

AGENDA
WOOD COUNTY BOARD OF SUPERVISORS

DATE: Tuesday, July 22, 2025
TIME: 9:30 AM
LOCATION: Courthouse – Room 300

CALL TO ORDER

ROLL CALL

EXCUSALS:

INVOCATION: Supervisor Zurfluh

READING OF THE MINUTES OF THE PREVIOUS MEETING

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

Board of Adjustments – 3-year term – Lance Pliml, Al Breu (alternate)

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS & RECOGNITIONS

Long Term Employee Recognition

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

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

SET DATE FOR NEXT COUNTY BOARD MEETING – Tuesday, August 19, 2025

ADJOURN

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2486 916 9988

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m288f4e6ae0b4e8d7ae41b16c0d9070be>

Meeting number (access code): 2486 916 9988

Meeting password: 072225

PROCEEDINGS OF THE WOOD COUNTY BOARD OF SUPERVISORS

June 17, 2025 – 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened in the Wood County Boardroom at the Courthouse in Wisconsin Rapids, Wisconsin on Tuesday, June 17, 2025.

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

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

Excused was Rozar. Hahn, Penzkover.

Supervisor Hamilton gave the invocation led the Pledge of Allegiance.

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

Motion by Clendenning/Breu to approve the following appointments: ADRC-CW Advisory Committee member - Marilyn Follen; Wood County Wildlife Area Advisory Committee – 3-year term – Mike Wipfli, Scott McAuley. Motion carried by voice vote.

There was no public comment.

There were no referrals.

Committee minutes presented: Operations.

Chairman Pliml declared his intention on taking the first 2 resolutions with one vote. No objection heard.

RESOLUTION 25-6-1

Introduced by: Health & Human Services and Operations Committees

INTENT & SYNOPSIS: To amend the Health Department's 2025 budget (54121) for the purpose of disbursing Opioid Settlement Funds.

FISCAL NOTE: No cost to Wood County. The source of funding is unspent Opioid Settlement Funds. The adjustment to the budget is as follows:

| ACCOUNT | ACCOUNT NAME | DEBIT | CREDIT |
|---------|---------------------|----------|----------|
| 48900 | Other Misc Revenues | \$25,000 | |
| 54121 | Grants & Donations | | \$25,000 |

Motion by Buttke/Leichtnam to adopt Resolution 25-6-1. Motion carried unanimously. Excused were Rozar, Hahn, and Penzkover.

RESOLUTION 25-6-2

Introduced by: Conservation, Education, & Economic Development and Operations Committees

INTENT & SYNOPSIS: To seek County Board approval to amend the 2025 Wood County Land & Water Conservation budget for unanticipated State of Wisconsin Dept. of Natural Resources (DNR) Surface Water Grant monies and to appropriate those monies to the Land & Water Conservation budget for expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenue from a DNR Surface Water Grant. The adjustment to the budget is as follows:

| Account | Account Name | Debit | Credit |
|---------|--------------------------|-------------|-------------|
| 56121 | Land & Water Cons. | | \$50,000.00 |
| 43586 | State Grants Surf. Water | \$50,000.00 | |

Motion by Buttke/Leichtnam to adopt Resolution 25-6-2. Motion carried unanimously. Excused were Rozar, Hahn, and Penzkover.

RESOLUTION 25-6-3

Introduced by: Operations Committee

INTENT & SYNOPSIS: To approve the transfer of tax deeded property to the City of Wisconsin Rapids.

FISCAL NOTE: Offered Amount \$ 1.00
 R.E. Taxes (20,760.66)
 Publication Fees (19.00)
 Tax Deed Expense (144.00)
 LOSS (\$20,922.66)

Motion by Hamilton/Schulz to adopt Resolution 25-6-3. Motion carried unanimously. Excused were Rozar, Hahn, and Penzkover.

Committee minutes presented: Health & Human Services, North Central Community Action Program Board.

RESOLUTION 25-6-4

INTENT & SYNOPSIS: To support the transition of a current RecoveryCorps member into a full-time Community Health Worker role focused on opioid and substance use prevention, harm reduction, and recovery support.

FISCAL NOTE: Salary and benefits will initially be supported with Opioid Task Force funding (\$75,000); thereafter future funding will be sought through diversified funding mechanisms, partnerships, and public health grants for position sustainability.

Motion by Voight/Breu to adopt Resolution 25-6-4. Motion carried unanimously. Excused were Rozar, Hahn, and Penzkover.

Committee minutes presented: Public Safety, Traffic Safety Commission, Conservation, Education, & Economic Development, North Central Wisconsin Tourism Partnership Board of Directors, North Central Wisconsin Tourism Partnership Tourism.

RESOLUTION 25-6-5

Introduced by: Conservation, Education, & Economic Development Committee

INTENT & SYNOPSIS: Approve an amendment to the Town of Auburndale Official Zoning Ordinance.

FISCAL NOTE: No cost to Wood County.

Motion by Schulz/Clendenning to adopt Resolution 25-6-5. Motion carried unanimously. Excused were Rozar, Hahn, and Penzkover.

RESOLUTION 25-6-6

Introduced by: Conservation, Education, & Economic Development Committee

INTENT & SYNOPSIS: To discontinue the Wood County Community Development Block Grant (CDBG) Small Communities Housing Revolving Loan Fund (RLF) Rehabilitation program and that Wood County continue to participate in the Central Housing Region.

FISCAL NOTE: No fiscal impact to Wood County.

Motion by Clendenning/Leichtnam to adopt Resolution 25-6-6. Motion carried unanimously. Excused were Rozar, Hahn, and Penzkover.

Committee minutes presented: Judicial & Legislative, Residential Options.

RESOLUTION 25-6-7

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To set the compensation of the County Board of Supervisors beginning with the new term of office commencing April 21, 2026.

FISCAL NOTE: Using 2024 data, the increase would be approximately \$45,403 but is dependent on the number of meetings attended by the County Board Supervisors.

Motion by Voight/Breu to adopt Resolution 25-6-7. Discussion followed. Motion by Buttke/Hovendick to amend Resolution 25-6-7 to increase the Administrative Coordinator salary to \$30,000. Motion to amend carried. Voting no were Schulz, Perlock, Brehm, Thao, Valenstein, and Hokamp. Excused were Rozar, Hahn, and Penzkover. Motion by Clendenning/Zurfluh to refer Resolution 25-6-7 back to Judicial & Legislative Committee. Motion to refer carried. Voting no were Buttke, Hovendick, Breu, Pliml, and Leichtnam. Excused were Rozar, Hahn, and Penzkover.

Committee minutes presented: Highway, Infrastructure & Recreation, Property & Information Technology.

RESOLUTION 25-6-8

Introduced by: Property & Information Technology Committee

INTENT & SYNOPSIS: To authorize out-of-state travel for two Information Technology employees and Supervisor Brehm to attend the National Association of Counties (NACo) AI Central Regional Forum, September 17 & 18, 2025, in Hennepin County, MN.

FISCAL NOTE: Estimated cost for attendance totals \$1,300, to be paid for by budgeted Information Technology funds, and the Committees/Commissions budget.

Motion by Buttke/Hamilton to adopt Resolution 25-6-8. Motion carried unanimously. Abstaining was Brehm. Excused were Rozar, Hahn, and Penzkover.

Committee minutes presented: Central Wisconsin State Fair Board of Directors, Marshfield Fairgrounds Commission, McMillan Library Board of Trustees, South Central Library System Board of Trustees.

Without objection, Chairman Pliml adjourned the meeting at 10:13 AM. Next scheduled county board meeting is July 22, 2025.

Katie DeKleyn
Chief Deputy County Clerk

REFERRALS FOR JULY 22, 2025 – COUNTY BOARD

- June 16, 2025: Letter from Wisconsin DOT North Central Region Director Matt Bronson reviewing steps being taken to upgrade the safety along USH 10. Referred to County Board Supervisors, Sheriff Becker, and Highway Commissioner Hawk.

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, July 8, 2025
TIME: 10:00 AM
PLACE: Courthouse – County Board Room

MEMBERS PRESENT: Donna Rozar, Lance Pliml, Jake Hahn

MEMBERS EXCUSED: Laura Valenstein, Joseph Zurfluh

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

1. Vice Chair Rozar called the meeting to order at 10:00 AM.
2. There was no public comment.
3. Motion by Pliml/Hahn to approve the consent agenda. Motion carried unanimously.
4. Wellness Coordinator Boeshaar reviewed updates of the Wellness Program and informed the committee of his upcoming resignation. He outlined the transition and introduced Riley Peterson and Patrick Thompson from Aspirus, both of whom will be working on the wellness in the county.
5. County Treasurer Gehrt presented a resolution to cancel stale dated checks. Motion by Pliml/Hahn to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
6. Gehrt presented a resolution to tax deed property. Motion by Hahn/Pliml to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
7. Finance Director Yang presented a resolution to amend the 2025 budget for Veterans Relief. Motion by Hahn/Pliml to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
8. Yang presented a resolution to amend the 2025 budget for Children Long Term Services-Human Services. This is a payback of excess revenue received from last year. Motion by Pliml/Hahn to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
9. Yang reviewed the 2026 CIP projects once again with the committee. She reviewed our financial status with Baird and discussed lowering our undesignated fund balance and raising our borrowing limit. The Finance Dept. reviewed the various requests and adjusted funding sources or eliminated as needed. It was noted that because of projected surplus expected in 2025, various Human Services capital

projects may be able to be funded this year instead of through 2026 CIP funding. Motion by Rozar/Pliml to have the Finance Dept. prepare to borrow an amount not exceeding \$4.5 million for 2026 CIP. Motion carried unanimously.

10. Tim Deaton from the Horton Group reviewed the most recent health insurance claim history and where the current budget year is sitting financially. The past couple of months claims have been larger than anticipated. The recommendation is for a 5% increase to funding rates and employee premiums, adding OptiMed Specialty Rx Importation Program, increasing the out-of-pockets in the PPO plan and adding a Tier 4 specialty prescription copay of \$150/fill. Motion by Rozar/Pliml to approve the recommendations for increases and plan design changes as presented/discussed. Motion carried unanimously.
11. Human Resources Director McGrath reviewed the annual wage grade appeals that were submitted and reviewed by McGrath HR Group. Motion by Pliml/Rozar to approve the recommendations as presented, with the exception of the Park Maintenance Supervisor position. Motion carried unanimously. (That position will be reviewed again and brought back for committee action.)
12. Edgewater Haven Administrator Cieslewicz and Norwood Administrator Kornack presented a plan to move grades for registered nurses in order to keep them more in line with the competition. This proposal received favorable action at the Health & Human Services Committee. Motion by Pliml/Hahn to approve the proposal as presented. Motion carried unanimously.
13. The next regular meeting will be held on Tuesday, August 5, 2025, at 10:00 AM.
14. Vice Chair Rozar adjourned the meeting at 11:48 AM.

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

Operations Committee

July 8, 2025

| NAME | REPRESENTING |
|------------------------------------|---------------|
| Kim McGrath | HR |
| Kelli Szymanski | HR |
| Bill Cleland | WC Board 15 |
| David Patton | Cowley |
| Brandon Vrolijk | WCHSD |
| JUSTIN CIESLEWICZ | EDGEWATER |
| Scott Breth | WC #9 |
| Murphy Kamack | Narwood |
| Tim Deaton | Horton / MMA |
| Pammytyng | Finance |
| Darin Steinbach | Finance |
| Heather Gehrt | Treasurer |
| Roland Hawk | Highway |
| Tiffany Ringer | ROD |
| Brent Vrolijk | Child Support |
| Kate Wiloch | HSD |
| Joe Smith | Health |
| AMY KARP | IT |
| DENNIS POLACH | WCB - 14 |
| Via Web Ex | |
| Tara Jensen - Reg in Probate | |
| Reuben Van Tassel - Mtnce | |
| Kimberly Stimac - Clerk of Courts | |
| Shannon Lobner - Child Support | |
| Mary Schlagenhaft - Human Services | |
| Brad Hamilton - CB Dist 18 | |
| Brenda Nelson - Finance | |
| Shane Wucherpfening - LWCA | |



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – July 2025

- First of all, huge kudos to my staff. With the air conditioning being somewhat temperamental as the county replaces and updates our HVAC systems, and with temperatures within our offices getting much higher than normal, not once have they whined or complained. I truly appreciate their professionalism and adaptability!
- We continue to share space with Emergency Management as their offices continue to be under construction with the new HVAC system. We still are waiting for the contractors to install the external blower system in our storage area.
- In the middle of the heat and extra people in our office is the construction of our server/programming room for elections. That project is coming along nicely and should be completed in the next month or so; or at least complete enough to kind of put the office back together in some sort of semblance of order. Right now, it looks like we have designed the layout by pitchfork. We are still waiting for the HVAC folks to pop out windows in our
- I was out of the office for a bit the last week of the month. From June 22-25, I attended County Clerk Camp in Green County, which serves as our annual conference. Lots of different types of training, time with the various vendors we do business with, and reviewing various best practices from all the attending counties make this a well worthwhile conference to attend. Green County has a wonderful old courthouse in their county seat of Monroe, which served as a great backdrop for our annual class photo we do each year (see next page). This also marked the end of my two-term presidency of the Wisconsin County Clerks Association. I was thankful for the opportunity to be able to serve in this capacity for as long as I did. I also completed the Certificate of Professional Development through UW-Green Bay this past year along with 4 other county clerks.
- I was back in the office one day before hitting the road again. On Friday, June 27th I drove to River Falls to attend a train-the-trainer course for Municipal Clerk Core trainings. The elections commission is redoing all their training, and at times they seem to want to move more towards the online versions of training, but there is something to be said for being able to ask questions as they come up in a more relaxed setting. My hope is that they will continue to allow a few of us more seasoned county clerks the opportunity to conduct both the Municipal Clerk Core and the Chief Inspector Baseline trainings. I have been conducting these trainings throughout the state since becoming county clerk and enjoy being able to schedule them so that the time works for my municipal clerks, which includes weekends.
- Our office will once again be a drop point for STUFF THE BUS, a United Way program that makes sure students in our area schools have the supplies they need for school. We have always had great participation in the past so if you wish to donate school supplies, just drop them off with us in the office.



2025 Wisconsin County Clerks – Historic Green County Courthouse – Monroe, WI

Green County, in the past couple of years, spent around \$12 million to refurbish and update this historical Courthouse. It houses the Coroner, County Clerk, Finance, Treasurer, Register of Deeds, Tourism & Visitors Bureau, Zoning, and Green County Development, along with the County Board Room.



Wood County

WISCONSIN

Office of
Finance Director

PaNyia Yang
Finance Director

Date: 7/1/2025
To: Operations Committee
From: PaNyia Yang
Subject: Monthly Letter of Comments

Departmental Activities

Finance Department Updates

a. ARPA Funds

As of May 31st, we still have about \$6.4 million to spend – the majority being \$3.7 million of park improvements/building, \$858,000 for the courthouse heating system, and \$1.17 million for the radio system update. The smaller amounts consist of Land & Water Conservation with \$224,000, Highway with \$238,000, Planning & Zoning with \$145,000 and Sheriff with \$60,000.

b. Year End / Audit Preparation

We submitted the 2024 ACFR to the GFOA to be considered for the Certificate of Achievement for Excellence in Financial Reporting (COA) on June 30th. We have been awarded the COA since 2000; therefore, it's truly an honor to continue this achievement for Wood County. In my honest opinion, I believe our audit went very well this year. We did not have any adjusting journal entries or any major adjustments to make from our draft annual report that was submitted to WIPFLI. Majority of changes were related to formatting, which is very minor.

c. Preparing for the 2026 Budget

With the 2024 audit coming to an end, we are gearing up for the 2026 budget year. The budget parameters letter was sent to County Board Supervisors and Department Heads on June 30th. There is a tentative 2.5% COLA, along with a 2.5% increase in steps. Overall wages should increase approximately 5.0%. PC Replacement rates and Rent charges are staying flat. Property and Liability insurance are expected to increase 3% and 8% respectively. Worker's Compensation rates are expected to decrease by about 15%. Lastly, the target overall budget increase across all departments is 3.0%.

Agenda Items

Resolutions

a. Amend the 2025 Veterans Relief budget

This resolution seeks to amend the Veteran's Relief budget for additional expenditures with transfers of available funds in its non-lapsing fund balance. No cost to Wood County.

b. Amend the 2025 Human Services CLTS budget

This resolution seeks to amend Human Services' Children's Long-term Support budget for expenditures not anticipated during the budget process. As a result of an annual DHS reconciliation, Human Services needs to reimburse the WI DHS \$248,355.10. This amount will be funded with unused 2024 levy that was transferred back to the General Fund. Approximately \$1.8 million was transferred back.



Wood County

WISCONSIN

Office of
Finance Director

PaNyia Yang
Finance Director

Discuss 2026 CIP Recommendation

After our CIP meeting on June 10th, Darrin and I reached out to Justin from Baird to discuss our general fund reserves and what the impact of drawing it down would do to our Moody's bond rating. Moody's fund balance calculation is slightly different than just looking at the general fund. They include our committed and assigned fund balances, along with the working capital (current assets minus current liabilities) of the Enterprise and Internal Service funds. They then divide that total by our total revenue to get a percentage. This percentage, which is the available fund balance ratio, must not fall below 40%. Dropping below 40% can potentially cause a decrease in our bond rating. We were downgraded from Aa1 to Aa2 (top 3) in 2021 due to our large borrowing for the jail.

At the end of 2024, per Moody's calculation, our available fund balance ratio is about 52%. Baird suggests we stay at about 45%. Therefore, we are comfortable with drawing down the general fund reserves by \$5 million. This would keep the fund balance ratio at about 47-48%.

With that being said, we'll be presenting some recommendations for the Operations Committee to consider.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

June 30, 2025

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

| | June 2025 | 2025 Year-to-Date |
|---------------------------|-----------|-------------------|
| Applications Received | 145 | 1,005 |
| Positions Filled | 21 | 102 |
| Promotions/Transfers | 5 | 28 |
| New Hire Orientations | 16 | 74 |
| Terminations, Voluntary | 5* | 47 |
| Terminations, Involuntary | 1 | 4 |
| Retirements | 1 | 10 |
| Turnover Rate | .81% | 1% |
| Exit Interviews | 1 | 22 |

*One of these is casual

Human Resources Narrative

General Highlights

1. The annual Wage Grade Appeal process closed on May 31st. Five (5) appeal requests were received and sent to McGrath Human Resources Group for review and recommendations. Those recommendations will be presented to the Committee at their July meeting.
2. Continued preparations for the 2025 Leadership Retreat. We are again partnering with Mid-State Technical College for our annual professional development day, which is scheduled to take place on Thursday, November 13th. The agenda has been finalized and shared out to departments. This year's retreat will focus on Building High Functioning Teams, Team Problem Solving, and AI Leadership.
3. Began initial preparations for union collective bargaining negotiations by gathering comparable wage data from other counties and police departments. An initial bargaining meeting has not yet been scheduled.
4. One of our department initiatives is to create and distribute a "Monthly Manager Email" on a relevant HR topic to all Wood County managers and supervisors. Over the last 10 months, we have created and shared publications related to recruitment, employee engagement, performance, and compliance topics. Feedback has been positive, and we look forward to continuing sharing these valuable resources with our management staff. All publications can be found on the HR Intranet, under Manager Toolkit.

Meetings & Trainings

1. Attended the Operations Committee meeting on June 3rd.
2. Attended County Board on June 17th.
3. Attended the DCF Civil Rights Training on June 11th.
4. Attended the WPELRA Member Virtual Roundtable on June 18th.
5. Attended the von Briesen Public Sector Town Hall webinar titled "Collective Bargaining" on June 24th.
6. Attended the monthly conference call with The Horton Group on June 24th to discuss various benefit topics, including the 2026 renewal projection.
7. Attended a Wellness Administration Meeting with our account representatives from Aspirus on June 25th.
8. Held individual staff and team meetings to discuss and provide updates on the department's identified 2025 goals.
9. Team members attended various webinars related to benefits, employment law, and compliance.

Benefits

1. Representatives from Rx 'n Go were onsite at River Block and the Courthouse on June 25th to assist employees with signing up and transferring prescriptions.
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. Continue to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Continually 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 | Clerk of Courts | Court Clerk – Family/ Paternity | Position posted: interviews being conducted |
| Replacements | Edgewater | CNA, RN, LPN, and Dietary Assistant – (Multiple) | Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 9/8/2025 |

| | | | |
|--------------|----------------|--|--|
| Replacement | Edgewater | Maintenance Lead | Position posted; filled internally 6/22/2025 |
| Replacement | Edgewater | Maintenance Technician | Position posted; deadline 7/14/2025 |
| Replacement | Health | Program Asst-Bilingual | Position posted; interviews conducted, references/background completed, offer extended and accepted, filled 7/7/2025 |
| Replacement | Highway | Truck Operator | Position posted; interviews conducted, references/DL check completed, offer extended and accepted, filled 7/21/2025 |
| Replacements | Human Services | FSET Case Managers – Portage County (2) | Position posted; interviews conducted, references/background completed, offer extended and accepted, one position filled 6/9/2025, 2 nd position filled 6/23/2025 |
| Replacement | Human Services | Casual Bus Drivers | Position posted; deadline 7/7/2025 |
| Replacement | Human Services | Case Mgr/SW-Permanency Sprt Coord | Position posted; interviews conducted, filled internally 7/21/2025 |
| Replacement | Human Services | Family Interaction Worker | Position posted; deadline 7/7/2025 |
| Replacements | Human Services | CCS Case Mgr (Support & Service Coordinator) 1-Mfld, 3-WR | Positions posted; deadline 7/2/2025 |
| Replacement | Human Services | Case Mgr/SW-IA | Position posted; deadline 7/2/2025 |
| Replacement | Human Services | Mental Hlth/SUD | Position posted; deadline 7/21/2025 |
| Replacement | Human Services | Case Mgr/SW-Ongoing | Position posted; deadline 7/14/2025 |
| Replacement | IT/Systems | IT Interns (2) | Positions posted; interviews conducted, references complete, offers extended and accepted, both filled on 6/23/2025 |
| Replacements | Norwood | Mental Health Technicians, Dietary Aides, RN, and LPN | Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding; deadline 8/4/2025 |
| Replacement | Norwood | Head Nurse – LTC | Position posted; interviews conducted; references/background completed, offer extended and accepted, filled 6/23/2025 |
| Replacement | Parks | LTE II (Summer) - Dexter | Position posted; interviews conducted, references completed, offer extended and accepted, filled 6/16/2025 |
| Replacement | Parks | LTE II (Summer) – North Park | Position posted; interviews conducted, references completed, offer extended and accepted, filled 6/2/2025 |
| Replacement | Sheriff | Deputy Sheriff | Position posted; filled internally 6/9/2025 |
| Replacement | Sheriff | Corrections Officers – Establish Eligibility List | Position posted; deadline 7/7/2025 |

Safety/Risk Management

1. Managed open claims with Aegis/Charles Taylor throughout the month, including roof damage to the Highway Shop and vehicle damage to a Human Services bus.
2. Corresponded with various insurers regarding claims and pending litigation.
3. Attended Edgewater Safety Committee on June 4th and Norwood Safety Committee on June 10th.
4. Met with Emergency Management, Dispatch, Edgewater, Norwood, and IT staff on various dates to discuss messaging in the Everbridge System.

5. Conducted N95 respirator fit testing for nine (9) Edgewater staff on June 4th, and 10 MSTC nursing students and two (2) staff on June 17th.
6. Attended quarterly WI PRIMA meeting in Green Bay on June 12th.
7. Instructed CPR/AED courses for two (2) Human Services staff on June 13th, and seven (7) Human Services Outpatient Clinic staff on June 19th.

NEW Workers' Compensation Claims (3)

1. 5/24/25 – Edgewater – Employee had numbness/tingling in R shoulder and arm following extended shift
2. 6/8/25 – Norwood – Employee suffered lower-back pain while transferring resident to bed
3. 6/23/25 – Norwood – Employee experienced lower-back pain while assisting resident out of recliner

OPEN Workers' Compensation Claims (1)

1. 2/12/25 – EM – Employee slipped on ice, fell on L side hauling debris to bin at EM Shop (surgery required)

CLOSED Workers' Compensation Claims (3)

1. 4/29/25 – Highway – Employee cut L thumb on bolt while changing cutting edge on loader, stitches required
2. 5/10/25 – Edgewater – Employee had needlestick incident (L index finger) after giving resident injection
3. 5/14/25 – Norwood – Employee was bitten on R hand while attempting to restrain combative individual

First Aid Injuries (2)

1. 5/26/25 – Sheriff's (Corrections) – Employee injured R shoulder while decentralizing combative subject.
2. 6/10/25 – Highway – Employee burned L wrist/forearm while repairing air line at asphalt plant

Property/Vehicle Damage Claims (2)

1. 2/6/25 – Highway – Rubber roof on Highway Shop truck storage area was damaged due to windstorm (est. damage \$205,964.78.00) – insurance to reimburse less deductible cost. UPDATE: Repairs completed
2. 6/17/25 – Sheriff's – Squad struck deer while responding emergently (est. damage \$7,582.17)

Liability Claims (2)

1. 3/21/25 – Human Services (Transportation) – Bus was struck by private vehicle while transporting clients on Marshfield city street, 1 client injured (insurance subrogation is underway)
2. 6/2/25 – Highway – Claimant alleges windshield/paint damage from rocks thrown from Highway dump truck (investigation underway)

OPEN EEOC/ERD Claims (3)

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Equal Employment Opportunity Act (EEO), experiencing discrimination based on creed/religion. 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. 12/13/24- 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.

3. 6/4/25- Former Human Services employee submitted a claim alleging violation of the Equal Employment Opportunity Act (EEO), experiencing discrimination based on pregnancy and sex. County Mutual assigned external counsel to Lindner Marsack. Our position statement was drafted, finalized, and submitted to the EEOC on June 18, 2025.

Other

1. Provided requested information to IT for the RFP that they are developing regarding a new HRIS/ERP system.
2. Created and distributed the quarterly employee newsletter, County Connection.
3. Completed and submitted the 2025 Wisconsin Long-Term Care Compensation Survey on behalf of Edgewater Haven and Norwood Health Center.
4. Updated the Performance Improvement Plan (PIP) template and shared with Wood County managers and supervisors.
5. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community-focused announcements.
6. Updated our Exit Interview questions with feedback and insight from Department Heads.
7. Q2 Random DOT testing completed successfully.
8. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
9. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
10. Reconciled and processed the May Unemployment Insurance payment.
11. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
12. Facilitated New Hire Orientation on June 2nd, 9th, 16th, and 23rd.
13. Conducted an exit interview on June 19th.
14. Responded to multiple verifications of employment.
15. Replied to requests from surrounding counties with varied information.
16. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—JULY 2025

1. Attended Wisconsin Counties Association weekly calls on Mondays in June.
2. Attended Operations Committee meeting on June 3.
3. Participated in Zoom call with our software vendor Catalis on June 3.
4. Participated in an evening Zoom presentation with municipal treasurers on June 5.
5. Attended Wisconsin County Treasurer's Association Summer Conference in Kenosha County June 11-13. I was elected as the President of the Association and will serve a 1-year term.
6. Attended County Board meeting on June 17.
7. Attended the Foundation for Rural Housing Board of Directors meeting via Zoom on June 23.
8. Staff prepared and mailed out over 5,000 notices of postponed taxes due for 2024 for a total of \$13,984,364.77.
9. Staff prepared and mailed out over 700 delinquent notices for tax years 2022-2024 for a total of \$2,460,588.12.
10. Sales tax was down in May compared to last year by over 11%. The county is about 16% behind in revenues from where we were this time in 2024.
11. Resolution to sell tax deed properties. Currently there are 13 properties. Of these properties, 6 are homes, 6 are empty lots, and 1 property is a sign for a community neighborhood.



Wood County

WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – June 2025

- In-person and telephonic health coaching wrapped up at the end of June. This was the third and final qualifying activity to be eligible for Wellness Program incentives. During the month, I had 96 coaching sessions with individuals to review their most recent biometric results and discuss any wellness goals they may have. Below is a table of the results of the qualifying activities for 2025 compared to the previous two years.

| Annual Report of Qualifying Activities | | | |
|--|-------------|-------------|-------------|
| | <u>2023</u> | <u>2024</u> | <u>2025</u> |
| Biometric Screening | 448 | 452 | 478 |
| Health Assessment | 446 | 449 | 474 |
| Health Coaching | 448 | 451 | 462 |

- The Quarter 2 wellness challenge concluded in mid-June. This was the always popular step challenge to help improve physical activity, which had 159 total participants.
- Healthy bingo was promoted throughout June to help celebrate employee wellness month. Participants were encouraged to focus on their overall wellbeing by completing healthy habits written on their bingo cards. A total of 200 wellness points could be earned by completing at least 2 rows from each of the bingo cards. Points were awarded and are reflected in each participants' wellness portal.
- Information on the wellness bulletin boards at the various Wood County locations and in www.managewell.com have been updated with new quarter 3 information and helpful handouts that were finalized with assistance from the Wellness Committee and deemed appropriate to promote during this time of year.
- 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.



RESOLUTION#

DATE July 22, 2025

Effective
Date

Upon passage & posting

Page 1 of 2

Introduced by HEALTH & HUMAN SERVICES and OPERATIONS COMMITTEES

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

INTENT & SYNOPSIS: To amend the 2025 Human Services CLTS (54450) budget to fund a reimbursement to the State of Wisconsin Department of Health Services (DHS) resulting from the 2024 CLTS annual reconciliation.

FISCAL NOTE: No additional cost to Wood County. The 2024 DHS/CLTS annual reconciliation determined a surplus of revenue over operational expenses in the amount of \$248,355.10. This amount will be funded with 2024 Human Services budget surplus.

| | | 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 |
|---------|------------------|--------------|--------------|
| 49210 | Transfer from GF | \$248,355.10 | |
| 54450 | CLTS | | \$248,355.10 |

WHEREAS, the 2024 Human Services budget had a surplus of approximately \$1.78 million, which was transferred to the General Fund. Of that amount, \$248,355.10 was attributed to the CLTS program, and

WHEREAS, the Department of Health Services did not complete the reconciliation process prior to Wood County's year-end budget close out, and

WHEREAS, to satisfy the reconciliation process, Wood County Human Services is required to return the surplus of \$248,355.10 to the Wisconsin DHS, 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 function level", and

NOW THEREFORE BE IT RESOLVED, to amend the 2025 Wood County budget for Human Services CLTS (54450) by appropriating \$248,355.10 of Wood County Human Services 2024 budget surplus from the General Fund (49210) to cover the cost of the CLTS reconciliation, and

Adopted by the County Board of Wood County, July 22, 2025

County Clerk

County Board Chairman

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.



RESOLUTION#

DATE July 22, 2025

Effective
Date

Upon passage & posting

Page 1 of 2

Introduced by Health & Human Services and Operations Committees

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

INTENT & SYNOPSIS: To amend the 2025 budget for Veterans Relief with a transfer of available appropriations from committed fund balance.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed in the Veterans Relief account is available in a non-lapsing, committed fund balance, and the adjustment to the budget is as follows:

| Account | Account Name | Debit | Credit |
|---------|------------------------|---------|---------|
| 54710 | Veterans Relief | | \$8,000 |
| 34210 | Committed Fund Balance | \$8,000 | |

WHEREAS, Veterans Relief budget is expected to incur expenditures in excess of amounts appropriated during the adoption of the 2025 budget, and

WHEREAS, it is expected that the amount of additional expenditures will be approximately \$8,000, and

WHEREAS, the Veterans Relief has a balance of \$25,652.44 in total equity, and

WHEREAS, the \$8,000 will have no impact on the county tax levy, 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 function level”, and

NOW THEREFORE BE IT RESOLVED, to amend the 2025 Veterans Relief budget to reflect a transfer of available appropriations of \$8,000 from the Committed Fund Balance (34210) to the Veterans Relief Budget (54710), and

Adopted by the County Board of Wood County, July 22, 2025

County Clerk

County Board Chairman

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



RESOLUTION#

DATE July 22, 2025
Effective
Date July 22, 2025

Page 1 of 2

Introduced by Operations Committee

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

INTENT & SYNOPSIS: To cancel stale dated checks as recommended by the auditors. Said checks from County General Account as per office of the County Treasurer.

FISCAL NOTE: As per resolution-total to be canceled \$1,909.19.

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

WHEREAS, the below listed checks are stale dated and appropriate for cancelling now.

NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that the below listed stale dated checks in the amount of \$1,909.19 be canceled.

| | | 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 | | | |

| | | |
|--------|------------|-----------------------------------|
| 293864 | 5/18/2023 | Teresita Delacruz Jr (\$1.19) |
| 580206 | 3/17/2022 | LARSON JAMES M (\$18.83) |
| 580961 | 4/14/2022 | NORTHUP KAILY (\$30.36) |
| 584313 | 8/4/2022 | PHH MORTGAGE SERVICES(\$1,285.69) |
| 585032 | 8/25/2022 | DEJA DEAN OR KELSEY (\$10.76) |
| 585034 | 8/25/2022 | STERNWEIS JOLENE M (\$84.99) |
| 586017 | 9/22/2022 | HETZEL ZACHARY (\$12.81) |
| 586913 | 10/20/2022 | NAGEL TERRY OR VALERIE (\$73.03) |
| 587748 | 11/17/2022 | GROSS KURT (\$16.70) |
| 588753 | 12/22/2022 | CORNWELL DARREN (\$14.14) |
| 589529 | 1/19/2023 | MCGRATH AUBREY (\$16.00) |

| | | |
|--------|-----------|------------------------------|
| 589535 | 1/19/2023 | ZASTROW HANNAH (\$17.20) |
| 590426 | 2/16/2023 | BERG JON (\$12.73) |
| 592265 | 4/20/2023 | CUMMINGS MARK (\$16.00) |
| 592506 | 5/4/2023 | ILLINGSWORTH BRIAN (\$61.60) |
| 594340 | 7/6/2023 | THOMAS ANDREW (\$8.85) |
| 595319 | 8/10/2023 | CHERNEY MIRANDA (\$48.00) |

Adopted by the County Board of Wood County, July 22, 2025

County Clerk

County Board Chairman

| | | |
|--------|------------|----------------------------|
| 595321 | 8/10/2023 | EASLAND KIMBERLY (\$86.04) |
| 595325 | 8/10/2023 | GEIGER SAMANTHA (\$49.56) |
| 596838 | 9/21/2023 | TURNMIRE ERICA (\$5.71) |
| 597401 | 10/12/2023 | BROCK BRITTNEY (\$16.60) |
| 598122 | 11/9/2023 | SCHULZ CONNIE (\$10.00) |
| 599233 | 12/14/2023 | LTM HOLDINGS LLC (\$12.40) |



RESOLUTION#

DATE July 22, 2025
Effective
Date July 22, 2025

Page 1 of 4

Introduced by Operations Committee

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

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

| | |
|--------------------------------|--------------------|
| FISCAL NOTE: TAXES 2021 – 2024 | \$22,300.16 |
| SPEC. CHARGES | 1,219.24 |
| PUBLICATION FEES | 1,022.40 |
| TAX DEEDING EXP | 1,345.00 |
| TOTAL | \$25,886.80 |

| | | 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, Wood County holds tax certificates which have not been redeemed as provided by law on the described land, and,

WHEREAS, there are delinquent taxes and special charges owing since 2021. It is in the best interest of the County to tax deed this property so it may be sold and put back on the tax roll, and,

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

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

13-00672J The South 231 feet of the North 538 feet of the West 66 feet of the East 360 feet of the SE ¼ of the SW ¼ of Section 33, Township 22 North, Range 5 East, Town of Port Edwards, Wood County, Wisconsin.

| | |
|------------------|----------|
| Taxes 2021-2024 | \$36.63 |
| Publication Fees | \$172.60 |
| Tax Deed Expense | \$125.00 |

Property is vacant land on Griffin Lane, Town of Port Edwards.

Adopted by the County Board of Wood County, July 22, 2025

County Clerk

County Board Chairman

18-00565DA Parcel 1: Lot 2 of WCCSM No. 3154 (recorded in Volume 11 of Survey Maps at Page 154 as Document No. 632839) being part of the NE ¼ of the NE ¼ of Section 33, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin. Together with an existing easement of ingress and egress purposes.

Parcel 2: A part of the NE ¼ of the NE ¼ of Section 33, Township 21 North, Range 6 East, described as follows: Commencing at the NE corner of said Section 33 run thence North 88°34'35" W 1,076.55 feet to the NW corner WCCSM No. 828 as corrected, said point being the NE corner of Lot 1 of WCCSM No. 3154 thence South on the East line of said CSM No. 3154 1,043.55 feet to the point of beginning; thence S 88°34'35" E 33 feet; thence North on the West line of WCCSM No. 2355 and 877 to the South line of WCCSM No. 2827 thence West on the South line of said CSM No. 2827 to the East line of WCCSM No. 3154; thence South to the point of beginning, all in the Town of Saratoga, Wood County, Wisconsin. Said property is subject to an easement for ingress and egress as described on WCCSM No. 3154. Together with an existing easement for ingress and egress purposes.

| | |
|------------------|----------|
| Taxes 2021-2024 | \$736.87 |
| Special Charges | \$496.27 |
| Publication Fees | \$19.00 |
| Tax Deed Expense | \$125.00 |

Property is located at 2695 Winding Trail, Town of Saratoga.

21-00081A Lot 1 of WCCSM No. 5253 recorded in the office of the Register of Deeds for Wood County, Wisconsin, in Volume 18 of Certified Survey Maps on Page 153, as Document No. 749017; being a part of the SE ¼ of the SE ¼ of Section 4, Township 23 North, Range 5 East, in the Town of Sigel, Wood County, Wisconsin.

| | |
|------------------|------------|
| Taxes 2021-2024 | \$2,431.27 |
| Publication Fees | \$49.00 |
| Tax Deed Expense | \$125.00 |

Property is located at 6919 Lundberg Rd, Town of Sigel.

32-00024C Outlot 2 of WCCSM No. 10390 recorded in the office of the Register of Deeds for Wood County, Wisconsin, in Volume 38 of Certified Survey Maps on Page 90 as Document No. 2018R05092; being part of the SW ¼ of the SE ¼ of Section 21, Township 24 North, Range 4 East, in the Village of Arpin, Wood County, Wisconsin.

| | |
|------------------|----------|
| Taxes 2021-2024 | \$8.30 |
| Publication Fees | \$172.60 |
| Tax Deed Expense | \$125.00 |

Property is landlocked vacant land between Pleasant Lane and Park Lane, Village of Arpin.

33-01447 Lot 5, Block 128 of the Third Addition to the City of Marshfield, Wood County, Wisconsin.

| | |
|------------------|------------|
| Taxes 2021-2024 | \$1,215.60 |
| Special Charges | \$722.97 |
| Publication Fees | \$172.60 |
| Tax Deed Expense | \$125.00 |

Property is located at 404 W 6th St, City of Marshfield.

34-03108 Lot 3 of West Side Assessor’s Plat No. 28, City of Wisconsin Rapids, Wood County, Wisconsin.

| | |
|------------------|----------|
| Taxes 2021-2024 | \$559.53 |
| Publication Fees | \$19.00 |
| Tax Deed Expense | \$30.00 |

Property is vacant land on the corner of Park Ave and Robert St, City of Wisconsin Rapids.

34-03133 Lot 14 and the West ½ of Lot 15, Block 9, Lyon Park Addition to the City of Wisconsin Rapids, Wood County, Wisconsin.

| | |
|------------------|------------|
| Taxes 2021-2024 | \$3,965.16 |
| Publication Fees | \$172.60 |
| Tax Deed Expense | \$125.00 |

Property is located at 1640 Boles St, City of Wisconsin Rapids.

34-03375 Lots 5 & 6 of Block 5 of Cloverdale Addition, City of Wisconsin Rapids, Wood County, Wisconsin; except the South 35 feet of said Lot 6.

| | |
|------------------|------------|
| Taxes 2021-2024 | \$5,771.01 |
| Publication Fees | \$49.00 |
| Tax Deed Expense | \$125.00 |

Property is located at 250 17th Ave S, City of Wisconsin Rapids.

34-10052 Lot 12, Parkside Estates, City of Wisconsin Rapids, Wood County, Wisconsin.

| | |
|------------------|------------|
| Taxes 2021-2024 | \$7,478.63 |
| Publication Fees | \$49.00 |
| Tax Deed Expense | \$125.00 |

Property is located at 1320 21st St N, City of Wisconsin Rapids.

34-14461 Outlot 1 of WCCSM No. 7887 recorded in the office of the Register of Deeds for Wood County, Wisconsin, in Volume 27 of Certified Survey Maps on Page 87, as Document No. 2004R00560; being part of the NE ¼ of the SE ¼ of Section 29, Township 22 North, Range 6 East, in the City of Wisconsin Rapids, Wood County, Wisconsin.

| | |
|------------------|----------|
| Taxes 2021-2024 | \$10.55 |
| Publication Fees | \$49.00 |
| Tax Deed Expense | \$125.00 |

Property is vacant land on 16th St S, City of Wisconsin Rapids.

34-14474 Outlot 5, Rosewood Estates 3rd Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

| | |
|------------------|---------|
| Taxes 2021-2024 | \$44.31 |
| Publication Fees | \$49.00 |
| Tax Deed Expense | \$95.00 |

Property is located at 4250 16th St S, City of Wisconsin Rapids.

34-14847 Outlot 1 of WCCSM No. 9309 recorded in the office of the Register of Deeds for Wood County, Wisconsin, in Volume 33 of Certified Survey Maps on Page 9, as Document No. 2011R05125; being a part of the NE ¼ of the SE ¼ of Section 29, Township 22 North, Range 6 East, in the Town of Grand Rapids, now City of Wisconsin Rapids, Wood County, Wisconsin.

| | |
|------------------|---------|
| Taxes 2021-2024 | \$42.30 |
| Publication Fees | \$49.00 |
| Tax Deed Expense | \$95.00 |

Property is vacant land on 16th St S, City of Wisconsin Rapids.

MINUTES

HEALTH & HUMAN SERVICES COMMITTEE

DATE: Thursday, June 26, 2025
TIME: 5:00 PM
PLACE: Wood County Annex & Health Center - Classroom

MEMBERS PRESENT: Donna Rozar, Tom Buttke, John Hokamp, Lee Thao, Laura Valenstein (arrived 5:05 PM), Rachel Stankowski, Marie Topping, Dr. Tim Golemgski, Leslie Kronstedt

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

1. Chair Rozar called the meeting to order at 5:00 PM declared a quorum present.
2. There were no public comments.
3. The consent agenda was reviewed. It was noted the heading in the minutes from the previous meeting indicated the wrong time of the meeting, however the minutes themselves were correct. The meeting started at 4:00 PM. Motion by Buttke/Thao to approve the consent agenda with the noted correction. Motion carried unanimously.
4. Norwood Administrator Kornack reviewed the current status of the Norwood water management and that the easement being proposed for a second line into the building was rejected by the parties, therefore the second water line will come in off of Chestnut Ave.
5. Kornack & Edgewater Haven Administrator Cielewicz reviewed the current problems in nursing recruitment and presented figures on where county wages and benefits fit in with other counties and private sector areas. They proposed a plan whereby offering a shift differential for weekends and moving grades for nurse management in order to eliminate any wage compression. The plan would be paid for by existing budgeted funds and would bring the county more in line with outside entities. Motion by Valenstein/Kronstedt to approve the shift differential portion of the proposal and forward the grade increase request to the Operations Committee. Motion carried unanimously.
6. Cieslewicz updated the committee on the status of the draft agreement for design work on the proposed CBRF wing with the Samuels Group. The agreement is currently being finalized.
7. Human Services Director Vruwink reported that Forest County has been voted out of the Northern Income Maintenance Consortium due to their lack of employee support they are giving to the Consortium.

8. Vruwink presented a budget amending resolution to reimburse the state for unused dollars. Motion by Buttke/Golemgeski to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
9. CVSO Larson presented a resolution to amend the Veterans Relief budget from leftover carryover funding. Motion by Butte/Topping to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
10. Rozar requested per diem and mileage that will be incurred during her role as president of the state association of local boards of health. There should only be two meetings during this year. Motion by Buttke/Valenstein to approve the per diem request. Motion carried unanimously.
11. Motion by Hokamp/Golemgeski to go into closed session pursuant to 19.85(1)(f) Wis. Stats to consider leave of absence requests. Motion carried unanimously.
12. Motion by Thao/Hokamp to return to open session. Motion carried unanimously.
13. The next meeting will be held on Thursday, July 24th at 5:00 PM at Edgewater Haven Nursing Home Conference Room.
14. Chair Rozar declared the meeting adjourned at 6:10 PM.

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

June 26, 2025

33

MINUTES OF THE VETERANS SERVICE COMMISSION

DATE: May 15, 2025

PLACE: Room 115 Courthouse, Wisconsin Rapids, WI

MEETING CALLED TO ORDER AT: 1:00 P.M.

MEETING ADJOURNED AT: 2:04 P.M.

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

MEMBERS ABSENT: none

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

Chairman Tom Heiser called the meeting to order at 1:00 P.M.

1. Public input: None.
2. Wisconsin's open meeting law requirements were posted with the County Clerk's Office as required.
3. Approval of April 4, 2025 Minutes- A motion by Michael Feirer second by Tom Heiser to approve the minutes as corrected. The motion passed.
4. At 1:10 p.m. Tom Heiser moved, and Beverly Ghiloni seconded to enter closed session pursuant to exemption contained in Chapter 19.85(1)(f), to audit grants and loans to needy veterans and address new applications for grants. Motion carried unanimously. Tom Heiser moved, and Beverly Ghiloni seconded to exit closed session at 1:54 p.m. Motion carried unanimously.
5. Beverly Ghiloni moved, and Michael Feirer seconded to approve a new Loan of up to \$4,000.00 for payment of veteran's past due Mortgage, utilities and auto loan, and deny a request of another veteran for past due mortgage and other past due bills as there is no long-term fix for this veteran's problem. Motion carried unanimously.
6. Per diem and travel procedures.
7. Discussion and request for non-lapsing fund (Committed Fund) transfer to Veteran's Relief. Discussion- With this only being May and already the Veterans Relief budget is exhausted, and the Committed Fund has a balance of \$25,652.44. Beverly Ghiloni moved, and Michael Feirer seconded to request the County Board amend the Veterans Relief 2025 budget adding \$8,000.00. Motion carried unanimously.
8. Next meeting scheduled for June 9, 2025, at 1:30 p.m..
9. Tom Heiser moved Michael Feirer and seconded a motion to adjourn at 2:04 p.m. Motion carried unanimously.

Rock A. Larson, Administrative Secretary, VSC

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

ADMINISTRATIVE REPORT – SUE SMITH, RN, MSN, CPM

- Supervisor Penzkover connected me with a local resident, Linda, who is interested in establishing a Safe Haven Baby Box in the Wisconsin Rapids area. Linda and I met with Supervisors Penzkover and Hokamp to have an initial discussion and then met with the mayor and several members of the City of Wisconsin Rapids staff. City staff are now in the process of discussing whether a Safe Haven Baby Box could be installed at one of the fire department locations. After their internal discussions, we will reconvene, hopefully with a few additional partners, to begin working through details. Linda and I are also meeting with Human Services staff this month to talk through the process. Here is a very brief video about the Safe Haven Baby Box. I'm also including a power point presentation in your packet.
<https://www.youtube.com/watch?v=G9VHrVhybws> Linda and I will work together to raise the funds necessary to pay for the baby box (about \$20,000). We have been connecting with someone from Reedsburg, who spearheaded their baby box, for advice and suggestions. Linda and I also join a weekly virtual meeting with leadership from the Safe Haven Baby Box non-profit to stay on track, ask questions, and receive guidance. Here's another very short video about a fire fighter who adopted a baby left in their baby box: https://youtu.be/aQ_0MKruuMw?si=wcGFsbJI_BwVttYy
- Sharing a little personal update...my daughter (only child) graduated from high school. She will be attending UW Madison majoring in nursing and plans to attend medical school after that. Her ultimate goal is to become an oncologist. You can probably tell I'm very proud of her 😊.
- We continue to hear about funding uncertainties. We usually have our emergency preparedness funding allocation by now (current funding ends the end of June). So far, we've released three staff due to federal funding cuts.

SUPERVISOR OF STRATEGIC INITIATIVES REPORT – KRISTIE RAUTER EGGE, MPH

- Met with partners to learn how to get data from Aspirus & Marshfield Clinic's FindHelp platform to see what community resources are most searched for in the county
- Developing process to monitor real-time hospital data for overdoses and self-harm/suicidal ideation
- Staff was asked to serve on the Steering Committee for the Wisconsin Academy of Science State Chapter pilot program
- Updating the Community Engagement Toolkit for the department
- Updated policy briefs created by UWM students in December 2024 to share with partners
- Serving as a mentor for a group of three residents in the New 2 Public Health (N2PH) residency program

Quality Improvement/Performance Management

- Staff is currently engaged in developing storyboard goals and implementing Plan-Do-Check-Act cycles.
- Staff is continuing to work on performance management workbooks for 2025.

Communication/Branding

- Worked with staff to update the Health Department website and Healthy People Wood County website.
- Co-facilitated a Wisconsin Public Information Officer Network Meeting for public health professionals across Wisconsin.

Community Health Improvement Plan Work

- Staff members are outlining detailed activities for the Community Health Improvement Plan in the Monitoring and Evaluations Plan, including assets, resources, partners, timelines, and measurements.
- Staff members are disseminating the Community Health Improvement Plan to partners, organizations, and community members and collaborating to align efforts.

Transportation and Recreation

- Staff met with Legacy Foundation, Marshfield Area Community Foundation, and Marshfield Clinic Health System to discuss the Central Wisconsin Catch-a-Ride Pilot. We also met with Mid-State Technical College to discuss how we can partner on transportation projects.
- The 2025 season is a memorable one for River Riders Bike Share as it marks the 10th Anniversary! Bike Share started as a grassroots program in 2015. Donated bicycles were painted by community members and made available to the public at specific locations. Users would receive a bike helmet and a bike lock for their bicycle and simply had to return it after they completed their trip. With great success, bike share has transformed into what it is today - an app-based program that has expanded in size and includes upgrades to the bicycles, stations, and newer software technologies. Over the course of the season, we will be hosting bike ride events and highlighting all that we love about Bike Share to celebrate 10 years!

Housing

- Presented on housing during the Coffee with the Chamber event through Heart of Wisconsin Chamber of Commerce.
- Attended a Wood County Housing Task Force meeting to learn more about work happening in our area, discuss updates and future work.
- Met with the new Executive Director of Main Street Marshfield to discuss housing and other projects.

Substance Use

- *Naloxone Direct Program*: Wood County Health Department receives free naloxone nasal spray from WI Department of Health Services to distribute to individuals and agencies in Wood County who are at greatest risk, or encounter those at greatest risk, of drug overdose. Naloxone is a lifesaving medication that reverses the effects of an opioid overdose to restore breathing. A monthly naloxone administration training was provided to the Adult Day Treatment Group through Human Services. Additionally, 10 doses of naloxone nasal spray were distributed in May, including to new community partners: Rapids Inn and Service First Staffing. Law enforcement reported one saved life in May, and an additional civilian save was noted.
- *Drug Checking Technologies*: Wood County Health Department received resources to check for the presence of fentanyl and xylazine in the drug supply. These resources will be distributed to individuals who are at risk of experiencing an overdose.
- *Public Health Vending Machines*: In May, 170 items were vended from the six public health vending machines located in Marshfield and Wisconsin Rapids. The top vended items continue to be naloxone nasal spray and drug test strips, although some items are currently out of stock. We received a grant from the Marshfield Community Foundation to purchase items for the machines. Staff are working on a PowerPoint to present about the machines at the HOPE Consortium conference in August. Staff updated the tracking process, it will now be yearly with monthly, weekly numbers tracked.
- *LifePoint*: Wood County's LifePoint program is a satellite of Vivent Health. The program offers stigma-free support to individuals who use drugs and have barriers to accessing care. Five individuals participated in LifePoint in May and additionally supported 16 others.
- *Marshfield Area Coalition for Youth (MACY) Drug Task Force*: The team recently utilized their State Opioid Response grant to fund a new prescription drop-off box at the Marshfield Police Department, as well as a new sharps disposal box. They are planning to purchase medication lock boxes to distribute. Additionally, the team planned for the upcoming Marshfield Fair, where MACY will be present to provide learning activities and giveaways to promote their initiatives.
- *THC Committee*: Two students from the University of Wisconsin-Stevens Point (UWSP) are working with the IMPACT coalition this summer. They will be undertaking a project to understand the THC products available in the community and meeting with THC retailers to identify gaps in preventing youth access to THC. The team also collaborated with members of the Marathon County and Portage County Health Departments, as well as the Nicotine Prevention Alliance, to share objectives related to THC scans and to discuss best practices for conducting these scans and utilizing the results, and to discuss potential challenges related to addressing THC use in schools.
- *Youth Survey*: The team administered the Wood County youth survey on marijuana and collected 425 responses from youth and young adults in Wood County to gain insights into the youth perspective on THC use. These responses will guide the work of the IMPACT THC Committee.
- *Alcohol Workgroup*: Members met with the county GIS to update an alcohol density map of Wood County. This map will assist in identifying crime data, alcohol outlet density, and the proximity of alcohol retailers to schools, parks, and youth gathering locations, helping to determine necessary next steps regarding alcohol licensing conditions. Members also met with representatives from other counties and coalitions across Wisconsin, facilitated by the Medical College of Wisconsin Alcohol Policy Project, to discuss alcohol age compliance checks, share best practices, and offer mutual support for next steps.
- *Opioids, Stimulants, and Trauma Summit*: Staff virtually attended the OST summit to learn more about current drug trends related to trauma and how communities are responding.
- *Northwoods Coalition Summit*: Jacob Wagner and Ashley Normington presented at the Northwoods Coalition 30th Anniversary Summit on updates to Wood County community efforts following the passage of the Hemp Ordinance. The Summit took place in Rhinelander with a special keynote from Dr. Joe Sanfelippo who was Superintendent of Fall Creek School District.
- *Providers and Teens Communicating for Health (PATCH)*: The PATCH teens wrapped up their program year in May. The teens celebrated the end of the year with a dinner as well as completing evaluations for both their coordinator and the overall PATCH program. The teens that are eligible to return next program year have submitted their applications and are looking forward to training in August. The PATCH teens also presented a mental health presentation during the Wood County Advisory Council meeting. This presentation was created by the teens in collaboration with their coordinator to spread awareness on how to talk to effectively talk to teens about mental health.
- *Wi WINS Tobacco*: 17 tobacco compliance checks were performed, and all retailers passed. Additional checks will be done on June 14 and 21.

Mental Health

- A staff member participated in the 2025 Prevent Suicide Wisconsin conference, which focused on strategies for suicide prevention and community collaboration. This conference included breakouts and discussions led by experts aimed to equip participants with tools and resources to support mental health and reduce suicide rates.

- A staff member is participating in the “Coalitions Working at the Intersect: Mental Health & Substance Use Intersection” workshop, focusing on the links between mental health and substance use, promoting integrated support strategies and coalition-building within communities.
- Staff are meeting with partners to evaluate the scope of Mental Health in our county to align our efforts, collaborate, and provide support to address the objectives of our mental health action plan focusing on the use of technology and the impact of social media on youth mental health, social belonging, and adverse childhood experiences (ACEs).

Financial Security

- *Wisconsin Rapids Downtown Farmers Market:* The Wisconsin Rapids Downtown Farmers’ Market will be open every Thursday and Saturday from 8:00 AM to 1:00 PM, beginning June 12 through October 11, located on 1st Avenue from West Grand to Goggin Street. Farmers market flyers were distributed last week to students within the Wisconsin Rapids Elementary School District. Calen Ott has been confirmed as the Saturday market manager and will be compensated accordingly. In light of the scheduled fireworks display along the Wisconsin River for the Fourth of July, efforts are underway to ensure the market remains open on Thursday, July 3, as vendor income is closely tied to market operations. We are currently evaluating the possibility of relocating the market close to Goggins Street or utilizing the City’s parking lot behind the Tribune Building as an alternative location.
- *Central Wisconsin Farmers Market Collaborative (CWPMC):*
 - Staff have been actively supporting the Marshfield Chamber of Commerce in establishing systems to operate the Marshfield Farmers Market as a transitional organization for the 2025 season. They also attended pre-season meetings for both the Marshfield and Rome Farmers Markets. A fiscal agent partnership was created between the Stevens Point Farmers Market and Partners-HP, allowing the market to accept tax-deductible donations and benefit from more efficient bookkeeping.
 - Staff participated in the first Wisconsin Farmers Market Association board meeting as new board members, with roles as Secretary and Co-Treasurer. They also supported the Waupaca Farmers Market with the transition to lower-cost, more efficient payment technologies, and helped develop operational documents and systems.
 - Marketing efforts were enhanced for the Wisconsin Rapids market, including new yard signs and trailer decals. Additionally, staff improved the websites for the Wausau and Stevens Point Farmers Markets to ensure they look more professional and provide accurate information.
 - The team hosted a virtual Central Wisconsin Farmers Market Collaborative meeting, with over 20 participants. This summer, UW-Stevens Point intern Elina will assist with data collection, alongside two graduate students who will manage and develop systems for the Farmers Market Information Booth in Stevens Point. Last week, the team organized the fieldwork schedule and began surveying customers and vendors at two markets.

ENVIRONMENTAL HEALTH REPORT – BEN JEFFREY, R.S.

New Businesses and Consultations

A pre-licensing inspection was completed for a meat program offered through Mid-State Technical college. A pre-licensing inspection was conducted for Bits N Pieces, a new mobile food establishment in the Wisconsin Rapids area. A pre-licensing inspection was completed for Derrie’s Foodworks, a mobile food establishment in the Wisconsin Rapids area. A pre-licensing inspection was completed for Crow Bar, as they will be expanding and including food services. A pre-licensing inspection was completed for Just the Tip – a new tattoo facility in Wisconsin Rapids. A pre-licensing inspection was completed for Southside Sips in Marshfield, a new retail food establishment. A pre-licensing inspection was completed for Jimmy’s Smokin’ BBQ, a new catering business in the Marshfield area.

Complaint Investigations

Five complaint investigations were completed in the month of May

- A complaint was received regarding moisture inside a sliding glass door. No public health ordinance violations were noted. Property management was made aware of the complaint for follow-up.
- A complaint was received regarding a foul order coming from a food manufacturing plant’s waste treatment facility. The complaint was referred to the Wisconsin DNR for follow up.
- A caller reported a mattress, and other miscellaneous items piled up outside. No public health hazards were noted at this time. Property management was made aware for follow-up.
- A complaint was received regarding mold in the bottom of a walk-in cooler at a licensed food establishment. Staff conducted an onsite inspection and required corrective action be done to resolve the issues. Pictures have been received showing properly cleaned and functioning equipment.

HEALTHY SMILES FOR WOOD COUNTY REPORT – NICOLE BURLINGAME, RDH

During the 2024/2025 school year the Healthy Smiles for Wood County program completed 64 visits, providing oral screenings and oral health education for 1,854 children. 1,833 fluoride treatments were applied, and 1,724 sealants were placed. The number of children found with unmet dental needs totaled 300 and all these children were referred to their dentist or case managed for dental treatment. We are currently working on our application for Wisconsin Seal-A-Smile funding for the 2025/2026 school year.

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

Maternal-Child Health

Public Health Nurses continue to work with healthcare systems to decrease infant mortality. Nurses are utilizing the Count the Kicks campaign to educate on fetal movement monitoring. Nurses provided education on kick counting, safe infant sleep, and perinatal mental health during the Marshfield Baby Expo in May.

Parents as Teachers (PAT)

- We are wrapping up our 2nd year as a PAT affiliate program and will be working on completing our Affiliate Performance Report. Our PAT program is currently accepting new referrals and working on a new outreach plan for this fall.
- Parent educators continue to provide monthly Play and Learn group connections in collaboration with Children's Wisconsin in Marshfield. They are working in collaboration with Human Services to offer Parent Cafes soon. The summer series of group connections will also include gardening activities with children, farmer's market exploration, and a splash pad picnic.

Emergency Preparedness (EP)

- The health department Emergency Preparedness (EP) Coordinator has been working to strengthen community readiness. A key highlight for her in May was attending the Preparedness Summit in San Antonio, Texas, where national experts shared strategies on emergency response, outbreak tracking, and crisis communication. Networking with national professionals provided valuable insights.
- We have completed the CDC's Measles Outbreak Preparedness Checklist, working with healthcare providers, clinics, schools, childcare facilities, and public safety officials to ensure a strong outbreak response plan. Efforts centered on improving awareness, healthcare coordination, and keeping the community informed. These initiatives enhance our ability to respond swiftly and effectively to public health challenges. Staff participate in the Marshfield Clinic measles tabletop exercise to identify gaps in our plans and work through necessary adjustments.

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

- The WIC team has started work on a new quality improvement project to revamp the intake process during a WIC appointment. The plan is to complete the intake portion (income assessment, reviewing proof of identity/address, and signing the Rights and Responsibilities form) days or several hours prior to the WIC appointment, so families have more quality time with the WIC Nutritionist or Dietitian to work on health and nutrition related goals. Currently, the intake process takes up 5-10 minutes out of the total 15 minutes allotted for a WIC appointment which limits the amount of education the WIC Nutritionist or Dietitian can provide. We implemented this new process starting April 1 and are continuing the quality improvement process as we work through the hurdles.
- The Farmers Market Nutrition Program (FMNP) usually starts June 1 but has been delayed until July 1 due to a decrease in program funding. WIC will start issuing FMNP vouchers in July based on state WIC office guidance.
- The Bilingual Program Support position remains open.

Caseload for 2024 (Contracted caseload 1676)

| | Dec 2024 | Jan 2025 | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-----------------------------|---------------------|---------------------|-------------|-------------|-------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Active (initial) | 1517 | 1531 | 1532 | 1528 | 1504 | 1471 | | | | | | | |
| Active (final) | 1529 | 1534 | 1541 | 1527 | 1508 | | | | | | | | |
| Participating | 1518 | 1534 | 1540 | 1527 | 1504 | 1479 | | | | | | | |

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

June 2025

Director Update by Brandon Vruwink

The State Budget Process continues to move forward. The Governor and the Legislature were unable to reach a compromise on several key points, which may delay the final budget. However, the Joint Finance Committee has begun its work. We are tracking several budget issues. The key issues concern the proposed increased rate at Lincoln Hills and Copper Lake schools. The initial budget request from the Department of Corrections proposed increasing the daily rate to nearly \$ 2,500 per day. If that rate were implemented, it would be a significant cost to counties who have youth in corrections placements. We are hopeful that the legislature will address this concern to ensure counties aren't looking at a doubling of correction costs. The other issues are related to additional funding for mental health services in the Community Support and Crisis Programs. The Wisconsin Counties Association, along with individual counties, has been working with the legislature to fully fund both programs. Increasing mental health funding is a key priority as the number of individuals who need services in this area continues to grow, resulting in increased costs for counties.

Last month, I reported on the passage of a bill out of the House of Representatives that calls for significant changes to the Food Share (Food Stamp) program and Medicaid. The bill was sent to the United States Senate for their consideration. The Senate is seeking to make changes to the bill, but it is unclear yet what those changes will be. I hope there will be a change in the proposed funding model for Food Share eligibility. The current version of the bill shifts administrative costs from a 50/50 split between the counties and the federal government to a 75/25 split, with counties covering 75% of the administrative costs. The cost shift would be detrimental to Wisconsin Counties and require a significant increase in county tax levy support. Several Senators have indicated they are concerned about this change and the cost shift to state and local governments. Medicaid changes are also being discussed in the Senate. The current version of the bill institutes work requirements for Medicaid eligibility. The change would require those receiving Medicaid benefits between the ages of 18 and 64 to complete 80 hours of work or volunteer activities to maintain their benefits. This proposal is similar to what is already in place for the Food Stamp program. In addition to the work requirement, there are increased verification and reporting requirements. Instead of verifying eligibility once a year, individuals must verify and complete a case review twice a year. I will continue to track these changes so we, as a county, are prepared to navigate any policy changes.

We are approaching the time for the annual Human Services public budget hearing. The Human Services Department must hold a budget hearing each year to solicit feedback from the public on budget priorities. As a statutory requirement, the public budget hearing must be held by July 1 every year. I will work with H&HS Chair Rozar to select a public budget hearing date and ensure the H&HS Committee is notified of the date, time, and location. The more feedback we receive, the more prepared we are to develop a budget that balances community needs within our fiscal constraints. This year's budget hearing is scheduled for Thursday, June 26, 2025, at 3:30 p.m. at the Marshfield Community Center in the Hocking Room.

I am pleased to share the 2024 Human Services Annual Report is ready for your review. I will have copies for the H&HS Committee at our meeting on June 26. Thank you to Tiffany Koeshall for putting the report together!

Deputy Director Update by Katie Miloch

World Elder Abuse Awareness Day (WEAAD) is every year on June 15th. This year, the Wood County APS Team put up 326 purple flags all along the boulevard of Edgewater Haven Nursing Home. These flags represent the 326 referrals of abuse, neglect, or exploitation of vulnerable adults/elderly in Wood County.

World Elder Abuse Awareness Day brings necessary attention to a widespread problem that affects millions of older adults and demands a serious response. WEAAD is an opportunity to draw public attention to this widespread issue and encourages families, professionals, and policymakers to take elder abuse seriously. If anyone is interested in learning more about APS or what trends we're seeing, I am happy to present at a future meeting.



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:

- May 2025 Department Budget meetings were conducted.
- Additional accomplishments: Ongoing EHR SmartCare learning, County Wide Audit Needs, Cross training, workflows and processes reviewed and updated as need.
- CLTS Final Reconciliation completed and approved
- Wisconsin Medicaid Cost Report (WIMCR) process started
- Continued onboarding of Administrative Services Assistant Manager
- Team members attended Department Wide All Staff

Accounting and Accounts Payable Team

- Contract Coordinator Added 1 Contract & 1 contract addendum
- Accounting Clerk and Administrative Assistant Manager attended a 3-day WI Human Services Financial Managers Association Conference (May 21-23, 2025) in WI Dells
- Administrative Assistant Manager attended WIMCR training and 2 CLTS teleconferences, one specifically about the TPA transition to new Third Party Payer system
- Program Assistant added 2 new CLTS providers to State Provider portal and updated list of services available for all CLTS agency providers
- Community Accountant submitted all state reporting for April 2025 timely
- Medicare Cost Reports accepted for Norwood & Edgewater Haven
- Completed WI Hospital Association Survey Report
- Business Office continues to help cover front desk needs at Norwood Health Care Center
- Edgewater Haven NH conducted onsite orientation for 3 new team members

Support Services Team

Behavioral Health Clinic service notes: We are transcribing 5/22/25; 6 notes are outside a 14-day window. We currently have a total 86 dictations waiting for transcriptionists as of 6/13/25

Total Service Notes created in May 207/190 entered

Records Released:

Behavioral Health Records Released: 66

Family Service Record / Background checks released: 33

Records pending/in progress: 11

Total Completed: 99

Other Unit Information

- Support Services Staff updates – no vacant positions; 1 staff on intermittent FMLA; 2 annual evals completed
- Attend RB Lobby Reception Unit Meeting
- Work w/BH Administrator/CCS Manager on office space realignment at Cornerstone
- Attend Smartcare Portal Demo
- Attend JET meeting- FS management team, state rep, Judge Jerabek, Probate clerk
- Review Subsidized Guardianship trainings
- HIPAA:
 - 0 HIPAA/ Confidentially breaches - investigated /resolved
 - Privacy/Security: in progress- SRA risk mitigation 1 of 11 completed; partnership with *MetaStar- BH Connect* ; DHS funded
 - participated in WI -Behavioral Health County Community (BHCC) Committee - county workgroup Reproductive Health Attestations and HIPAA updates
 - Attend HIPAA and Privacy meeting with Corporation Counsel/NHC management
 - Meet with BH Administrator and OPC Manager re: Updates effecting 42 CFR part 2 and 45 CFR 160 & 164 updates
- IMS/TCM migration to Laserfiche- in progress. Retention list was provided to IT- 4/1/2025
- Dictation Software Updates-Winscribe is sunsetting, Pending -Coordinate with IT on AI options or Dragon software. Continue to review options and demos for dictation software
- Records Retention: Continue w/ destruction of past retention client documents
 - FS MFLD records 4th floor - up to date
 - RB- FS records destruction/move to vault continues

Claims & Accounts Receivable, Client Interactions

- Ongoing Testing of 270/271 eligibility verification file transfers. Update to Test E.HR software gives greater capability to test current data
- Review of 835 Electronic file capabilities/EW & NHC. Pending Matrix review of our set up to determine capability
- Monthly A/R review to determine collectability
- Engaged WIPFLI services to assist in Billing all Service Claims at Edgewater. Met with billing specialist to discuss future changes to software to create efficiencies

Insurance Claims created and submitted for current reporting period

- Norwood: 244 Claims Billed: \$1,364,169
- Edgewater: Claims Switch back to Edgewater Claim specialist- reporting to start for May effective with July Report
- Community: 3,989 claims submitted in the amount of \$440,166, Cash receipts \$582,670

Service Admission Intakes - by Location

- NHC Admissions: 43 Hospital, 1 LTC
- Edgewater: 8
- Community

- 58 intakes for new clients conducted (currently no waiting list for therapy at OPC)
- 1,616 appointments scheduled, 1,174 attended (73%)

2025 TRIP Monies received YTD:

- Norwood: \$31,904
- Community: \$27,270

Community Resources update by Olivia Lloyd

Transportation: In May, the Transportation program provided 710 bus rides. Of these rides, 235 were for employment, and 103 were for medical. The program also provided 95 volunteer rides. Of these, 20 were for employment, and 38 were for medical. The Transportation program received a new bus in May that will be in service in the Wisconsin Rapids area.

WHEAP: Since the 2025 heating season began October 1, 2024, Wood County has provided Energy Assistance services to 2347 households. The program has also provided HVAC services to 76 households. Air Conditioner referrals have been placed on hold by the state due to the high number of referrals they've already received. The state has also shared that they will not be administering a Summer Fill program this year. Instead, these customers will receive a Supplemental Heat Benefit.

Edgewater Haven Update by Justin Cieslewicz

Census Update: In the month of May, we had 13 admissions and 7 readmissions. Current Memory Care census is 15 residents. Census comparison to last year:

May 2024 – 47.03 average census with 4.03 rehab

May 2025 – 43.68 average census with 10.61 rehab

May 2024 – Admissions 6/Discharges 4/Readmissions 12/Deaths 2

May 2025 – Admissions 13/Discharges 6/Readmissions 7/Deaths 0

Personnel Update: Open positions of writing this:

Nursing: Licensed Nurses: 2 Full-time Nurses, 1 Part-time Nurse

Maintenance: 1 Full-time Maintenance Lead Technician

Therapy Services: Edgewater Haven's therapy provider Select Rehabilitation is an Illinois based corporation. Select Rehabilitation lost a significant contract in Central and Northern Wisconsin which their closest therapy sites to Edgewater Haven are in Sparta and then in Milwaukee. This change posed obstacles in therapist coverage to Edgewater Haven. Upon learning of this change Edgewater Haven's Administrator assessed and interviewed numerous therapy providers. On May 21, 2025, Edgewater Haven and Select Rehabilitation engaged in a mutual agreement to terminate the therapy contract with a 60-day period, terminating the agreement effective July 21, 2025. This 60-day period is to ensure that the new therapy provider implements a transition plan to become fully staffed to provide services to Edgewater Haven. Edgewater Haven has engaged with Greenfield Rehabilitation for therapy services effective July 22, 2025. Greenfield Rehabilitation is a Wisconsin based company that only provides therapy services in Wisconsin and has a footprint in Wood, Portage, Marathon, and Waupaca Counties.

Norwood Health Center Update by Marissa Kornack

At the April HHSC meeting, it was discussed with the committee the difficulty we have been experiencing with recruiting RNs for our vacant positions, with their vacancy dates extending back to fall of 2024. We hypothesized competitiveness with wages to be a possible issue, so we took the last couple of months to gather wage comparison data, which did show our RN wages below market, as well

as our shift differentials in general, putting us at a competitive disadvantage. With this information, we have prepared a proposal for the re-grading of our RNs at Edgewater and Norwood, as well as updating our shift differentials for all nursing staff. We plan to discuss this proposal with the committee at our June meeting.

This is the time of year we start to prepare for the 2026 budget process. We have begun some prep work of reviewing and confirming FTEs. In August, the ADRC will publish their RFP for the meals on wheels/congregate meal contract in Wood County for 2026-2028, so we have begun pulling together numbers and modeling to prepare for that. The contract usually is not awarded until October, so we will likely need to prepare the Norwood budget for two scenarios: being awarded the contract or not.

Health Information Department by Jerin Turner

Noel Bailey started in the full-time receptionist role on 5/27/25. She is nearly completed with her shadowing/training period and is doing well.

We are still recruiting for a casual receptionist and will be scheduling more interviews in the coming weeks. We had a couple interviews and one candidate that ended up declining the position.

Norwood Nursing Department by Liz Masanz

For nurses, we continue to have 2.6 FTEs and three casual positions vacant, and a full-time nurse off on a 12-week leave, which necessitates the continued use of four agency nurses. We continue to be unsuccessful in recruiting for these positions, which have been vacant for extended periods of time. Over the past couple of months, we have been doing some wage and shift differential comparison, which have shown we are not competitive.

For CNAs, we do not currently have any full-time positions available, only casual currently, which is very encouraging. We do however have one agency CNA on board covering a full-time staff member on a long medical leave.

Admissions Unit: The average census for the month of May was 8.42 and 7.96 YTD through May. Average length of stay for May was 6.63 and 8.30 YTD. There were forty-three admissions and forty discharges, with six 30-day readmissions.

The census has continued to remain higher. Nichole, social services supervisor, has continued to stay in touch with our contracted counties regarding bed availability and any concerns, which has improved communication.

We are still waiting for our CMS survey for the hospital unit.

Long Term Care: The long-term care unit had one admission and four discharge in May, with an average census of 11.90 on Crossroads and 13 on Pathways, and 12.18 and 13.57 YTD respectively, all of which are above budgeted census. The unit remains steadily busy and referrals continue to flow in at a nice pace.

A few team members travelled to Mount View Care Center in Wausau to receive an overview of how their organization has completely optimized Matrix Care (our EHR). It was very helpful and we walked away with multiple changes and efficiencies to implement here.

We have an accepted offer for the vacant head nurse position, with a start date of 6/23. They are coming to us with experience as an assistant director of nursing at another local nursing home.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of May were 4,661 with revenue of \$35,670. Congregate meals year to date were 24,299, with revenue of \$185,956.

Related to the cuts made to the Meals on Wheels Program by the ADRC, Norwood provided approximately 446 meals less in May compared to April, and approximately 1,500 less meals compared to May of 2024. Total meal difference year to date compared to this time in 2024 are 4,870 less meals. Meal reductions and impact on budget continue to be monitored closely.

We are recruiting for a full-time dietary aide. Interviews and references/background checks are underway.

Norwood Maintenance Department by Lee Ackerman

CIP Updates:

Water Pipe Replacement- Plan design for this project is still in process.

Lee is looking into possible easement options for adding a second water supply line to the facility. An existing easement agreement from 2001 with the Marshfield Clinic was discovered that allows transportation access to Wood Co. property where it intersects with MFLD Clinic property on N. Fig Ave. However, Nick Flanagan confirmed that the easement agreement does not include use for utilities. Talks are underway exploring whether this easement could be expanded to allow this usage. Also, a similar inquiry has been extended to the owners of the apartment complex on N. Fig Ave., Wisconsin Housing Preservation Corp., to explore possible easement access.

Marissa and Lee met with the design engineer for a progress update and to clarify aspects of the design plans.

Circulating Fans- After a brief delay in shipping, the materials arrived at Norwood for rebuilding the seven remaining circulating fans in the facility. Installation will be done piecemeal over the next several months. Two other circulating fans have already been rebuilt with new bearings.

Passenger Elevator Repairs- The timeline for this project has been updated by Otis Elevator; the materials are expected to arrive at the facility in mid to late July and installation is to begin at that time. This is ahead of schedule by a couple months.

Other Maintenance:

Water Management- The water disinfectant system has been losing some efficacy over the last week in May. U.S. Water reps are working with Maintenance to identify the issue. In the meantime, extra flushing is being performed as needed to ensure levels stay in the required range.

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: June 26, 2025

May 2025 Activity: During the month of May, we completed/submitted 197 federal forms to include:

- 29 Intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 16 Appeals – Higher Level Review, Notice of Disagreement (appeal), appeals to Board of Veterans Appeals (Veterans Law Judge).
- 19 New claims for disability compensation
- 0 New claims for veterans' pension
- 2 New claims for surviving spouse benefits (DIC or surviving spouse pension)
- 6 New applications for VA Healthcare
- 26 Appointments of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 10 Burial and marker applications
- 12 Request for individual's VA medical records *

*Request for VA medical records is a newly reported form; in addition we request many non VA medical records using the private providers procedures (then we have to read them).

Activities:

1. Completed as of June 18, 2025:
 - a. May 20 – VA Regional Office Director's Veteran Service Officer call in.
 - b. May 23 – Master of Ceremonies for Wood County Veterans Memorial -Dedication Ceremony.
 - c. June 9 – Veteran Service Commission meeting.
 - d. June 12 – Marathon Co Veterans Expo and Tomah VA Medical Center Town Hall.
 - e. June 16 – Military Monday at Rafters Game in WI. Rapids with VetCenter & NAMI.
 - f. June 17- VA Regional Office Director's Veteran Service Officer call in.
 - g. June 18 – Caregivers support Q&A with Tomah VA Medical Center at the ADRC.
2. Near Future:
 - a. June 25 – Webinar on Benefits training for Advocates presented by National Veteran's Legal Services Program
 - b. July 15- VA Regional Office Director's Veteran Service Officer call in.
 - c. July 23 - Wisconsin Rapids Veterans Expo at Crossview Church.
 - d. August 6 – MIDSTATE technical College Veteran's Boot Camp.
 - e. August 12 – Tomah VA Medical Center's Directors Legislative Representative and CVSO quarterly meeting
 - f. August 19-24 Central Wisconsin State Fair booth

Office updates:

1. UPDATE on the state veteran's Department program Veterans Outreach and Recovery Program (VORP). Joint Finance has not included the additional funding and as of August 1 Wood County will share 1 case worker with 7 to 9 other counties instead of the current 3.
2. Veteran's Service Commission is running low on approved funding for veteran's relief and will be seeking authority to use a portion of its non-lapsing fund. Resolution is part of this meeting agenda. (Note one of the recipients of Commission funds was one of the appeals won in paragraph 3a).

3. By the numbers:

- a. Due to changes in the VA the Geographical data (GDX) will not be available until late September (normally out in May) so the VA Regional Office in Milwaukee provided us with the Compensation and pension numbers by county for the month of May 2025. For Wood County:
 - i. Compensation (VA Disability) 1,766 Veterans received **\$3,230,609.00**
 - ii. Death Indemnity Compensation (DIC) 177 Surviving spouses/children received **\$307,215.00**
 - iii. Veterans Pension (need based) 22 veterans received **\$21,864.00**
 - iv. Survivors Pension (need based) 18 Survivors received **\$17,829.00**
 - v. **For the month of May total 1,983 Wood County households received a total of \$3,577,517.00**
- b. Strange last week of May. During the last week of May 10 Veterans, we were working with finally had their disability rating decided by the VA resulting in 100% disability (4 due to appeals made by our office). All but one were granted permanent and total (meaning no future exam and potential reduction). This generated a onetime retroactive payment totaling \$213,643.00 and adding an additional \$27,127 monthly benefit (not included in the numbers in paragraph a. above. These are just the 100% disability ratings not all the new increases. Ten 100% ratings in a week has never happened before.
- c. So far in June two additional veterans were rated 100%. One being the Veteran who just stopped in as he moved up from Illinois (his wife is from Wood County) all he wanted was “Veteran” placed on his drivers License. I took over 600 days to prove his Navy Ship docked at Guam, but he received a retroactive payment of \$137,407 and a monthly \$4,463 increase from his \$175 10% rating. The other veteran received \$7,618 with a monthly increase of \$1,905.
- d. So going forward from July 1st deposits into Wood County veterans Bank Accounts monthly \$3,611,012 making the annual compensation and pension about **\$43 Million tax free dollars.**

4. Outreach programs in the works. The Tomah VA Homeless program and Wellness program are working with our office to set up:

- a. Homeless Surge event. A surge is a set of strategies and collaborative efforts meant to maximize the use of local resources in achieving a relatively short-term goal. The goal of VA’s unsheltered surge was to reduce the overall number of unsheltered Veterans in communities with a high number of unsheltered Veterans. The model of this surge effort specifically focused on proactively engaging unsheltered Veterans and linking them directly to interim (i.e., emergency shelter or transitional housing) and permanent housing options, using lowbarrier approaches.
- b. Fall into Wellness event - VA is transforming into a Whole Health care system by empowering and equipping veterans to discover a new path to health and well-being. The Fall into Wellness Expo supports this mission by providing education and direct access to resources that support personalized health goals and engagement in a health promoting lifestyle. Veterans will be encouraged to come engage in wellness experientials, learn about VA and community resources that can support their goals, and/or get a flu shot. Attend the event, learn what the VA can offer veterans.

MINUTES PUBLIC SAFETY COMMITTEE

DATE: Monday, July 14, 2025
TIME: 9:00 AM
PLACE: Courthouse – Conference Rm #302

MEMBERS PRESENT: Joseph Zurfluh, Dennis Polach, Jeff Penzkover, Brad Hamilton

MEMBER EXCUSED: William Voight

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

1. Chairman Zurfluh called the meeting to order at 9:00 AM.
2. The minutes of the previous meeting were reviewed. Motion by Hamilton/Penzkover to approve the minutes as presented. Motion carried unanimously.
3. There was no public comment.
4. The next meeting will be held on Monday, August 11, 2025, at 9:00 AM.
5. The Communications Department presented their report and bill listing for review. He discussed the tower upgrades and the issues with the server requirements of the upgrade. More information will be share as more is known.
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. Dispatch Manager Bastien proposed a policy for his department on the use of the floating holiday and when a newly hired employee would be eligible for it. He is proposing that they are not eligible for this until after their introductory period, as to opposed to day one that it is currently. Motion by Hamilton/Penzkover to approve the policy adjustment as proposed. Motion carried unanimously.
9. Coroner Patton reviewed the monthly report and bill listing.
10. Sheriff Becker reviewed various reports and activities of the Sheriff's Department. He highlighted the following:
 - Awarding of a \$350,000, 3-year, Deflection Grant, for the hiring of a social worker who will work under the Mental Health Officer.
 - Various upcoming media appearances.
 - Retirement of Courthouse Security Deputy McCormick, effective October 3.
11. Motion by Hamilton/Polach to approve the voucher listings for Communications, Coroner, Dispatch, Emergency Management, and Sheriff's Department. Motion carried unanimously.

12. Agenda item for next meeting:

- Safe Haven box for Wood County

13. Chairman Zurfluh declared the meeting adjourned 9:42 AM.

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

Public Safety Committee
July 14, 2025

[illegible]



Wood County

WISCONSIN

DISPATCH

July 14, 2025

In accordance with Wood County policy, Dispatch employees receive nine (9) scheduled holidays and one (1) floating holiday each calendar year. All holidays are paid at eight (8) hours.

Newly hired employees will earn their one (1) floating holiday after successful completion of their six (6) month introductory period or earlier if and when the employee is officially signed-off as successfully completing their introductory period. If this introductory period is extended beyond six (6) months the employee will receive the floating holiday after Management's sign off on successful completion.

Newly hired employees will earn one (1) floating holiday (8 hours) off after successful completion of their 6-month probationary period or earlier if the Dispatch Manager sees fit. If this probationary period is extended beyond 6 months the employee will receive the floating holiday after Management's sign off on successful completion.

Floating holidays may be taken at any time during the year following the standard time off provisions set forth by the Dispatch Manager. The date of the floating holiday will be mutually agreed to between the Dispatch Manager and the employee.

Floating holidays do not carry over from one calendar year to the next.

This policy will be added to the Wood County Dispatch Directives.

Tony Bastien

Dispatch Manager
Wood County Communications Center



June Monthly Report

Wood County Sheriff's Rescue

Submitted by: Ann Burger, WCSR Secretary

June Training Descriptions

| Date | Type | Description |
|--------|-------------------|---|
| 2-Jun | Business Meeting | June Business Meeting |
| 9-Jun | Extrication | Interview; truck checks; extrication including cutting off doors + popping rear hatch. |
| 16-Jun | Work Night | Driving Marine 1 + familiarizing with new down and side imaging (Helix 15). |
| 23-Jun | Project Lifesaver | Intro to PLS equipment with new member. |
| 30-Jun | Extrication | Extrication overview with new member including scene safety, breaking side windows, cutting windshield, removing door with spreaders. |

Call Summary

| | | | | | |
|------------------------|-------------------|---------------------------|---------------------------|----------------|--------------------------------|
| Call # | 36 | 37 | 38 | 39 | 40 |
| Date | 6/3/2025 | 6/10/2025 | 6/13/2025 | 6/14/2025 | 6/18/2025 |
| Time | 11:10 | 15:44 | 13:26 | 10:04 | 16:31 |
| Day of Week | Tuesday | Tuesday | Friday | Saturday | Wednesday |
| Township | Port Edwards | Rudolph | Rudolph | Grand Rapids | Grand Rapids |
| Location | Cth GG/STH 173 | 5TH AVE & REDDIN RD | STH 66 & CTH O | 7100 S PARK RD | GRAND FOREST DR & WAZEECHA AVE |
| Rescue 3 | J. Van Ert | | | T. Young | M. Wiberg |
| Rescue 4 | | | | | |
| Rescue 5 | | | | | |
| 10-22ed | | | | | Yes |
| Call Type | 10-50 w/ Injuries | 10-50 w/ Unknown Injuries | 10-50 w/ Unknown Injuries | Demo | 10-50 w/ Unknown Injuries |
| Medical/Extrication | | | | | |
| Ambulance | WRFD | | | | UEMR |
| EMR | Saratoga | | | | Grand Rapids |
| Fire | Nekoosa | | | | Grand Rapids |
| Air | | | | | |
| Tools/Equipment Used | | | | | |
| Notes | | | | | |
| Other members on scene | | | | | |

Call Summary

| | | | | | |
|------------------------------|------------------------------|-------------------------------|--|--|--|
| Call # | 41 | 42 | | | |
| Date | 6/28/2025 | 6/30/2025 | | | |
| Time | 12:37 | 4:15 | | | |
| Day of Week | Saturday | Monday | | | |
| Township | Saratoga | Sigel | | | |
| Location | BEPPLER RD & STH 73 S | KRONSTEDT RD & LUNDBERG RD | | | |
| Rescue 3 | | D. Westfall | | | |
| Rescue 4 | | | | | |
| Rescue 5 | | | | | |
| 10-22ed | | | | | |
| Call Type | 10-50 w/ Unknown Injuries | 10-50 w/ Injuries | | | |
| Medical/ Extrication | | | | | |
| Ambulance | | UEMR | | | |
| EMR | | | | | |
| Fire | | Vesper | | | |
| Air | | | | | |
| Tools/ Equipment Used | | | | | |
| Notes | | | | | |
| Other members on scene | | | | | |

Special Events Summary

| | | | | | |
|-----------------------------|---|--|--|--|--|
| Date | 6/14/2025 | | | | |
| Day of Week | Saturday | | | | |
| Event | Bluegrass at the Lake | | | | |
| Host | | | | | |
| Location | 7100 S PARK RD | | | | |
| Vehicle Used | R3 | | | | |
| Tools/ Equipment Used | | | | | |
| Members at event | T. Young (R3) | | | | |
| Event Description | Touch a truck event at Bluegrass at the Lake. | | | | |



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

July 1st, 2025

MEMORANDUM FOR Sheriff Becker; Public Safety Committee

SUBJECT: Monthly Crime Stoppers Report – June 2025

The Crime Stoppers program received 23 tips in the month of May 2025 that were forwarded to the appropriate agencies for follow-up, as reported by P3.

The last monthly board meeting was held on June 11th, 2025. The next regular meeting will be on July 9th, 2025, at 6:30 P.M.

Respectfully Submitted,

Daniel Berres
Investigator Sergeant
Wood County Sheriff's Department



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

June 2025 K9 Report

| | TRAINING HOURS | USEAGE/ DEPLOYMENTS | DEMO/ COMMUNITY |
|----------|-------------------|------------------------|--------------------|
| K9 Sig | 12 | 2 | 1 |
| K9 Bingo | 14.5 | 1 | 0 |
| K9 Timo | 14 | 9 | 0 |
| K9 Rosco | 15 | 4 | 1 |
| K9 Lola | SEE | ATTACHED | |

TRAINING (MONTHLY) –

- Wood County Sheriff's Department trained with the Wisconsin Rapids Police Department, Adams County Sheriff's Department, Portage County Sheriff's Department, and Stevens Point Police Department. Training venues included the WOSO/WRPD Range, Howe Elementary, Mid-State Technical College, and Wisconsin Rapids Water and Light land. Training areas consisted of odor detection, tracking/area search for man, building search for man, traffic stops, and school search.

TRAINING (INDIVIDUAL) –

- Lieutenant Christianson and K9 Bingo completed on-duty training in the area of odor detection during the month of June.
- Sergeant Arendt and K9 Timo completed 3 hours of on duty training in the month of June. These trainings focused on odor detection, tracking, and obedience.

USEAGE –

- K9 Sig was utilized in a interdiction. K9 Sig had 1 deployment at this event, and no indication observed. K9 Sig was deployed on a traffic stop for WRPD 14.6 grams of Methamphetamine was located.



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

- K9 Rosco had four deployments for the month of June. Three traffic stops resulting in the location of THC products, syringes, and crack. One deployment was to a hotel room during search warrant in attempt to locate hides within the room.
- Lieutenant Christianson and K9 Bingo had one deployment during the month of June. They were called in for a bomb threat at a Wisconsin Rapids Bank. Nothing was located during the search.
- Sergeant Arendt and K9 Timo had 9 deployments for the month of June. All 9 deployments were drug sniffs of vehicles. 5 sniffs resulted in no indication and 4 sniffs resulted in indications and searches. Located from the vehicle searches was marijuana, THC vape devices, drug paraphernalia, illegal Rx pills, and a sawed-off shotgun.

DEMO/COMMUNITY –

- K9 Sig conducted a demo for the Arrow Academy.
- K9 Rosco had a demo at TIP UP for the Kennel club.

ADDITIONAL INFORMATION –

Respectfully,

Brandon Christianson

Brandon Christianson
Patrol Lieutenant



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

June 2025 Lola's Work and Training Schedule

June 3rd

Jail tour for potential Corrections Officer candidate

June 6th

Interview for Jail Officer

June 10th

Lt. Meeting

June 11th

Interview for Jail Officer

Meeting with Stevens Point Police Department

June 18th

Jail Staff Meeting

Blugrass at the Lake Presents a check to Sheriff's Dept Supporting CISM

June 19th

Jail Interviews

Met with the Chapter EH, PEO and talked about Jail Programming and MAT with Paula Hensel

June 25th

Jail Interview

June 26th

Jail Interviews

June 30th

Meeting with Zach for an upcoming event in the jail

Lola visits all pods occupied on the 4th Floor of the jail daily when at work.



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

HUMANE OFFICER

05-25-25 to 06-21-25

| Animal Bites: | <u>Dog</u> | <u>Cat</u> | <u>Bat</u> |
|----------------|------------|------------|------------|
| • Arpin | 0 | 0 | |
| • Auburndale | 0 | 0 | |
| • Grand Rapids | 0 | 0 | |
| • Nekoosa | 0 | 0 | |
| • Wis. Rapids | 2 | 1 | |
| • Lincoln | 0 | 0 | |
| • Marshfield | 0 | 0 | |
| • Saratoga | 1 | 0 | |
| • Port Edwards | 1 | 0 | |
| • Pittsville | 1 | 0 | |
| • Rock | 0 | 0 | 1 |

Neglect/Abuse Case: 3

Abandonment: 0

Animal vs Animal: 2

Abatement Order: 0

Animals at Large: 0

Major Incidents: 0

Follow-up-Brooke: 1

Follow-up-Susa: 1

Monthly Hours: 27.5

2025 YTD Hours: 151.5

Submitted by: Mitzi Forde



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

Department of Natural Resources Patrols

June 2025

ATV

- Patrol Hours - 65
- Citations - 1
- Warnings - 5

BOAT

- Patrol Hours - 29
- Citations - 5
- Warnings - 4

SNOWMOBILE

- N/A

Submitted by

Sgt. Matt Susa



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

Operations Overtime/Comp Time Totals

June 2025 (05/25/25to 07/05/25)

Patrol

| | |
|-------------------------|---------|
| Overtime hours: | 176.2 |
| Comp time hours: | 399.745 |
| Holiday Pay/Comp hours: | 204/12 |

Investigations

| | |
|------------------|-------|
| Overtime hours: | 26.75 |
| Comp time hours: | 31.5 |

Security Services

| | |
|------------------|-------|
| Overtime hours: | 32.5 |
| Comp time hours: | 24.95 |

| | |
|-----------------|---|
| TOTAL CALL OUT: | 9 |
|-----------------|---|

Submitted By: Charles Hoogesteger – Operations Captain



Wood County

WISCONSIN

SHERIFF'S
DEPARTMENT

Shawn Becker
SHERIFF

Public Safety Committee Meeting

Security Services June 2025 Report

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

| | |
|---------------|----|
| Guns - | 0 |
| Knives - | 74 |
| O.C. - | 5 |
| Misc. Items - | 12 |

The miscellaneous items that were located were seven (7) pairs of scissors, two (2) wrenches, a loaded magazine, .22 ammunition and .410 ammunition.

Security Services screened 7,799 people entering the courthouse in June. Security Services had 27 security requests from different departments within the Courthouse for the month. We also served 8 civil process papers and fulfilled 5 warrants.

Security Services has also been busy with the number of contractors coming and going from the building over the last few months. There is a lot of work being facilitated around the building. Thank you all for your patience and understanding will this work is being completed.

During the Month of June, I utilize part-time employees for 26.5 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 SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

US HWY 10 Cross Traffic Monthly Report

June 2025 (06/01/2025 to 06/30/25)

MINUTES – 360

WARNINGS – 0

CITATIONS – 1

CRASHES – 2 (Deer Property Damage and one with Injuries. Cause was failure to yield while making left turn)

| Intersection | Time Spent (min) | Citations | Warnings |
|---------------------|------------------|-----------|----------|
| USH 10/Day RD | 120 | 0 | 0 |
| USH 10/CTH T | 90 | 0 | 0 |
| USH 10/CTH E | 0 | 0 | 0 |
| USH 10/STH 186 | 60 | 1 | 0 |
| USH 10/North RD | 90 | 0 | 0 |
| USH 10/CTH K | 0 | 0 | 0 |
| USH 10/Blueberry RD | 0 | 0 | 0 |
| USH 10/CTH N | 0 | 0 | 0 |
| USH 10/CTH S | 0 | 0 | 0 |
| USH 10/Brookside RD | 0 | 0 | 0 |
| USH 10/CTH F | 0 | 0 | 0 |
| Totals: | 360 | 1 | 0 |

Submitted By: Charles Hoogesteger – Operations Captain

WOOD COUNTY JAIL

January - June 2025

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 | 189 | 77 | 30 | 198 | 75 | 30 | 188 | 71 | 29 | 188 | 0 | 24 | 192 | 0 | 24 | 193 | 0 | 35 |
| 2 | 189 | 77 | 30 | 197 | 75 | 30 | 188 | 71 | 29 | 185 | 0 | 25 | 185 | 0 | 27 | 194 | 0 | 35 |
| 3 | 187 | 76 | 28 | 201 | 75 | 30 | 189 | 71 | 28 | 188 | 0 | 24 | 187 | 0 | 30 | 185 | 0 | 35 |
| 4 | 190 | 75 | 27 | 195 | 72 | 30 | 177 | 69 | 26 | 179 | 0 | 25 | 191 | 0 | 30 | 190 | 0 | 35 |
| 5 | 193 | 75 | 27 | 199 | 72 | 34 | 181 | 69 | 25 | 187 | 0 | 25 | 189 | 0 | 29 | 187 | 0 | 34 |
| 6 | 193 | 75 | 27 | 202 | 73 | 34 | 184 | 70 | 25 | 185 | 0 | 24 | 188 | 0 | 29 | 189 | 0 | 34 |
| 7 | 189 | 73 | 28 | 198 | 69 | 34 | 183 | 69 | 26 | 185 | 0 | 24 | 187 | 0 | 29 | 194 | 0 | 34 |
| 8 | 194 | 72 | 29 | 194 | 69 | 34 | 179 | 68 | 26 | 179 | 0 | 23 | 187 | 0 | 29 | 198 | 0 | 34 |
| 9 | 193 | 69 | 29 | 193 | 69 | 32 | 177 | 68 | 26 | 184 | 0 | 23 | 184 | 0 | 29 | 200 | 0 | 34 |
| 10 | 193 | 68 | 31 | 195 | 69 | 32 | 175 | 68 | 23 | 187 | 0 | 23 | 185 | 0 | 28 | 204 | 0 | 34 |
| 11 | 197 | 73 | 32 | 197 | 69 | 32 | 178 | 65 | 23 | 192 | 0 | 26 | 188 | 0 | 28 | 202 | 0 | 33 |
| 12 | 196 | 73 | 32 | 200 | 67 | 32 | 177 | 65 | 24 | 193 | 0 | 25 | 189 | 0 | 26 | 198 | 0 | 31 |
| 13 | 198 | 73 | 32 | 199 | 64 | 33 | 179 | 62 | 24 | 196 | 0 | 24 | 189 | 0 | 27 | 196 | 0 | 33 |
| 14 | 195 | 70 | 31 | 202 | 67 | 33 | 178 | 61 | 26 | 200 | 0 | 24 | 185 | 0 | 27 | 196 | 0 | 33 |
| 15 | 195 | 70 | 30 | 200 | 70 | 34 | 180 | 59 | 27 | 197 | 0 | 24 | 185 | 0 | 28 | 195 | 0 | 31 |
| 16 | 201 | 73 | 31 | 201 | 70 | 33 | 179 | 59 | 27 | 198 | 0 | 24 | 194 | 0 | 32 | 198 | 0 | 31 |
| 17 | 194 | 72 | 30 | 202 | 70 | 32 | 180 | 59 | 27 | 202 | 0 | 24 | 194 | 0 | 32 | 198 | 0 | 31 |
| 18 | 200 | 74 | 31 | 193 | 68 | 32 | 180 | 56 | 28 | 196 | 0 | 24 | 194 | 0 | 32 | 200 | 0 | 31 |
| 19 | 205 | 74 | 31 | 187 | 66 | 32 | 181 | 53 | 28 | 196 | 0 | 25 | 190 | 0 | 32 | 198 | 0 | 33 |
| 20 | 207 | 74 | 31 | 194 | 72 | 32 | 177 | 50 | 30 | 197 | 0 | 25 | 190 | 0 | 33 | 192 | 0 | 32 |
| 21 | 208 | 74 | 31 | 191 | 70 | 31 | 180 | 47 | 30 | 200 | 0 | 25 | 187 | 0 | 33 | 194 | 0 | 32 |
| 22 | 203 | 74 | 32 | 195 | 72 | 31 | 184 | 44 | 30 | 202 | 0 | 24 | 188 | 0 | 35 | 193 | 0 | 32 |
| 23 | 204 | 75 | 32 | 195 | 72 | 31 | 189 | 44 | 30 | 200 | 0 | 24 | 192 | 0 | 35 | 191 | 0 | 31 |
| 24 | 200 | 77 | 32 | 197 | 72 | 30 | 188 | 44 | 29 | 197 | 0 | 24 | 192 | 0 | 35 | 194 | 0 | 30 |
| 25 | 204 | 74 | 32 | 186 | 70 | 31 | 182 | 41 | 29 | 192 | 0 | 24 | 191 | 0 | 33 | 188 | 0 | 30 |
| 26 | 202 | 73 | 32 | 185 | 69 | 29 | 190 | 35 | 28 | 194 | 0 | 25 | 191 | 0 | 33 | 186 | 0 | 30 |
| 27 | 203 | 73 | 32 | 187 | 71 | 29 | 191 | 33 | 28 | 192 | 0 | 25 | 190 | 0 | 33 | 189 | 0 | 29 |
| 28 | 201 | 73 | 33 | 183 | 70 | 29 | 192 | 30 | 28 | 193 | 0 | 25 | 195 | 0 | 36 | 190 | 0 | 28 |
| 29 | 199 | 72 | 34 | | | | 205 | 10 | 27 | 190 | 0 | 26 | 187 | 0 | 35 | 195 | 0 | 28 |
| 30 | 201 | 76 | 34 | | | | 199 | 10 | 27 | 188 | 0 | 24 | 183 | 0 | 34 | 199 | 0 | 28 |
| 31 | 198 | 74 | 33 | | | | 198 | 0 | 27 | | | | 185 | 0 | 35 | | | |
| WCJail | 197.5 | | | 195.2 | | | 184.1 | | | 192.1 | | | 188.8 | | | 194.20 | | |
| Shipped | 73.5 | | | 70.3 | | | 52.3 | | | 0.0 | | | 0.0 | | | 0.00 | | |
| EMP | 30.8 | | | 31.6 | | | 27.1 | | | 24.4 | | | 30.9 | | | 32.03 | | |
| Avg Length of Stay (Days) | 30.2 | | | 44.9 | | | 30.5 | | | 33.3 | | | 24.3 | | | 28.3 | | |

WOOD COUNTY JAIL

July - December 2025

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 | 202 | 0 | 28 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | 201 | 0 | 26 | | | | | | | | | | | | | | | |
| 3 | 202 | 0 | 25 | | | | | | | | | | | | | | | |
| 4 | 201 | 0 | 23 | | | | | | | | | | | | | | | |
| 5 | 201 | 0 | 23 | | | | | | | | | | | | | | | |
| 6 | 208 | 0 | 22 | | | | | | | | | | | | | | | |
| 7 | 213 | 0 | 22 | | | | | | | | | | | | | | | |
| 8 | 205 | 0 | 24 | | | | | | | | | | | | | | | |
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| 30 | | | | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | |
| WCJail | 204.1 | | | 0.0 | | | 0.0 | | | 0.0 | | | 0.0 | | | 0.0 | | |
| Shipped | 0.0 | | | 0.0 | | | 0.0 | | | 0.0 | | | 0.0 | | | 0.0 | | |
| EMP | 24.1 | | | 0.0 | | | 0.0 | | | 0.0 | | | 0.0 | | | 0.0 | | |
| Avg Length of Stay (Days) | | | | | | | | | | | | | | | | | | |

2025 Yearly Averages

| | |
|------------|--------|
| Total | 193.72 |
| Safekeeper | 65.34 |
| EMP | 28.71 |

Date Population

| | | |
|---------------------------------|-----------|-----|
| Color indicates low population | 3/4/2025 | 177 |
| Color indicates high population | 1/21/2025 | 208 |

Orange indicates the last day of Safe Keeper housing

January - June 2025
DAILY POPULATION BREAK DOWN BY LOCATION (ENDED 03-30-2025)

| Day | January | | February | | March | | April | | May | | June | |
|-------|---------|----|----------|----|--------|----|--------|----|--------|----|--------|----|
| | Wood | WP | Wood | WP | Wood | WP | Wood | WP | Wood | WP | Wood | WP |
| 1 | 80 | 77 | 91 | 75 | 84 | 71 | 161 | 0 | 165 | 0 | 154 | 0 |
| 2 | 80 | 77 | 90 | 75 | 84 | 71 | 157 | 0 | 155 | 0 | 155 | 0 |
| 3 | 80 | 76 | 94 | 75 | 86 | 71 | 161 | 0 | 154 | 0 | 146 | 0 |
| 4 | 86 | 75 | 91 | 72 | 77 | 69 | 151 | 0 | 158 | 0 | 151 | 0 |
| 5 | 89 | 75 | 90 | 72 | 82 | 69 | 159 | 0 | 157 | 0 | 149 | 0 |
| 6 | 89 | 75 | 91 | 73 | 85 | 70 | 157 | 0 | 156 | 0 | 151 | 0 |
| 7 | 86 | 73 | 91 | 69 | 85 | 69 | 158 | 0 | 155 | 0 | 156 | 0 |
| 8 | 91 | 72 | 87 | 69 | 82 | 68 | 153 | 0 | 154 | 0 | 160 | 0 |
| 9 | 93 | 69 | 88 | 69 | 80 | 68 | 158 | 0 | 150 | 0 | 162 | 0 |
| 10 | 92 | 68 | 90 | 69 | 81 | 68 | 161 | 0 | 152 | 0 | 166 | 0 |
| 11 | 90 | 73 | 91 | 69 | 87 | 65 | 163 | 0 | 155 | 0 | 165 | 0 |
| 12 | 89 | 73 | 97 | 67 | 85 | 65 | 165 | 0 | 158 | 0 | 163 | 0 |
| 13 | 91 | 73 | 98 | 64 | 90 | 62 | 169 | 0 | 157 | 0 | 159 | 0 |
| 14 | 92 | 70 | 98 | 67 | 88 | 61 | 173 | 0 | 154 | 0 | 160 | 0 |
| 15 | 93 | 70 | 92 | 70 | 91 | 59 | 170 | 0 | 153 | 0 | 161 | 0 |
| 16 | 95 | 73 | 94 | 70 | 90 | 59 | 171 | 0 | 158 | 0 | 164 | 0 |
| 17 | 90 | 72 | 96 | 70 | 91 | 59 | 175 | 0 | 158 | 0 | 164 | 0 |
| 18 | 93 | 74 | 90 | 68 | 93 | 56 | 168 | 0 | 158 | 0 | 166 | 0 |
| 19 | 98 | 74 | 86 | 66 | 97 | 53 | 168 | 0 | 154 | 0 | 162 | 0 |
| 20 | 100 | 74 | 87 | 72 | 93 | 50 | 169 | 0 | 153 | 0 | 157 | 0 |
| 21 | 101 | 74 | 87 | 70 | 99 | 47 | 172 | 0 | 151 | 0 | 158 | 0 |
| 22 | 95 | 74 | 89 | 72 | 104 | 44 | 175 | 0 | 148 | 0 | 158 | 0 |
| 23 | 95 | 75 | 89 | 72 | 112 | 44 | 173 | 0 | 154 | 0 | 157 | 0 |
| 24 | 89 | 77 | 92 | 72 | 111 | 44 | 170 | 0 | 154 | 0 | 161 | 0 |
| 25 | 96 | 74 | 82 | 70 | 109 | 41 | 165 | 0 | 155 | 0 | 155 | 0 |
| 26 | 95 | 73 | 83 | 69 | 124 | 35 | 166 | 0 | 155 | 0 | 153 | 0 |
| 27 | 96 | 73 | 84 | 71 | 127 | 33 | 163 | 0 | 154 | 0 | 157 | 0 |
| 28 | 93 | 73 | 80 | 70 | 131 | 30 | 165 | 0 | 155 | 0 | 159 | 0 |
| 29 | 91 | 72 | | | 159 | 10 | 161 | 0 | 149 | 0 | 164 | 0 |
| 30 | 89 | 76 | | | 159 | 10 | 161 | 0 | 146 | 0 | 168 | 0 |
| 31 | 89 | 74 | | | 168 | 0 | | | 146 | 0 | | |
| WOOD | 91.16 | | 89.93 | | 101.10 | | 164.60 | | 154.23 | | 158.70 | |
| WPSO | 73.48 | | 70.25 | | 52.29 | | 0.00 | | 0.00 | | 0.00 | |
| TOTAL | 197.45 | | 195.21 | | 184.13 | | 192.07 | | 188.84 | | 194.20 | |

| MONTH | High | Low |
|----------|------|-----|
| January | 101 | 80 |
| February | 98 | 80 |
| March | 168 | 77 |
| April | 175 | 151 |
| May | 158 | 146 |
| June | 168 | 146 |

Orange indicates the last day of Safe Keeper housing

| 2025 Safe Keeper Averages | | |
|---------------------------|--------|-----|
| WOOD Co Jail | 126.62 | 108 |
| WAUPACA Co | 65.34 | 75 |
| Total Population | 191.98 | 0 |

| | |
|--------------|-----------------------------------|
| New Facility | Total beds |
| 80% = 232 | 290 |
| Yellow | New Facility open date 03-22-2025 |

SAFE KEEPER DIFFERENCE

2025

| MONTH | BED DAYS | WOOD CTY COSTS \$41.26/DAY | OUT OF COUNTY COSTS Including Wages/mileage \$51.23/DAY | DIFFERENCE | YTD TOTAL AMOUNT | 2024 TOTAL AMOUNT |
|--------------|-------------|----------------------------------|---|--------------------|---------------------|-------------------------|
| January | 2278 | \$93,990.28 | \$116,701.94 | \$22,711.66 | \$22,711.66 | \$22,925.43 |
| February | 1967 | \$81,158.42 | \$100,769.41 | \$19,610.99 | \$42,322.65 | \$20,715.75 |
| March | 1621 | \$66,882.46 | \$83,043.83 | \$16,161.37 | \$58,484.02 | \$25,360.17 |
| April | 0 | \$0.00 | \$0.00 | \$0.00 | \$58,484.02 | \$23,764.29 |
| May | 0 | \$0.00 | \$0.00 | \$0.00 | \$58,484.02 | \$23,181.18 |
| June | 0 | \$0.00 | \$0.00 | \$0.00 | \$58,484.02 | \$23,037.96 |
| July | 0 | \$0.00 | \$0.00 | \$0.00 | \$58,484.02 | \$21,564.84 |
| August | 0 | \$0.00 | \$0.00 | \$0.00 | \$58,484.02 | \$22,567.38 |
| September | 0 | \$0.00 | \$0.00 | \$0.00 | \$58,484.02 | \$21,974.04 |
| October | 0 | \$0.00 | \$0.00 | \$0.00 | \$58,484.02 | \$21,933.12 |
| November | 0 | \$0.00 | \$0.00 | \$0.00 | \$58,484.02 | \$23,467.62 |
| December | 0 | \$0.00 | \$0.00 | \$0.00 | \$58,484.02 | \$24,633.84 |
| TOTAL | 5866 | \$242,031.16 | \$300,515.18 | \$58,484.02 | \$123,518.33 | \$275,125.62 |

41.26
51.23

Electronic Monitoring 2025

Monthly Savings vs. Out of County Housing

| Month | Monthly Average | Monthly Savings | YTD 2025 Total Amount | 2024 Total Amount |
|--------------|-----------------|---------------------|--------------------------|----------------------|
| January | 30.80 | \$27,975.64 | \$27,975.64 | \$39,438.39 |
| February | 31.60 | \$25,924.64 | \$53,900.28 | \$38,616.23 |
| March | 27.10 | \$24,614.93 | \$78,515.21 | \$39,583.71 |
| April | 24.40 | \$21,447.60 | \$99,962.81 | \$40,346.10 |
| May | 30.90 | \$28,066.47 | \$128,029.28 | \$39,411.14 |
| June | 32.03 | \$28,154.37 | \$156,183.65 | \$38,825.43 |
| July | 0.00 | \$0.00 | \$156,183.65 | \$43,453.07 |
| August | 0.00 | \$0.00 | \$156,183.65 | \$42,372.20 |
| September | 0.00 | \$0.00 | \$156,183.65 | \$41,726.13 |
| October | 0.00 | \$0.00 | \$156,183.65 | \$42,481.19 |
| November | 0.00 | \$0.00 | \$156,183.65 | \$39,493.47 |
| December | 0.00 | \$0.00 | \$156,183.65 | \$38,675.41 |
| TOTAL | 14.74 | \$156,183.65 | \$156,183.65 | \$484,422.47 |

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

Bed Days x \$29.30 = Monthly Savings

\$29.30

SAFE KEEPER HOUSING

2025

| MONTH | Other Facility | Other Facility | Other Facility | WAUPACA | MONTH TOTAL | 2025 YTD TOTAL | 2024 YTD TOTAL |
|---------------|----------------|----------------|----------------|---------------------|---------------------|----------------|-----------------------|
| JANUARY | \$0.00 | \$0.00 | \$0.00 | \$88,350.00 | \$88,350.00 | \$88,350.00 | \$86,687.50 |
| FEBRUARY | \$0.00 | \$0.00 | \$0.00 | \$79,800.00 | \$79,800.00 | \$168,150.00 | \$173,375.00 |
| MARCH | \$0.00 | \$0.00 | \$0.00 | \$79,800.00 | \$79,800.00 | \$247,950.00 | \$260,062.50 |
| APRIL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$247,950.00 | \$346,750.00 |
| MAY | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$247,950.00 | \$433,437.50 |
| JUNE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$247,950.00 | \$520,125.00 |
| JULY | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$247,950.00 | \$606,812.50 |
| AUGUST | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$247,950.00 | \$693,500.00 |
| SEPTEMBER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$247,950.00 | \$780,187.50 |
| OCTOBER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$247,950.00 | \$866,875.00 |
| NOVEMBER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$247,950.00 | \$953,562.50 |
| DECEMBER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$247,950.00 | \$1,040,250.00 |
| TOTALS | \$0.00 | \$0.00 | \$0.00 | \$247,950.00 | \$247,950.00 | | \$1,040,250.00 |

2025 is a 75 average

Waupaca \$38.00 per bed day (75)

Safe Keeper Housing to end 03/2025

| Wood County Sheriff's Department Kitchen Report 2025 | | | | | | |
|--|--------------|--------------|--------------|-------------|--------------|----------------------|
| MONTH | Breakfast | Lunch | Dinner | Special | Total meals | Food Cost plus Labor |
| January | 3559 | 3500 | 3446 | 0 | 10505 | \$26,833.08 |
| February | 2891 | 2875 | 2790 | 2102 | 10658 | \$21,648.28 |
| March | 2968 | 2959 | 2902 | 0 | 8829 | \$21,999.17 |
| April | 6348 | 6304 | 6159 | 30 | 18841 | \$37,158.87 |
| May | 4907 | 4817 | 4748 | 8 | 14480 | \$28,526.84 |
| June | 5097 | 4855 | 4919 | 0 | 14871 | \$29,281.01 |
| July | 1269 | 1279 | 1281 | 0 | 3829 | \$7,592.46 |
| 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 |
| TOTAL | 27039 | 26589 | 26245 | 2140 | 82013 | \$173,039.71 |

Cost per meal **\$2.11**

Cost per day **\$6.33**

| Wood County Jail Kitchen Expenses | | | | | |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|
| | 2013 | 2014 | 2015 | 2016 | 2017 |
| Food & Labor | \$335,733.47 | \$312,317.25 | \$285,692.96 | \$275,088.44 | \$289,481.66 |
| Number of Meals | 103,993 | 86,637 | 77,044 | 88,993 | 118,016 |
| Cost per Meal | \$3.23 | \$3.60 | \$3.71 | \$3.09 | \$2.45 |
| Cost per Day | \$9.69 | \$10.81 | \$11.12 | \$9.27 | \$7.36 |
| | 2018 | 2019 | 2020 | 2021 | 2022 |
| Food & Labor | \$262,016.71 | \$262,906.02 | \$233,270.65 | \$251,935.30 | \$247,728.79 |
| Number of Meals | 122,668 | 111,439 | 81,970 | 86,838 | 80,356 |
| Cost per Meal | \$2.14 | \$2.36 | \$2.85 | \$2.90 | \$3.08 |
| Cost per Day | \$6.41 | \$7.08 | \$8.54 | \$8.70 | \$9.25 |
| | 2023 | 2024 | 2025 | 2026 | 2027 |
| Food & Labor | \$248,125.14 | \$269,109.64 | \$173,039.71 | \$0.00 | \$0.00 |
| Number of Meals | 87,953 | 104,072 | 82,013 | 0 | 0 |
| Cost per Meal | \$2.82 | \$2.59 | \$2.11 | #DIV/0! | #DIV/0! |
| Cost per Day | \$8.46 | \$7.76 | \$6.33 | #DIV/0! | #DIV/0! |
| | 2028 | 2029 | 2030 | 2031 | 2032 |
| Food & Labor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Number of Meals | 0 | 0 | 0 | 0 | 0 |
| Cost per Meal | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Cost per Day | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |

WOOD COUNTY SHERIFF'S DEPARTMENT
JAIL DIVISION
TEK84 INTERCEPT BODY SCANNER 2025

| MONTH | FOUND ITEMS Male or Female | | CONTRABAND FOUND INTERNAL EXTERNAL | | DRUGS MALE or FEMALE | | TOTAL SCANNED MALE FEMALE | | Monthly Total |
|---------------|-------------------------------|----------|---------------------------------------|----------|-------------------------|----------|------------------------------|------------|------------------|
| | | | | | | | | | |
| JANUARY | 1 | 0 | 1 | 0 | 1 | 0 | 130 | 53 | 183 |
| FEBRUARY | 0 | 0 | 0 | 0 | 0 | 0 | 33 | 18 | 51 |
| MARCH | 0 | 0 | 0 | 0 | 0 | 0 | 48 | 13 | 61 |
| APRIL | 0 | 0 | 0 | 0 | 0 | 0 | 149 | 50 | 199 |
| MAY | 0 | 0 | 0 | 0 | 0 | 0 | 141 | 44 | 185 |
| JUNE | 0 | 0 | 0 | 0 | 0 | 0 | 132 | 41 | 173 |
| JULY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| AUGUST | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SEPTEMBER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| OCTOBER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| NOVEMBER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DECEMBER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 1 | 0 | 1 | 0 | 1 | 0 | 633 | 219 | |

TOTAL SCANNED

852

MINUTES

CONSERVATION, EDUCATION, & ECONOMIC DEVELOPMENT COMMITTEE

DATE: Wednesday, July 2, 2025
TIME: 9:00 AM
PLACE: Courthouse – Conference Rm #302

MEMBERS PRESENT: Bill Leichtnam, Tom Buttke, Tim Hovendick, Russ Perlock, George Gilbertson

MEMBER EXCUSED Wayne Schulz

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. There was no public comment.
3. The minutes of the previous meeting were presented. Motion by Buttke/Hovendick to approve the minutes as presented. Motion carried unanimously.
4. Motion by Hovendick/Perlock to approve the vouchers, monthly department reports and committee reports. Motion carried unanimously.
5. Staci Kivi from the Heart of Wisconsin Chamber of Commerce presented an update from her organization. She is requesting the economic development grant funding be released. Motion by Hovendick/Buttke to approve the release of \$25,000 of budgeted economic development grant funding to the Heart of Wisconsin Chamber of Commerce. Motion carried unanimously.
6. Denise Sonnemann from the Marshfield Area Chamber of Commerce and Industry presented an update from her organization. She is requesting release of the \$25,000 budgeted economic development grant funding. Motion by Buttke/Perlock to approve the release of \$25,000 of budgeted economic development grant funding to MACCI. Motion carried unanimously.
7. Pittsville City Clerk Renee Losievski reviewed the current status of homes and businesses being built in the City and is requesting the \$50,000 of budgeted economic development grant funding be released to them. Motion by Buttke/Hovendick to approve the release of \$50,000 of budgeted economic development grant funding to the City of Pittsville. Motion carried unanimously.
8. Jen McNelly from Extension gave a presentation on her position of Groundwater Educator and reviewed the funding sources of it and how her position fits within the Extension structure. She reviewed her job duties and projects she was involved with.
9. Wucherpfennig introduced Eric Hummel of the Nepco Lake District to discuss wake boats and their negative effects on the lake. Hummel reviewed actions of the Lake District and associated municipalities on how to limit wake boats on Nepco Lake. The authority to do so lies with those municipalities and the DNR. As actions are taken, this will be reported to the committee

10. Wucherpfennig announced some upcoming tours showing different land practices. These were included in the packet.
11. Wucherpfennig updated the committee on the status of the nitrate testing and showed the committee the new mapping website that zeros in on all the testing and results that have been conducted in the past 10 years by various entities. The new website is not yet live as they work through the build-out, however will be soon.
12. The committee reviewed the dues paid to Golden Sands RC&D. Wood County currently pays 75% (\$1,425) of the total requested amount. The committee weighed the benefits received from the organization versus the costs. Motion by Leichtnam/Perlock to increase our dues donation to 90% (\$1,710) starting in 2026. Motion carried 4-1. Voting no was Buttke.
13. Wucherpfennig reported of meeting with the new Portage County Conservationist, Tracy Arnold, to discuss the Mill Creek Watershed and the Marshfield chloride issues and the commitment to continue to work together on these projects.
14. Wucherpfennig reviewed the status of the two violations. They are still working on the stipulation with Earth Inc. with their attorneys.
15. County Surveyor Boyer presented bids for the CTH F Transportation Project Plats. There are two projects, a total of 4 miles, along this corridor that would be surveyed to survey the correct right-of-way. Both low bids came in below the estimated amount. The following motions came from this discussion:
 - PROJECT 1 – Motion by Leichtnam/Buttke to accept the low bid of \$30,700 from Quest Civil Engineers to complete the work outlined. Motion carried unanimously.
 - PROJECT 2 – Motion by Leichtnam/Buttke to accept the low bid of \$17,000 from Quest Civil Engineers to complete the work outlined. Motion carried unanimously.
16. The next regular meeting will be held on Wednesday, August 6th, at 9:00 AM. A special meeting to review the economic development grant applications will be Thursday, July 24th at 8:30 AM.
17. Chairman Leichtnam declared the meeting adjourned at 11:18 AM.

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

Conservation, Education, & Economic Development Committee
July 2, 2025

| NAME | REPRESENTING |
|---------------------------|---------------------|
| Staci Kivi | How Chamber |
| Bill Cleland | WCB #15 |
| Barb Peeters | LWCD |
| Kendra Wilhelm | LWCD |
| Jen McNelly | UV - Extension |
| Dennis Pollock | WCB - 14 |
| Russ Perluck | WCB #4 |
| Meg Domroese | UV Extension |
| Eric Hummel | NEPCO Lake District |
| Shane Wucherpfennig | LWCD |
| Jason Gruenberg | P-3 |
| Patrick Gatterman | Extension |
| Denise Sonnemann | MACC1 |
| Victoria Wilson (Web Ex) | P-3 |
| Renee Losievski (Web Ex) | City of Pittsville |
| Kevin Boyer (Web Ex) | Surveyor |
| Lance Pliml (Web Ex) | CB Chair |
| Julie Marel (Web Ex) | P-3 |
| Darrin Steinbach (Web Ex) | Finance |
| Paul Bernard (Web Ex) | P-3 |
| Sue Smith (Web Ex) | Health Dept |
| Ben Jeffrey (Web Ex) | Health Dept |
| | |
| | |
| | |
| | |

Golden Sands Resource Conservation & Development Council, Inc.
Regular Business/Executive Committee Meeting Minutes
May 15th, 2025
Golden Sands RC&D Office/Online

Attendees: Bob Walker (Member-at-Large); Al Drabek (Marathon); Brent Tessmer (Taylor); Bill Leichtnam (Wood); Gary Beastrom (Member-at-Large); Jared Mader (Marathon); Amanda Gurklis (Golden Sands RC&D Staff); Jennifer Glad (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D); Asher Maliepaard (Golden Sands RC&D Staff); Denise Hilgart (Golden Sands RC&D Staff); Jacob Fluor (Golden Sands RC&D Staff); Claire Harwood (Golden Sands RC&D Staff); Todd Morris (Green Lake); Jenna Tuma (Golden Sands RC&D Staff); Kristin McAdow (Golden Sands RC&D Staff); Adam Skadsen (Golden Sands RC&D Staff); Bill Clendenning (Wood); Tracy Arnold (Portage); Robert Bauer (Golden Sands RC&D Staff); Nicole Muschinske (Grassworks); Andy Richardson (NRCS); Shane Wucherpennig (Wood); Chris Hamerla (Golden Sands RC&D Staff); Joe Tomandl (Taylor); Patty Laskowski (Grassworks).

CALL TO ORDER: Wucherpennig called the meeting to order at 11:04 a.m.

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: Motion was made by Clendenning, which was seconded by Drabek, to approve the minutes from the March 2025 meeting. Motion carried.

TREASURER'S REPORT: Hilgart presented the treasurer's report. Motion was made by Leichtnam, which was seconded by Drabek, to accept the report and place it on file. Motion carried.

WI RC&D ASSOCIATION: Glad reported on a meeting with other WI RC&D executive directors, as well as activities going on at the national level.

FEDERAL FUNDING STATUS: Glad alerted the committee that reimbursement requests for federal contracts have been held up in processing at the federal level.

MEMBERSHIP DUES: Glad encouraged counties that have not paid 2025 membership dues to do so, and noted that a preliminary notice of 2026 dues was sent out (for county budget planning).

COMMITTEE REPORTS: Each of the four standing committees reviewed its actions from meetings held just before the full board meeting.

NEW PROJECTS: The NACD TA 2024, Big Bass Lake Aquatic Plant Point Intercept survey and EWM mapping, and Partners in Regenerative Agriculture projects were presented and discussed. A motion was made by Drabek, which was seconded by Morris, to approve all three projects. Motion carried.

STAFF/PROJECT UPDATES: Glad reminded attendees that staff activity reports were included with information sent out prior to the meeting. Glad also highlighted a number of events in May and June that Golden Sands RC&D is participating in.

AGENCY/PARTNER REPORTS: Representatives from GrassWorks, Inc. gave a presentation on managed grazing in Wisconsin.

OTHER REPORTS: None.

ADJOURNMENT: A motion was made by Drabek, which was seconded by Morris, to adjourn. The meeting was adjourned at 12:15 p.m.

Minutes by: Bob Walker, Secretary

Golden Sands Resource Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
May 15th, 2025
Golden Sands RC&D Office/Online

Attendees: Shane Wucherpennig (Wood); Gary Beastrom (Member-at-Large); Bob Walker (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff); Jennifer Glad (Golden Sands RC&D Staff); Denise Hilgart (Golden Sands RC&D Staff); Jared Mader (Marathon); Bill Leichtnam (Wood); Brian Haase (Waupaca); Amanda Gurklis (Golden Sands RC&D Staff). Bill Clendenning (Wood) and Tracy Arnold (Portage) were also present.

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

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: Motion was made by Leichtnam, which was seconded by Beastrom, to approve the minutes from the March 2025 meeting. Motion carried.

CLOSED SESSION: Motion was made by Walker, which was seconded by Beastrom, to go into closed session at 9:10 a.m. Motion carried.

OUT OF CLOSED SESSION: Motion was made by Leichtnam, which was seconded by Beastrom, to come out of closed session at 9:20 a.m. Motion carried.

TREASURER'S REPORT: Hilgart presented the treasurer's report. Motion was made by Leichtnam, which was seconded by Walker, to transfer all funds from the Associated Savings account to the Associated Money Market account, then close the Associated Savings account. Motion carried. Motion was made by Walker, which was seconded by Beastrom to accept the treasurer's report and recommend for full council approval. Motion carried.

FINANCIAL PROCEDURES: Glad reported that funds from the Employee Retention Credit have not yet been received. Glad reported that reimbursement requests for federal contracts have been held up in processing at the federal level. Hilgart reported that the amount of reimbursements pending is less than originally thought, as an advance reimbursement was received in the fourth quarter of 2024 for project work in the first quarter of 2025.

STAFF & MEMBERSHIP: Glad reported that two NRCS affiliate staff affected by layoffs in April have been hired for open staff positions. Glad also reported on the recruiting and hiring of interns and LTE staff for 2025 seasonal openings.

AL BARDEN TRIBUTE: Glad reported that Reesa Evans is working on this.

POLICY AND PROCEDURE: Motion was made by Walker, which was seconded by Leichtnam, to increase the accrual maximum for PTO for Denise Hilgart from 330 hours to 410 hours. Motion carried.

PR & COMMUNICATIONS: Glad provided updates on recent activities.

OTHER BUSINESS: Glad provided a brief update on the Vista Sands Solar Project.

ADJOURNMENT: Motion was made by Leichtnam, which was seconded by Beastrom, to adjourn. The meeting was adjourned at 9:50 a.m.

Minutes by: Bob Walker, Secretary

Golden Sands Resource Conservation & Development Council, Inc.
Agriculture Committee Meeting Minutes
May 15, 2025
Golden Sands RC&D Office/Online

Attendees: Brent Tessmer (Taylor); Tracy Arnold (Portage); Andy Richardson (NRCS); Jennifer Glad (Golden Sands RC&D); Denise Hilgart (Golden Sands RC&D); Brooke Patrick (Golden Sands RC&D); Asher Maliepaard (Golden Sands RC&D); Adam Skadsen (Golden Sands RC&D); Kristin McAdow (Golden Sands RC&D); Robert Bauer (Golden Sands RC&D).

CALL TO ORDER: Tessmer called the meeting to order at 10:17 a.m.

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: Motion was made by Arnold, which was seconded by Tessmer, to approve the January and March minutes. Motion carried.

STAFF & COUNTY MEMBER UPDATES:

Tessmer (Taylor): Tessmer gave updates on recent county activities and the effects of weather conditions: Taylor County had a tree sale last week and was able to sell all of their extra trees. Weather was wet until a week and a half ago. No-till drills have been out but not a lot of interseeding acres. People will wait until after first grazing or first crop because fields are too wet. Chris Hammerla helped the county to dig and pot some purple loosestrife to grow beetles to control the invasive species. Some projects that received cost-share are starting soon.

Arnold (Portage): Arnold gave updates on recent county activities. Portage County is finally fully staffed. Three of four staff recently retired but the county is onboarding three new people now and the staff are figuring out a lot.

Richardson: 2025 funding has been released for the Environmental Quality Incentives Program (EQIP) and Conservation Stewardship Program (CSP). EQIP is fully contracted. Staff is still working through contracting CSP. There will likely be more money coming out later but there aren't any details yet. He anticipates having one EQIP sign-up per year in the future. In 2026, EQIP will operate with an application deadline in November and the applications being looked at in the winter. Richardson provided his suggestion for producers for working with NRCS: they can apply anytime; if they do not have an application yet, they would be looking at getting funded in 2026.

Patrick: She worked on a beef marketing workshop in Shawano County, which was attended by 15 people. She wants to duplicate the event in Columbia County in the fall. She is facilitating a pasture walk series in four counties including: Adams, Waushara, Green Lake, and Marquette. The first one is tomorrow. She completed one grazing plan, and is working on 6 or 7 other grazing plans that she hopes to finish in the next month or two.

McAdow: She is working on grazing plans in Green Lake and Columbia Counties. She finished facilitating the Managing Your Green workshop series, made a resource library, and uploaded the videos to Youtube. She is working on a bison pasture walk. She is also underway with lots of follow-ups with grazing plan participants.

Maliepaard: About 7 grazing plans are in progress. Several have been paused or cancelled and he has received several more since he completed his staff report. The busiest county is Columbia County this year. He requested help spreading the word about upcoming events. The Save Our Great Lakes (SOGL) grant was extended to the end of the calendar year, originally it was to end in August; this change gives more flexibility to complete grazing plans and he is on track to complete those grazing plans by the original end date of the grant. He gave an update on solar grazing work: lots of solar development in occurring in Portage County and statewide. Golden Sands RC&D has been keeping it on the radar and engaging with graziers who are providing a vegetation control service for solar development, as well as developers.

Bauer: He described the new NFWF Partners in Regenerative Agriculture project goals, project areas, efforts so far with meeting partners and participants, and the positivity of recent outreach and solidarity with field staff who have been laid off or reassigned.

Glad: She described layoffs and reassignments of affiliate staff. She described efforts to proposition our counties to offer cost-share funding for grazing practices. Glad attended a cattle grazing webinar with Maliepaard. She described looking at the possibility of bringing cattle into the Vista Sands development. She mentioned that she will be attending the Solar Farm summit in Chicago, with Maliepaard, in August. Jacob Abrahamson transitioned to urban conservation work. Katelyn Schott took a deferred resignation and so Rafael is the last person involved in urban conservation and he is on the engineering side of it. Larson added that he does not have an update or news on the direction that NRCS will go with urban conservation in the future. Glad added that Golden Sands RC&D is partnering with Wild Ones to install a rain garden at a low, soggy spot in the garden. She also described efforts to partner with the Community Foundation of Portage County. She explained that Golden Sands RC&D is looking for private sources of funding. She expressed appreciation to Skadsen for getting the community garden program up and running quickly, and her gratitude to our city partners for letting us utilize these spaces for these projects.

Skadsen: He reported that he is now the neighborhood field manager for the community gardens. He just turned in a grant. His recent work has involved fixing gates/fences and weeding. He invited attendees to an event at 1 pm today that is a free tree and Arbor Day dedication, which will include the mayor and some alderpeople from Stevens Point, planting 6 to 8 fruit trees on the outside of the community garden. He added that they are putting in 6 new beds starting on Monday. His last day working on the project is Tuesday, since he will be moving on to Waupaca County.

NEW PROJECTS: The NACD TA 2024 and Partners in Regenerative Agriculture projects were presented and discussed. Motion was made by Arnold, which was seconded by Tessmer, to approve the projects and send them on to the full council. Motion carried.

OTHER BUSINESS: Glad mentioned that Portage County has a new grazing plan writer on staff, who is working on getting certified as a Technical Service Provider (TSP). There is no shortage of demand for plan writing. McAdow described that through the Farmland Navigator program at Golden Sands RC&D, they have identified three producers who are looking for land in the Wisconsin Rapids area: some are looking to own, some are looking to rent.

ADJOURNMENT: Motion was made by Arnold, which was seconded by Tessmer, to adjourn.. Meeting adjourned at 10:55 a.m.

Minutes by: Robert Bauer

Golden Sands Resource Conservation & Development Council, Inc.
Forestry/Wildlife Committee Meeting Minutes
May 15th, 2025
Golden Sands RC&D Office/Online

Attendees: Jacob Fluor (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Al Drabek (Marathon); Claire Harwood (Golden Sands RC&D Staff); Jenna Tuma (Golden Sands RC&D Staff); Bill Clendenning (Wood).

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

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: Motion was made by Clendenning, which was seconded by Walker, to approve the minutes from the March 2025 meeting. Motion carried.

PROJECT UPDATES:

Habitat for Karner Blue Butterfly, Poweshiek Skipperling & Other Pollinators: No report.

Central Wisconsin Windshed Partnership: Tuma reported that LTEs for the 2025 season have been onboarded.

Cooperative Forestry / Central Wisconsin Invasives Partnership (CWIP) / Northeast Wisconsin Invasives Partnership (NEWIP): Fluor and Harwood reported. Demonstration forest events are being planned. Work is underway to control garlic mustard, buckthorn, and other invasives on public and private lands. Outreach activities are underway.

Tree Shelters: Tuma reported that 3,130 tree shelters have been sold, with orders still coming in.

NEW PROJECTS: None. Committee members and staff discussed possible ideas for developing additional revenue streams.

ADJOURNMENT: Motion was made by Walker, which was seconded by Clendenning, to adjourn. Meeting adjourned at 10:55 a.m.

Minutes by: Bob Walker, Secretary

Golden Sands Resource Conservation & Development Council, Inc.
Waters Committee Meeting Minutes
May 15th, 2025
Golden Sands RC&D Office/Online

Attendees: Bill Leichtnam (Wood); Amanda Gurklis (Golden Sands RC&D Staff); Chris Hamerla (Golden Sands RC&D Staff); Jared Mader (Marathon); Shane Wucherpennig (Wood); Todd Morris (Green Lake); Joe Tomandl (Taylor).

CALL TO ORDER: Tomandl called the meeting to order at 10:14 a.m.

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: Motion was made by Leichtnam, which was seconded by Wucherpennig, to approve the March 2025 meeting minutes. Motion carried.

NEW PROJECTS: The Big Bass Lake Aquatic Plant Point Intercept survey and EWM mapping project was presented and discussed. Motion was made by Wucherpennig, which was seconded by Leichtnam, to approve the new project and send it to the full council. Motion carried.

COUNTY AND STAFF UPDATES:

Hamerla: He wrapped up 2024 LMPN reporting. Andrew Senderhauf took a position with Portage County. Mackenzie Weber is starting next week. Mara Lince is at an Expo event today. Hamerla and Lince will share the area Senderhauf covered.

Gurklis: She taught 70 lessons and 1103 5th graders this year. Two teachers from Marathon County are interested in the Groundwater Lesson Program. She onboarded two CBCW employees and will onboard/Train Mackenzie Weber next week.

Wucherpennig (Wood): Lots of violations in the county. Tree sale wrapped up. He discussed well testing on wells high in Nitrates. The soil health day was well attended.

Leichtnam Wood): He is going to attend a meeting to share the Nitrate map that was created.

Morris (Green Lake): The county finished its third year of groundwater testing and are looking at ways to reduce phosphorus levels. Hamerla is going to do a test plot at Twin Lakes.

Mader (Marathon): Beach monitoring will occur on all the beaches in the county. He is working with a village to convert cropland into rotational grazing and a prairie.

Thorstenson: She presented about the bio control of EWM with native weevils. She is setting up the CBCW project and is training Gurklis on the project. Pearl Lake is not doing the CBCW project this year.

Tomandl (Taylor): The tree sale wrapped up. Water testing is ongoing. Buckthorn Bash was completed. The county held a recycling Day.

OTHER BUSINESS: None.

ADJOURNMENT: The meeting was adjourned at 10:54 am. Motion was made by Leichtnam, which was seconded by Morris.

Minutes by: Amanda Gurklis

NORTH CENTRAL WISCONSIN TOURISM PARTNERSHIP TOURISM COMMITTEE

June 11, 2025

Zoom Meeting

MINUTES

CALL TO ORDER: Chair Clyde Nelson called the meeting to order at 2:03 p.m.

ROLL CALL: VOTING MEMBERS PRESENT: Keri Beck, Langlade County; Clyde Nelson, Merrill Chamber; Ann Maletzke, Spur of the Moment Ranch (Oconto County); Malorie Paine, Plover CVB; James Przybylski, Shawano County; and Brad Hamilton, Wood County.

OTHER MEMBERS PRESENT: Meredith Kleker, Wisconsin Rapids CVB. **MEMBERS EXCUSED:** Mike Miller, Forest County; Autumn Timblin, Marinette County; Michelle Eron, Shawano County; and Matt McLean, Visit Marshfield. **WCA STAFF:** Sarah Diedrick-Kasdorf.

APPROVAL OF MINUTES: Motion by Hamilton, second by Paine, to approve the minutes of the March 12, 2025 meeting. Motion carried. Notes from the May 14, 2025 meeting were made available to the members.

FINANCIAL REPORT: Sarah Diedrick-Kasdorf indicated that the financial report, dated June 10, 2025, was previously emailed to committee members. The only modification to the previous month's report was a payment to Laughlin Constable for the Wisconsin Traveler email.

REVIEW OF 2025 MARKETING PLAN: The North Central Wisconsin Tourism Partnership's insertion was in the May 22 Wisconsin Traveler email. Thanks to Malorie Paine for coordinating on behalf of the committee.

Round Trip with Colleen Kelly is scheduled to record at the end of June. Malorie Paine will represent the NCWTP on the podcast. The podcast runs for 15 minutes. A link will be sent to all members once the episode is live. A request was sent to committee members for talking points/common themes among the member counties – responses include water activities, hiking, biking, fall colors, ATV and snowmobile information. Malorie will send an email to committee members seeking photos that can be used for the podcast once she receives the specs.

STRATEGIC PLANNING/2026 BUDGET DEVELOPMENT: Committee members discussed scheduling an in-person meeting the week of September 10 to develop an action plan and budget for 2026. Sarah will send out a Doodle poll seeking availability the week of September 10.

TRAVEL WISCONSIN REPORT: Christopher Jennings was unable to attend but sent a written report. The written report was emailed to all members.

NEXT MEETING DATE: The next meeting is scheduled for July 9, 2025 at 2:00 p.m.

ADJOURN: Chair Nelson adjourned the meeting at 2:28 p.m.



Extension Wood County staff led, delivered, planned or collaborated on all of the following activities:

4-H POSITIVE YOUTH DEVELOPMENT

Laura Huber, 4-H Program Educator

Olga Meza, Bilingual 4-H Associate Educator

Trina Bores, 4-H AmeriCorps member

- A residential summer camp program for youth in grades 3-7 where youth spent 3 days and 2 nights immersed in summer camp activities. Through summer camp, youth develop independence, strengthen interpersonal skills, and explore potential areas of interest like leadership, arts & crafts, outdoor education, and more.
 - **Total Reach:** 70 youth campers, 23 youth counselors, 5 adult volunteers
- An in-person orientation for youth travelers and their families where we reviewed the upcoming Discover Wisconsin experience. Youth learned about our schedule, behavior expectations, what's needed, and more. As a result, youth and families will be more prepared to successfully engage in this 3-day, 2-night trip.
 - **Total Reach:** 34 youth travelers 30 parents

AGRICULTURE

Matt Lippert, Agriculture Educator

- Planning for a spreadsheet tool for dairy producers and consultants. The goal is to help producers understand the value of managing inventory and to be able to use the spreadsheet to account for loss and varying qualities of feed, and storage methods so that they can better plan and manage feed inventories. Feed is the largest expense on a dairy farm, accounting for about half of all input costs.
- An article in print and on the internet for a general farm audience, which highlighted the many advances in grazing systems that have made it more productive and worth the consideration of producers as a sound economical way to manage livestock production systems. Total Reach: The Wisconsin Agriculturist has a circulation of 22,000 with multiple members per household in the distribution. The web version is available to a wider audience over an extended period of time and is still having new views after the print publication.
- Planning a hybrid workshop series for dairy and beef producers, and dairy workers (in Spanish) in September 2025. The goal is to provide information and techniques to boost cattle caretakers' confidence in preparing the cow for calving, obstetric techniques, and newborn calf care so that their health and reproductive programs maintain their farm's economic viability.

COMMUNITY DEVELOPMENT

Kayla Rombalski, Community Development Educator

- Partnering on a Wisconsin Partnership Program - Community Impact Grant with CAP Services, Inc. and the UW Center for Community and Non-Profit Studies to grow and improve CAP Services' housing repairs programming. A goal of this project is to improve the accessibility and timeliness of their services in order to improve housing conditions for low to moderate income individuals and improve health equity in housing.
- A series of meetings with a local steering committee to plan for the 2025 Connecting Entrepreneurial Communities Conference, which will be held June 16-18 in Wisconsin Rapids. The purpose of this conference is to showcase the scope and impact of entrepreneurial programs across the state, supporting a thriving entrepreneurial ecosystem for all rural Wisconsin communities.

CRANBERRIES

Allison Jonjak, Cranberry Outreach Specialist

- Allison is currently on maternity leave and will return at the end of June.

FOODWISE

Hannah Wendels, FoodWise Nutrition Educator

Mallory McGivern, FoodWise Administrator

Michelle Van Krey, Healthy Communities Coordinator

- An introductory series of StrongBodies and Tai Chi for adults who are incarcerated, where during Tai Chi they learn gentle, low-impact movements designed to improve balance, flexibility, and joint health. During StrongBodies they engage in regular, progressive strength training and health education to improve their physical and mental health, and enhance social connectedness. Through both of these activities, the program helps reduce the risk of falls and empower participants to lead healthier, more active lives, fostering independence and confidence in their daily routines.
- A series of strength training sessions (StrongBodies) for adults in the community, where participants engage in regular, progressive strength training and health & nutrition education to improve their physical and mental health, and enhance social connectedness.
 - **Total Reach:** 20 registered adults/older adults
- A partnership with United Way/Hunger Coalition, FOCUS Food Pantry, and the Housing Authority of Wisconsin Rapids that provides "Stockboxes for Seniors", a monthly food box service where low-income seniors can receive around 25-30 pounds of nutritious foods to stock their pantry with. The goal of this partnership is to promote the boxes with community partners with the overall goal to improve food security,

HEALTH AND WELL-BEING

Ka Zoua Thao, Bilingual (Hmong) Community Health Worker

- Bi-weekly summer meetings for Hmong youth, attending Wisconsin Rapids Area Middle School and Lincoln High School, where participants engage in healthy eating, active living, and behavioral health topics affecting their communities. This effort is designed to build a better understanding of these topics and promote advocacy for change in the Hmong community.
 - **Total Reach:** 15 youth registered
- An introductory series of StrongBodies and Tai Chi for adults who are incarcerated, where during Tai Chi they learn gentle, low-impact movements designed to improve balance, flexibility, and joint health. During StrongBodies they engage in regular, progressive strength training and health education to improve their physical and mental health, and enhance social connectedness. Through both of these activities, the program helps reduce the risk of falls and empower participants to lead healthier, more active lives, fostering independence and confidence in their daily routines.
- Building relationships and engaging with partners to address health needs with the Hmong community within Wood County.
- Ongoing one-on-one meetings with Hmong clients, where resources and referrals are made. Through these efforts, individual clients are able to receive support navigating through the healthcare and legal systems, and get connected with community resources.
 - **Total Reach:** 8 one-on-one clients
- The Hmong Women's Social Space serves as a monthly gathering for Hmong women to engage in discussions about often overlooked topics within their community. This initiative aims to foster relationships among participants and empower them to advocate for the recognition of their voices.
 - **Total Reach:** 5 participants

HORTICULTURE

Janell Wehr, Horticulture Educator

- A program where participants learned the fundamentals of applying IPM-based strategies to residential wildlife damage management. The goal of this effort was to reduce impacts of pesticide misuse.
- A workshop on wildlife management in residential landscapes was conducted with the following objectives: (1) to identify examples of randomness and diversity in wildlife management; (2) to recognize the legal protections afforded to wildlife and the necessity of compliance; and (3) to apply integrated pest management (IPM) principles to wildlife control techniques, including exclusion, removal, repellents, scare tactics, habitat modification, and cultural practices. The session emphasized the cost-effectiveness of prevention over reactive measures and introduced the IPM framework for diagnosing and addressing wildlife damage. Participants were guided through a structured decision-making process—problem identification, strategy development within legal and ethical boundaries, and technique selection. Concepts of randomness and diversity were contextualized within wildlife behavior and management strategies. The workshop concluded with an applied exercise using a chipmunk fact sheet. Post-program evaluations indicated strong learning outcomes across all objectives. All participants reported high confidence (ratings of 4 or 5 on a 5-point scale) in identifying examples of wildlife management concepts such as randomness and diversity. Similarly, all respondents affirmed understanding that wildlife laws protect various species and must be adhered to, either as a result of the program or through prior knowledge. Participants also demonstrated high confidence (ratings of 4 or 5) in identifying wildlife management techniques within an IPM framework, including exclusion, removal, repellents, scare tactics, habitat modification, and cultural changes.
 - **Total Reach:** 23
- A workshop for a parenting support group, where participants applied container gardening techniques to successfully grow dwarf cherry tomatoes. This effort was designed to result in a sense of accomplishment, positive socialization, and reduced sense of isolation in new parents.
- Non-clinical garden-based interventions have demonstrated efficacy in enhancing both mental and physical health across diverse populations with social and health-related needs (Howarth et al., 2020). In Wood County, where access to mental health resources can be limited, therapeutic horticulture offers a low-barrier, community-based approach to support well-being. Aging populations, individuals experiencing grief, and those with social isolation may particularly benefit from structured garden-based programs. Integrating these interventions into local outreach efforts aligns with broader public health goals and community wellness initiatives.



- In collaboration with the Wood County Health Department, a workshop was held in which three Spanish-speaking mothers and seven children participated in potting dwarf cherry tomatoes. The session introduced essential container gardening practices, including selection of appropriate potting media, container size, tomato cultivars, fertilization methods, and irrigation techniques.
 - **Total Reach:** 3 adults and 7 youth
- A diagnostic service for the general public, where Marathon and Wood County residents' horticultural inquiries are answered through evidence-based resources. This effort is designed to reduce pollution through horticultural product (pesticides and fertilizers) misuse.
- A newspaper article for residents of the Pittsville area, where readers learned how to protect their landscapes from deer and rabbits. The goal of this effort was to increase awareness and knowledge about UW-Madison resources.
- An interview for the WFHR listening audience, where listeners learned how to improve their soil health through composting. The goal of this effort was to increase awareness and knowledge about UW-Madison resources.

HUMAN DEVELOPMENT & RELATIONSHIPS

Ben Eberlein, Human Development & Relationships Educator

- A 6-session course for renters, held in Marshfield, where participants learn how to find and apply for rental housing, understand their responsibilities as a renter, how to communicate effectively with their landlords, and manage housing expenses. Through this, those with negative rental records and those new to renting are able to increase their ability to find and keep safe affordable housing, thereby increasing their stability and decreasing their reliance on public supports.
 - **Total Reach:** 2
- A 6-session course for participants from the Wood County Jail, where they learn how to find and apply for rental housing, understand their responsibilities as a renter, how to communicate effectively with their landlords, and manage housing expenses. Through this, those with negative rental records and those new to renting are able to increase their ability to find and keep safe affordable housing, thereby increasing their stability and decreasing their reliance on public supports.
 - **Total Reach:** 2
- A series of book reading guides for children and their parents, where participants learn basic money concepts including goal setting, prioritizing needs and wants, solving problems, making decisions, and self-control. Through this, they lay a foundation for financial security and contribute to positive financial management in later life.
 - **Total Reach:** 80 children



NATURAL RESOURCES

Jen McNelly, Natural Resources Educator

Anna Mitchell, Natural Resources Educator

- A compilation of water quality and private well data and information for private wells exceeding the nitrate-nitrogen drinking water standard in Wood County. This information will help the Wood County Land and Water Conservation Department prioritize ARPA funding for well treatment systems and areas where additional efforts could be taken.
 - **Total Reach:** 20 private well owners
- A meeting for conservation and water professionals from six counties in the Wisconsin central sands to learn about the groundwater nitrate flow model created by the Wisconsin Geologic and Natural History Survey and to provide feedback on the models applications and potential improvements.
 - **Total Reach:** 10 meeting attendees
- A meeting with stakeholders to develop a monitoring plan for the Nepco Lake watershed, that will outlines plans for gathering data that can be used to help inform management decisions in the watershed and activities of the Nepco Lake District in the future.
 - **Total Reach:** 10 Stakeholders from the Nepco Lake Watershed
- A series of four summer school lessons on natural resources for outdoor adventure summer school participants in 3rd and 4th grade, where they learned about a variety of natural resources topics so that they can better understand and appreciate the outdoor world.
 - **Total Reach:** 20 students and 4 teachers
- A 6-session natural resources program at AgriVenture Farm Camp for youth in grades 3-6, where they learned to identify trees, examine tree anatomy, and use hands-on tools to determine tree age. Through this program youth were empowered to engage in place-based learning experiences, fostering a deeper connection with their local forest ecosystems. It also inspired a sense of stewardship, encouraging youth to care for and protect their natural environments.
 - **Total Reach:** 35 youth in grades 3-6
- Facilitation of monthly meetings of the Wood County Citizen Water Groups, where stakeholders meet to discuss ways to implement their annual action plan, learn about water related issues in Wood County, plan events and activities, update each other on work being done in Wood County, and identify new collaborations for future work/projects.
 - **Total Reach:** 15 citizen members of the Wood County Citizen Water Group



Wood County, Wisconsin LAND AND WATER CONSERVATION DEPARTMENT

Activities Report for Barb Peeters - June 2025

- Compiled final participation for the nitrate testing of private wells for the first round of testing (March 15 to May 29, 2025) utilizing ARPA funds. Total number of test kits picked up (193) and test kits returned (164). Going forward, the plan is for the County Conservationist to contact landowners with nitrates testing over 20ppm to determine interest in installation of a reverse osmosis (RO) system and begin the application process for cost-sharing.
- Assisted Conservation Program Coordinator by updating the Nonmetallic Mining Reclamation Permit Application Form and updating the form on LWCD website.
- Updated nitrate water test collection instruction sheet and incorporated feedback from LWCD staff on revised form.
- Scheduled, created agendas, attended and took minutes at June 2nd, June 10th, and June 25th staff meetings.
- Worked with sales rep for commercial bareroot fruit trees to determine feasibility of offering fruit trees in our annual tree/shrub sale due to repeated customer requests. Sent email poll to over 780 tree sale customers to gauge interest in fruit trees and received an overwhelmingly positive response. After calculating the estimated costs, the decision was made to move ahead with offering fruit trees in the 2026 tree/shrub sale. Submitted a somewhat conservative order for fruit trees for the spring 2026 sale (which includes apple trees: Honey Crisp, Empire & Wolf River; pear trees: Flemish Beauty & Wisconsin (Jung) Hardy; peach trees: Reliance & PF24C-Cold Hardy). There are a few logistics to work out yet but I'm excited to help bring fruit trees to our annual tree sale!
- Verified success of garlic mustard pull done in May 2024 in Biron with visit to site (it was very successful!).
- Worked with Rod Mayer to determine potential tour stop at Hauke Honey in Marshfield for CEED tour in September (our department works with Hauke Honey through the Wildlife Abatement and Claims program with equipment for damage prevention of bears getting at their bee hives).
- Compiled list of 2026 tree/shrub species to offer in 2026 sale. Estimated prices and reviewed with Conservation Program Coordinator. Submitted reserve tree order to nursery for 2026 tree/shrub sale.
- Compiled list of wildflower/seeds to include in 2026 tree/shrub sale. Reviewed with Conservation Program Coordinator and updated descriptions/pricing.
- Generated bid summary for waste storage facility closure (Duckett).
- Attended June 4th CEED committee meeting virtually.
- Revised no-till drill and roller crimper operating agreements with verbiage supplied by Corporate Counsel. Discussed logistics of obtaining landowner signature on agreement *prior* to equipment being used/transported by landowner due to liability issues.
- Assisted Nepco Lake District member with Clean Water/Clean Boats program forms.
- Generated cost share contract for residue management (A. Weiler)
- Downloaded the DATCP monthly report for June and shared with LWCD staff.
- Verified with County Conservationist that the 2025 SWRM Master contract for Wood County was signed and emailed to DATCP (DATCP will not process reimbursement payments unless the master contract is fully executed).
- Attended Wellness Committee meeting on June 10th and shared information with LWCD staff & Parks-Forestry staff.
- Attended EPPIC farm tour at Red Door Family Farms on June 11th. Very informative event. They've converted 60% of their farm to perennial cover, restored native prairie in highly erodible areas with extensive use of cover crops to build soil health and organic matter, minimize erosion and retain nutrients. (Owner was a speaker at the CWFP Expo in April.)
- Ordered department supplies and processed invoices/payments.
- Vacation days June 5th and June 13th.
- Organized County Board packet materials and electronically submitted to the County Clerk's office.
- Processed payments for rental of no-till drill as received.
- Assisted with nonmetallic mining paperwork/documentation while Conservation Program Coordinator was out ill.

Report continued on next page.....

- Posted Snapshot Day information and flyer on LWCD website (event scheduled for August 9, 2025 at Wazeecha)
- Assisted County Conservationist with personnel issue.
- Generated TRM grant cost-share contract for rip-rap project/shoreline and streambank protection (K. Lewis).
- Created spreadsheet to track summer intern hours to assure dept. stays within budgeted hours.
- Researched whether TRM grant can be used to cover recording fees (it was determined recording fees are only reimbursable if part of a land acquisition).
- Updated Wellness bulletin board with third quarter information provided by Wellness Coordinator.
- Worked with Henricksen sales rep & customer service to address ongoing issues with sit-stand desk. After 3 months of communications and ordering/installing a new control box, the issue has been resolved.
- Assisted Conservation Specialist with review of draft documents for invasive species.
- Completed annual Wood County Security Training/Security Awareness.
- Generated SWRM cost-share contract for streambank & shoreline protection (K. Lewis)
- Began planning Keuffer Grazing Tour event (contacted caterer to arrange details for provided lunch and assisted with creation of flyer)
- Completed LWCD payroll percentages and forwarded to Finance prior to the June 12th and 26th payrolls.
- Reviewed payroll reports and verified distribution by accounts/departments.
- Processed department invoices/vouchers and deposits weekly for submission to the Treasurer/Finance.
- Electronically submitted staff reports/packet materials to the County Clerk's office for the July 2nd CEED meeting packet.
- Assisted Conservation Program Coordinator with the publication of a Class I Public Notice for Mathy Construction Company's application for a NR 135 Nonmetallic Mining Reclamation Permit.
- Served as point of contact for LWCD staff while the County Conservationist was off and/or out of the office (June 4, 9, 17, 18, 24).

Activities Report for Emily Salvinski

-June 2025-

- **Tuesday, June 3.** Attended training on version 3 of snapplus in Stevens Point.
- **Wednesday, June 4.** Started mapping nitrate results from the Health Department to 5/29.
- **Thursday, June 5.** Attended nitrate data display discussion. Finished mapping data. Updated “percent over 10 ppm by area” map.
- **Tuesday, June 10.** Attended staff meeting. Updated nitrate “testing by township map”. Looked up lab numbers from sample results so the health lab could get me phone numbers.
- **Wednesday, June 11.** Sent out emails to get more NMPs turned in. Attended Eau Pleine Partnership for Integrated Conservation tour stop at Red Door Family Farms.
- **Thursday, June 12.** Attended meeting to discuss future of nitrate mapping. Attended online badger crop connect.
- **Wednesday, June 18.** Took streamflow measurements from 5 locations in southeast Wood Co. Organized data in the office into charts/tables.
- **Thursday, June 19.** Entered data into SWIMS. Took samples from 4 locations within the Mill Creek watershed to be tested for total phosphorus and total suspended solids.
- **Monday, June 23.** Worked on/resolved snapplus issue. Added NMP updates to gis.
- **Tuesday, June 24.** Went over well testing gis workflow with Paul Bernard. Experimented with arcgis pro. Completed IT training.

Activities Report for Kyle Andreae – June, 2025

- June 2 – Sick
- June 3 – Bockman CREP, Krohn CREP application process, Lippert site visit
- June 4 – Lewis documentation,
- June 5 – Krohn site visit, Lewis site visit
- June 6 – Ehlers site visit, Krohn CREP correspondence
- June 9 – Lippert design, Cohort meeting
- June 10 – Staff meeting, Lewis correspondence, Cohort meeting
- June 11 – Lewis site visit
- June 12 – Lewis correspondence,
- June 13 – Lewis design documentation and site visit
- June 16 – Lewis site visit, Lippert design
- June 17 – Lewis construction inspections
- June 18 – Lewis construction inspections
- June 19 – Lewis construction inspections
- June 20 – Lewis construction inspections
- June 23 – Lewis construction inspections
- June 24 – Lewis construction inspections
- June 25 – Staff meeting, Lewis construction inspections
- June 26 – State Technical Committee meeting, Lewis construction inspections
- June 27 – Drone training, Lewis as-built
- June 30 – Transect survey



Activities Report for Kendra Wilhelm – June 2025

- Coordinated the use and transport of the no-till drill for 4 operators.
 - This consists of answering questions via phone, managing the schedule of the no-till drill, and transporting the no-till drill to renters.
- Participated in a staff meeting on June 2nd to discuss the final decision on having a fruit tree sale.
- Wrote and sent out a press release promoting Snapshot Day.
 - Snapshot Day is a one-day statewide aquatic invasive species (AIS) monitoring event where volunteers are trained to identify and monitor for AIS at pre-selected sites.
 - Snapshot Day will be held on August 9th at Lake Wazeecha.
- Discussed the combined no-till drill and roller crimper operating agreement with Barb and Shane.
- Site visit at last year's invasive garlic mustard hand-pull location in Biron to note progress.
- Discussed tree order form with Barb along with picking potential tree/shrub species and seed mixes for next year's annual sale.
- Sent email reminders and calendar invites to the summer intern regarding two statewide Clean Boats Clean Waters watercraft inspection programs. Nico will cover both Dexter and Wazeecha boat landings on various days throughout the summer.
- Picked up rusty crayfish from the Pittsville High School biology teacher.
- Attended the June Lakes & Rivers Partnership meeting. The focus was on DNR aquatic plant management updates, aquatic invasive species monitoring reminders for the field season, and a SWIMS login update.
- Created and finalized my aquatic invasive species presentation for the Nepco Lake District.
- Communicated with and coordinated the pick-up of the rusty crayfish from the Pittsville High School Rusty Crayfish Trapping Project to the owner of Fierce Hearts Wildlife Rehabilitation. The rusty crayfish will be used as food for recovering animals.
- Watched the recording of the May Lakes & Rivers Partnership meeting regarding lake districts, farmer groups, and watershed management.
- Read "The Field Note" summer issue from WI Land + Water.
- Provided information to Jen McNelly regarding monitoring/testing efforts that the Land & Water Conservation Department has conducted within the Fourmile Creek Watershed.
- Created multiple aquatic invasive species educational materials to be used at events that are part of meeting the grant deliverables for the Lake Monitoring & Protection Network project.
- Watched a series of videos regarding considerations when choosing multi-species cover crops.
- Watched the 5-part series of new nutrient management trainings designed for nutrient management planners created by DATCP.
- Entered Clean Boats Clean Waters data into the SWIMS database on June 9th, June 11th, and June 20th.
- Participated in the June 10th staff meeting.
- Talked with a landowner regarding residue management cost-sharing as they no-tilled their corn and soybeans into a standing cover crop.
 - Created a document with parcel numbers for all fields and sent to Barb for completion of the cost-share contract.
 - Cost-share contract has been signed and fields have been verified.
- Attended an EPPIC hosted field day at Red Door Family Farm.
- Brainstormed an efficient way to provide outreach and education to farm operators about our nutrient management cost-share and farmer education program.
- Attended a webinar on pest management, diversified cropping systems, and soil organic carbon.

- Participated in the Boater Behavior Study Orientation.
 - This is a Clean Boats Clean Waters annual study where boat landings are picked at random within a region for the study to be conducted at. This year Lake Wazeecha was chosen as one of the five sites within the Central Region.
 - Participated in the Boater Behavior study at Lake Wazeecha as requested by UW-Extension Lakes.
- Transported the no-till drill back to the forestry shed for storage.
- Attended a webinar on strategic tillage in long-term no-till systems.
- Transported the no-till drill to an operator in Junction City and assisted with calibration of the drill.
- Mailed a letter to a landowner with multiple acres of invasive purple loosestrife. The letter was inquiring about releasing *Galerucella* beetles on their property as a biocontrol project.
- Collected invasive species and native look-a-likes for an educational session for the Nepco Lake District.
 - Taught Nico (summer intern) invasive and native plant identification while collecting species.
- Assisted a farmer with troubleshooting the new Snap Plus Version 3 program and how to access his farm. Also discussed a potential grassed waterway project within a field with the farmer and Kyle.
- Communicated with DNR staff to schedule an Organisms in Trade Pet Shop Training for aquatic invasive species work. The training was completed on Tuesday, June 24th. This project is part of the Lake Monitoring and Protection Network grant program.
- Attended a webinar on manure processing for discharge water quality. The focus was the use of two different digester systems in Dane County.
- Presented on aquatic invasive species for the Nepco Lake District.
- Completed Wood County Security Training for the Summer of 2025.
- Communicated with DNR regarding a potential invasive grass – a landowner had sent photos and description via email.
- Released purple loosestrife beetles that were raised for the purple loosestrife biocontrol project.

Activities Report for Rod Mayer – June 2025

- Prepared/mailed word document for Vision review info to Brehm. Documented sit down meeting details.
- Apiary assistance for Hauke Honey. Researched process, contact made, updated on increased bear hits in Wood Co., updates to all Hauke Wood County 40 hive locations in DNR database, Enrollment paperwork prepared, contact to Parmak for order of replacement batteries, equip. engraved, delivered and obtained enrollment signatures, updated DNR database and file.
- Sent site exemption and wetland process recommendations to Esser for pond build.
- Met with Town of Sigel supervisor and clerk – discussed info on Brehm Vision site. Informed not permitted with Wood County at this point and site shut down (Township was told all good with permits by Brehm). Brehm told County was good with township – town informed was not. Informed Brehm had met with Town and the untrue remarks of permitted with County and approved with town.
- Review Mid-WI mine site DNR email for wetland restoration area – printed and updated file.
- Prust Apiary assistance. Contact made, Update on continual bear hit on a location, updates to Prust Wood County 7 hive locations in DNR database, enrollment paperwork prepared, contact to Parmak for larger replacement energizer for problem bear – fence tape – and replacement batteries, engraved, delivered and obtained signatures, updates to DNR database and file, contact for energizer issues – received replacement from Parmak and delivered.
- Contact to two crop owner (Grimm & Newby) – info sent for new enrollment for wildlife damage and abatement program for upcoming crop year.
- 3 staff meetings (5/29/25, 6/2/25, 6/10/25)
- Completed DRAFT 2 review of Mathy-Marshfield mine site (133 pages) (joint CH30 jurisdiction with NR135 covering upland areas). Correspondence sent to DNR stormwater for issues, reviewed thoughts with Shane, Typed up review comments (5 pages), sent to Mathy.
- Phone meeting with DNR to discuss Mathy/Marshfield site. (wetland and runoff)
- Researched Earth 186 site – response to email. Earth proposed an expansion – I discovered the expansion already occurred – putting the site out of permit areas and out of compliance. Informed Earth and DNR. Ordered for new plan ASAP.
- Reviewed DRAFT 3 Mathy/Marshfield joint jurisdiction plan. Sent DNR info. Completed review document for needed info still missing – sent to Mathy.
- DNR correspondence in regards to year round deer donation per processor request.
- DNR TEAMS meeting – discussed: Mathy/Marshfield, Earth 186, Earth Biron, Ron Bohn/Kolo sites.
- Reviewed stipulation draft from attorney Stichert for Earth MR2 settlement. Drafted notes for major issues found. Met with Corporation Counsel to address issues – and have corrected draft prepared to send.
- Review Knott site exemption for pond. Issued approval letter, updated file and spreadsheet.
- Reviewed DRAFT 3 of Earth Biron/Bridgewater plan (156 pages). Completed review comments for corrections and missing info – sent to Earth. Addressed permit acres issue as well.
- Created new GIS site map for Biron/Bridgewater in prep for field visit.
- Reviewed DRAFT 4 Mathy/Marshfield. Contacted Mathy per phone – discussed only remaining is we are not getting the info needed for NR135.07 Surface and wetland protection BMPs shown on plan. County will wait to get info from DNR stormwater to review.
- Completed timeline summary document for Earth 186 site.
- Correspondence with Corp. Counsel in regards to public notice on mine sites with joint jurisdiction.
- Reported 5 bear hits to DNR on Hauke Honey locations.
- DNR Weichelt site wetland concerns review – updated file.
- Earth 186 mine site group visit and site walk through. Present included: Rod Mayer, Shane Wucherpfennig, Amanda Harvey (WIDNR), Brad Johnson (WIDNR), Skyler Deboer (Earth), and Dan Depoer (Earth). Completed summary of visit and uploaded/attached site pics to summary.



LAND AND WATER CONSERVATION DEPARTMENT

Activities Report for Shane Wucherpfennig – June 2025

- Attended CWWP meeting Virtually hosted at the Hancock Ag. Research Station.
- Held staff meeting on June 2nd to discuss the final decision on having a fruit tree sale.
- Discussed the combined no-till drill and roller crimper operating agreement with LWCD Staff.
- Discussed Earth Inc. settlement with Nick Flannagan and the stipulation document for hearing.
- Opened Bids for Mike Duckett WSF closure project.
- Attended Ceed Meeting.
- Participated in a County Mtg with WGNHS to discuss Nitrate/Groundwater Flow Model
- Hosted a Meeting with land records, UWSP Groundwater Center, Jen MCNELLY, & Emily to setup a Web base data display discussion for Nitrates and Possible other contaminants.
- Attended an EPPIC Farm Tour - Red Door Family Farms in Athens.
- Reviewed new contracts and processes/tracking with staff for new program funds.
- Attended an NRCS statewide workgroup meeting.
- Met with several landowners to interview and use the "High Nitrate Questionnaire" as part of the pre-application to determine eligibility for treatment systems using ARPA Funds.
- Attended Wood Co Citizens Groundwater Group Meeting.
- Had follow up discussions with Nick Flannagan on the Earth, Inc. stipulation documents.
- Sat down with Rod Meyer multiple times over the month with Plan reviews for Milestone, Bridgestone - Earth Inc. Brehm-Vision Cranberry, Hwy 186 – Earth Inc., Etc.
- Met with Tracy Arnold – Portage County & Jen McNelly about the Mill Creek Watershed.
- Met on site at the HWY 186 – Earth Inc. site for a site inspection. Attendees where Brad Johnson & Amanda Harvey (DNR), Shane and Rod (LWCD), Dan & Skyler (Earth Inc.)
- Met with Summer Intern to discuss progress and performance and Internship expectations.
- Held Staff meeting for scheduling updates, upcoming transect survey and Intern projects.
- Attended PACRS Meeting on Monroe.
- Picked up Department Drone and received initial training.
- CSGCC Meeting in Hancock.
- Visited Roger Lewis streambank restoration project on the Wisconsin River South of Nekoosa for project wrap up.

June Staff Report- Nicolas Fuentes (Summer Intern)

- Culver manure stack survey
- Fruit tree sale meeting
- Rip Rap Survey
- CBCW drain campaign
- CRP Grass waterways inspection
- Discuss plans for well water sampling mapping
- Citizens water group
- Rip Rap construction oversight
- Mill creek water sampling
- Nepco Lake invasive collection for education
- Internship project planning (Ground water sampling trends)
- Pet store invasives training



Wood County WISCONSIN

OFFICE OF PLANNING AND ZONING

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
Julie Mancl, Program Assistant

RE: Staff Report for July 2, 2025

1. Economic Development (Jason Grueneberg)

Thrive Rural Pittsville – On May 30th, Secretary of the Wisconsin Economic Development Corporation, Missy Hughes visited the City of Pittsville to talk with local officials as well as County staff (Kayla Rombalski and Jason Grueneberg), to learn more about the Thrive Rural Pittsville project. The project includes creating a non-profit organization called Cran City, to develop a community building with a few residential units, and retail and community spaces.

Wisconsin Economic Development Corporation (WEDC) – On June 5th, I met with Melinda Osterberg, Regional Economic Director for the WEDC. At the meeting economic development opportunities were shared, as well as project updates of ongoing projects.

Vesper Elementary School Housing Project – The audit that was a requirement of the \$200,000 Wisconsin Economic Development Corporation grant for the Vesper Housing Development Project has been completed. The audit confirmed that Wood County administered the grant funds properly, and as a result the project has been officially closed out.

Connecting Entrepreneurial Communities (CEC) Conference – The CEC Conference was hosted by Wisconsin Rapids and Wood County from June 16th to the 18th. The conference was a huge success with over 200 attendees representing 48 of 72 counties. A big thank you to everyone that was involved with the planning and all of the presenters that talked about resources available for supporting entrepreneurship. The evaluations from the conference are a testament to the overall success of the conference and also included many positive comments regarding the City of Wisconsin Rapids, Wood County, and the friendly and welcoming residents.

2. Planning & Zoning (Emily Arndt)

a. On Maternity Leave

3. Land Records (Paul Bernard)

a. Parcel Mapping
b. Address Mapping

- c. Working with Conservation and UW Extension on a new Nitrate Web Application
- d. Working on new Land Records Viewer

4. Code Administrator (Brad Cook)

6-2-2025- - (2) Reviewed soils, plan review, issued permit for rep HT, mound TN: 06, 21, (1) privy permit reviewed and issued TN: 16, (1) well permit reviewed and issued TN: 07, answer phone calls and inquires with POWTS, SL, FL.

6-3-2025- (1) replacement conv inspection TN: 18, answer phone calls and inquires with POWTS, SL, FL.

6-4-2025- (3) Reviewed soils, plan review, issued permit for new & rep mound TN: 04, 11, 22, (1) new mound, plow,abs cells, tanks insp TN:18, (1) SL onsite inspection TN: 22, (1) new conv insp TN: 18, answer phone calls and inquires with POWTS, SL, FL

6-5-2025- Well Delegation Meeting, (1) new conv insp TN: 18, (1) new HT insp TN: 03, (1) new mound,plow,abs cells, tanks insp TN: 21, (1) new mound,plow, tanks insp TN: 07, answer phone calls and inquires with POWTS, SL, FL

6-6-2025- (1) new mound abs cells, tanks insp TN:07, (1) rep HT insp TN: 21, answer phone calls and inquires with POWTS, SL, FL

6-9-2025-(1) Reviewed soils, plan review, issued permit for rep conv TN:07, (3) well permits reviewed and issued TN: 18, answer phone calls and inquires with POWTS, SL, FL.

6-10-2025- (1) well permit reviewed and issued TN: 13, (1) new conv insp TN: 13, answer phone calls and inquires with POWTS, SL, FL.

6-11-2025- Review ordinances, collect paper data for DSPS, answer phone calls and inquires with POWTS, SL, FL.

6-12-2025- (1) SF permit reviewed and issued TN: 18, -(1) Reviewed soils, plan review, issued permit for rep HT, (1) new conv insp TN: 07, answer phone calls and inquires with POWTS, SL, FL.

6-13-2025- (1) Reviewed soils, plan review, issued permit for rep HT TN: 07, (1) Reviewed soils, plan review, issued permit for new mound TN: 17, answer phone calls and inquires with POWTS, SL, FL.

6-16-2025- (1) Reviewed soils, plan review, issued permit for rep conv. TN: 07, (1) SL permit reviewed and issued TN: 17, answer phone calls and inquires with POWTS, SL, FL.

6-17-2025-(1) Reviewed soils, plan review, issued permit for rep mound TN: 15, (1) reviewed soils, plan review, issued permit for new conv TN: 18, (1) soils onsite insp TN: 07, (1) mound plow insp TN: 02, (1) privy onsite insp TN: 16, answer phone calls and inquires with POWTS, SL, FL.

6-18-2025- (1) mound abs cell insp TN: 02, answer phone calls and inquires with POWTS,

SL, FL.

6-19-2025- (2) Reviewed soils, plan review, issued permit for rep conv TN: 18,) (1) reviewed soils, plan review, issued permit for new mound TN: 11, (1) new conv insp TN: 07, answer phone calls and inquires with POWTS, SL, FL.

6-20-2025- (1) FL onsite insp TN: 17, Staff training meeting, (1) new HT insp TN: 15, answer phone calls and inquires with POWTS, SL, FL

6-23-2025- (1) Reviewed soils, plan review, issued permit for rep conv TN: 18, (1) mound abs cell insp TN: 02 , answer phone calls and inquires with POWTS, SL, FL.

6-24-2025- (2) replacement conv insp TN: 07, 18, answer phone calls and inquires with POWTS, SL, FL

5. Code Technician (Kayla Rautio)

- A.** Continued soils floodplain education
- B.** Reviewed and approved POWTS & well permit applications
- C.** Reviewed soil evaluations
- D.** Wrote up well inspections letter and sent out
- E.** Created well inspection information cards
- F.** Assisted with daily phone calls/emails/office questions
- G.** Inspections/Investigations:
 - 5-29-25: Privy pre-inspection TN:16
 - 5-30-25: Mound reinspection TN:19
 - 6-4-25: Mound core inspection TN:18; Mound final inspection TN:18; Conventional drainfield inspection TN:18; Shoreland inspection TN:22
 - 6-5-25: Conventional inspection TN:18; Holding Tank inspection TN:03; Mound core inspection TN:21; Mound plow and tanks inspection TN:07
 - 6-6-25: Mound final inspection TN:07; Holding tank inspection TN:21
 - 6-10-25: Conventional inspection TN:13
 - 6-12-25: Conventional inspection TN:13; Well inspection TN:13
 - 6-17-25: Soils on-site inspection TN:07; Mound plow inspection TN:02; Privy inspection TN:16
 - 6-18-25: Mound reinspection TN:02
 - 6-19-25: Conventional inspection TN:07
 - 6-23-25: Mound plow inspection TN:02
 - 6-24-25: Mound reinspection TN:02; Conventional drainfield inspection TN:07
 - 6-25-25: Conventional inspection TN:18
- H.** Attended Meetings/Trainings/Etc.
 - 6-5-25: Well delegation follow-up meeting

- 6-20-25: Staff meeting- intro to new land records programs

6. Office Activity (Victoria Wilson & Julie MancI)

- a. Monthly Sanitary and Well Permit Activity – There were 25 sanitary permits, 3 shoreland permits, 12 well permits issued in June and. 5 CSMs were processed and 1 recorded.
- b. ArcGIS Pro Software Projects – Julie continues to assist Paul with GIS mapping projects.
- c. Economic Development Grants – The deadline for this year's economic development grants is July 11th. Victoria is receiving a slow trickle of grants with eight applications received so far.
- d. Attended the following meetings/trainings & activities:
 - i. June 4th CEED meeting (VW & JM)
 - ii. June 5th Well Delegation Meeting (VW & JM)
 - iii. June 20th Staff Meeting/Lunch (VW & JM)

MINUTES JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Friday, July 3, 2025
TIME: 9:00 AM
PLACE: Courthouse – Room 302

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. Motion by Voight/Hovendick to approve the minutes of the previous meetings as presented. Motion carried unanimously.
4. Health Director Smith provided an update on the Opioid Settlement process, highlighting the payments received to date, a screenshot of the webpage detailing the entire process, and funding disbursed, as well as any gaps in treatment services. The full report will be emailed to the county board.
5. The claim of Jackie Trierweiler was reviewed and will be forwarded onto the county board for their information.
6. Corp Counsel Flanagan reported the dog claim from Castlerock Veterinary from last month was determined not to be a dog fund claim but was adjudicated through the rabies control policy.
7. The vouchers and reports from the departments the committee oversees were reviewed and discussed. Motion by Leichtnam/Voight to approve them as presented. Motion carried unanimously.
8. Supervisor Leichtnam provided a verbal report from the Citizen Water Group.
9. Criminal Justice Coordinator Ksionek reviewed the reporting structure of the Criminal Justice Coordinator position and how it is a direct report to the Branch 3 judge. It was recommended by the drug court that this remain in place for now. The committee consensus was to have this organizational structure remain in place.
10. Criminal Justice Coordinator Ksionek informed the committee of various budgetary issues that were discussed with the committee last month and his recommendations for the positions in his department moving forward. The committee instructed Ksionek to develop the 2026 budget with those recommendations.

11. Corp Counsel Flanagan led the committee through the final draft of the new county board rules. Motion by Leichtnam/Voight to direct the County Clerk to draft a resolution for the county board adopting the final draft of the County Board Rules. Motion carried unanimously.
12. The county board resolution concerning the compensation of the 2026-2028 County Board was referred back to the committee by the county board. After discussion, motion by Clendenning/Leichtnam to direct the county clerk to draft two resolutions to state as follows:
 - a. Raising the per diem for county board meetings and committee meetings from \$50.00 to \$65.00 with no compensation allowed for meetings held prior to the county board meeting, and to raise the salary from \$150.00 per month to \$195.00 per month.
 - b. Raising the Administrative Coordinator yearly salary from \$20,000 to \$30,000.Motion carried unanimously.
13. Agenda items for next meeting to include:
 - a. Resolution – Authorization of Opioid Settlements
 - b. Discuss Photo ID badges to be required to be worn by County Board Supervisors when in county facilities
14. The next meeting will be held on Friday, August 1st at 9:00 AM. The following dates were also committed to:
 - a. September monthly meeting – Friday, August 29th at 2:00 PM
 - b. October monthly meeting – Friday, September 26th at 9:00 AM
15. Motion by Clendenning/Hovendick to adjourn. Motion carried unanimously at 10:44 AM.

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

Judicial & Legislative Committee
July 3, 2025

[illegible]

MINUTES RESIDENTIAL OPTIONS COMMITTEE

DATE: Monday, June 30, 2025
TIME: 9:03 a.m.
PLACE: Courthouse, Room 115
TIME ADJOURNED: 9:05 a.m.

MEMBERS PRESENT: See attached list

OTHERS PRESENT: Bill Clendenning

1. At 9:03 a.m., the meeting was called to order.
2. Public comments. None
3. The minutes for the May 29, 2025, meeting were reviewed. **Moved by Hoogesteger, seconded by Bernard, to approve the minutes. All ayes.**
4. The Committee did not go into Closed Session and remained in open session.
5. The Committee did not go into Closed Session and remained in open session.
6. The Committee identified an appropriate residential placement option and reviewed the draft Residential Options Committee report to the Department of Health Services. **Moved by Goldberg, seconded by Miloch, to approve the final report to Department of Health Services. All ayes.**
7. The Committee will convene when a subsequent order is received.
8. Flanagan adjourned the meeting at 9:05 a.m.

Residential Options Committee Meeting

Date: June 30, 2025

[illegible]



Wood County WISCONSIN

CORPORATION
COUNSEL
OFFICE

RESIDENTIAL OPTIONS COMMITTEE REPORT

June 30, 2025

Pursuant to Wis. Stat. s. 980.08, an Order to Reconvene 980 Committee and Locate New Housing has been filed of a person (the subject) requesting supervised release placement modifications in Wood County. (Wood County Case No. 16-CI-01). Consequently, being the subject's county of residence, the Wood County Residential Options Committee (the Committee) has been reactivated in order to fulfill its statutory obligation to prepare a report that identifies an appropriate residential placement for the subject such that he can be placed on supervised release.

Upon receiving the Court's order, the Committee met and reviewed the statutory criteria for placement. The Committee was advised that the subject is not a serious child sex offender, nor has he committed a sexually violent offense against an adult at risk, as these phrases are identified by law, and therefore only the standard setbacks apply to his placement.

The Committee has an active placement location and has confirmed that the property has only one other subject residing there. The placement is at a home that has more than one bedroom, and the lease for the home did not limit the State from placing an additional person there. From a monetary and convenience standpoint, it makes sense to use the existing placement for an additional person. The Committee was advised that it is the preference of the State Department of Health Services to have no more than two persons physically placed in a single home which is met in this case. With all of that information, the Committee determined that it was appropriate to use this property, that being 5055 Knuth Road, Wisconsin Rapids, WI 54495, to place the subject.

The Committee and Wood County Sheriff's Department verified that the property continues to meet the various statutory setback requirements. With that, the Committee has passed a motion identifying the 5055 Knuth Road property as being an appropriate placement for the subject for which the owner has already entered into a lease with the state. The Committee has also approved the submission of this report to the State Department of Health Services, and in doing so, believes that it has fulfilled its statutory obligations as well as its duty to the community.

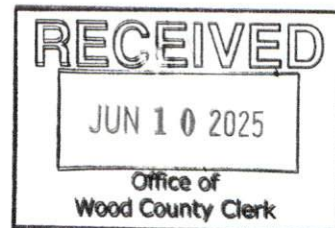
If there is anything further the Department of Health Services or the Court feel that the Committee needs to do, please advise us accordingly.

Thank you.

Members of the Wood County Residential Options Committee.

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
Amy

THE INCIDENT

Date: 6-2-25

Time: 1:30 pm

Place: Cary Rock Rd - Wood Cty

The circumstances giving rise to my claim are as follows:

Traveling west on Cary Rock Road to get to Lindsey Rd - attempting to avoid construction. Dump truck traveling east coming our way, we slowed + moved to shoulder. Dump truck flew past us at a rate of speed unnecessary after laying a fresh layer of rock on road. Completely peppered vehicle cracking + chipping windshield + leaving many chips on hood of car.

The names of county personnel involved are: No clue

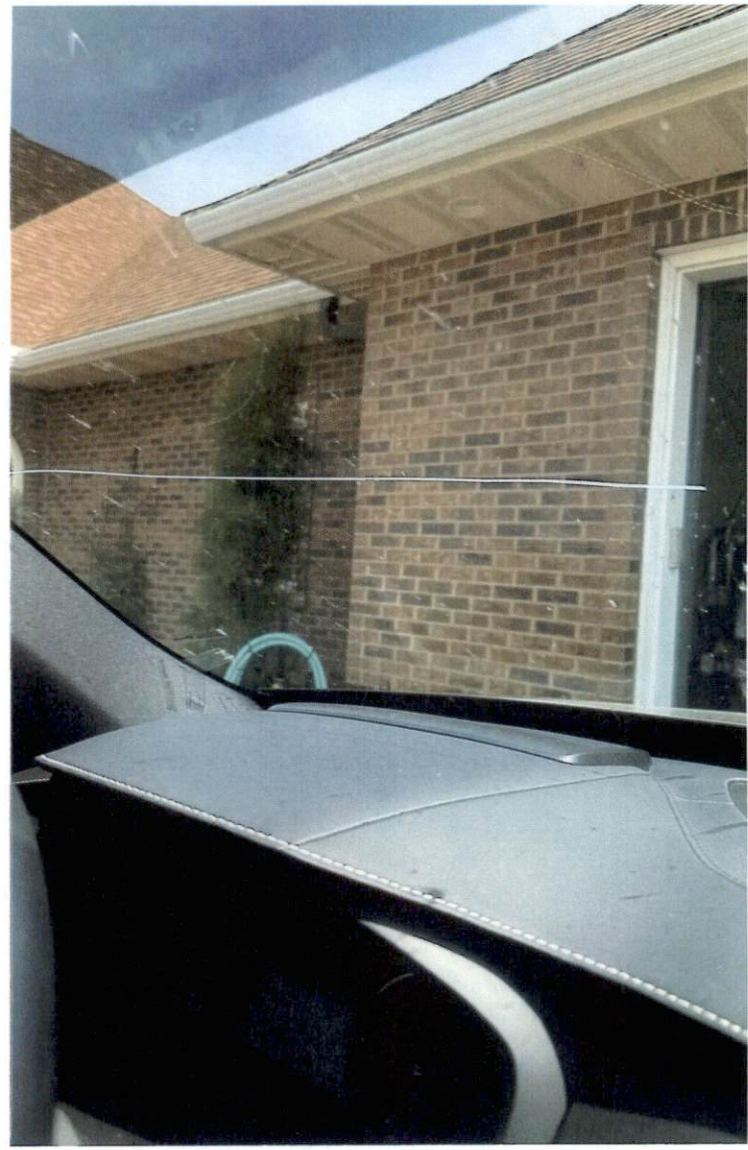
The names of other witnesses are: Husband / driver + employee we stopped on road who gave us a number to call.

THE CLAIM

I request the following monetary or other relief: Invoice included for windshield - awaiting quote for paint chips on hood

6-2-25
Date

Signature: Jackie Trierweiler
Print Name: Jackie Trierweiler
Address: 11599 Cady View Trk
Marshfield WI 54449
Phone: 715-316-2116



Central WI. Glass Co. Inc.
 307 N. Central Ave
 Marshfield, WI 54449-
 (715) 387-8010 / Fax (715) 389-2446
 Fed. ID# 391688337

JACKIE TRIERWEILER

| | | | |
|------------|----------|----------|------------|
| Int. # | 00049385 | Date | 06/06/2025 |
| Cost. # | 3162166 | Blkcode | 03 |
| P.O. # | | Sold By | |
| Ref. Tax # | | Inst. By | |

Cell: (715) 316-2166

Gen: (11) 316-2166

| | | | | | | | |
|-----------------------------|-------------|---|----------------|----------------|--------|-----------|------------|
| Year | 2022 | Make | VOLVO | Policy # | | | |
| Model | XC90 | Body Style | 4 DOOR UTILITY | Authorized by | | | |
| Lic. # | | V.I.N. | | Claim # | | Loss Date | 04/03/2025 |
| Home Phone | () - | Bus. Phone | () - | Damage (Cause) | | | |
| City | Part # | Description | Block Size | List | Price | Total | |
| 1 | FW04212GTYN | Windshield (hud) (air contr) (W/GPS) (PAAS) (Rain/Light Sensor) (Acoustic Interlayer) (Forward Collision Alert) | 35.5 x 58 | 1384.00 | 545.59 | 545.59 | |
| 1 | LABOR | Labor 4.00 hours | | 60.00 | 60.00 | | |
| 1 | HAH016000 | 2.0 High Modulus Urethane, Dam. Primer | | 80.00 | 80.00 | 80.00 | |
| SERVING THE AREA SINCE 1982 | | | | | | | |

SERVING THE AREA SINCE 1982

| | | | |
|---|---|----------|--------|
| SPECIAL INSTRUCTIONS | | Subtotal | 625.59 |
| | | Labor | 60.00 |
| | | Tax | 34.41 |
| SERVING THE AREA SINCE 1982 | | Total | 720.00 |
| Terms of payment are 30 days from invoice date. A service charge of 1.500% per month (18.000% annum) will be added to past due accounts. | | Balance | 720.00 |
| RECEIVED BY | The glass listed has been replaced / repaired with like kind and quality to my entire satisfaction, and I authorize my Insurance Company to pay Central WI. Glass Co. Inc. directly for the glass and installation charges, or repairs. | | |
| 6/3/25 1:37pm by ADMM Updated 6/25 12:54pm by ADMM | | | |



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

JULY 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- During the month of July, we will begin working on the agency budget. Once the State Budget is passed, we will have a better idea on what our funding levels will be. At this time, I don't see any issues in regards to reduced funding.
- We are monitoring legislation involving a change to referrals for out of home care placement cases to the Child Support Agency. WCA is monitoring the legislation and has expressed some concerns to the Senator working on the legislation.
- All staff will be completing Civil Rights Training during July as required by the Bureau of Child Support.
- I will be attending WCSEA meetings on July 10th and 11th.
- I will be attending the WCA Health and Human Services Steering Committee Meeting on July 18th in Wisconsin Dells.
- We continue to do well in current support collections but are down in arrears collections.
- The current IV-D case count is 3,739.



Wood County

WISCONSIN

Kimberly A. Stimac

CLERK OF
CIRCUIT COURT

July 2025

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

Meetings Attended:

- Operations Committee Meeting on 6/3/2025.
- Presented on Small Claims Evictions at the Landlord Association Meeting on 6/9/2025.
- Wood County Board of Supervisors on 6/17/2025.
- Monthly judges meeting on 6/18/2025.

June 2, 2025

The posting for the Court Clerk – Family/Paternity position ended. We had a total of 34 applications.

June 9, 2025

I was invited to speak at the Landlord Association meeting on June 9, 2025 at the Elks Lodge. I presented on the small claims eviction filing process. While my presentation focused on the documentation needed and procedures for filing an eviction case, I was happy to answer questions outside of the eviction process.

June 11th thru June 13th, 2025

Attended the Wisconsin Clerks of Circuit Court Association (WCCCA) summer conference in Neenah, WI. At the conference I received my Certificate in Court Executive Development from the University of Wisconsin – Green Bay. This certificate consists of 88 hours of intensive workshops in critical skills, management and leadership. It is the highest level of recognition for a Clerk of Circuit Court at UW-GB. UW-GB is now offering a Master Court Executive certificate which I hope to achieve. I would like to offer this opportunity to members of my team who are interested in furthering their careers within the court system.

Interviews were held for the Court Clerk – Family/Paternity position on June 13th, 16th and 25th, 2025. We had 6 interviews scheduled over these three dates. One person withdrew the night before their interview as they had already accepted a position with another company.

The Joint Finance Committee allocated \$20 million in GPR funding to support the circuit courts through the Court Support Cost Appropriation. In an email from the Director of State Courts on June 13, 2025:

Should the budget be enacted with the funding level as approved by the Joint Committee on Finance, it would represent an approximate 35% increase in the appropriation. We are taking the opportunity to look carefully at how such a potential increase could affect individual counties, especially in areas of critical need such as interpreter costs.



Wood County

WISCONSIN

CORPORATION
COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

June 2025

Hearings and Court Cases:

Health & Human Services – The following is a breakdown of Ch. 51 (mental commitment) and 54/55 (guardianship/protective placement) matters handled by my office in the month of June 2025:

- 15 Mental Commitments (includes Probable Cause, Final Hearings, and Recommitments)
- 11 Guardianship/Protective Placement Hearings
- 19 WATTS Review/Contested Hearings

Child Support – I’ve continued assisting with review and approval of pleadings, motions and stipulations related to Child Support matters. During the month of June, the Corporation Counsel’s office participated in three in-custody hearing and observing one date for Child Support-related hearings.

Appellate Brief – From time-to-time, the Corporation Counsel’s office is required to brief Appellate cases that are appealed from Circuit Court matters. In June, my office prepared and filed an Appellate Brief with the District IV Court of Appeals. Year to date, our office has handled two appeals (one received an *affirmed* ruling in our favor, while the other is pending).

New Laws/Implementation of Law Changes:

2024 HIPAA Privacy Rule to Support Reproductive Health Care Privacy, Effective Dates December 23, 2024, and February 16, 2026. The US Department of Health and Human Services Office of Civil Rights (OCR) issued a final rule modifying the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule to support reproductive health care privacy. The Final Rule prohibits the use or disclosure of protected health information by covered entities or their business associates (collectively, Regulated Entities) and sets forth new requirements those entities must follow when responding to subpoenas, demands, or other requests for records that may contain reproductive health care information. The new rule had a staggered implementation schedule: Beginning December 23, 2024, requests for disclosure of protected health information that potentially relates to reproductive healthcare must include an attestation that the request is not for a prohibited purpose. Beginning February 16, 2026, HIPAA-regulated entities must update their policies, procedures and business associate agreements to comply with the final rule. Over the last several months, I developed a general Business Associate Agreement that the County can use as needed when a business associate doesn’t have their own. I’ll be working on updating that document to incorporate the needed language requirements from the Final Rule. Additionally, I’ve been working with Health and Human Services and Norwood Health Center to review and implement an attestation document and updating our request for information (ROI) forms where PHI is concerned. Finally, I’m working on preparing updates to our Notice of Privacy Practices form, which appears to have been last updated in 2011.

LWM – Municipal Attorneys Institute:

Last month, I attended the League of Wisconsin Municipalities (LWM) annual Municipal Attorneys Institute in Lake Geneva, WI. The Conference served as a great opportunity to take part in sessions of relevancy to topics my office may take part in. Specifically, sessions regarding land use regulation and development strategies, regulation and laws surrounding cryptocurrency, and the Municipal Attorney's role in assisting Public Safety (police/fire/EMS), were all particularly informative and valuable to take part in.



Wood County WISCONSIN

WOOD COUNTY CRIMINAL JUSTICE DEPARTMENT

June 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Criminal Justice Coordinator, Dillon Ksionek

Meetings Attended:

5/29/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
6/2/2025: Drug Court Staffing/Court
6/2/2025: RSAT meeting with UW-Extension Office
6/4/2025: Mental Health Court Staffing/Court
6/5/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
6/6/2025: Judicial and Legislative Committee Meeting
6/9/2025: Drug Court Staffing/Court
6/10/2025: Oxford House Board Meeting
6/11/2025: Mental Health Court Staffing/Court
6/11/2025: RSAT monthly training/webinar
6/12/2025: DHS Allotment Call
6/12/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
6/16/2025: Drug Court Staffing/Court
6/17/2025: County Board Meeting
6/18/2025: Hope Consortium Presentation
6/19/2025: Drug Court Sustainability Meeting
6/19/2025: Monthly DOJ RSAT Meeting
6/19/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic

Adult Drug Treatment Court:

Current Participants: 23
Active Referrals: 2
2025 Admissions: 12
2025 Terminations: 3
2025 Graduation: 7
Pending Referrals: 3

We continue to have monthly sustainability meetings with representatives from the district attorney's office, the division of community corrections, the state public defender, the criminal justice department, and with our treatment court judge. The conversation centers around all aspects of sustainability but varies from month to month. This month we were joined by corporation counsel to address some policy concerns. He was able to clear things up for me and help us to move forward. We also spent some time discussing financial sustainability, and core team changes (specifically how things will potentially look when Judge Wolf retires and another team member leaves Wood County).

Jail Programming:

The jail programming component of the Criminal Justice Department (known as STRONG) is made up of our medication assisted treatment program (MARF) and our jail residential treatment program (RSAT). We

continue to get regular requests and self-referrals from those that are incarcerated to participate in STRONG. The demand for STRONG programming was high enough these last few months that we had to create a wait list. Thankfully, as of this week, we are caught back up and have eliminated that list. We were able to accomplish this after DHS approved re-allocation of funding so that the part-time drug court case manager, as well as the part time MARP case-manager, were able to work extra hours for the month of June.

Jail Programming (STRONG):

Current participants: 53

Total YTD participants: 77

Medication Assisted Treatment Program (MARP):

Current Participants: 22

Year to date participants: 67

Jail Residential Treatment Program (RSAT):

Current Participants: 7

Year to date participants: 13

A large portion of our jail programming is funded by an Opiate Settlement Fund allotment from DHS. This allotment ran from July 2024-June 2025. I had a conversation with the DHS representative that oversees this funding, and she shared that she is not sure if we will have the opportunity to apply for funding again for 2025-2026. She stated that we would know more in late July or early August. At this time, we are projected to have a significant amount of funding left at the end of June when the original contract ends. My goal in the first part of July is to create a new spend-down contract with DHS that will sustain MARP programming through the end of the year. If we are eligible for this funding source again, and if we are able to secure that funding, this would ensure that there are no interruptions in services (as the money is not predicted to drop until November). If we are not able to secure funding again, it would allow us some time to plan before having to cease operations.

Other Matters:

Our department participated in two different community outreach/awareness events this month. On 6/12/2025 we had a joint booth at the Farmer's Market with Three Bridges Recovery and on 6/20/2025 we had an informational booth about our programs at an event hosted by Ho-Chunk Nation Healing to Wellness Court. I think these types of events are an excellent opportunity to provide education to the community on what we are doing to support those in recovery here in Wood County.

On 6/18/2025, I did a presentation for the 2025 HOPE Consortium Webinar Series on "Addressing Substance Use Disorder and Mental Health for the Incarcerated & Criminal Justice Involved Population of Wood County." The organization that hosts the webinar series was very interested in all that we are doing in Wood County and saw value in sharing insight on our efforts with other Central Wisconsin professionals. Specifically, they wanted to focus on how well so many entities here are collaborating to benefit our residents. It was a great opportunity to highlight several of the initiatives surrounding substance use and mental health within the Wood County Jail, the Sheriff's Department, Human Services, the Criminal Justice Department, and with community stakeholders.

I have started speaking with various county entities including human services and finance about different financial expansion plans for next year. I plan to have some preliminary ideas for review by the time of our meeting on 7/3/2025.



Wood County

WISCONSIN

DISTRICT ATTORNEY
Jonathan E Barnett

July 1, 2025

Report to Judicial and Legislative Committee

We are now half way through the year and have received 1254 referred cases. 771 of those cases have been charged out and ongoing, but 276 additional cases are already closed out. We still have 209 cases under review and we are working to speed up addressing that backlog. Last year, at this time, this office had received 1361 referred cases. 189 of those are still open and pending resolution at this time.

The office currently has 3,200 open cases. 599 of those cases are open warrants, some from as far back as 2006. Currently, 958 open felony files, 1709 Misdemeanor files, 205 forfeiture files and 157 CHIPS files. With the way our PROTECT reporting looks now, Read In cases and cases where we had two defendants and one is closed and the other in warrant still shows up as two open cases. Since we have gone to only one name per complaint and a separate DA Case Number for each defendant to match what all other counties do, we should not have this problem on the cases going forward.

District Attorney attended several meetings this month. On June 4th, meeting with Deputy Director Katie Miloch and Corporation Counsel about the future of CHIPS proceedings in the county. Did not attend the FAST meeting on June 10th due to miscommunication and scheduling around court calendar. Next FAST meeting will be July 1st. Attended the Board of Supervisors meeting on June 17th. Attended the Judges' Meeting on June 18th. Attended the JET meeting on June 24th.

There were no trials in the month of June, though a few settled shortly before trial.

We have an offer to fill one of our two vacancies and Michael D. Montgomery has accepted the offer. We are awaiting a start date to make the final steps in the hiring. He was recently practicing in Montana and has one family law case to complete there before he can start. We are still actively working on hiring for the other opening. However, Dane County has an ADA who will be losing their position in the end of July and anticipates having an opening created when the new budget passes. This person is looking to work two months with us and help with the charging backlog.

The State budget that was last approved by the Joint Finance Committee anticipates providing Wood County with two additional ADAs. These are State positions and would be State funded. We reached out to Facilities to discuss what two new positions would mean for the office space we currently have in the courthouse.



Wood County

WISCONSIN

REGISTER IN
PROBATE

July 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Register in Probate, Tara Jensen

- Attended Wisconsin Counties Association weekly Zoom meetings on Mondays.
- June 2 – Property & Information Technology Committee Meeting
- June 3 - Operations Committee Meeting
- June 6 - Judicial & Legislative Committee
- June 17 – Monthly Judges Meeting

Due to the demolition of the old jail our office had been working from two locations. We are happy to have everyone back in our own office space. A big thank you to the maintenance department for all of the help in making two moves over a period of a few weeks.

The filing of estates is done through the Probate Office. Individuals may choose to have an attorney file for them or we sell packets for them to do the filing themselves. The packet contains all the necessary forms with a guideline to break the process down in steps. After they have completed all the necessary forms to open the case, I meet with them individually. This past month I had 15 different meetings to work with individuals to open an estate.

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

JULY 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

- I attended WCA's County Leadership meetings for the month.
- I met with Scott Moore, from Fidlar, to discuss Wood County's software contract renewal. The initial ask was an increase of 15% for five years totaling an additional \$30,403. In the end, we agreed on a 4% increase for four years totaling \$6,486. This is a reasonable increase considering my last contract renewal was 0% for 3 years.
- On June 9th, I attended the Wisconsin Rapids Area Property Owners meeting to present on property fraud at the Elk's club. Thank you for the invite, Supervisor Penzkover!
- On June 17th, Brian Slinkman invited me to attend the NextHome Realtors meeting to present on property fraud. It was educational to hear what they are seeing and how they are combating fraud.
- I attended the In the Board Room with Andy Phillips from Attolles Law webinar.
- ROD Staff and I completed the required IT trainings.
- I attended a Fidlar User Group meeting to discuss Laredo and Monarch activity follow-up.
- The ROD office was disrupted a little this month due to construction. We appreciate the assistance of Facilities Director Van Tassel and his crew for the fast response!



RESOLUTION#

DATE July 22, 2025
Effective
Date April 21, 2026

Page 1 of 1

Introduced by Judicial & Legislative Committee

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

INTENT & SYNOPSIS: To set the additional yearly stipend for the Administrative Coordinator beginning with the new term of office commencing April 21, 2026.

FISCAL NOTE: An increase of \$10,000 over the current amount.

WHEREAS, it has been many years since the stipend for the Administrative Coordinator has been changed, and

WHEREAS, the Judicial & Legislative Committee believes with the job duties expected of our Administrative Coordinator warrant additional compensation beyond that of a county board supervisor, and

WHEREAS, the Judicial & Legislative Committee recommends that the Administrative Coordinator yearly stipend be increased at this time.

NOW THEREFORE BE IT RESOLVED, that beginning with the commencement of the 2026-2028 county board term on April 21, 2026, the Administrative Coordinator stipend be increased from \$20,000 per year to \$30,000 per year.

BE IT FURTHER RESOLVED, all other compensation (i.e. county board supervisor salary, meeting per diems, etc.) be maintained at the same amount as authorized.

| | | 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 | | | |

Adopted by the County Board of Wood County, July 22, 2025

County Clerk

County Board Chairman



RESOLUTION#

DATE July 22, 2025
Effective
Date April 21, 2026

Page 1 of 1

Introduced by Judicial & Legislative Committee

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

INTENT & SYNOPSIS: To set the compensation of the County Board of Supervisors beginning with the new term of office commencing April 21, 2026.

FISCAL NOTE: Using 2024 data, the increase would be approximately \$27,863 but is dependent on the number of meetings attended by the County Board Supervisors.

WHEREAS, it has been many years since the pay structure of the county board has increased and any changes to that structure needs to be put in place prior to the circulation of nomination papers, commencing in December, and

WHEREAS, the Judicial & Legislative Committee has reviewed the pay structure of the county board supervisors, and

WHEREAS, the Judicial & Legislative Committee recommends the per diem and salary be increased at this time.

NOW THEREFORE BE IT RESOLVED, that beginning with the commencement of the 2026-2028 county board term on April 21, 2026, the per diem rate be increased from \$50.00 to \$65.00, the county board supervisor salary be increased from \$150.00 per month to \$195.00 per month, and

BE IT FURTHER RESOLVED, no per diem will be allowed for any meeting held immediately preceding the county board meeting, and

BE IT FURTHER RESOLVED, all other compensation (i.e. committee chair stipend, etc.) be maintained at the same amount currently authorized.

Adopted by the County Board of Wood County, July 22, 2025

County Clerk

County Board Chairman



RESOLUTION#

DATE July 22, 2025
Effective
Date July 22, 2025

Page 1 of 1

Introduced by Judicial & Legislative Committee

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

INTENT & SYNOPSIS: To update the Rules and Committees of the Wood County Board of Supervisors.

FISCAL NOTE: None

WHEREAS, the Judicial & Legislative Committee has reviewed the current version of the Rules and Committees, and

WHEREAS, the Wisconsin Counties Association has recommended a more universal structure to the rules and provided a template of same, and

WHEREAS, the Judicial & Legislative Committee, along with Corporation Counsel and the County Clerk, have incorporated the existing rules into the new format and have made minor changes to a couple of items, such as number of per diems allowed per year and the meal allowance.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY adopts the attached Rules and Committees of the Wood County Board of Supervisors, the original of which is on file in the Wood County Clerk's office.

| | | 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 | | | |

Adopted by the County Board of Wood County, July 22, 2025

County Clerk

County Board Chairman



RULES OF THE BOARD OF SUPERVISORS

WOOD COUNTY WISCONSIN

Revised July 2025

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SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

The Wood County Board of Supervisors (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Wood County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as “Board Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

1.02 Interpretation

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

SECTION 2 COUNTY BOARD ORGANIZATION

2.01 County Board Meetings

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the Board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April in even-numbered years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:

1. Organize and transact general business;
2. Elect a member Board Chair to perform the duties set forth in Wis. Stat. § 59.12(1). The Board Chair shall serve and perform the duties of Administrative Coordinator pursuant to Wis. Stat. § 59.19;
3. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2). The Board shall also elect a member 2nd Vice Chair, who in case of the absence or disability of the Chair and Vice Chair shall perform the duties set forth in Wis. Stat. § 59.12(2); and
4. Appoint Committees. The Board Chair appoints committees, subject to Board confirmation, pursuant to Wis. Stat. § 59.13 and Section 2.05 hereof.

The County Clerk shall chair the organizational meeting of the board until all of the elections being conducted by secret ballot are concluded at which time the county board chair will assume the responsibility of running the meeting. No substantive matters will be brought before the board during the organizational meeting until the elections are concluded.

The County Clerk shall handle the elections by identifying in turn each office that is open for election. For each office, the Clerk will declare the floor open for nominations (including self-nominations). A nomination need not (but can) be seconded. The supervisor making a nomination or one supporting a nomination may speak for or against a nominee. After a reasonable time, the Clerk will declare the time for making nominations for an office closed.

If there is only one nominee, the Clerk will declare the sole nominee as the winning candidate for the office (no motion or vote is necessary).

If there are multiple nominees for an office, the Clerk shall conduct votes by secret ballot until one candidate receives a majority of the votes being cast. During the voting process, a candidate may withdraw their name from consideration for election to the office. If a majority cannot be reached, the Clerk may allow speeches for and against candidates as well as breaks to allow the supervisors to speak privately amongst themselves. Votes may be made for any person eligible for an office; they need not have been nominated. The Clerk may appoint tellers for assisting in the election process as the Clerk deems fit.

[History: Adopted by the County Board of Wood County as Rule 35 of the August 2022 Board Rules (prior Rules)]

(B) The Annual Meeting. The County Board will convene on the Tuesday following the second Monday in November for an annual (budget) meeting for the purpose of transacting general business in accordance with Wis. Stat. § 59.11(1)(a). The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes.

[History: Adopted by the County Board of Wood County as Rule 3 of the August 2022 Board Rules (prior Rules)]

(C) Regular Meetings. The County Board shall meet for the purpose of transacting general business at 9:30 a.m. on the third Tuesday of each month, except for the month of November, during which month the County Board shall meet on the Tuesday following the second Monday of the month. This rule may be waived to an alternate day and time as may be approved by a majority vote of the Board.

[History: Adopted by the County Board of Wood County as Rule 3 of the August 2022 Board Rules (prior Rules)]

(D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) or at the call of the Board Chair. If a meeting

is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting.

2.02 County Board Meeting Agenda Responsibilities

(A) The Board Chair, in consultation with the County Clerk is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).

(B) Any member of the Board desiring an item to be placed on the agenda for a board meeting shall either:

1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
2. Make a motion during the Future Agenda Items portion of the agenda at a County Board meeting to have an item placed on the agenda for the next meeting or referred to the appropriate committee and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.

(C) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(D) The Chairperson of each committee of the County Board shall have filed with the County Clerk no later than 2:00 p.m. on the Wednesday prior to each county board session, notification of all business, including ordinances, resolutions, claims and reports to be brought before the board by the respective committees. This rule shall also apply to individual supervisors. The County Clerk shall have compiled from the information filed by the various Committee Chairpersons or individual supervisors an agenda containing the business to be presented at the next session of the county board. A copy of the agenda and resolutions shall be on file in the County Clerk's office.

[History: Adopted by the County Board of Wood County as Rule 8(A)-(D) of the August 2022 Board Rules (prior Rules)]

(E) The County Clerk shall distribute the agenda and meeting packet (including a copy of each ordinance, resolution and report listed thereon) to all County Board Members, and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair, by 4:00 p.m. on the Wednesday immediately preceding a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the agenda and meeting packet shall be delivered as soon as practicable. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address. Any late

agenda items including resolutions, minutes, or ordinances shall be transmitted to the County Board Supervisors and news media no later than the Friday immediately preceding that month's County Board session. The requirements of this Section 2.02(E) may be waived, in whole or in part, by the Board Chair in their discretion.

[**History:** Adopted by the County Board of Wood County as Rule 8(A), (B), (C) of the August 2022 Board Rules (prior Rules)]

2.03 County Email Addresses

The County shall provide every Board Member with a county email address. Meeting notices and other County-related information shall be provided to each Board Member's County email address. All Board Members should take reasonable efforts to utilize the county email address for county business and not conduct county business on any other email address. Emails conducting county business sent or received by a Board Member constitutes a Record pursuant to Wis. Stat. 19.32(2), regardless of its occurrence on the county email account or a personal email account.

2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The County Board has established the standing committees (referred to as "Standing Committees") as designated in Appendix A to these Board Rules. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities as set forth in Appendix A and shall operate according to the procedures set forth in Appendix A.

(B) Ad Hoc Committees. The County Board may form ad hoc committees (referred to as "Ad Hoc Committees") from time to time by resolution or action of the County Board. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee's purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee's reporting relationship. The continuing duration of any Ad Hoc Committee that has not met for one year shall be studied by the committee responsible for the oversight of the Ad Hoc Committee, and any recommendation for termination shall be presented by resolution to the County Board for final decision. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee's operations.

[**History:** Adopted by the County Board of Wood County as Rule 31 of the August 2022 Board Rules (prior Rules)]

(C) In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as "Committees."

(D) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as "Other Boards and

Commissions”). Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations.

(E) The County Board Chairperson shall be an ex officio member of every committee of the Board and may attend the meetings of the committees. Pursuant to Section 3.01 of these Rules, the County Board Chairperson shall be a voting member, with full rights and privileges, at any committee meeting at which the Board Chairperson’s presence is necessary to provide a quorum for the meeting. Where the Board Chairperson is named as an official member of a committee, the Board Chairperson shall have the right to vote.

[**History:** Adopted by the County Board of Wood County as Rule 38 of the August 2022 Board Rules (prior Rules)]

2.05 Committee and Other Boards and Commissions Appointments and Removals

(A) Organizing Committees. At the time of the Organizational Meeting or within three days thereafter, the County Board Chairperson shall appoint from the members of the County Board all Committees as herein stated, unless otherwise ordered or provided by state statutes. [*s. 59.13(1), Wis. Stats.*] The appointments made herein must be ratified by a majority vote of the County Board members present at the Organizational Meeting or the next scheduled meeting of the Board. The committees may meet and take action prior to their ratification. No motions to amend the motion to ratify are allowable.

[**History:** Adopted by the County Board of Wood County as Rule 37 & 39 of the August 2022 Board Rules (prior Rules)]

(B) Initial Meeting and Electing Committee Officers. Each main committee (except Operations) shall meet within one week of the naming of the committee members by the County Board Chairperson (hereinafter the “Initial Meeting”). In order to maximize efficiency, the date and time of the Initial Meetings shall be set by the County Clerk. The County Clerk shall chair the Initial Meeting of Committees until the Committee elects a Chairperson and Vice-Chairperson, at which time the Committee chairperson will assume the responsibility of running the meeting. In all Committees (except Operations), the members thereof shall elect the chairperson at the Initial Meeting of the committee. None of the main committees may elect as its chair a supervisor who is serving as a chair of another main committee. A Committee Chairperson shall vote on all matters brought before the committee. A vice-chairperson shall be elected at the Committee’s Initial Meeting. In electing the Chairperson and Vice-Chairperson, where not a unanimous vote, the vote must be recorded.

The County Board Chair, in his or her sole discretion, may remove a member’s designation as Chair or Vice Chair of a committee at any time for any reason. A committee does not have the authority to punish its members, but should report improper behavior by a committee member to the entire board.

[**History:** Adopted by the County Board of Wood County as Rule 40 of the August 2022 Board Rules (prior Rules)]

(C) Committee Vacancies. The County Board Chairperson shall have the authority to replace committee members, when in their judgment, their work has been found to be unsatisfactory or their unexcused absences have exceeded two meetings. New appointments shall be ratified by the County Board.

[**History:** Adopted by the County Board of Wood County as Rule 41 of the August 2022 Board Rules (prior Rules)]

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

(A) At the Initial Meeting of a Committee, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other Committees.

(B) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the County Clerk and Board Chair, is responsible for the preparation of all Committee meeting agendas.

1. Committee meetings may be called by the Committee Chairperson, the County Board Chairperson, or by the County Board Vice-Chairperson. Notice of all committee meetings shall be given to the County Clerk, who shall notify all committee members and others as directed. Notice of at least 24 hours, whenever possible, but not less than 2 hours, shall be given of all committee meetings. Notices shall state the date, time, place of meeting, agenda and whether or not any of the meeting may be held in closed session.
2. The Chairperson of each Committee of the County Board is responsible to make every effort to have filed with the County Clerk no later than 4 p.m. on each Wednesday the agenda for any committee meeting to be held the following week. Each committee agenda shall separately list all minutes, vouchers and reports to be reviewed irrespective if a consent agenda is used or not. In that practice often necessitates a Committee Chair authorizing committee members and department heads to place matters on upcoming committee agendas as they arise, the County Clerk will verify with the Committee Chairs late each Wednesday afternoon the acceptability of the draft agenda and the Committee Chair is responsible for then finalizing the agenda within the time constraints given by the County Clerk so that the open meeting law notice requirements can be met. Late additions to a committee agenda that meet the requirements of the open meetings law are permissible if made by or with the permission of the Committee Chair.

3. The County Clerk, in consultation with the Committee Chair, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.
4. The agenda for all standing committees, ad-hoc committees and subcommittees of the county board shall include an item ideally placed at the end of the agenda, which calls upon members to offer items for the agenda of the next meeting. The Chair shall indicate concurrence or dissent with any item offered. If the Chair dissents, the member offering the item may appeal the Chair's decision to the entire committee and, after a second is received, the entire committee will vote by simple majority to affirm or override the decision of the Chair.

[History: Adopted by the County Board of Wood County as Rule 8(E), (F) & 20 of the August 2022 Board Rules (prior Rules)]

(C) A Committee Chair shall run a committee meeting in conformance with these rules. The goal of the Committee Chair is to give the members of a committee an opportunity to provide a reasonable amount of input on a matter before the committee. Nonmembers of a committee in attendance do not have a right to provide input on an issue other than when public comment is open and as otherwise directed by the Chair, subject to appeal to the committee. A County Board Supervisor who is not a member of a committee of the county board has the right to provide input on matters before all such committees, subject to the control of the Committee Chair, whose actions are appealable to the committee. A Committee Chair retains all of the rights and obligations of other committee members including making and seconding motions. A Committee Chair may deviate from the order of an agenda if there is no objection by the committee members and it would not violate the open meetings law with respect to public notice. If a committee utilizes a consent agenda, then any member of the committee may, without a second needed, have an item on the consent agenda removed therefrom and held out for discussion by the committee at that meeting. Matters on a committee agenda may be discussed without a motion first being made and the committee chair may call for a motion when he or she deems it appropriate. A Committee Chair may note for purposes of the minutes any consensus of the committee but a committee member may have a matter formally voted upon and any matter that is or may be contentious should be voted upon after a motion is first made and seconded.

[History: Adopted by the County Board of Wood County as Rule 8(G) of the August 2022 Board Rules (prior Rules)]

(D) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.

2.07 Compensation and Expense Reimbursement

(A) County Board Monthly Compensation. County Board Members shall receive compensation in the form of a monthly salary as established by the County Board of \$150.00/month. To collect the monthly salary, a supervisor must attend the county board meeting that month and have attended at least one committee meeting that month, unless excused.

(B) Board Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Chair shall receive an additional \$20,000.00 annual stipend for performing duties as Administrative Coordinator. If the Board Chair is unable or unwilling to perform the duties of Board Chair for a period of four weeks or longer, the Board Chair shall not be paid the additional compensation herein, and the compensation shall be paid to the Vice Chair for the months during which the Vice Chair is performing the duties of the Board Chair.

(C) Board Vice Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Vice-Chair shall receive an additional \$80.00/month. If the Vice Chair is unable or unwilling to perform the duties of Vice Chair for a period of four weeks or longer, the Vice Chair shall not be paid the additional compensation herein, and the compensation shall be paid to the 2nd Vice Chair for the months during which the 2nd Vice Chair is performing the duties of Vice Chair.

(D) Supervisor Per Diems for Meeting Attendance. Board Members shall also receive compensation in the form of a per diem at the rate of \$50.00/meeting for attending a Board or Committee meeting. A Committee Chairperson shall receive an additional \$15.00/meeting for chairing a meeting. If a Committee Chairperson is unable or unwilling to chair a committee meeting, the Committee Chairperson shall not be paid the additional compensation for chairing the meeting, and the compensation shall be paid to the Vice Chairperson for the meetings during which the Vice Chairperson chairs the meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day. A Supervisor shall attend all meetings of the committees they are appointed to unless excused for good cause by the Chairperson of the committee. An unexcused absence from a committee meeting will result in a \$20 reduction of the Supervisor's pay for that month.

[**History:** Adopted by the County Board of Wood County as Rule 5 of the August 2022 Board Rules (prior Rules)]

(E) Additional Supervisor Per Diems and Mileage. Supervisors may be authorized an additional per diem and mileage as follows:

1. The County Board Chairperson may authorize per diem and mileage to a member of a committee who performs extra service which is within the purpose and duties of the committee.
2. A committee may authorize per diem and mileage for a member of the

committee who performs extra service which is within the purpose and duties of the committee. (A committee chairperson does not possess this authority on their own.)

The number of days for which per diem and mileage may be paid for service on committees in any year shall not exceed 150 days. A change of this rule requires a two-thirds vote of the members present. [s. 59.13(2)(b), Wis. Stats.]

Mileage will be allowed to the driver only. No mileage will be allowed while traveling in a county vehicle.

A County Board supervisor is not entitled to per diem or mileage for appearing before a committee of which he or she is not a member unless he or she is directed by the County Board, County Board Chairperson, or committee to appear or unless he or she is invited to appear as a representative of their committee on a matter within the authorized concern of their committee. [57 OAG 130].

[History: Adopted by the County Board of Wood County as Rule 16 & 30 of the August 2022 Board Rules (prior Rules)]

(F) Travel Authorization and Expense Reimbursement.

Authorization of county officers, agents, committee members and employees to travel shall be in accordance with the following:

1. The authorization of county officers, agents, committee members, and employees to travel and attend meetings and conventions within the State of Wisconsin shall be within the responsibility and authority of the appropriate committee/or department head having jurisdiction of that officer, committee member, agent, or employee. Authority to travel or attend meetings or conventions may be authorized by a committee/or department head if the cost thereof is within the established budget. Actions on such matters shall be reported to the committee.
2. The County Board Chairperson shall be allowed expenses and per diem for travel within the State to attend to the concerns of the County.
3. Out-of-state travel to attend meetings and conventions must be authorized by the oversight committee. If any Wood County tax levy dollars are used to fund the out-of-state travel, then County Board authorization is required and the costs, including costs of replacement labor where applicable, must be set forth. If time does not permit to obtain authorization from the County Board, then the County Board Chair shall have the authority to grant the authorization.
4. For the annual WCA convention, supervisors are allowed a maximum of three full days per diem and two nights of hotel accommodations, unless for good reason the county board chairperson authorizes

otherwise in writing before the convention.

5. The department head or committee chairperson shall determine whether funds may be advanced for attendance at seminars, meetings or conventions.
6. Travel time is not counted in determining per diems.

County employees, committee members and officers shall be reimbursed for meal expenses in accordance with the following:

1. Morning meal - \$12.00 - Leave before 6:00 a.m.
2. Noon meal - \$18.00 - Leave before 10:30 a.m., Return after 1:30 p.m.
3. Evening meal - \$28.00 - Return after 6:00 p.m.
4. Receipts for meals are not required. Maximum not to be exceeded
5. No meal allowance shall be granted for travel within Wood County.

[History: Adopted by the County Board of Wood County as Rule 16 of the August 2022 Board Rules (prior Rules)]

(G) No per diem compensation shall be paid for attendance at any meeting which begins one hour or less before or which ends one hour or less after a County Board meeting.

(H) All claims for per diems, mileage or reimbursement shall be made on a meeting/expense voucher form. Claims for reimbursement shall include only expenses incurred prior to the end of the preceding month. . Such forms shall be submitted to the County Clerk's Office not later than the first Monday of each month. Any claims for per diems, mileage or reimbursement shall be processed and paid by the County except those which are in excess of sums permitted by County Rule, Resolution or Ordinance, or State Statute; in which case the allowable limit shall be paid upon approval by the County Board. In no instance shall a claim be processed or paid which is received by the County Clerk's Office more than 24 months after the date in which the meeting/expense occurred. *[s. 893.44(1), Wis. Stats.]*.

(I) In April of even numbered years when supervisors are elected, both the outgoing and incoming supervisor from a district shall be entitled to collect the April monthly salary.

[History: Adopted by the County Board of Wood County as Rule 21 of the August 2022 Board Rules (prior Rules)]

2.08 Meeting Minutes

(A) County Board Meetings. The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. The County Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The County Clerk shall destroy any recording not sooner than 90 days after approval of the minutes of the meeting at which the recording is taken. The County Clerk shall not record any closed session of a County Board meeting. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to County Board meetings as specified in Section 2.02(D).

(B) Committee, Other Board and Commission Meetings. Minutes shall be kept for all subunits (committees) of the Wood County Board, with the official minutes (those reflecting evidence of approval) kept at the County Clerk's office. The County Clerk or their designee is responsible for taking and recording the minutes of any meeting of the Committee. All draft minutes shall be filed with the County Clerk's office no later than 14 days after the meeting to which the draft minutes apply and shall be in a format approved by the County Clerk. Committee minutes shall be submitted to the Wood County Board for review. The committee minutes shall contain all motions made at the committee meetings, a statement as to who made the motion, who seconded the motion, whether the motion passed or failed, and who voted against the motion. The committee minutes should reflect the major reasons for and against motions made at the meeting so as to enable the County Board Supervisors to understand the pending issues and to take positions with respect to them.

[History: Adopted by the County Board of Wood County as Rule 29 of the August 2022 Board Rules (prior Rules)]

2.09 County Board Meeting Seating Arrangements

Except as provided herein, County Board Members shall be seated in order by district number. The Board Chair, Vice Chair, 2nd Vice Chair, County Clerk and Corporation Counsel shall sit at the designated head of the room in the order established by the Board Chair. There shall be a designated area for members of the public and members of the press. The Board Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public.

2.10 Board Member Preference Forms and Orientation

(A) In the month prior to the April meeting of the County Board, the County Clerk shall distribute a committee/board/commission preference form to all County Board candidates and members-elect to assist with committee/board/commission member-assignments.

(B) An orientation session is customarily held for all newly elected Supervisors after the even-year April elections and prior to the Organizational Meeting. The orientation session provides an explanation of the work of the Board and the manner

in which it functions, committee membership, the projects of various departments, long-range planning, and the status of various projects of the Board. No County business is taken up at this session. Newly elected Supervisors are entitled to per diem and mileage for this session.

2.11 Board Relationship with Administrative Coordinator and Department Heads

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board shall designate a person as the Administrative Coordinator according to Wis. Stat. § 59.19. The Administrative Coordinator shall perform all duties and have such authority as specified in Wis. Stat. § 59.19, the Position Description, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to their oversight committee. County Board Members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting.

2.12 Vacancies in Office of County Board Member

(A) Vacancies – How Caused. Vacancies in the office of County Board Supervisor shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled. Vacancies in the office of County Board Supervisor shall be filled according to Wis. Stat. § 59.10(3)(e).

2.13 Misconduct in Office

No member of the County Board of Supervisors shall engage in any activity contrary to s. 946.12 (Misconduct in office) or 946.13 (Private interest in public contract prohibited), Wis. Stats.

[**History:** Adopted by the County Board of Wood County as Rule 6 of the August 2022 Board Rules (prior Rules)]

SECTION 3 COUNTY BOARD OFFICERS

3.01 County Board Chair

(A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Board Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Board Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The County Board Chairperson shall be an ex officio member of every committee of the Board and may attend the meetings of the committees. The County Board Chairperson

shall be a voting member at any committee meeting at which the Board Chairperson's presence is necessary to provide a quorum for the meeting. Where the Board Chairperson is named as an official member of a committee, the Board Chairperson shall have the right to vote.

(B) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions. The Board Chair may appoint a board member or members to represent the interests of Wood County at any meeting held within the state.

(C) The Board Chair shall be a member of the Operations Committee. The Board Chair shall be the Chair of the Operations Committee, or may designate a member of the committee as Chair.

(D) Whenever, in the opinion of the County Board Chairperson, an occasion arises which in the Chairperson's judgment is of sufficient importance to require certain county offices to be closed, the Chairperson may so order.

(E) In the event of a permanent vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

[**History:** Adopted by the County Board of Wood County as Rule 4 & 38 of the August 2022 Board Rules (prior Rules)]

3.02 County Board Vice Chair and 2nd Vice Chair

(A) The Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Board Chair and perform such other duties as specified in these Board Rules. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The Vice Chair shall be a member of the Operations Committee.

(C) The 2nd Vice Chair shall perform the duties of the Board Chair in the absence or disability of the Chair and Vice Chair and shall perform such other duties as specified in these Board Rules.

(D) In the event of a permanent vacancy in the position of Vice Chair or 2nd Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.03 Chairs and Vice Chairs of Committees.

The Chair of a Committee shall preside at Committee meetings. The Committee vice chair shall assume the responsibilities of the Committee chair in the Chair's absence.

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| SECTION 4 | RULES OF PROCEDURE |
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4.01 Parliamentary Authority and Code of Ethics

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the County Board and the Committees. The Corporation Counsel shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure. The Wood County Code of Ethics is incorporated into these rules.

[**History:** Adopted by the County Board of Wood County as Rule 1 of the August 2022 Board Rules (prior Rules)]

4.02 Remote Attendance at Meetings

Board Members shall make every attempt to attend County Board and Committee meetings in-person. A supervisor may participate in a County Board or Committee meeting via telephonic or audio-visual means and may vote on those matters presented for consideration. A supervisor participating in the meeting via telephonic or audio-visual means shall participate in the vote unless they have properly abstained. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication. In the physical absence of the Board Chair, Vice Chair and 2nd Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting.

[**History:** Adopted by the County Board of Wood County as Rule 13(D) of the August 2022 Board Rules (prior Rules)]

4.03 Personal Electronic Devices

(A) County Board Members. All County Board Members shall silence their mobile phones and all other non-county issued personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting. This Section 4.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the County Board and of any Committee. This Section 4.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.04 Recognition, Debate and Voting at County Board Meetings

(A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by rising and waiting to be recognized by the

Chairperson. All members shall stand when speaking, unless excused by the County Board Chairperson, and shall use the microphone. When recognized, a member shall state "Thank you Mr./Madam Chairperson." . The Board Chair is responsible for determining recognition. If two or more members rise at the same time, the Chairperson shall decide who is entitled to speak first.

(B) Debate. Each Board Member shall be entitled to speak twice for a total of not to exceed 10 minutes per instance on any matter pending before the Board and open for discussion unless by permission of the Chairperson. Any member may move to limit or extend the floor time of any speaker and such motion shall require 2/3 vote and is not debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. Cross-floor discussion must be approved by the Chairperson and the Chairperson has authority to call the discussion to a halt. All Board Member comments shall be germane to the business currently pending before the Board. Board Members shall maintain and exercise proper decorum at all times when discussing any matter before the Board.

[**History:** Adopted by the County Board of Wood County as Rule 10 & 11 of the August 2022 Board Rules (prior Rules)]

(C) Voting. All questions presented to the County Board shall be determined by a majority of the supervisors present, unless otherwise required by law or these Board Rules. Unless secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the use of the electronic voting board shall be utilized where possible. When conducting roll call votes, if the electronic voting board cannot be used, the County Clerk shall call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote. When the Board is equally divided on a question, the question is lost. No general subject matter shall be voted upon at more than two Board meetings in the Board year, unless by permission of a two-thirds vote of the members present.

[**History:** Adopted by the County Board of Wood County as Rule 13 & 15 of the August 2022 Board Rules (prior Rules)]

(D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes. A Member excused from voting because of an announced conflict of interest on any matter shall not participate in discussion of the matter.

[**History:** Adopted by the County Board of Wood County as Rule 13(E) of the August 2022 Board Rules (prior Rules)]

(E) With the exception of subsection (D), this Section 4.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by parliamentary procedure pursuant to Section 4.01.

4.05 Public Decorum and Comment

(A) Public Comment at Meetings. Individuals or groups wishing to inform the County Board on matters are encouraged to express their views. Consent for a non-Board member to speak up to three minutes on an agenda item at a Board meeting shall be authorized by the Chairperson. Committees shall open part of their meetings for the public to speak to issues. Committees may also hold public hearings on issues of importance. Committees may also be required by statute or direction of the full Board of Supervisors to hold public hearings. The Chairperson, subject to consent of the Board/committee, may set forth guidelines for speakers to comply with. This Section 4.05(A) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee.

(B) Correspondence Received at County Board Meetings. No report or communication shall be received for consideration from any person or persons unless it is signed by such person or persons. A statement offering an explanation or justification for or against an issue should accompany any correspondence directed to the Board.

(C) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays, that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(D) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:

1. Public comments are restricted to residents of Wood County unless the Board/committee approves in advance waiving this restriction. An individual speaking on an agenda item, under public comments or at a hearing shall provide their name and address.
2. Unless arranged with the Chairperson in advance, public comments require personal attendance by the speaker. If a person desiring to make a public comment is unable to attend a meeting in

person, they may submit a written statement to the Chairperson or a Board/committee member in advance of the meeting and the written statement can then be read at the meeting, subject to the same rules applicable to those speaking in person. Such written comments to the Board/committee do not become a part of a record nor are they to be included in the committee's minutes unless specifically directed by the committee via motion made and passed.

3. Consent for the public to speak up to three minutes on an agenda item at a Board/committee meeting shall be authorized by the Chairperson of that Board/committee. No individual Board Member or member of a Committee may cede additional time during discussion of a pending question to a member of the public. An individual is permitted to speak once per agenda item unless the Board/committee grants permission. All comments must be germane to the specific item on the meeting agenda.
4. During any public comment portion of an agenda, The Chairperson by consensus or the Board/committee by vote may set time limits for public comments per individual. The Chairperson may also set a total time limit on the public comments portion of the agenda. The Chairperson may appoint a timekeeper. Time limits may be extended by consensus or vote of the Board/committee. Comments or questions by Board/committee members will not count against allotted time given for public comment. "Public comments" as an agenda item may be closed at any time by a motion and majority vote of the Board/committee.
5. Board/committee members are not required to participate in discussion or answer questions from individuals during public comments. In general, they are to use public comments to gather information or gauge public opinion. However, Board/committee members may comment, or ask questions if they choose.
6. Comments should be directed to the Board as a whole and not addressed to individual Board Members. A commenter should refrain from asking questions of the Board or any individual Board Member.
7. The Chairperson will not tolerate abusive language or disruptive behavior. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
8. The Board Chair reserves the right to terminate an individual's

public comments if these rules are violated. As well, the Board Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.

9. When the Board or a committee is presented with a controversial issue or in any instance where there are a large number of residents who are likely to want to provide public comment, the Chairperson is encouraged to prepare in advance for the public comment session. This may include arranging with law enforcement to be present and reviewing in advance with law enforcement what is and is not acceptable behavior and what the Chairperson's expectations are. The Chairperson should be prepared to have a written handout on rules pertaining to the public's participation at the meeting and to give a short presentation on how public comments work in advance of opening the floor for public comments. This presentation may include the following: "We thank the citizens of Wood County for their participation in the democratic process. If you have not already done so, please sign in and when it is your turn to speak, identify yourself and follow the rules of civil discourse, which include:
 - Listening quietly and not interrupting others' remarks.
 - Refraining from derogatory comments, inappropriate gesturing, or applause.
 - Staying within the time limits provided.
 - Making use of a group spokesperson and not repeating what has already been said.
 - You are encouraged to read from a signed, prepared text, which can be shared with the Board or committee

(D) Board Member Participation at Committee Meetings of Which They Are Not a Member. Board Members are allowed to attend any meeting of a Committee. A Board Member may not speak at a Committee meeting except during public comment or upon permission of the Chair of the Committee.

[**History:** Adopted by the County Board of Wood County as Rule 2, 23 & 34 of the August 2022 Board Rules (prior Rules)]

4.06 Reconsideration

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same meeting as the initial vote. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same meeting. If a reconsidered question is again voted upon and is lost, a second motion to reconsider cannot be made except by unanimous consent.

[**History:** Adopted by the County Board of Wood County as Rule 14 of the August 2022 Board

4.07 Resolutions – Form and Introduction

(A) Form and Introduction of Resolutions. Every resolution shall be in writing and have affixed thereto the name of the supervisor or committee introducing it. All resolutions shall carry a preamble setting forth intent and synopsis and fiscal note, and shall also contain within the “now, therefore” section of the resolution any pertinent information contained in the fiscal note. In addition to any other form requirements, the following additional requirements shall apply to Resolutions:

1. Resolutions with Money Appropriations - Resolutions carrying money appropriations shall be introduced by committees only.
2. Resolutions Involving Wages - Any Resolution involving wages must also include fringe benefits.
3. Appropriations and Budget Changes - All budget changes or appropriations of money shall be made only by the adoption of a resolution passed in accordance with the laws of the State of Wisconsin.

[**History:** Adopted by the County Board of Wood County as Rule 23, 24, 25 & 27 of the August 2022 Board Rules (prior Rules)]

4.08 Suspension, Amendment and Interpretating Rules

(A) Suspension of Rules. No rule shall be suspended except by an affirmative vote of that number of supervisors needed to authorize a motion or resolution governed by the rule, and provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. No rule shall be changed or amended except by an affirmative vote of that number of supervisors needed to authorize a motion or resolution governed by the rule, and provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(D). Appendix A relating to committees may be amended at any time by majority vote.

(C) Interpreting Rules. Nothing in these rules shall be construed to conflict with any statute. If any rule is held invalid by operation of law or by any court of competent jurisdiction, the remainder of the rules shall not be affected thereby.

(D) Rescinding Conflicting Rules. All rules and regulations previously adopted conflicting with the provisions of this Code of Rules are hereby rescinded.

[**History:** Adopted by the County Board of Wood County as Rule 2, 23 & 34 of the August 2022

4.09 Creating New Employment Positions

A majority of County Board members present is required to authorize the creation of any new position in county employment except that an oversight committee may authorize transitioning a contract position into a county position if there will be a savings in doing so and a transfer of funds from one function to another is not necessary.

[**History:** Adopted by the County Board of Wood County as Rule 28 of the August 2022 Board Rules (prior Rules)]

SECTION 5 FINANCE AND BUDGETING

5.01 Payment of Bills

(A) Vendors shall be instructed to send invoices payable by Wood County to the department requesting and receiving the goods or services.

(B) Department Heads or their designee(s) shall review all vouchers received by their department and prepare a voucher jacket when a voucher is ready to be processed for payment.

(C) The Finance Department processes checks for vendor payments once a week on Thursday mornings. The deadline to enter the voucher into the ERP system for a Thursday check run is the preceding Wednesday at 3:30pm. If a check run needs to be processed on a different day other than Thursday due to the holidays, communication from the Finance Department will be sent out to Department Heads and ERP users ahead of time.

1. If a Department Head determines that a payment cannot wait until the next regular check run and a special check run is necessary to mail out payment in a timely manner, either the Finance Director or Deputy Finance Director will review and give approval as appropriate for payment processing.

(D) Department Heads will provide a voucher listing of payments to their oversight committee to be reviewed and audited on a monthly basis. If a committee chairperson determines that there is not enough pending business to justify a full committee meeting that month, either the committee chairperson or their designee will review and audit the voucher listing of payments and may provide any approval needed for those bills that are appropriate for payment.

(E) Copies of departments' narratives, as presented to the oversight committee shall be included in the monthly County Board packet. Inclusion of other reports will be at the discretion of the oversight committee.

[History: Adopted by the County Board of Wood County as Rule 18 of the August 2022 Board Rules (prior Rules)]

5.02 Exceeding Budgeted Expenses

When any board or county department anticipates its expenses will exceed its annual appropriation, the directing officer of such board or county department shall first inform its oversight committee and together they shall meet at the first opportunity with the Operations Committee and explain the reason for the anticipated deficit. No payment from a departmental account which would result in a deficit of the total department budget shall be passed on for payment to the County Clerk until such deficit and a source of funds for payment of the deficit have been properly approved and provided for by the Board. This shall in no way interfere with deficits or overdrafts made legal by the Wisconsin Statutes.

[History: Adopted by the County Board of Wood County as Rule 22 of the August 2022 Board Rules (prior Rules)]

5.03 Budget Amendments

(A) An amendment to the budget, including use of contingency funds, is required any time the actual costs will exceed the budget at the function level. The budget may be amended and contingency funds authorized only by a two-thirds vote of the entire county board.

(B) The county board recognizes that unanticipated emergencies that require the commitment of funds may arise from time to time and that in those situations the respective department head shall work with the Finance Director and the Administrative Coordinator to resolve the matter and that the county board will address the matter after the fact and either ratify the action taken or amend it.

(C) All budget amendments described herein shall require the publication of a class 1 notice thereof within 10 days of the transfer or amendment.

[History: Adopted by the County Board of Wood County as Rule 26 of the August 2022 Board Rules (prior Rules)]

5.04 Soliciting

No person shall solicit funds on behalf of the County without approval of their oversight committee.

[History: Adopted by the County Board of Wood County as Rule 32 of the August 2022 Board Rules (prior Rules)]

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|------------------|---|
| SECTION 6 | ACQUISITION & SALE OF REAL AND PERSONAL PROPERTY |
|------------------|---|

6.01 Real Property

(A) Definitions. For the purposes of this rule, the following shall apply:

1. Real Property means land and anything growing on, attached to, or erected on it, excluding anything that may be severed without injury to the land.
2. Lease means any contract or conveyance or understanding by which the rightful possessor of real property conveys the right to use that property in exchange for consideration.
3. Committee means any duly appointed subordinate group of the Wood County Board of Supervisors, or any of its agencies, commissions or authorities.
4. Negotiate means to propose final terms for the conveyance of an interest in Real Property to the County. Negotiate does not include the sharing of ideas at the conceptual level.

(B) Resolution Required. A resolution of the Board is required before the purchase, lease, rental or any other interest in real property is acquired on the county's behalf.

1. No county supervisor, committee, or employee, elected or appointed, may negotiate for the purchase, lease, rental, or any other instrument conveying an interest in Real Property to Wood County without prior consent of the Property and Information Technology Committee.
2. Before a lease, purchase or any other instrument of conveyance to acquire an interest in real property can be executed on behalf of the County, the supervisor, employee, agency, committee, commission or authority shall obtain an approval via resolution of authorization from the Wood County Board of Supervisors.
3. The County Board may by resolution authorize an employee or a committee to negotiate and enter into an agreement for the acquisition of Real Property by means of one resolution or the Board may require a two-step process, with the first step authorizing the negotiations and the second step authorizing the terms of the deal.
4. Wood County shall not be bound by the provisions of any document negotiated or settled without the resolutions required in this Section.

(C) Exemption. This rule will not apply when the state statutes, Wisconsin Administrative Code, or a county ordinance or policy approved via resolution give specific authority to a position in county employment, such

as the Highway Commissioner, to acquire interests in real property for specific purposes.

- (D) Penalties. Any person who violates this rule shall be subject to such penalties as prescribed for supervisors or employees under existing county disciplinary policies, rules or ordinances.

[**History:** Adopted by the County Board of Wood County as Rule 42 of the August 2022 Board Rules (prior Rules)]

6.02 Guidance on Acquisition and Disposition of Personal Property by County Staff

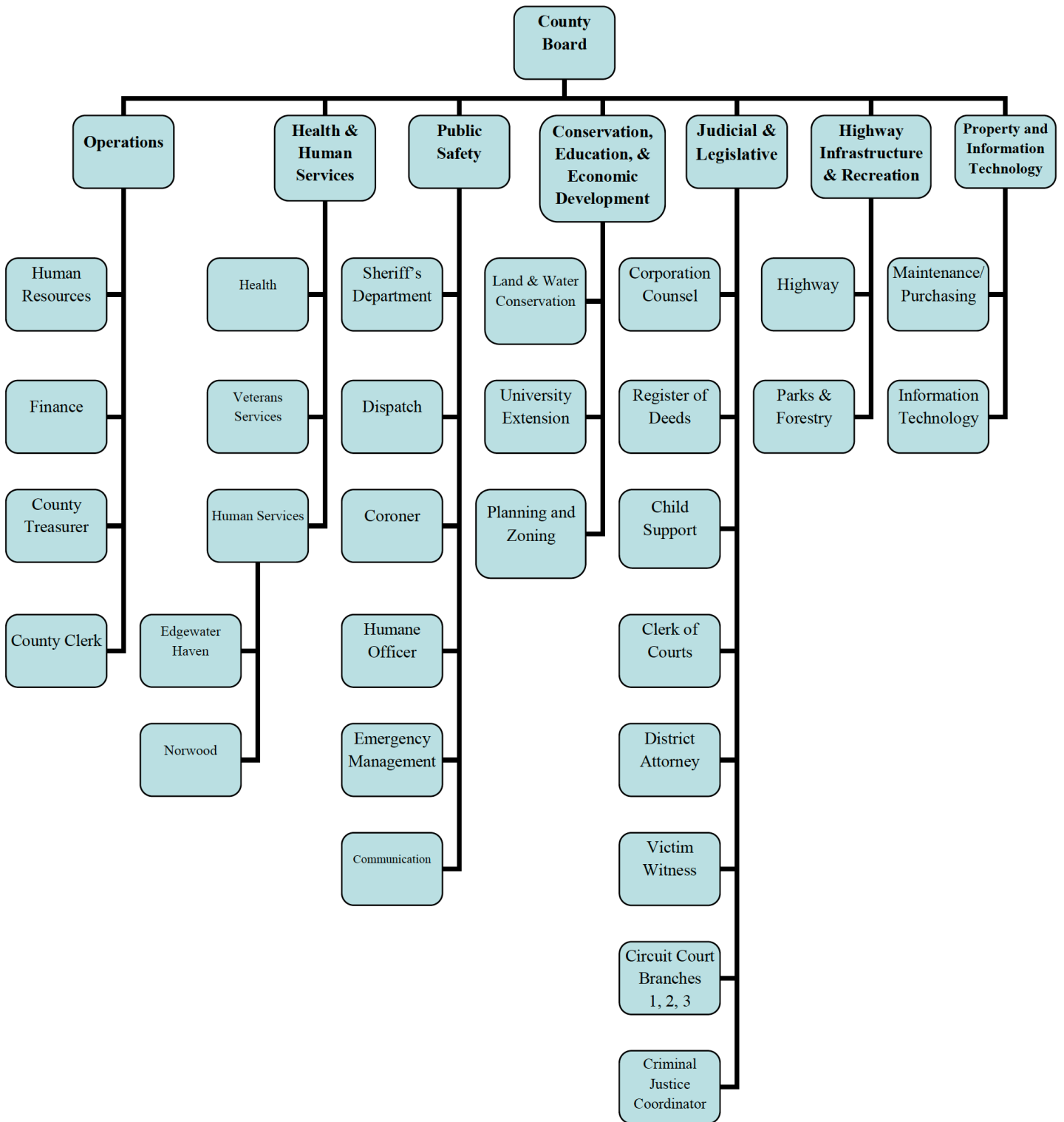
- (A) Definition. Personal property means all furniture, fixtures and equipment that had an original value of \$50 or more but does not include consumables.
- (B) Acquisition of Personal Property. Department heads and their staff, to the extent it is within their position description, have the authority to acquire personal property for departmental use if the necessary funds have been budgeted. Acquisition of personal property is subject to procedures established by the Purchasing Department and approved by its oversight committee.
- (C) Use of Personal Property. Department heads are responsible for county-owned personal property used by their staff. As set forth in the Ethics Code and Employee Policy Handbook, within reason, personal use of county property is prohibited. This does not mean that all incidental use of county property is barred, instead employee supervisors or department heads must approve of such incidental uses.
- (D) Disposition of Personal Property. When there is no longer a need to retain personal property, a department head or their authorized designee has the following options:
1. If the personal property has little or no value (or the value of the property is exceeded by the cost of exercising one of the other options) it shall be properly recycled if appropriate, otherwise it may be placed in the garbage. A county employee may not retrieve items placed in the garbage or arrange for a third person to do so.
 2. If the personal property has sufficient value, it may be:
 - Transferred to the Emergency Management Department for disposition pursuant to the policies of that department.
 - Turned over to a vendor for a credit on the acquisition of new personal property.
 - Transferred to a different county department.

3. The proceeds of the sale of personal property of the county shall be remitted to the county's General Fund, except for:
- When the oversight committee and the Operations Committee approve via motion that the sale proceeds go to another account.
 - When the purchase price of personal property was primarily paid for from a Special Revenue Fund, the sale proceeds shall revert back to that fund, if it still exists and if it doesn't, then to the county's General Fund.
 - Sales proceeds of Highway Department personal property shall go to the Highway Department's non-lapsing fund.
 - Sales proceeds of Maintenance Department personal property shall go to the Maintenance Department's non-lapsing fund.
 - Sales proceeds of Park and Forestry Department personal property shall go to the Park and Forestry Department's non-lapsing fund.

[History: Adopted by the County Board of Wood County as Rule 43 of the August 2022 Board Rules (prior Rules)]

Appendix A

WOOD COUNTY COMMITTEE STRUCTURE ORGANIZATION CHART



MAIN COMMITTEE DESCRIPTIONS

CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson, plus the Chairperson of the Farm Service Agency (FSA). The FSA chairperson's authority on the Committee shall only be with respect to matters addressed by the Land & Water Conservation Department. The Conservation, Education & Economic Development Committee shall elect a Chairperson and Vice-Chairperson.

The Conservation, Education and Economic Development Committee shall have oversight of the following departments: Land & Water Conservation, Planning and Zoning, and University Extension. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

HEALTH AND HUMAN SERVICES COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson and four (4) citizen representatives. The four citizen representatives shall be:

1. a physician,
2. a registered nurse,
3. an individual who has demonstrated interest or competence in the field of public health and human services, and
4. an individual who has received services for mental illness, developmental disability, alcoholism or drug dependency, or a family member of such an individual.

The Health and Human Services Committee shall elect a Chairperson and Vice-Chairperson.

The Health and Human Services Committee shall have oversight of the following departments: Human Services, Public Health Department, and Veteran's Service Office. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

HIGHWAY INFRASTRUCTURE AND RECREATION COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Highway Infrastructure and Recreation Committee shall elect a Chairperson and Vice-Chairperson.

The Highway Infrastructure and Recreation Committee shall have oversight of the following departments: Highway Department and Parks and Forestry Department. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and

expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

JUDICIAL & LEGISLATIVE COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Judicial & Legislative Committee shall elect a Chairperson and Vice-Chairperson.

The Judicial & Legislative Committee shall have oversight of the following departments: Clerk of Court, District Attorney, Register of Deeds, Family Court Commissioner, Corporation Counsel, Wood County Circuit Courts, Victim Witness, and Child Support. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

OPERATIONS COMMITTEE

Membership on the Operations Committee shall be the County Board Chairperson, the County Board Vice-Chairperson and three members of the County Board at large appointed by the County Board Chairperson. The County Board Chairperson or another member of the committee shall serve as the committee chair as determined by the County Board Chairperson. The Operations Committee shall elect a Vice-Chairperson.

The Operations Committee shall have oversight of the following departments: County Clerk, County Treasurer, Finance, and Human Resources. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

PUBLIC SAFETY COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Public Safety Committee shall elect a Chairperson and Vice-Chairperson.

The Public Safety Committee shall have oversight of the following departments: Central Dispatch, Communications, Coroner, Emergency Management, Humane Officer, and Sheriff's Department. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Property and Information Technology Committee shall elect a Chairperson and Vice-Chairperson.

The Property and Information Technology Committee shall have oversight of the Maintenance and Information Technology departments. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

COMMITTEES AND BOARDS MADE UP OF SUPERVISORS AND OTHERS

The Wood County Board Chairperson will make the following membership appointments and others as needed:

- | | |
|---|---|
| • Aging and Disability Resource Center (ADRC) | 3 appointed by County Board at least 2 supervisors |
| • Central Records Advisory Committee | 1 Supervisor |
| • Civil Service Commission | No Supervisors |
| • Community Development Block Grant Committee | 1 Supervisor |
| • Criminal Justice Task Force | County Board Chairperson |
| • Ethics Committee | 1 Supervisor, 2 citizens, 2 employees |
| • Fair Boards | |
| ○ Board of Marshfield Fairground Committee | 3 Supervisors |
| ○ Central Wisconsin State Fair Board of Directors | 1 Supervisor |
| • Golden Sands Resource Conservation & Development | 1 Supervisor |
| • Land Information Council | 1 Supervisor, 1 rep from Land Information Office, A realtor, A public safety or emergency communications rep employed w/in the county, the county surveyor or a registered land surveyor employed w/in the county, any other member of the board or public that the board designates. |
| • Liaison Officer | 1 Supervisor |
| • Liaison Officer to HoChunk Nation | 1 Supervisor |
| • Library Boards | |
| ○ McMillan Memorial Library Board | 1 Supervisor |
| ○ Wood County Library Board | 1 or 2 Supervisors |
| ○ South Central Library Board | 1 Supervisor or 1 citizen |
| • Local Emergency Planning Committee | 1 Supervisor |
| • North Central Community Action | 1 Supervisor |
| • North Central Wisconsin Workforce Development Brd. | 1 Supervisor |
| • Northeast Wisconsin Public Safety Communications (NEWCOM) | 1 Supervisor |
| • Security and Facilities Committee | 1 Supervisor |
| • State Wildlife Advisory Committee | 1 Supervisor |
| • Traffic Safety Commission | 1 Supervisor |
| • University Commission – UW Marshfield/Wood County | 3 Supervisors |
| • Veterans Service Commission | 3 Veterans |
| • Wood County Board Chaplain | 1 Supervisor |
| • Wood County Board Parliamentarian(s) | 1 or 2 Supervisors |

ETHICS COMMITTEE

Shall be composed of five members; two County citizens, two County employees, and one County Board Supervisor. Members shall be appointed by the County Board Chairperson, subject to Board approval. Members shall serve three-year terms. Officers will be elected annually by the Committee.

The duties and policy of the Ethics Committee shall be to ensure the proper operation of County government by its supervisors, officials, and employees so that the public may have confidence in the integrity of its government. Wisconsin Statute s. 19.59 and the Code of Ethics for the Wood County Board of Supervisors, officials, and employees, as approved by the Wood County Board, shall govern the duties and responsibilities of the Ethics Committee.

WOOD COUNTY LIBRARY BOARD

The "Library Board" shall consist of seven members appointed by the County Board Chairperson from any city, village, or town in the county where no municipal tax for a public library service is levied. The seven-member board shall also consist of one or two County Board Supervisors and shall include at least one school district administrator, or their designee, of a school district located in whole or in part in the County [Wis. Stats. s. 43.57(4)]. The Library Board shall have the powers conferred on it by the Wood County Board in Resolution #7, dated August 14, 1973, and the authority granted in Wis. Stats. s. 43.57 and 43.58.

LIBRARY SERVICE

The South Central Library Service is a Federated Public Library System created pursuant to s. 43.19, Wis. Stats. Wood County currently has four members on the System's Board, one of which shall be a County Board Supervisor, and all of who shall be appointed by the County Board Chairperson. The Library System shall have those powers set forth in Wis. Stats. s. 43.19.

LOCAL EMERGENCY PLANNING COMMITTEE

The Local Emergency Planning Committee (LEPC) is created pursuant to ss. 59.54(8), 166.20, and 166.21, Wis. Stats. and shall exercise the authority set forth in those statutes. Generally, the committee shall implement programs and conduct activities that are designed to prepare the county to respond to emergencies involving the accidental release of hazardous substances.

There shall be no set number of members to the committee; the members shall be appointed by the County Board Chairperson and shall include representatives from those entities identified in Resolution #88-7-6.

MARSHFIELD FAIRGROUND COMMISSION

The "Fairgrounds Commission" shall consist of six members; three City of Marshfield Alderman and three Wood County Board Supervisors. The Fairgrounds Commission shall have the full, complete, and exclusive jurisdiction of the fairgrounds, including the advertising for and the awarding of bids for the construction, improvement or maintenance of any building or buildings or land improvements, the letting of contracts therefor, and the care, custody, maintenance, improvement, and repair of said lands and buildings

during its operation until changed by joint resolutions of the City of Marshfield and the Wood County Board of Supervisors.

THE UNIVERSITY COMMISSION: UW-MARSHFIELD/WOOD COUNTY

The County Board Chairperson shall appoint three members of the Board to serve on the University Commission. The Commission shall have authority over the University of Wisconsin-Marshfield/Wood County as provided for in Resolution #2, dated August 14, 1962.

WOOD COUNTY STATE WILDLIFE AREA ADVISORY COMMITTEE

The Wood County State Wildlife Area Advisory Committee shall consist of nine citizen members, all appointed by the County Board Chairperson. The Committee shall advise the Park and Forestry Committee on issues related to the management of land owned by the County and leased to the Wisconsin Department of Natural Resources (Wood County State Wildlife Area). The Committee is further described and governed by the Wood County State Wildlife Area Advisory Committee Rules of Order as adopted by the Wood County Board.

MINUTES

HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE

DATE: Wednesday, July 9, 2025
TIME: 9:00 AM
PLACE: Highway Dept., Conference Room

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

OTHERS PRESENT: Katie DeKleyn, Chief Deputy 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. Under public comment, Supervisor Clendenning addressed concerns he's received about visibility when it is raining or foggy on CTH W. Highway Commissioner Hawk reported there are plans to repaint the lines on the road. Supervisor Hamilton spoke on the need for improvements to the bridge on CTH AA.
3. Under correspondence Hawk reviewed a correspondence he received on concerns of spraying herbicide in ditches across Wood County. He stated that the practice has been the same for 10 years and they will continue with it.
4. The minutes of the June 5th, 2025 were presented. Motion by Hokamp/Breu to accept the minutes as presented. Motion carried unanimously.
5. Under the ATV update, a discussion regarding opening up CTH H was held. Motion by Hahn/Brehm to open up CTH H through the Town of Marshfield to ATV/UTV traffic. Motion carried 4-1. Voting no was Breu.
6. The Highway Dept. staff reports were highlighted and reviewed.
7. The Highway revenue report was reviewed.
8. Motion by Hokamp/Brehm to approve the Highway Dept. vouchers. Motion carried unanimously.
9. Commissioner Hawk gave a report on the driveway to 10580 CTH BB. Motion by Brehm/Thao to approve adding 20 feet of pipe onto the driveway to widen the driveway. Motion carried unanimously.
10. Commissioner Hawk gave a report on the CTH B & BB Intersection Property. The owner would like to donate the parcel, demolish the structure, and allow the erection of the monument that is on the property. Motion by Brehm/Breu to accept the donated parcel. Motion carried unanimously.
11. Motion by Thao/Breu to approve the out of state travel request for 2 WCH employees to travel to the VariTech facility in Alexandria, MN July 20th-21st. Motion carried unanimously.

12. Discussion was held regarding the out of state travel request for the Commissioner to attend the NACE BOD meeting September 23rd-24th. This will be reviewed at next months meeting.
13. The Parks & Forestry staff reports were reviewed.
14. Parks & Forestry Director Schooley reviewed the special use permit for Saturday, July 19th. Motion by Hahn/Brehm to approve the special use permit as presented. Motion carried unanimously.
15. Schooley gave an update on the status of the Maintenance Shop at Powers Bluff. It has now been completed. He also reviewed the bids for the Powers Bluff Trailhead Shelter. Motion by Breu/Hokamp to accept the most advantageous bid. Motion approved unanimously.
16. Lengthy discussion took place regarding E-Bikes, their classes, and how to deal with them as it relates to trail access. Motion by Brehm/Thao to ban Class 2 E-Bikes on single track bike trails at Powers Bluff. Motion approved unanimously.
17. Al Breu was excused at 10:26 AM.
18. Schubert presented on four timber contract extensions. He recommends extending contracts #780, #800, #801 and not granting an extension for #781. Motion by Hahn/Hokamp to approve the extensions as recommended. Motion approved unanimously.
19. Parks & Forestry reports were reviewed.
20. Motion by Hokamp/Thao to approve Parks & Forestry vouchers. Motion approved unanimously.
21. The next meeting will be held on Thursday, August 7th, at 9:00 AM at the Highway Department Conference Room.
22. Chairman Hahn declared the meeting adjourned at 10:28 AM.

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

July 9, 2025



Wood County

WISCONSIN

OFFICE OF
HIGHWAY COMMISSIONER

Roland Hawk
COMMISSIONER

July 1, 2025

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, PE Highway Commissioner

Subject: Commissioner Report for July 9, 2025, HIRC meeting

Department Activities

Personnel/Administration

Commissioner and County Supervisors received a correspondence requesting Wood County Highway stop spraying herbicide in roadside ditches. The Highway Department's vegetation management plan has included a combination of mowing and spraying for the past ten years. This year the Highway Department obtained a specialized spraying unit that mounts on a Wood County patrol truck, which has caught the attention of some residents. Without spraying, our mowers would be mowing the roadside ditches which remove vegetation like milkweed before it gets to the stage Monarchs will use it. Tall vegetation in roadside ditches is a safety hazard and blocks vision at driveways, intersections and on hills and curves. The Highway Department is concerned about the loss of habitat and the decline of pollinators, however, public safety is also high on our list of achievements. Our vegetation management plan is safe and very efficient therefore we will continue with our plan.

Commissioner conducted truck operator Interviews June 9 & 11 for the vacancy created through a retirement in late-March. Highway received 24 complete applications for the open position. Offer to hire was made and accepted on June 24. The hire will start July 21.

On June 5, a Wood County Resident in the Bakerville area, contacted Commissioner regarding the resident acquiring a property at the corner of CTH B & BB that has a building in a state of ruin and partially within the R/W. Resident inquired about obtaining the property and offering partial or full to Wood County Highway for R/W Vision Corner and to erect a monument documenting the history of the property and importance to the Bakerville community.

The Bakerville resident asked if the Highway Department would accept the property and demolish the structure and allow the erection of a monument.

Highway/Facility Projects

- WisDOT STP Project CTH F & HH Intersection **Construction 2026**
 - Design Engineering complete
 - R/W acquisition complete.
 - Project will be LET for Bids November 2025
- WisDOT STP Bridge CTH N (STH 186 – CTH N) **Construction 2025**
 - LET for Bids on 12-10-24 (\$416,823) Pheifer Brothers Construction Co
- WisDOT STP Urban (BIL) CTH U Village of Biron **Construction 2026**

- Design Engineering 90% Complete
- R/W Plat recorded and R/W acquisition in progress
- Borrow site (pond) anticipated spring/summer 2025.
- Coordination of box culvert replacement, to be performed by Wood Co Hwy. in July 2025
- CTH BB Realignment Project
 - R/W acquisition complete.
 - Construction started early *May 2025*.
 - Anticipated completion August 2025
- Marshfield Brine Building
 - Work completed,
 - Commissioner obtained a new High-capacity brine maker through WisDOT. Expect to take delivery later in 2025, will be operational before 2026 winter season.
 - Crews applied epoxy to protect concrete floors and stupes.
- CTH A Corridor Preliminary Engineering
 - 30% Preliminary engineering complete
 - Commissioner submitted Federal Build/Raise Grant 1-29-25/**NOT AWARDED in Round 1**.
 - Commissioner reviewing potential options to acquire abandoned property with Haz Mat.
- CTH AA Lynn Creek
 - Preliminary Road & Structure Plans in 90% complete.
 - Preliminary Estimate \$1.9 million
 - Commissioner exploring funding options
 - Highway hosted a Public Information meeting May 22 at Nekoosa Community Center
 - Commissioner reassigned \$139,651 LRIP funds to the Lynn Creek Bridge replacement

Highway Maintenance

Work in June included:

- Chip Seal
- Fog Seal
- Roadside mowing
- Asphalt patches
- Concrete blow-up repairs
- Sign replacements
- Storm related Tree & Brush cutting/removal
- Crack Filling & Mastic Repairs

WCHA Events & Misc. Meetings since last HIRC meeting

Commissioner attended the following events/meetings:

- June 2-4 – WCHA Summer Road School, Highway Conference, Wisconsin Dells
- June 2 – WCHA Board of Director's Meeting, Wisconsin Dells
- June 5 – HIRC Meeting, Highway Conference Room
- June 5 – NACE NC Region Quarterly Meeting, Virtual
- June 9 – Truck Operator Interviews, WR Highway
- June 9 – WCHA Executive Committee Meeting, Virtual
- June 10 – Operations Budget Meeting, Court House
- June 11 – Truck Operator Interviews, WR Highway
- June 11 – Traffic Safety Committee Quarterly Meeting, WR Highway
- June 11 – CTH HH & F Property Owner, R/W meeting
- June 12 – CTH BB/Nasonville Dairy project meeting, Virtual
- June 12 – WisDOT STH 73 Preconstruction Meeting, Virtual

- June 17 – WCHA Special Executive Committee meeting, Virtual,
- June 17 – County Board Meeting, Court House
- June 17 – WCHA Special Board of Director's meeting, Virtual
- June 19 – CTH AA, Plank Hill/Lynn Creek Progress Meeting, Virtual
- June 25 – CTH U, Culvert Installation Precon meeting
- June 26 – Saratoga Solar Farm update meeting, Virtual

EQUIPMENT

WisDOT has agreed to pay for a new VariTech High-capacity Brine maker, VariTech Blend Boss pump, and three new 6,000 Gallon brine storage tanks to be installed in the newly constructed Marshfield Facility Brine Building. Total cost financed by Wisconsin Department of Transportation is \$257,624. Commissioner wishes to send two staff to Alexandria, MN to meet with technicians from VariTech to demonstrate and finalize specifications for new equipment. The dates planned for travel are July 20 & 21.

The International single axel patrol truck purchased in 2023 anticipated to be delivered summer 2025. The single axel Mack patrol truck ordered in early 2024 is expected to be delivered late-summer 2025.

Claim was submitted and approved to repair/replace roof on equipment storage building that was damaged in a March windstorm. Work began May 27 and was completed by mid-June. Highway had to pay an additional \$28,500 for replacement of rotten roof decking that the insurance denied stating the deterioration of the roof decking had been going on for some time and may have been the cause for the failure.

Highway received the backup generator from the Jail prior to demolition and will obtain estimates to have it installed as the backup for the Wisconsin Rapids facility. The installation is expected to be part of the 2026 construction schedule.

Sheriff's Department has demonstrated the new Flock Cameras used to identify vehicles traveling on Wisconsin highways. There have been numerous incidents where a vehicle has nearly hit a Wood County Highway employee flagging or working on the roadway and the employee was not able to identify the vehicle or license plate, therefore unable to provide sufficient evidence for law enforcement to issue a citation. Highway will be testing a loaner camera in 2025 to see how effective the camera will be at providing law enforcement adequate details to identify vehicles and drivers who violate work zone laws. With a statement from a Highway employee who witnesses the violation, Sheriff's Department will issue a citation either personally or through the mail. If found effective Highway will purchase a designated camera for the Highway Department in 2026 for \$3500.

Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

Revenues and Expenses

We will be getting the second of three General Transportation Aids payments in early July. We have started up the asphalt plant so asphalt revenues will start to come in. Also, the increased trucking due to construction projects will result in higher machinery fund revenues.

Other

In mid-July, I will begin work on the budget.

This month continues the educational series, Bookkeepers Corner. The chapter this month is on the Highway Department Funds – State and Local Fund.

HIGHWAY DEPARTMENT FUNDS – STATE AND LOCAL FUND**The Funds in Detail****State and Local Fund*****Purpose of the Fund***

The purpose of this fund is to account for the revenues and costs associated with any work done for the State of Wisconsin, local municipalities, other County departments, and miscellaneous receivable accounts such as utilities, the Ho-Chunk Nation, school districts, etc.

Source of Funding

This fund is supported by revenues from the above mentioned parties.

Sub-categories

Maintain State Roads – Any work done for the State of Wisconsin.

Maintain Local Roads – Any work done for Wood County municipalities (towns, cities, and villages).

Other Services – Any work done for other County departments and miscellaneous receivable accounts such as utilities, the Ho-Chunk Nation, school districts, etc.

Expenses and Revenues of the Fund**Expenditures**

Budget expenditures are broken down into the following:

Personal Services – Salaries, Health Insurance, FICA, Incremental Labor Costs (ILC - recovery of fringe benefit costs), post-employment benefits, vision, life insurance, and workers compensation.

Supplies and Expense – WisDOT machinery and material and local roads maintenance and construction machinery and materials.

Revenues

Intergovernmental Charges – Revenue from State work, revenue from local roads work, and revenue from inter-county and inter-departmental work.

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Highway Departmentwide
 Monday, June 30, 2025

| | | 2025 | | |
|--|---|---------------------|----------------------|------------------------|
| | | Actual | Budget | Variance |
| | | | | Variance % |
| REVENUES | | | | |
| Intergovernmental Revenues | | | | |
| 43300 | Federal Grants-American Recovery & Reinvest Act | \$167,657.72 | \$400,000.00 | (\$232,342.28) |
| 43531 | State Aid-Transportation | 636,349.77 | 2,497,341.00 | (1,860,991.23) |
| 43534 | State Aid-LRIP | 470,745.05 | 844,061.00 | (373,315.95) |
| | Total Intergovernmental | 1,274,752.54 | 3,741,402.00 | (2,466,649.46) |
| Licenses and Permits | | | | |
| 44101 | Utility Permits | 17,863.95 | 30,550.00 | (12,686.05) |
| | Total Licenses and Permits | 17,863.95 | 30,550.00 | (12,686.05) |
| Intergovernmental Charges for Services | | | | |
| 47230 | State Charges | 745,318.15 | 1,264,109.00 | (518,790.85) |
| 47231 | State Charges-Highway | 140,230.95 | 268,014.00 | (127,783.05) |
| 47232 | State Charges-Machinery | 26,423.91 | (14,629.00) | 41,052.91 |
| 47300 | Local Gov Chgs | 196,708.12 | 848,896.00 | (652,187.88) |
| 47330 | Local Gov Chgs-Transp | 267,889.60 | 1,964,726.00 | (1,696,836.40) |
| 47332 | Local Gov Chgs-Roads | | 267,134.00 | (267,134.00) |
| 47333 | Local Gov Chgs-Bridges | | 117,697.00 | (117,697.00) |
| | Total Charges to Other Governments | 1,376,570.73 | 4,715,947.00 | (3,339,376.27) |
| Interdepartmental Charges for Services | | | | |
| 47470 | Dept Charges-Highway | 29,019.66 | 2,731,559.00 | (2,702,539.34) |
| | Total Interdepartmental Charges | 29,019.66 | 2,731,559.00 | (2,702,539.34) |
| | Total Intergovernmental Charges for Services | 1,405,590.39 | 7,447,506.00 | (6,041,915.61) |
| Miscellaneous | | | | |
| 48340 | Gain/Loss-Sale of Salvage and Waste | 2,604.40 | 10,605.00 | (8,000.60) |
| | Total Miscellaneous | 2,604.40 | 10,605.00 | (8,000.60) |
| Other Financing Sources | | | | |
| 49110 | Proceeds from Long-Term Debt | | 2,451,500.00 | (2,451,500.00) |
| 49280 | Transfer from Trust Funds | 470,745.05 | | 470,745.05 |
| | Total Other Financing Sources | 470,745.05 | 2,451,500.00 | (1,980,754.95) |
| | TOTAL REVENUES | 3,171,556.33 | 13,681,563.00 | (10,510,006.67) |
| EXPENDITURES | | | | |
| Public Works-Highway | | | | |
| 53110 | Hwy-Administration | 203,832.88 | 437,391.41 | 233,558.53 |
| 53120 | Hwy-Engineer | 99,912.57 | 210,931.64 | 111,019.07 |
| 53191 | Hwy-Other Administration | 183,913.85 | 402,931.49 | 219,017.64 |
| 53210 | Hwy-Employee Taxes & Benefits | (775,367.51) | | 775,367.51 |
| 53220 | Hwy-Field Tools | 14,389.50 | (45,534.22) | (59,923.72) |
| 53230 | Hwy-Shop Operations | 137,072.93 | 397,971.95 | 260,899.02 |
| 53232 | Hwy-Fuel Handling | (7,740.76) | (17,766.00) | (10,025.24) |
| 53240 | Hwy-Machinery Operations | (794,682.49) | (71,912.30) | 722,770.19 |
| 53250 | Hwy-Crushing Operations | 21,851.50 | 17,936.97 | (3,914.53) |
| 53251 | Hwy-Crushing Operations Production | 61,032.96 | 103,564.60 | 42,531.64 |
| 53260 | Hwy-Bituminous Ops | 47,987.33 | 214,888.22 | 166,900.89 |
| 53266 | Hwy-Bituminous Ops | 113,722.70 | 2,017,610.84 | 1,903,888.14 |
| 53270 | Hwy-Buildings & Grounds | 157,140.25 | 233,326.35 | 76,186.10 |
| 53290 | Hwy-Salt Brine Operations | (7,678.20) | (1,013.49) | 6,664.71 |
| 53291 | Hwy-Salt Brine Operations | 14,888.50 | (4,800.49) | (19,688.99) |
| 53281 | Hwy-Acquisition of Capital Assets | 928,093.30 | | (928,093.30) |
| 53310 | Hwy-Maintenance CTHS | | 65,522.15 | 65,522.15 |
| 53311 | Hwy-Maint CTHS Patrol Sectn | 1,349,811.33 | 2,296,960.44 | 947,149.11 |
| 53312 | Hwy-Snow Remov | 828,323.60 | 990,000.16 | 161,676.56 |
| 53313 | Hwy-Maintenance Gang | 93,933.23 | 217,072.03 | 123,138.80 |
| 53314 | Hwy-Maint Gang-Materials | 2,090.00 | 8,302.00 | 6,212.00 |
| 53320 | Hwy-Maint STHS | 969,714.36 | 1,264,109.05 | 294,394.69 |
| 53330 | Hwy-Local Roads | 292,741.64 | 1,964,726.04 | 1,671,984.40 |
| 53340 | Hwy-County-Aid Road Construction | 1,359.03 | 330,037.42 | 328,678.39 |
| 53341 | Hwy-County-Aid Bridge Construction | 51,000.00 | 250,731.09 | 199,731.09 |
| 53490 | Hwy-State & Local Other Services | 210,943.96 | 848,895.86 | 637,951.90 |
| 53491 | Hwy-ATV Route Signage | | 17,346.37 | 17,346.37 |
| | Total Public Works-Highway | 4,198,286.46 | 12,149,229.58 | 7,950,943.12 |
| Capital Outlay | | | | |
| 57310 | Highway Capital Projects | 657,663.81 | 3,423,665.39 | 2,766,001.58 |

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
Highway Departmentwide
Monday, June 30, 2025

| | | 2025 | | |
|-------|----------------------------|----------------|----------------|---------------|
| | | Actual | Budget | Variance |
| | | | | Variance % |
| | Total Capital Outlay | 657,663.81 | 3,423,665.39 | 2,766,001.58 |
| | Other Financing Uses | | | |
| 59210 | Transfers to General Fund | 470,745.05 | | (470,745.05) |
| | Total Other Financing Uses | 470,745.05 | | (470,745.05) |
| | TOTAL EXPENDITURES | 5,326,695.32 | 15,572,894.97 | 10,246,199.65 |
| | NET INCOME (LOSS) * | (2,155,138.99) | (1,891,331.97) | (263,807.02) |



Parks & Forestry Department Reports

July 9, 2025

Director Report, by Chad Schooley

- Staff has completed 2024 Annual Report. Due to being on vacation during the July 22nd County Board meeting, I intend on presenting the report at the August 19th County Board meeting.
- Powers Bluff Maintenance Shop project is now complete, in terms of contractor work. P&F staff will begin building shelves, work benches, running air lines, etc. They will also begin moving items from the old shop.
- Bids have been received for the Powers Bluff trailhead shelter project. A bid summary will be sent to the Committee prior to the meeting.
- CERA Park shower building remodel is complete. Shelter building remodel is about 90% complete.
- Met with Friends of Powers Bluff- Trail maintenance subcommittee. One of the items we discussed is use of E-Bikes on multi-use trails and single track mountain bike trails. There was a consensus from the group that Class 1 and 3 (pedal assist) bikes should be allowed on both types of trail. Any “throttled” e-bikes (class 2 or modified 1 and 3 bikes) should not be allowed due to the increased safety concern of high rates of speed around other users and potential trail damage. An option for those using class 2 “throttled” bikes, due to a mobility disability, may be to utilize the current permit system that we use in park and forestry areas. I would like to discuss further at the meeting.
- Continue assisting with update of Parks, Recreation, and Open Spaces plan.
- South Park was hit hard during the June 23rd storm. South Park staff, along with staff from other parks, have been doing an exceptional job cleaning up all the fallen trees and debris. I have received multiple compliments from the public on how professional and efficient our maintenance staff has been throughout the cleanup efforts. Great Job staff!
- Assisted EM with hosting the ribbon cutting at the South Park Storm Shelter on July 25th.
- **Special Use Permits**
 - None at this time

Maintenance Program Supervisor Report, by Dan Vollert

Construction Projects

- South Park-cap north fireplace chimney on Red Beach Stone Shelter.
- CERA Park-Shower Building Remodel Project completed and in use.
- CERA Park-Shelter Restroom Remodel Project almost complete.
- Dexter Park: New beachhouse shelter design.
- North Park: Installed informational sign for Campground river crossing & new high water gate.
- Power Bluff: New Trailhead Shelter about to start.

Maintenance Operations

- ALL Parks: Mowing, string trimming, shelter & bathroom cleaning, wood fence filling.

- Dexter Park: Dike/Dam area trimmed up. Trails being mowed.
- South Park: Storm cleanup from June 23 storm that took down many trees throughout park.
- Powers Bluff: New Shop setup. Moving things in from old shop. New benches, air compressor with hose adapters, racking, etc.
- Powers Bluff: Bike & MultiUse Trails being mowed, sprayed by staff & volunteer group.
- CERA Park: Getting things ready for equipment auction.
- CERA Park: Replacing sand around playground structures.
- CERA Park: Getting new door hardware and/or rekeyed in all buildings to Parks common keys.
- CERA Park: Diagnosing Septic issues and cleaning pool area out.

Employee Matters

- LTE-IIs positions in all parks are now all full, but CERA Park LTE is resigning, effective July 18th, due to full time employment elsewhere.
- Working on employee evaluations.

Snowmobile/ATV

- Auburndale (DH) Snowmobile Bridge project off of CTH N east of Arpin is being done by Earth Inc. Abutments are installed, rip-rapped, and bridge is set. Project approaches will be completed once things dry up in area.
- Second Half of Snowmobile Funds dispersed to clubs.
- Hay Creek-Peterson Road ATV Trail opened May 15th with Jackson & Clark County Trails.
- Range Road ATV Connector Trail to Intensive Use Area is being stripped of stumps and shaped up by Highway Dept.

Office Supervisor Report, by Stacie Kleifgen

- Attended Wisconsin County Foresters Association Summer Tour. Wood County is hosting this event in 2026 so was a great opportunity to network and begin planning.
- Prepared and Completed Forestry Internal Review – this is a 5 year review with DNR Forestry to audit Forestry Revenues, Townships Payments, Forestry Administrator Grant and Wildlife Habitat Grant Revenues and Expenses.

Forest Administrator Report, by Fritz Schubert

- Timber Sales: No active timber sales in June. Logging activity has slowed which is typical for this time of year on our forest. Main reasons for this seasonal slow down include ground conditions/access, and restrictions due to endangered species and oak wilt.
- Drafted and mailed contracts for tracts sold during last month's timber bid.
- Drafted and mailed contract extensions approved in June.
- Drafted forestry portion of P&F Annual Report
- Hosted/participated in DNR Wood County Forest "Internal Review" (5-yr audit).
- Timber sale establishment in compartment 37.
- Forestry Technician: Cleaned and mowed shooting range. Painted forestry gates. Removed scattered storm damaged trees from Park Road and forestry roads. Fecon brush mowing in South Bluff Block of County Forest.



2024

ANNUAL REPORT



HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE (HIRC) 2024 WOOD COUNTY BOARD OF SUPERVISORS MEMBERS



Jake Hahn
Chair



Allen Breu
Vice Chair



Scott Brehm



John Hokamp



Lee Thao

2024 Wood County Parks & Forestry Employees

| | |
|---|-----------------|
| Parks & Forestry Director | Chad Schooley |
| Forest Administrator | Fritz Schubert |
| Parks Maintenance Program Supervisor | Dan Vollert |
| Parks & Forestry Office Supervisor | Stacie Kleifgen |
| Parks & Forestry Program Assistant | Monica Anderson |
| Forest Technician | Clyde Dammann |
| Parks Lead Maintenance Dexter Park | Matt Huber |
| Parks Lead Maintenance North Park & Powers Bluff | Jeff Okonek |
| Parks Lean Maintenance South Park & Nepco | Brad O'Donnell |
| Parks Maintenance Dexter Park | Mitch Darr |
| Parks Maintenance North Park & Powers Bluff | Seth Dupee |
| Parks Maintenance South Park & Nepco | Jesse Kostolny |
| Parks Maintenance South Park & Nepco | Dawson Simon |
| Parks Maintenance All Parks | Jonathan Rahm |

2024 Seasonal Employees

| | |
|---|--------------------|
| LTE II Dexter Park | Jerome Kumm |
| | Lane O'Donnell |
| LTE II North Park & Powers Bluff | Elric Guldán |
| | Kenneth Schroeder |
| LTE II South Park & Nepco | Henry Niedbalski |
| | Morgan Reichl |
| | Lydia Smits |
| | Jacob Thomas |
| Ranger Dexter Park | Nathan Beatty |
| Ranger North Park | Scott Tranbarger |
| Ranger South Park | Weston Glomsted |
| Host Dexter Park | Ken & Peggy Rowe |
| Host North Park | Ron & Kay Hardesty |
| Host South Park | Bruce Foster |
| First Responders Powers Bluff Winter Recreation Area | Chris Bohl |
| | Christina Klein |

Director's Report

Chad Schooley, Parks & Forestry Director

Two Thousand Twenty Four (2024) marked the 89th (1935-2024) anniversary of the Wood County Parks system. Over the past 89 years, our parks have developed into one of the premier county park systems in the state. Our mission statement is "To develop, maintain, and operate facilities, resources, and programs that meet the outdoor recreation, environmental, and economic needs of the public; and provide clean, safe, quality family enjoyment at a reasonable cost".

In addition to our parks system, Wood County owns and manages approximately 38,000 acres of county forest property. Wood County was one of the initial counties in the state to enroll land under the County Forest Crop Law, beginning in 1932. Through the years, this program has gone through numerous changes. The forestry program's mission statement is: To manage, conserve and protect these resources on a sustainable basis for present and future generations.

In 1991, the Wood County Parks Department merged with the Forestry Department to form the Wood County Parks and Forestry Department.

Wood County P&F properties hosted several large community events in 2024, including: Winter and summer Kiwanis Youth Outdoor Events, State Waterski Show Tournament, Bluegrass Music Festival, and multiple other non-profit fundraising events.

Camping, disc golf, and boat landing pass sales remained high in 2024. With the construction of single track bike trails at Powers Bluff in '22 and '23, future revenue from trail passes are expected to increase in future years.

Tourism continued to play a huge role in economic development and impact within Wood County. According to Travel Wisconsin, Wood County saw \$115.5 million of direct visitor spending in 2024; a 4.2% increase over 2023. Wood County Parks and Forestry played a huge role in bringing visitors to our area.

In this annual report, we have summarized some of the different projects and timber sales that were completed in 2024. Larger projects completed in 2024 included: Construction of a storm shelter at South Wood County Park, completion of a 4-mile ATV trail in south west Wood County, and groundbreaking for the new Powers Bluff maintenance shop.

The Parks and Forestry Department maintains a variety of properties with the help of local volunteers and clubs. Some of the clubs that we worked with in 2024 included the Central Wisconsin ATV Riders club, 7 snowmobile clubs, River Cities Nordic Ski club, 2 disc golf clubs, MSTC Urban Forestry program, 3 campground hosts, members of the Friends of Powers Bluff, as well as many other volunteers. Without their assistance, we could not provide the opportunities that we do. The Parks and Forestry Department is also a host site for Emergency Management work crews throughout the year. In 2024, this crew worked 1,291 hours for the department.

The WCP&F Department has continued to pursue Federal and State DNR matching grants in the development and improvement of our parks. In 2024, Wood County applied for and was awarded a County Conservation Aids Grant, which was used as a matching fund for musky stocking in the Wisconsin River. The Consolidated Musky Club donated the matching funds for this grant. Wood County continues to receive funds annually for the WI DNR snowmobile and ATV trail maintenance grant program. Wood County was also awarded grant funding for establishing a 1.5 mile ATV trail between Range Road and Hwy 54.

An unexpected opportunity was presented to Wood County in August, 2024. Representatives from Consolidated Water and Power Co. (CWPCO) contacted P&F staff to discuss the possibility of taking over management of CERA Park. This park was developed, beginning in the 1970's, by employees of Consolidated Papers for the purpose of creating a recreational area for employees and their families. CWPCO made the decision not to renew the lease with the employee group beyond its term, ending December 31, 2024. By resolution, Wood County Board of Supervisors, approved entering into a 10 year lease with CWPCO to manage the park, and to sign an MOU outlining the intent and process of transferring ownership to Wood County.

County Forest operations continue to be an important resource to Wood County. There are 37,823 acres of managed "County Forest Land" for timber production and public hunting, fishing, wildlife watching, and other non-consumptive recreational uses. We also administer the timber sales program to manage the forest on Wood County Forest Lands. In 2024 timber revenue declined following a near record the previous year. In spite of poor winter logging conditions, 2024 timber revenue was \$419,712.08 (gross) or \$377,740.87 (net), thus exceeding budgeted timber revenue (\$350,000).

PARK PROJECTS

SOUTH PARK

1. Storm Shelter construction, parking lot expansion and paving.
2. Open shelter improvements including: new electrical service fed from storm shelter, new concrete counter tops with outlets, new LED lighting, outlets, gutters/downspouts, and concrete sidewalk around shelter.
3. Completed maintenance shop work bay remodel.
4. Reroofed wood fence shed.

POWERS BLUFF

1. Maintenance shop area prepped and construction started.
2. Trailhead shelter site prepped for construction including: parking lot expansion, building site cleared/lifted/compacted, and roadway expansion.
3. Trailhead kiosk installed at top of bluff.
4. Single track bike trail drainage improvements and boardwalk construction

DEXTER PARK

1. Added overhead lighting near wood fence.
2. Continue upgrading campsite pads, as needed
3. Boat Landing and beach parking lot crack filling and striping

NORTH PARK

1. Completed rebuild of west side of suspension bridge.
2. Upgraded south campground entrance with new culverts, road widening, and adding gravel surface material- with intent of leaving it open all camping season.
3. Installed gates, lighting, and signage on north campground entrance.

NEPCO

1. Trailhead kiosk relocated and roof installed at upper parkinglot.
2. Entrance road and parkinglot crackfilling and striping.

ATV

1. Peterson Road-Hay Creek Road ATV Trail development including new bridge, 4 miles of trail shaping, and adding road base surface.

Snowmobile

1. Completed Plum Road-Rudolph River Rover Snowmobile trail culvert installation project.
2. Started Auburndale (DH) Snowmobile Bridge Replacement Project, off of Cty. Hwy. N, Arpin.

Other

1. Assisted Discover Wisconsin Media with creating and filming episode highlighting Wood County Parks' 90 year history.



Contract Extension Notes – July 2025

#780 Midwest Hardwood Company

- Bid May 2020 – contract expires: July 1, 2025.
- Contract extensions: 2 extensions to Yoder Logging (original contractor), 0 extensions to Midwest (assumed contract when Yoder ceased business).
- % completion = 50%.
- Job constraints: Very difficult, wet access, ground needs to be frozen for access across marsh.
- Considerations: Midwest assumed contract responsibilities in February of 2025 with the intention of completing the harvest in winter, however frozen conditions started to deteriorate shortly thereafter and contractor was not able to make an attempt. Contractor is relatively new to Wood County, has completed one contract and holds two others currently, has had a good payment history, and quality of work is very good. Cut/operated **0 contracts**. Generated **\$0.00** total revenue to the Wood County Forest.

Recommendation:

Grant contract extension to July 31, 2026 with **no increase in stumpage**.

#781 Yoder Logging

- Bid May 2020 – contract expires: July 1, 2025.
- Contract extensions: Three
- % completion = 0%.
- Job constraints: Seasonally wet access, requires frozen or unusually dry ground for access and to operate, oak wilt restriction April 1 through July 15, access across private lands is necessary for a portion of sale area.
- Considerations: Contractor has closed his business and moved out of Wisconsin. cut/operated **0 contracts** in the past year and has no intention of completing this contract. Generated **\$0.00** total revenue to the Wood County Forest.

Recommendation:

Do not grant contract extension. Reestablish and rebid timber sale in fall 2025. Retain performance bond and return all or a portion at a later date if subsequent bid exceeds original bid.

#800 Schreiner Forestry

- Bid May 2022 – contract expires: June 30, 2025.
- Contract extensions: One.
- % completion = 0%.
- Job constraints: Endangered species concern/time constraint, portions of sale area are seasonally very wet and may require frozen conditions to operate, oak wilt restriction April 1 through July 15, snowmobile trail is associated with trucking access.
- Considerations: Contractor has completed many contracts in past years, has had a good payment history, and quality of work is good. Cut/operated, completed **1 contract**

according to specs, and generated **\$22,627.03** total revenue to the Wood County Forest in the past year.

Recommendation:

Grant contract extension to July 31, 2026 with **no increase in stumpage**

#801 Wilson Forestry LLC

- Bid May 2022 – contract expires: July 30, 2025.
- Contract extensions: None.
- % completion = 0%.
- Job constraints: Seasonally wet access, requires frozen or unusually dry ground for access and to operate, harvesting restricted to November 1 through March 14 due to endangered species concerns, access across private lands is necessary.
- Considerations: Contractor has completed several contracts according to specifications in past years. Payment history and quality of work is excellent. This is his only contract with Wood County Forest. Cut/operated **0 contracts** in the past year and generated **\$0.00** total revenue to the Wood County Forest.

Recommendation:

Grant contract extension to July 31, 2026 with **no increase in stumpage**.

**WOOD COUNTY, PARKS & FORESTRY - FOREST ADMINISTRATOR
REVENUE REPORT & TIMBER SALE BALANCES**

June 2025 Revenue (July HIRC)

Budget Year 2025

| CONTRACT | TRACT | CONTRACTOR | CONTRACT AWARD AMOUNT | CONTRACT AWARD DATE | CONTRACT EXPIRATION DATE | \$ RECEIVED CURRENT MONTH | AMOUNT BILLED TO DATE | AMOUNT RCVD TO DATE | BALANCE |
|--|-------|------------|-----------------------------|------------------------|-----------------------------|---------------------------------|--------------------------|------------------------|---------|
| 780 | 2-16 | MIDWEST HW | \$42,886.00 | 7/10/2020 | 7/1/2025 | \$11,766.25 | \$31,778.92 | \$31,778.92 | \$0.00 |
| 781 | 5-19 | YODER | \$9,720.00 | 7/10/2020 | 7/1/2025 | | \$0.00 | \$0.00 | \$0.00 |
| 790 | 4-21 | SCHREINER | \$15,600.00 | 11/24/2021 | 12/31/2025 | | \$0.00 | \$0.00 | \$0.00 |
| 797 | 3-22 | SCHREINER | \$30,770.00 | 5/27/2022 | 6/30/2026 | | \$0.00 | \$0.00 | \$0.00 |
| 800 | 6-22 | SCHREINER | \$16,440.00 | 5/27/2022 | 7/1/2025 | | \$0.00 | \$0.00 | \$0.00 |
| 801 | 7-22 | WILSON | \$11,750.00 | 8/4/2022 | 7/30/2025 | | \$0.00 | \$0.00 | \$0.00 |
| 803 | 9-22 | KOERNER | \$21,057.80 | 11/16/2022 | 12/3/2025 | | \$0.00 | \$0.00 | \$0.00 |
| 804 | 10-22 | KOERNER | \$84,093.60 | 11/16/2022 | 12/3/2025 | | \$103,155.10 | \$103,155.10 | \$0.00 |
| 807 | 13-22 | FLINK | \$9,450.00 | 12/31/2022 | 12/31/2025 | | \$2,274.03 | \$2,274.03 | \$0.00 |
| 812 | 4-23 | FLINK | \$11,813.85 | 6/1/2023 | 6/30/2026 | | \$7,418.12 | \$7,418.12 | \$0.00 |
| 814 | 6-23 | FLINK | \$21,055.00 | 4/28/2025 | 3/31/2028 | | \$0.00 | \$0.00 | \$0.00 |
| 816 | 8-23 | KOERNER | \$31,625.00 | 1/4/2024 | 12/31/2025 | | \$0.00 | \$0.00 | \$0.00 |
| 817 | 9-23 | KOERNER | \$17,310.00 | 1/4/2024 | 12/31/2025 | | \$0.00 | \$0.00 | \$0.00 |
| 818 | 10-23 | MIDWEST HW | \$51,768.30 | 1/4/2024 | 12/31/2026 | | \$0.00 | \$0.00 | \$0.00 |
| 819 | 11-23 | TNT Timber | \$124,257.30 | 4/30/2024 | 5/1/2026 | | \$0.00 | \$0.00 | \$0.00 |
| 821 | 1-24 | KOERNER | \$26,270.00 | 4/30/2024 | 5/1/2026 | | \$0.00 | \$0.00 | \$0.00 |
| 823 | 3-24 | FLINK | \$10,350.00 | 6/18/2025 | 6/30/2027 | | \$0.00 | \$0.00 | \$0.00 |
| 824 | 5-24 | KOERNER | \$53,280.00 | 4/30/2024 | 5/1/2026 | | \$0.00 | \$0.00 | \$0.00 |
| 826 | 6-24 | BIEWER | \$158,818.20 | 12/19/2024 | 12/31/2026 | | \$0.00 | \$0.00 | \$0.00 |
| 827 | 7-24 | MEDDA | \$60,286.80 | 12/19/2024 | 12/31/2026 | | \$0.00 | \$0.00 | \$0.00 |
| 828 | 8-24 | MIDWEST HW | \$75,328.40 | 12/19/2024 | 12/31/2026 | | \$0.00 | \$0.00 | \$0.00 |
| 829 | 9-24 | WEEKLY | \$34,063.30 | 6/18/2025 | 6/30/2027 | | \$0.00 | \$0.00 | \$0.00 |
| 832 | 2-25 | KOERNER | \$19,840.00 | 6/18/2025 | 6/30/2027 | | \$0.00 | \$0.00 | \$0.00 |
| 833 | 3-25 | KOERNER | \$7,740.00 | 6/18/2025 | 6/30/2027 | | \$0.00 | \$0.00 | \$0.00 |
| 834 | 4-25 | WEEKLY | \$36,980.00 | 6/18/2025 | 6/30/2027 | | \$0.00 | \$0.00 | \$0.00 |
| 755 | | FIREWOOD | | | | | \$104.66 | \$69.66 | |
| Payments Received This Month: | | | | | | \$11,766.25 | AMOUNT BILLED TO DATE | AMOUNT RCVD TO DATE | 0.00 |
| | | | | | | \$ RECEIVED CURRENT MONTH | | | |
| 2024 Budgeted Total Revenues | | | | | \$400,000 | Jobs Finished | | | |
| 2025 Total County Forestry Revenues this month (90%) | | | | | \$10,589.63 | Jobs Started | | | |
| 2025 Total Township Revenues this month (10%): | | | | | \$1,176.63 | Jobs Continuing/Reactivated | | | |
| | | | | | | Jobs Gone Inactive | | | |
| 2025 TOTAL NET FORESTRY REVENUE TO DATE: | | | | | \$199,828.59 | | | | |

WOOD COUNTY PARKS & FORESTRY DEPARTMENT

REVENUE SUMMARY 2025

June Revenue - July HIRC

| BUDGETED REVENUES 2025 | 46721 | FEES | YTD REVENUE | YTD REVENUE | JUN REV | JUN REV | ACTUAL REV |
|---------------------------|---|--|--------------|---------------|--------------|--------------|----------------|
| | SOURCE | | 2025 | 2024 | 2025 | 2024 | 2024 |
| \$ 612,000.00 | Camping Reservations | \$10 Resv. Fee+/\$21/\$26/\$29/\$36 | \$282,140.61 | \$ 258,637.22 | \$91,701.45 | \$ 80,457.00 | \$ 559,084.56 |
| \$ 45,000.00 | Campground Firewood Sales | \$7 per rack | \$13,641.80 | \$ 12,105.58 | \$7,642.66 | \$ 8,682.21 | \$ 39,888.11 |
| \$ 10,000.00 | Ice | \$4 (small) /\$9 (large) | \$1,811.49 | \$ 1,660.40 | \$1,228.81 | \$ 1,438.56 | \$ 7,887.62 |
| \$ 3,900.00 | Non-Camper Dump Station | \$20 | \$464.46 | \$ 662.84 | \$293.84 | \$ 530.14 | \$ 2,905.41 |
| \$ 400.00 | Camper Storage | \$20/wk - \$300/mo | \$0.00 | \$ 55.55 | \$0.00 | \$ 55.55 | \$ 99.87 |
| \$ 900.00 | Washer/Dryer/Showers | \$2 wash / \$2 dry/\$1 Laundry Pods | \$118.01 | \$ 205.69 | \$84.83 | \$ 170.62 | \$ 802.85 |
| \$ 59,000.00 | Shelters Enclosed | Various Fees based on 4 or 8 hrs or all day. | \$30,428.31 | \$ 32,804.23 | \$7,006.56 | \$ 7,006.56 | \$ 62,254.51 |
| \$ 13,000.00 | Shelters - Open | Various Fees based on location of shelter. | \$8,951.62 | \$ 8,300.50 | \$1,701.79 | \$ 1,864.97 | \$ 12,862.13 |
| \$ 3,000.00 | General Park User Fees | \$75 / \$10 per picnic table | \$1,109.00 | \$ 450.24 | \$0.00 | \$ - | \$ 450.24 |
| \$ 38,000.00 | Powers Bluff Winter Recreation | \$13/\$22/\$515/\$655/\$515/\$725/\$865 | \$13,797.44 | \$ 1,729.54 | \$0.00 | \$ - | \$ 1,824.33 |
| \$ 5,000.00 | Trail Passes | \$8/daily; \$30/annual; \$60/family | \$1,714.45 | \$ 2,834.03 | \$525.38 | \$ 450.88 | \$ 4,936.78 |
| \$ 8,500.00 | Disc Golf | \$3 / \$5 / \$25 / \$50 | \$2,454.42 | \$ 2,899.73 | \$760.10 | \$ 874.86 | \$ 4,677.66 |
| \$ 500.00 | Parks Pulpwood | Market Price | \$0.00 | \$ - | \$0.00 | \$ - | \$ - |
| \$ 25,000.00 | Boat Launch | \$25/annual; \$7/daily | \$14,267.09 | \$ 15,547.23 | \$5,835.59 | \$ 4,936.85 | \$ 24,755.49 |
| \$ 17,000.00 | Miscellaneous | | \$1,456.01 | \$ 6,027.81 | \$1,176.87 | \$ 422.70 | \$ 19,360.22 |
| \$ 8,800.00 | Gift Certificates | Gift Certificates | \$0.00 | \$ 241.69 | \$0.00 | \$ 182.92 | \$ 9,035.75 |
| \$ 850,000.00 | | | \$372,354.71 | \$344,162.28 | \$117,957.88 | \$107,073.82 | \$ 750,825.53 |
| \$ 400,000.00 | 46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships) Monthly totals = NET Revenue | CONTRACTED | \$201,005.22 | \$ 297,881.17 | \$11,766.25 | \$ 9.00 | \$ 377,740.88 |
| \$ 1,250,000.00 | | TOTAL REVENUE: | \$573,359.93 | \$642,043.45 | \$129,724.13 | \$107,082.82 | \$1,128,566.41 |

**RESOLUTION#**

DATE 07/22/2025
Effective
Date 07/22/2025

Page 1 of 1

Introduced by Highway Infrastructure and Recreation Committee

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

INTENT & SYNOPSIS: To authorize out-of-state travel for two (2) Highway Department employees.

FISCAL NOTE:

Hotel: \$250
Meals: \$112
Fuel: \$250
Total: \$612

SOURCE OF FUNDS: Maintenance Fund

| | | 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 Wisconsin Department of Transportation (WISDOT) has provided a “Memorandum of Understanding” to the Highway Department, agreeing to finance brine making equipment and storage tanks at a cost of \$257,624 for the Marshfield highway facility,

WHEREAS, WISDOT has assigned the equipment to be purchased be manufactured by VariTech Industries located in Alexandria, MN

WHEREAS, the Highway Department constructed a new brine making facility at the Marshfield Highway shop that is in need of brine making equipment and storage tanks,

WHEREAS, the Highway staff traveling to VariTech Industries has extensive knowledge of the brine making process,

WHEREAS, VariTech Industries designers have suggested Highway Department staff be present to assist with specification for the model being built for Wood County Highway Department,

WHEREAS, Rule 16 of the Wood County Board states that out-of-state travel that is funded by tax levy dollars requires approval from the County Board,

NOW THEREFORE BE IT RESOLVED, that the Wood County Highway Department send two Highway Department staff to Alexandria, MN to meet with VariTech Industries personnel at a cost not to exceed \$612.

Adopted by the County Board of Wood County, July 22, 2025

County Clerk

County Board Chairman

MINUTES
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, July 7, 2025
TIME: 9:00 a.m.
PLACE: Courthouse – Room 302

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 previous meeting were reviewed. Motion by Hamilton/Brehm to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed and discussed. Brehm highlighted his attendance at the Local Government Institute presentation on AI, attended by him and IT Staff.
6. An issue was raised as it relates to cell phone coverage at Edgewater Haven Nursing Home. Administrator Cieslewicz spoke that this is an issue but is not unique to just Edgewater. The Village of Port Edwards has notoriously bad cell phone coverage, made worse by the construction of the building. Facilities Director Van Tassel, along with IT, will see if there is a viable option to improve this communication.
7. The Maintenance vouchers were reviewed. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
8. The Maintenance Report was reviewed and discussed. A review of space needs will need to be discussed, county-wide, as Phase 2 of the jail construction comes to completion.
9. The next meeting will be held on Monday, August 4th at 9:00 AM.
10. Chairman Breu declared the meeting adjourned at 10:05 AM.

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

Property & Information Technology Committee

July 7, 2025

[illegible]



Wood County WISCONSIN

INFORMATION TECHNOLOGY

June 2025

1. Staff continue to work on multiple items related to the Law Enforcement Center occupancy. Network staff have migrated all non-detention cameras to different network hardware in preparation of completely segregating detention systems from other Wood County networks. While moving these camera connections, they have also connected all in-ceiling paging speakers to the network. This will allow for future expansion of Wood County's paging system into the new building.
2. Progress continues to be made on the Courthouse network refresh project. This project is one of the CIP projects that was approved for this year.
3. IT staff assisted Dispatch and Communications staff with the migration to new furniture in the Dispatch Center. This included helping to move wiring, assisting the Communications Director with dismantling and re-assembling the radio and dispatch phone systems and the Wood County computers.
4. Network staff continue to work with the Communications Department on the radio upgrade project. The vendor was onsite for installation the week of June 16th. Network staff had taken steps to meet requirements as outlined and provided remote access to verify. A pre-installation visit had been conducted in May to test equipment and the network. Upon switchover, issues were found by the vendor. Staff will work with the Communications Department and the vendor to address these before the next switchover is scheduled.
5. Assisted Finance staff with preparations for 2026 Budget work.
6. Continued work developing the public search utility for the Planning & Zoning Permits system.
7. As part of our support agreement with the Village of Port Edwards, we have been setting up new server infrastructure. This includes new domain controllers, file share servers, and migration to cloud-based email infrastructure. This project includes updating end-user computing devices for staff and trustees. The new domain controller has been configured and implemented. Currently systems are running in tandem until all services can be removed from the existing server. New file share servers were created and information is being synchronized as staff work to map user drives to the new server.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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8. Staff are working with CIS, Countywide law enforcement software, on a request for an interface to transmit electronic referrals to the DA's office.
 9. Ordered new multi-function printer for Victim Witness to allow staff access to a shared office machine.
 10. The IT Security Team continues the Security Awareness Program. Second quarter training was assigned. Created a policy that would restrict the login hours for users who have failed to complete their assigned security training ontime. This makes "revival" of accounts go much smoother for the end user while enforcing mandatory training for computer access.
 11. 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).
 12. AI usage guidelines have been outlined and terms of use agreement forms made available. Users can now request AI access. AI general access is blocked.
 13. Working on a potential grant for Cybersecurity resources. The application is in the final stages of defining line items and ensuring grant criteria is met.
 14. Two security incidents were detected and investigated in June. Fortunately, both were found to be benign positives. Multiple security alerts were received. Of those, one was an attempt of a SQL injection directed at a County website. IT staff determined that no vulnerable systems were impacted or affected. There have been no further attempts to exploit this. There were alerts with multiple instances of user accounts being logged into outside of the state of WI. In each instance the user was contacted and remote login was verified.
 15. Employees submitted approximately 151 phishing emails to IT for review. Each submittal was reviewed. Several were identified as legitimate phishing attempts. Filters were put in place to disallow mail from known phishing senders.
 16. Research is scheduled for a Veteran's office record system for a user request for client notifications via text messaging functionality.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

17. Continue to work with members of the Central Records subcommittee. Working to schedule an on-site visit from CIS, current Law Enforcement Software vendor, to discuss unmet needs of the current system. An RFI, request for information, was sent out in May and numerous responses were received. Information will be reviewed and shared with the group in July.
18. The backup system utilized by Wood County was upgraded to the latest version. This will ensure that we continue to have vendor support, product enhancements, and security patches.
19. The upgrade to CIS Computer Aided Dispatch (CAD) software has been scheduled for July 15th. This upgrade is necessary before other Dispatch project request work can begin.
20. Staff continue to work with Southern Health Partners (SHP), CIS, Criminal Justice and Jail staff to implement an Electronic Medical Record (EMR) for the jail. CorEMR, the electronic medical record for the jail went live 6/14/2025. Criminal Justice and the SHP staff are the main users.
21. Programming staff works to improve support documentation for the Sage HRMS, Human Resources Management System, system for employee benefit and payroll data. Programming staff begin the preliminary process of vetting replacement systems for HRMS and payroll.
22. Researched and evaluated new dictation software for Human Services. Staff have identified a replacement system and are currently demoing an online version to ensure this system will meet all requirements.
23. Staff continue the review of the configuration of O365 to ensure the environment is properly configured, easy to use and has the proper security in place as we begin to implement SharePoint, Teams, and One Drive and work to migrate email servers to Exchange Online. The email migration process is working. Staff are reviewing plans for backup and email encryption for the new environment.
24. The Courtrooms A/V system project progress continues. This update will improve reliability for in room and video conference communication. A room to house the new equipment has been located. The wiring project parameters have been expanded as we review the new project needs for a request by the new district attorney who wants to implement a paperless system as soon as possible. The vendor has completed cable installation. The data closet buildout is underway. Staff is working with the vendor to schedule times for the new equipment to be installed.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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25. System\code improvement for the in-house Planning & Zoning permitting system continues.
 26. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
 27. Continue work on preparing data for migration from Human Services IMS, current document management system & TCM, Electronic Health Record System, into Laserfiche, countywide document management system. Began setting up IMS to Laserfiche import process. Data supplied by HS staff was reviewed and imported into the database.
 28. Support of GCS\Catalis property tax systems is ongoing. The former property tax software version end-of-life is set for Fall of 2024 and was on-prem, servers at Wood County. The upgraded version is cloud based. System migration and training is complete and go-live was July 15, 2024. Preparations begin for migrating the 34 municipalities to the new system by late 2025. Security and best practice research begins to address a request by the County GIS specialist for the City of Marshfield GIS specialist to obtain direct access to the County tax database.
 29. Norwood and Edgewater Matrix Claims Management support continues with multi-factor authentication (MFA) migration to a new system evolving constantly. Account work for new backup procedures for Claims Management continues. Research begins to address a request by Edgewater Haven Director to utilize AI supported software that can vet and speed up admission referral processes.
 30. Support for Norwood Healthcare Center and Edgewater Haven Matrix (EHR) and CART (CMS abstraction and reporting tool) software is ongoing eMAR provides ability to dispense patient medication when the EHR system is not accessible. Super user training continues and results in improved support of the EHR (electronic health record) system. IT support works to improve the user reliance on IT for basic system functionality. Research and preparation work begins for another annual change to the reporting procedures for hospital pricing transparency required by CMS (Centers for Medicare and Medicaid).
 31. For the month of May, 587 helpdesk requests were created, with staff completing 608 tickets and leaving 115 open requests. In addition, there are currently 198 project requests.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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32. Discovery phase continues for a project request from the Highway Department to replace the current Highway permit system with Delasoft vendor software. Research is scheduled concerning an app requested by Highway staff that will assist in tracking Caterpillar equipment.
 33. Assisting Marshfield and Port Edwards with their CJIS audit, providing information on standards and network layouts to meet requirements.
 34. Support is ongoing for Cyber Recruiter upgrades and super user support, the HRMS extension system and website used for new hire applications. Investigation on a security threat was conducted and resolved. The next Cyber Recruiter upgrade is scheduled for early July 2025.
 35. Continued work with WISHIN and Matrix on the CCD and ADT interfaces. Norwood Admin and IT have accounts for the test environment to verify information that is being sent to WISHIN. The WISHIN Pulse testing has been completed and the go ahead has been given to WISHIN to stand up the production/live environment. Training for staff has been completed, and training documentation was emailed to staff. Go-live should be the beginning of July.
 36. 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 to update and support new CMS connection requirements for MFA and VPN continues.
 37. The Register of Deeds work to upgrade multiple applications continues. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates and maintenance on a regular basis. An upgrade to the Fidlar AVID system was completed in May.
 38. The 2025 PC replacement 3rd quarter order has been identified and surveys sent to Supervisors. The 3rd quarter order should be placed in early July. Staff are also reviewing department needs for tablets and mobile devices to replace equipment due for replacement.
 39. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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40. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL server is nearly complete. This ongoing project took considerable time to plan, test, and implement.
41. Continue to apply numerous security patches to servers and network hardware. These updates include fixes for functionality and security patches that keep servers and network hardware as secure as possible.
42. With the occupancy of the LEC and the increased demands on IT, discussions with Maintenance continue regarding space needs for the IT department. With the addition of the Cyber Security analyst position, we are out of room in our current location. There is significant increase of technology that is being supported in the LEC and increase of staff and services in other Departments within the County increases the demands on IT support as well. It is inevitable that IT will need additional IT staff in order to properly support the County's expanded facilities, additional staff, additional software, hardware and systems and the increased reliance on technology. Staff have reviewed the possibility of using the IT Conference room as offices. The IT Conference room now serves as our vendor area, network setup as well as a conference room. When IT initially moved into our current space there was an office for vendor space/setup, as well as network hardware staging. Both spaces are no longer available, so all these functions are now handled by IT Conference room space. IT would not properly function without space within our department that serves these functions.
43. Staff attended the first ever Local Government Summit held in Appleton, WI. This conference was held by the Local Government Institute of Wisconsin and covered topics such as AI, CyberSecurity, and Civic Engagement.
44. Two interns were hired. Evan DuPree and Aaron McGreevey joined our team June 23rd.



Wood County

WISCONSIN

Reuben Van Tassel
Facilities Manager

Letter of Comments July 2025

Ongoing Projects and Planning

Jail Project – Demolition of the old jail is complete; preparation for remaining construction is underway. Demolition of the approved structures adjacent to the Courthouse is scheduled to begin later in July.

Building automation system programming and adjustments are ongoing.

Courthouse – HVAC system replacement will continue for the next few months. The contractor is doing their best to provide climate control during the work; employees working in the building have been patient and accommodating of the varying temperatures.

Additional work related to the HVAC system update is ongoing throughout the building including control wiring, duct work reconfiguration, and miscellaneous work as needed.

River Block – We are continuing to update some of the access control equipment throughout the building. Additional components have been ordered and will be installed when they arrive.

Miscellaneous

Continuing to work with City staff and adjacent property occupants regarding accessibility improvements at the Courthouse.

Attended PIT, County Board, and numerous project meetings.

Marshfield Fairgrounds Commission
1:30 PM Wednesday, June 19, 2025 Meeting Minutes

1. CALL TO ORDER:

Meeting was called to order by Tom Buttke at 1:33 p.m. at the 2nd Street Community Center in the Wein Room.

ROLL CALL:

Present: Commissioners: Tom Buttke; Jen Delis; Jeff Penzkover; Natasha Tompkins & Wayne Schulz

Absent: Rebecca Spiros

Also Present: Justin Casperson, Parks and Recreation Director; CWSFA representatives: (Dale Christianson, Gary Bymers

2. APPROVAL OF MEETING MINUTES: Motion by Schulz, seconded by Penzkover to approve May 21, 2025 meeting minutes; motion carried 5-0.

3. CONFLICT OF INTEREST: None.

4. PUBLIC COMMENT: None.

5. FAIRGROUNDS COMMISSION:

- Financial Statement: Casperson shared the bank statement and financial history. Wood County met to discuss payments to the Fair Commission. It was agreed to make the payment to Commission for 2025. The City has money allocated to the Fair Commission, but not willing to make a payment unless the Fair Commission clearly indicates what and how the money will be used. At this time, the City is not going to pay the Commission. Delis read an email from Finance Director Jennifer Selenske, explaining her stance on the situation. As a result, the work on the expo building that was approved to go out for bids has to be delayed until enough funding is allocated to pay for the work. Dakota Electric has outstanding work to be complete that will reduce the balance to a point that will not allow enough funding to do the work at the Expo Building.
- Approval of Bills:
 - Dakota Electric – Electric Panel Accident: It was agreed to hold off paying this invoice and try to collect money from the party responsible for the accident. Christianson will work with the City on pursuing the collection of money.
 - Dog Waste Station – Electric Panel Accident: It was agreed to hold off paying this invoice and try to collect money from the party responsible for the accident. Christianson will work with the City on pursuing the collection of money.
- Long Term Loan: Nothing at this time.

6. FAIRGROUNDS MANAGEMENT REPORT:

- Capital Projects & Future Development of Fairgrounds: Casperson handed out the revised Capital Project list. The list was developed by the City and CWSFA. The list has more affordable projects. There was motion by Tompkins, and seconded by Schulz to approve the proposed Capital Project list, motion carried 5-0.

7. CENTRAL WISCONSIN STATE FAIR REPORT: Christianson said that the 2025 Fair is coming moving along well.

8. PARKS & RECREATION REPORT: No Report.

9. FUTURE AGENDA ITEMS:

- ATV/UTV Use on Fairgrounds Property
- 1983 Resolution

- Election of Chair & Vice Chair

10. **NEXT MEETING:** Thursday, July 17, 2025 at 1:30pm

11. **ADJOURNMENT:** Motion by Delis, seconded by Tompkins to adjourn the meeting at 2:40 pm, motion carried 5-0.

Respectfully Submitted: Justin Casperson, Director of Parks & Recreation



Finance Committee

Meeting Minutes for

January 8, 2025

1. Call to Order: Chair Rasmussen called the meeting of the McMillan Library Finance Committee to order at 4:30p.m.

2. Open Meetings Declaration: Chair Rasmussen established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Dennis Martin
Ryan Austin
Emily Kent

Susan Feith
Evan O'Day

Ron Rasmussen
Elizabeth St. Myers

Other Board Members:

~~Andrea Galvan~~
~~William Clendenning~~

~~Karen Schill~~
~~Scott Kellogg~~

~~Conni O'Keefe~~

Administration: Claire Parrish, Interim Director

Others in Attendance: Kevin Fangman, patron

4. Approval of the Minutes: Motion by D. Martin to approve the December 11, 2024 meeting minutes, second by R. Austin. Motion carried unanimously.

5. Financial Policies

- **Procurement Policy:** Discussed

- **Grant Management Policy:** committee discussed

S. Feith motions to send the policies on to Endowment Board, then to Legal, back to Finance, then to full board for a vote, second by D. Martin. Motion carried, E. Kent opposed.

S. Kellogg arrived at 4:49pm

6. Items for Next Agenda:

- Credit card update

7. Adjournment

Chair Rasmussen adjourned the meeting at 4:51pm



Board of Trustees

Meeting Minutes for

May 21, 2025

1. Call to Order: President St.Myers called the meeting of the McMillan Library Board of Trustees to order at 5:00p.m.

2. Roll Call:

Board Members:

Andrea Galván

Dennis Martin

Michael Timm

William Clendenning

Evan O'Day

Karen Schill

Ron Rasmussen

Scott Kellogg

Conni O'Keefe

Emily Kent

Susan Feith

Elizabeth St.Myers

Administration: Heather Kinkade, Library Director; Claire Parrish, Assistant Director

Others in Attendance: Julie Timm, patron; Katherine Elchert, patron

3. Open Meetings Declaration: President St.Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Public Comment:

5. Approval of Previous Minutes

Motion by R. Rasmussen to approve the minutes of the April 16, 2025 Board Meeting, second by K. Schill. Discussion. Motion by S. Feith to amend the minutes with changes discussed in the meeting, second by A. Galván. Motion carried unanimously; Motion carried unanimously.

C. O'Keefe arrived at 5:04pm

S. Kellogg arrived at 5:06pm

6. Treasurer's Report

a. Monthly Finance Reports: Total from last month modified by reduction of \$139 due to a refund; 2024 YTD reviewed

b. Payment of the Bills

R. Rasmussen moves to approve the May invoices for a total of \$46,459.33, second by M. Timm. Motion carried unanimously.

R. Rasmussen moves to approve the May Endowment totalling 3,673 Endowment, seconded by S. Feith. Motion carried unanimously.

7. Director's Report

a. Library Use and Events: reviewed

Board of Trustees

b. Statistics: reviewed

c. Miscellaneous: Public Library Association Conference will be in Minneapolis next year, Director Kinkade will keep the board informed as date gets closer about registration details

d. Meet the Board: Eric Norton on behalf of Camryn Webster: Norton read letter prepared by Webster

8. Committee Reports

a. Services Committee: met on April 23rd, discussed first steps for strategic plan; policy to review later on agenda

b. Buildings & Grounds Committee: N/A

c. Finance Committee: N/A

d. Personnel Committee: N/A

8. Unfinished Business

a. Library Board By-Laws Review: discussion on changed to the by-laws

Article II

Section 4: change agreeable

Section 8: leave annually, or take it out completely; remove section 8

Section 9: add the word annual before strategic; move to Services?

Article III

Section 1: "as presented by the director"; Martin: add language about number of board members

Section 2: changes agreeable

R. Rasmussen left at 5:53

Article IV:

Section 1: changes discussed; Clendenning suggests change to two years rather than proposed one

E. St.Myers left at 6:09pm

A.Galvan left at 6:17pm

1 year: 6 members support

Section 3: leave as is

Section 4: leave as is, no changes

Clendenning left at 6:35pm

Board of Trustees

Article V

Section 1: changes good, add committees

Section 2: Elections in May, delete remaining language, end after annual meeting

E. Kent left at 7pm

Motion by M. Timm to table the rest of the by-law revisions until next month, second by S. Feith.

Motion carried unanimously.

Revision will resume at Article V Section 7.

b. Elevator Project: contact Schindler for invoice for first payment

c. Radtke Solar Maintenance Quote:

Motion by C. O’Keffe to pay \$859.44 for service work proposed, second by D. Martin. Motion carried unanimously.

d. HVAC: Estimate sent by TweetGarot; review with City to see if need to go to Public Bid

9. New Business

a. Records Retention Policy:

Motion by C. O’Keefe to accept the policy as presented, second by S. Kellogg. Motion carried unanimously.

b. Parliamentary Procedure: shared with board

c. Purchase of Two Copy Machines: presented and discussed

Motion by C. O’Keefe to approve the purchase of the two copy machines as presented, second by E. O’Day. Motion carried unanimously.

10. Information Requests

- Elevator Project update

11. Items for Next Agenda

- Nominating committee
- By-Laws

12. Adjournment

Motion to adjourn by M. Timm, second by C. O’Keefe. Motion carries unanimously.

Meeting adjourned by Vice President K. Schill at 7:36pm.

Respectfully Submitted: Claire Parrish, Assistant Director



490 East Grand Avenue
Wisconsin Rapids, WI 54494
715-422-5136
www.mcmillanlibrary.org

McMillan Memorial Library
Nominating Committee
June 6, 2025
3 p.m.

Meeting Minutes

1. Call to Order

Chairperson Kent called the meeting of the McMillan Memorial Library Nominating Committee to order at 3:01 p.m.

2. Open Meeting Declaration

The Chair reported that the meeting had been properly posted as a public meeting.

3. Roll Call

Committee members Emily Kent, Michael Timm and Scott Kellogg were present. Others in attendance: Susan Feith and William Clendenning.

4. Discussion of Nominations

The committee members discussed their plan for gathering interest in the offices of President, Vice President and Secretary for the July 2025 – June 2025 year. The Treasurer position started a new three-year term in July 2024, but the group agreed to talk to the board member to confirm they want to continue their term. The committee will call all members of the library board to ask if they are interested in any offices.

5. Items for Next Meeting

The committee agreed to discuss the results of their outreach.

6. Adjournment

Motion to adjourn by M. Timm, second by S. Kellogg. Motion carries unanimously.

Chair Kent adjourned the meeting at 3:12 p.m.



Personnel Committee

Meeting Minutes for
November 21, 2024

1. Call to Order: Chair O'Day called the meeting of the McMillan Personnel Committee to order at 5:00 p.m.

2. Open Meeting Declaration: Chair O'Day established that this was a public meeting and appropriate public notice with Zoom access was given.

3. Roll Call:

Committee Members:

~~Andrea Galván~~
Ron Rasmussen
Conni O'Keefe

Scott Kellogg
Karen Schill

Evan O'Day
Elizabeth St. Myers

Other Board Members:

~~Emily Kent~~
~~William Clendenning~~

~~Susan Feith~~
~~Dennis Martin~~

~~Ryan Austin~~

Other Attendees:

4. Approval of Minutes: Motion by S. Kellogg to approve the Personnel Committee minutes of October 10, 2024, seconded by R. Rasmussen. Motion carried by unanimous vote.

5. Director Review Process: Process was discussed and edits were made.

6. Items for Next Agenda

- Director Evaluation in Closed Session
- Evaluation of the Library Board by full staff - January mtg
- Personnel Policies - January mtg

7. Adjournment

Motion to adjourn by S. Kellogg, second by C. O'Keefe. Motion carried unanimously.

Chair O'Day adjourned the meeting at 6:04pm.

Respectfully submitted by Claire Parrish, Assistant Director

MINUTES
South Central Library System Board of Trustees
May 22, 2025

Present: Jacob Wright (Dane Co.), Vice President; Susan Feith (Wood Co.), Secretary; Mary Nelson (Adams Co.), Treasurer; Gen Carter (MPL Rep.); Bill Clendenning (Wood Co.); Joan Fordham (Sauk Co.); Nancy Foth (Portage Co.); Michael Howe (Dane Co.); Marlee Jorgensen (Dane Co.); Gary Poulson (Dane Co.); Henry St. Maurice (Columbia Co.). **Administration:** Shannon Schultz, Director; Kerrie Goeden, HR & Finance Coordinator.

Absent: Joan Honl (Portage Co.), President (Excused); Brenda Carus (Green Co.); Chassitti Clark (Dane Co.); Ann Mueller (Green Co., Alternate); David Peterson (Dane Co.).

1. Call to Order

J. Wright called the meeting to order at 12:15 p.m.

a. Welcome and Introductions

J. Wright welcomed Paul Frantz of Baker Tilly, who introduced himself.

b. Changes/Additions to the Agenda

None.

c. Requests to Address the Board

None.

2. Approval of the Previous Meeting Minutes

Motion by S. Feith to approve the minutes of the April 24, 2025, Board of Trustees Meeting Minutes. Seconded by M. Nelson. **Motion carried with G. Poulson abstaining.**

3. Review of Financial Statements

K. Goeden provided an overview the financial statements.

4. Presentation and Approval of Bills for Payment

Motion by J. Wright to approve bills for payment in the amount of \$161,160.53. Seconded by M. Jorgensen. **Motion carried unanimously.**

5. Presentation: Audit Report—Baker Tilly

Paul Frantz of Baker Tilly presented the 2024 audit report. His report indicated that SCLS is in a healthy financial position and that the organization passed its audit with the highest level of assurance.

6. Reports

a. Committees

No committees met this month. G. Poulson informed the Board that a review of the SCLS Board By-laws are due for review. He will contact the By-laws Committee members to schedule a meeting in the near future.

b. System Director's Report

S. Schultz's report is available in the documents online.

c. SCLS Foundation Report

S. Schultz shared that the Cornerstone Event will take place on Thursday, October 23, 2025, at the Fireman's Park Pavilion in Columbus. This year's award recipient is Martha Van Pelt. S. Schultz also shared that the SCLSF Board has filled its vacancies.

7. New Business

a. Approve 2024 Audited Financial Statements

Motion by G. Poulson to approve the 2024 audited financial statements. M. Howe seconded. **Motion carried unanimously.**

b. Approve 2026 Cataloging Agreement between SCLS and Madison Public Library

Motion by N. Foth to approve the 2026 Cataloging Agreement between SCLS and Madison Public Library. M. Howe seconded. **Motion carried unanimously.**

8. Next Meeting: June 26, 2025

Bill examiner: S. Feith (G. Poulson, alternate)

9. Adjournment

Motion by B. Clendenning to adjourn, seconded by M. Nelson. **Motion carried unanimously.**

Meeting adjourned by VP J. Wright at 12:53 p.m.

Respectfully submitted: S. Schultz, System Director

BOT/Minutes/05-22-2025



RESOLUTION # _____

Introduced by Wood County Board of Supervisors

Date: July 22, 2025

INTENT & SYNOPSIS: To recognize these Wood County employees for years of devoted and faithful service to Wood County.

WHEREAS, the following employees, are being recognized for their long-term employment with Wood County,

Mary Schlagenhaft - 25 years - Human Services

WHEREAS, these employees have served Wood County conscientiously throughout these years and in the best interest of all its residents;

NOW, THEREFORE BE IT RESOLVED, that this Wood County Board of Supervisors recognize and applaud these employees for their many years of dedication to Wood County and wish them many happy years ahead;

BE IT FURTHER RESOLVED, that this resolution be spread at length upon the minutes of this meeting, and that a copy be made available to each employee.

WOOD COUNTY BOARD OF SUPERVISORS:

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|---------------|------------------------------------|
| Chairman_____ | 1 st Vice Chairman_____ |
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Adopted by the County Board of Wood County, this 22nd day of July, 2025.

| | |
|--------------|-----------------------|
| _____ | _____ |
| County Clerk | County Board Chairman |