/2025	\$23.12	P
28250004	CITY OF WISCONSIN RAPIDS	DECEMBER SPECIAL CHARGES	01/08/2025	\$334.11	P
28250005	STATE OF WISCONSIN TREASURER	4TH QTR PROBATE & BIRTH FEES	01/08/2025	\$26,632.52	P
28250006	TOWN OF PORT EDWARDS	DECEMBER SPECIAL CHARGES	01/08/2025	\$401.74	P
28250007	TOWN OF REMINGTON	DECEMBER SPECIAL CHARGES	01/08/2025	\$340.63	P
28250008	TOWN OF SARATOGA	DECEMBER SPECIAL CHARGES	01/08/2025	\$427.16	P
28250009	TOWN OF GRAND RAPIDS	DECEMBER SPECIAL CHARGES	01/08/2025	\$697.20	P
28250010	TOWN OF MARSHFIELD	DECEMBER SPECIAL CHARGES	01/08/2025	\$575.64	P
28250011	TOWN OF RICHFIELD	DECEMBER SPECIAL CHARGES	01/08/2025	\$314.42	P
28250012	VILLAGE OF ARPIN TREASURER	DECEMBER SPECIAL CHARGES	01/08/2025	\$704.55	P
28250013	VILLAGE OF HEWITT	DECEMBER SPECIAL CHARGES	01/08/2025	\$891.75	P
28250014	VILLAGE OF PORT EDWARDS TREAS	DECEMBER SPECIAL CHARGES	01/08/2025	\$199.54	P
28250015	WI DEPT OF ADMINISTRATION	DECEMBER WI LAND INFO	01/08/2025	\$5,250.00	P
28250016	WI REAL PROPERTY LISTERS ASSN	2025 WRPLA MEMBERSHIP DUES	01/08/2025	\$80.00	P
28250017	WI COUNTY CONSTITUTIONAL OFFICERS	2025 WCCO CONFERENCE REG	01/08/2025	\$125.00	P
28250018	CATALIS TAX & CAMA INC	CATALIS SOFTWARE FEES	01/15/2025	\$20,550.00	P
28250019	SKICKI DOUGLAS	TAX OVERPAYMENT REFUND	01/15/2025	\$181.76	P
28250020	STATE OF WISCONSIN TREASURER	DECEMBER COC REVENUES	01/15/2025	\$135,000.24	P
28250021	WISCONSIN CO TREAS ASSN SEC TR	2025 WCTA TREASURER'S DUES	01/15/2025	\$100.00	P
28250022	WOOD COUNTY TITLE LLC	TAX DEED TITLE REPORT FEES	01/29/2025	\$4,695.00	P
Grand Total:				\$208,126.55	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

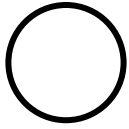
Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

Committee

CAK

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

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

FISCAL NOTE: Offered Amount \$3,200.00
R.E. Taxes (290.98)
R.E. Tax Interest (41.42)
Publication Fees (29.00)
Tax Deed Expense (125.00)
GAIN \$2,713.60

Table with 5 columns: NO, YES, A, and 19 rows of names (Schulz, W; Rozar, D; Buttk, T; Perlock, R; Hovendick, T; Breu, A; Voight, W; Hahn, J; Brehm, S; Thao, L; Penzkover, J; Valenstein, L; Hokamp, J; Polach, D; Clendenning, B; Pliml, L; Zurfluh, J; Hamilton, B; Leichtnam, B)

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

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

WHEREAS, proceeds will be distributed in accordance with Act 216, and,

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

THEREFORE BE IT RESOLVED, that the following offer be accepted

City of Marshfield

33-06866 Outlot 1 of Wood County Certified Survey Map #7979 recorded in the office of the Register of Deeds for Wood County, Wisconsin, in Volume 27 of Certified Survey Maps on Page 179, as Document No. 2004R07048;

being part of Lots 31-35 and part of Outlot 1 of the First Addition to East Ridge Subdivision, in the City of Marshfield, Wood County, Wisconsin.

OFFERED AMOUNT \$3,200.00

APPRAISED AMOUNT \$4,500.00

Property is vacant land on N Galvin Ave, City of Marshfield.

{ }

LAURA VALENSTEIN, CHAIR

DONNA ROZAR, VICE CHAIR

JAKE HAHN

LANCE PLIML

JOSEPH H ZURFLUH

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

County Clerk

County Board Chairman



Wood County

WISCONSIN

Office of
Finance Director

PaNyia Yang
Finance Director

Date: February 4, 2025
To: Operations Committee

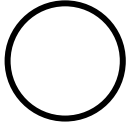
Subject: Finance Department Update
From: PaNyia Yang

Departmental Activities and Projects - Ongoing/Upcoming

- 2024 Annual Audit and Reporting preparation.
- 2024 Fixed Assets Compilation.
- 2024 Single Audit preparation.
- 2024 Cost Allocation Plan planning and preparation.
- 2024 Form A preliminary/audited filing.
- 2024 Ho-Chunk annual report.
- Ongoing year-end/audit/single audit/discussions with WIPFLI.
- Prepare/file quarterly ARPA report.
- Prepare/file semi-annual Opioid report.
- Prepare/file annual Local Assistance and Tribal Consistency Fund (LATCF) report.
- Review departments budget to actuals expenditures.
- Assisting departments on various questions related to budgets.
- 2026 – 2030 Capital Improvement Plan – CIP request/borrowing/funding needs.
- Debt funding – 2026 CIP projects.
- Prepare/review various resolutions.
- Laserfische implementation scanning project ongoing.
- New Deputy Finance Director, Darrin Steinbach, started Monday, January 27th.
- Ed Newton, Finance Director, is retiring Friday, February 7th. We all wish him well!

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings.
- Attend County Board meeting.
- Attend various committee meetings.
- Attend County Leadership meeting.
- Attend NACo – ARPA Update webinars.
- Attend ARPA committee meeting.
- Various discussions with department regarding Opioid funds.
- Various discussions with departments regarding budgets/CIP/ARPA.
- Various discussions with Norwood regarding CIP projects.
- Various discussions with Edgewater regarding CBRF Financial Models.
- Various discussions with Parks department.
- Various discussions with UWSP-Marshfield regarding CIP.
- Various discussions and meetings with Human Resources.
- Various discussions with Baird/Quarles regarding CBRF and 2025 debt financing.
- Various discussions with IT regarding Questica, Laserfische, Dynamics, HRMS, 1099's.
- Various discussions with Criminal Justice Department relating to budgets and grants.



RESOLUTION#

Introduced by
Page 1 of 1

Property & Info. Technology and Operations Committee

PY

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

INTENT & SYNOPSIS: To amend the 2025 Information Technologies Capital Projects (57127) budget to include expenditures for projects that were in process but not completed at December 31, 2024:

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

Table with 5 columns: Account, Account Name, Debit, Credit. Rows include 57127 Capital Projects IT (\$55,935) and 34112 Fund Balance Capital Project (\$55,935).

WHEREAS, the Property and Information Technology Committee authorized a capital project at a cost of \$140,000 for 2024, and

WHEREAS, only \$84,065 was actually expended in 2024 leaving an additional unappropriated funds of \$55,935, and

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

THEREFORE BE IT RESOLVED to amend the IT Capital Projects budget (57127) for 2025 by appropriating \$55,935 of unexpended debt proceeds from the Capital Projects fund balance (34112) for the remaining information technology projects expenditures, and

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

()

LAURA VALENSTEIN (Chair)

ALLEN BREU (Chair)

JAKE HAHN

DENNIS POLACH

DONNA ROZAR

BRAD HAMILTON

JOSEPH ZURFLUH

JEFF PENZKOVER

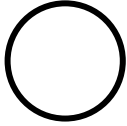
LANCE PLIML

SCOTT BREHM

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee & Public Safety

PY

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

INTENT & SYNOPSIS: To amend the 2025 Dispatch Capital Projects (57208) budget to include expenditures for projects that was not started in the 2024 budget year:

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

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include 57208 Capital Projects - Dispatch (\$105,633) and 34113 Capital Projects Fund Balance (\$105,633).

WHEREAS, the County Board authorized debt funding in the 2024 budget for Dispatch capital projects of \$105,633, and

WHEREAS, parts and material for the project was not expended until 2025 due to grant monies that became available after the 2024 budget was adopted, and

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

THEREFORE BE IT RESOLVED to amend the Dispatch Capital Projects budget (57208) for 2025 by appropriating \$105,633 from Capital Projects Fund balance (34113), 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)

JOSEPH H ZURFLUH (Chair)

DONNA ROZAR (Vice Chair)

BRAD HAMILTON (Vice Chair)

JAKE HAHN

JEFF PENZKOVER

LANCE PLIML

DENNIS POLACH

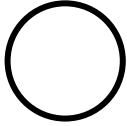
JOSEPH H ZURFLUH

BILL VOIGHT

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

County Clerk

County Board Chairman



RESOLUTION# _____

Introduced by Operations Committee
Page 1 of 1

PY

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

INTENT & SYNOPSIS: To amend the 2024 Debt Service Paying Agent (58295) budget for debt issuance costs not anticipated during the original budget process:

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

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
58140	Debt Service Principal	\$2,800	
58295	Debt Service Paying Agent		\$2,800

WHEREAS the County issued debt in 2024 to fund 2025 jail, highway, other capital projects and any related professional fees incurred for the issuance of the debt, and

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

WHEREAS, there was an additional \$2,800 of issuance costs not anticipated during the 2024 debt issuance process, and

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

THEREFORE BE IT RESOLVED, to amend the 2024 Debt Service – Paying Agent (58295) budget by transferring unspent appropriations of \$2,800 from the Debt Service Principal (58140) budget, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to post a Class 1 notice of this budget change within 15 days.

()

LAURA VALENSTEIN(Chair)

DONNA ROZAR

LANCE PLIML

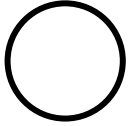
JAKE HAHN

JOSEPH ZURFLUH

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

County Clerk

County Board Chairman



RESOLUTION# _____

Introduced by Operations Committee
Page 1 of 1

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

EN

INTENT & SYNOPSIS: To amend the 2024 Arbitrage Rebate Payment budget (51980) for paying arbitrage costs associated with debt borrowing that was not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is unanticipated revenues from the General Investment-Interest account. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
51980	Arbitrage Rebate Payment		\$92,895
48115	General Investment-Interest	\$92,895	

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

WHEREAS, the County did not meet the allowable spending exception, and

WHEREAS, allowable earnings amount on the investment were calculated to be the amounts that the investments would have earned if they had been invested at a rate equal to the yield on the Notes to early redemption, and

WHEREAS, the arbitrage earnings amount during the computation period were calculated to be the difference between the actual earning and allowable earning for the investments, and

WHEREAS, based on the information, this created a rebate liability to the IRS for the debt borrowing, and

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

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2024 by transferring \$92,895 from General Investment-Interest revenue (48115) to the Arbitrage Rebate Payment (51980) function, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to post a Class 1 notice of this budget change within 15 days.

()

LAURA VALENSTEIN (Chair)

DONNA ROZAR

LANCE PLIML

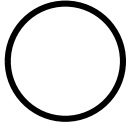
JAKE HAHN

JOSEPH ZURFLUH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

CEED & Operations Committee

EN

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

INTENT & SYNOPSIS: To amend the 2024 budget for Transportation and Economic Development (56750) 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 Transportation and Economic Development WEDC and Thrive Rural grant program accounts. The adjustment to the budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of 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: 56750 T&ED Grant Expenses \$225,000; 43581 T&ED - WEDC/Thrive Grants \$225,000.

WHEREAS, Transportation and Economic Development received passed-thru grants for Idle Sites and Thrive Rural that were not anticipated during the original budget process, and

WHEREAS, the Transportation and Economic Development budget incurred expenditures not anticipated during the budget process for disbursements of these grant funds, and

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

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2024 by transferring \$225,000 from Transportation and Economic Development - Grant revenue (43581) to the Transportation and Economic Development - WEDC and Thrive Rural program (56750) function, 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.

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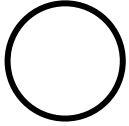
LAURA VALENSTEIN (Chair)
DONNA ROZAR
LANCE PLIML
JAKE HAHN
JOSEPH ZURRLUH

Bill Leichtnam (Chair)
Time Hovendick
Russ Perlock
Wayne Schulz
Tom Buttke (vice Chair)

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

County Clerk

County Board Chairman



RESOLUTION# _____

Introduced by CEED and Operations Committee
Page 1 of 1

EN

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

INTENT & SYNOPSIS: To amend Land Conservation’s MDV (56126) budget for additional expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of funding is unspent funds from the 2023 MDV budget. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
56126	LWCD - MDV		\$6,155
34112	MDV-Fund Balance	\$6,155	

WHEREAS, the Land Water Conservation MDV budget incurred additional expenditures that were not anticipated during the original budget process for additional cost share-related supplies and expenses, and

WHEREAS, there were unspent funds that carried over from the 2023 budget year, and

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

THEREFORE BE IT RESOLVED, to amend the LWCD MDV (56126) budget for 2024 by appropriating \$6,155 of 2023 unspent funds from the MDV fund balance reserve (34112), 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)

Bill Leichtnam (Chair)

DONNA ROZAR

Tom Buttke (Vice Chair)

LANCE PLIML

Tim Hovendick

JAKE HAHN

Russ Perlock

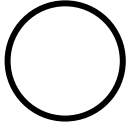
JOSEPH ZURFLUH

Wayne Schulz

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Page 1 of 1

Judicial & Legislative and Operations Committee

EN

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

INTENT & SYNOPSIS: To amend the 2024 budget for Clerk of Courts-Family Court Commissioner budget (51220) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: The source of funding is unanticipated revenues from Clerk of Courts-Family Court Commissioners Local Charges (47410) and transfers available and not anticipated to be spent in the Clerk of Courts budget (51221). The adjustment to the budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of 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: 51220 Family Court Commissioner (\$4,784), 51221 Clerk of Courts (\$2,197), 47410 FCC Local Dept Charges (\$2,587).

WHEREAS, Family Court Commissioner’s budget incurred additional expenses for legal fees that increased during the 2024 budget; and

WHEREAS, unanticipated revenues from Family Court Commissioner’s local department charges is sufficient to cover partial overage of expenses, and

WHEREAS, available unspent appropriations from the Clerk of Courts budget is sufficient to cover the remaining overage of expenses, and

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

THEREFORE BE IT RESOLVED, to amend the Clerk of Courts-Family Court Commissioner (51220) budget for 2024 by transferring \$2,587 of unanticipated revenues from Family Court Commissioner Local Dept. Charges (47410) and unspent appropriations of \$2,197 from the Clerk of Court budget (51221), 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.

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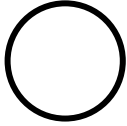
LAURA VALENSTEIN (Chair)
DONNA ROZAR
LANCE PLIML
JAKE HAHN
JOSEPH ZURFLUH

Bill Clendenning (Chair)
Bill Voight (Vice Chair)
Tim Hovendick
Bill Lichtnam
Russ Perlock

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Page 1 of 1

Judicial & Legislative and Operations Committee

EN

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

INTENT & SYNOPSIS: To amend the 2024 budget for Victim Witness budget (51315) 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 Victim Witness - Fines and Forfeitures (45120). The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51315	Victim Witness		\$1,215
45120	VW – Fines and Forfeitures	\$1,215	

		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, Victim Witness incurred additional expenses for needed office furniture that was unanticipated during the 2024 budget; and

WHEREAS, unanticipated revenues from Victim Witness - Fines and Forfeitures fee are sufficient to cover the overage of expenses, and

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

THEREFORE BE IT RESOLVED, to amend the Victim Witness (51315) budget for 2024 by appropriating \$1,215 of unanticipated revenues from the Victim Witness - Fines and Forfeiture fees (45120) budget, 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)

Bill Clendenning (Chair)

DONNA ROZAR

Bill Voight (Vice Chair)

LANCE PLIML

Tim Hovendick

JAKE HAHN

Bill Leichtnam

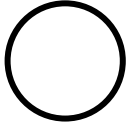
JOSEPH ZURFLUH

Russ Perlock

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

County Clerk

County Board Chairman



RESOLUTION# _____

Introduced by Public Safety and Operations Committee
Page 1 of 1

EN

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

INTENT & SYNOPSIS: To amend the 2024 budget for the Emergency Management – Building Number Identification (BNI) function (52530) for additional expenditures that were not anticipated during the original budget process:

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

		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
52530	Emergency Management BNI		\$1,800
47391	Local Government Charges BNI	\$1,800	

WHEREAS, the Emergency Management BNI budget incurred additional expenditures that were not anticipated during the original budget process for additional supplies and expenses, and

WHEREAS, there is additional unanticipated revenues received from Local Government charges that can be applied to the overage, and

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

THEREFORE BE IT RESOLVED, to amend the Emergency Management BNI (52530) budget for 2024 by appropriating \$1,800 of unanticipated revenues from Local Government Charges BNI (47391), and

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

()

LAURA VALENSTEIN (Chair)

Joseph Zurfluh (Chair)

DONNA ROZAR

Brad Hamilton (Vice Chair)

LANCE PLIML

Jeff Penzkover

JAKE HAHN

Dennis Polach

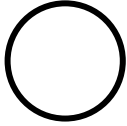
JOSEPH ZURFLUH

Bill Voight

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Page 1 of 1

CEED and Operations Committee

EN

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

INTENT & SYNOPSIS: To amend the 2024 budget for UW Extension - Projects (55660) for the purpose of funding higher than anticipated expenditures.

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

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include 55660 UW Extension - Projects (\$45,000) and 46772 UW Extension - Proj. Revenue (\$45,000).

WHEREAS, the Wood County UW Extension incurred expenditures in 4H Community Youth programs that were not anticipated during the 2024 budget; and

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

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

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2024 by transferring \$24,050 from UW Extension - Project Revenue (46772) to the UW Extension - Projects (55660) function, and

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

()

LAURA VALENSTEIN (Chair)

Bill Leichtnam (Chair)

DONNA ROZAR

Tom Buttke (Vice Chair)

LANCE PLIML

Tim Hovendick

JAKE HAHN

Russ Perlock

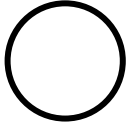
JOSEPH ZURRLUH

Wayne Schulz

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Page 1 of 1

Judicial & Legislative and Operations Committee

EN

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

INTENT & SYNOPSIS: To amend the 2024 budget for Corporation Counsel function (51320) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: The source of funding is unanticipated revenues from Corporation Counsel Court Fees (46140). The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows: 51320 Corporation Counsel, 46140 Court Fees \$2,200

WHEREAS, Corporation Counsel's budget incurred additional expenses for office equipment not anticipated during the 2024 budget; and

WHEREAS, unanticipated revenues from Court Fees is sufficient to cover the overage in expenditures, and

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

THEREFORE BE IT RESOLVED, to amend the Corporation Counsel (51320) budget for 2024 by transferring \$2,200 of unanticipated revenues from Corporation Counsel Court Fees (46140), 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)

BILL CLENDENNING (Chair)

DONNA ROZAR (Vice Chair)

BILL VOIGHT (Vice Chair)

LANCE PLIML

TIM HOVENDICK

JAKE HAHN

BILL LEICHTNAM

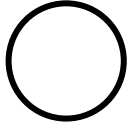
JOSEPH ZURFLUH

RUSS PERLOCK

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

County Clerk

County Board Chairman



RESOLUTION# _____

Introduced by Operations Committee
Page 1 of 2

Motion:	Adopted:	<input type="checkbox"/>
1 st _____	Lost:	<input type="checkbox"/>
2 nd _____	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: <u>EN</u> , Finance Dir.		

py

INTENT & SYNOPSIS: To show additional elements of committed and assigned governmental fund balance projected as of December 31, 2024:

FISCAL NOTE: Total committed and assigned governmental fund balance as of December 31, 2024 is projected to be \$6,625,520 detailed as Follows:

Account	General Fund Committed	Account Name	Actual 12/31/2023	Projected 12/31/2024
51440		Clerk Elections	\$272,689	\$242,328
52130		Police Radio	31,301	32,016
52530		Building Numbering	25,139	26,082
54122		Public Health WIC	4,219	3,141
54128		Health-Grants	6,380	8,420
54130		Health-Dental Sealants	45,117	42,324
54132		Juneau/Adams	271,810	367,748
51433		HR Labor Relations	160,831	170,001
56121		Land Conservation	78,693	91,186
59210		Permits & Fines	9,597	11,287
56315		Census Redistricting	4,500	4,500
51931		Property & Liability Ins	(169,151)	(165,065)
51711		Reg of Deeds-Redaction	2,387	2,387
52131		Indian Law Enforcement	49,187	51,712
52712		Electronic Monitoring	601,878	629,320
52721		Jail Surcharge	359,425	443,684
51451		Voice-Over IP	214,837	183,010
55660		UW Ext Project Accounts	178,010	177,774
54710		Veteran's Relief	20,931	25,653
54730		Veteran's Relief Donations	2,685	1,885
51316		Victim Witness Task Force	6,230	6,230
		Total Committed	\$2,176,695	\$2,355,623

		NO	YES	A
1	Schultz, 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			

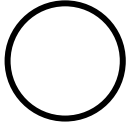
Assigned Funds	Actual	Projected
Account Name	12/31/2023	12/31/2024
Other Governmental Funds Assigned		
County Highways	2,507,504	1,861,615
Human Services Fund (before deferral of revenues)	1,432,860	1,453,422
ADRC	158,953	158,953
Parks and Forestry	507,852	(291,560)
Land Records and Private Sewage	568,918	583,677
Land Conservation	160,768	149,401
Transportation and Economic Development	73,437	89,755
Sheriff and corrections	264,634	264,634
Total Other Governmental	5,674,926	4,269,897
Total Governmental Funds Committed and Assigned	\$7,851,621	\$6,625,520

()

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

County Clerk

County Board Chairman



WHEREAS governmental financial reporting rules require governments to report governmental fund balances in their various components of liquidity, and

WHEREAS one component of fund balance is that portion that is constrained by limitations that the County imposes upon itself, and

WHEREAS these commitments and assignments involve the reserve of resources resulting from unexpended revenues or other appropriations intended for specific future expenditures, and

WHEREAS the reporting rules require that these limitations be imposed and approved at the County’s highest level of decision making (i.e. County Board of Supervisors), and

WHEREAS each of the above elements of committed and assigned fund balance have been detailed in the 2024 and 2025 budgets as “carryover/non-lapsing” balances, and

THEREFORE BE IT RESOLVED that the above functions have their balances shown as “committed and assigned” for the financial statements dated December 31, 2024.

()

LAURA VALENSTEIN (Chair)

JAKE HAHN

LANCE PLIML

DONNA ROZAR

JOSEPH ZURFLUH

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

County Clerk

County Board Chairman

RECRUITMENT AND RETENTION

The purpose of this policy is to provide departments with the necessary tools to be able to recruit and retain quality employees in an ever-changing job market while working within Wood County's current pay plan structures.

Employee Recruitment Guidelines

Departments have the ability to hire new employees up to Step 6. Departments also have the ability to negotiate up to two (2) weeks of vacation for new hires. If a department needs to offer Step 7 or above, the Department Head will work with the Human Resources Director to review and finalize the offer. If the Department Head and Human Resources Director are unable to come to an agreement on an offer, the hiring department's oversight committee will make the final offer decision.

Employee Retention Guidelines

Department Heads have the ability to advance employees who are identified as consistently and substantially exceeding expectations to skip one step per year higher on the pay scale, up to Step 6. The employee's most recent performance evaluation must clearly and specifically identify the ways in which the employee substantially exceeds expectations. It is expected that this outstanding performance is demonstrated across all aspects of the employee's position and is thoroughly documented in the performance evaluation.

Advancing an employee an additional step beyond Step 6 shall only be considered in extraordinary circumstances, in consultation with Human Resources, and requires advance approval of the Operations Committee. The Department Head must present justification for the request to the Operations Committee and all eligibility criteria, as defined above, must be satisfied in order for the request to be considered.