

AGENDA
WOOD COUNTY BOARD OF SUPERVISORS

DATE: Wednesday, November 12, 2025
TIME: 9:30 AM
LOCATION: Courthouse – Room 300

CALL TO ORDER

ROLL CALL

EXCUSALS:

INVOCATION: Supervisor Hamilton

READING OF THE MINUTES OF THE PREVIOUS MEETING

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

Board of Adjustments – Term ending July 1, 2028 – Randy Moody

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS & RECOGNITIONS

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

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

FUTURE AGENDA ITEMS

SET DATE FOR NEXT COUNTY BOARD MEETING – Tuesday, December 16, 2025

ADJOURN

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PROCEEDINGS OF THE WOOD COUNTY BOARD OF SUPERVISORS

October 21, 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, October 21, 2025.

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

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

Supervisor Hahn gave the invocation led the Pledge of Allegiance.

Newly seated Branch 3 judge, Emily Nolan-Plutchak introduced herself to the board.

Motion by Clendenning/Brehm to approve the minutes of the previous meeting. Motion carried by voice vote.

Motion by Leichtnam/Zurfluh to approve the following appointments: Ethics Committee – 3-year term – Matt Susa, Supervisor Hahn; Veterans Service Commission – 3-year term – Michael Feirer; Civil Service Commission – 5-year term – Dave Laude; South Central Library Board of Trustees – 3-year term – William Clendenning. Motion carried unanimously.

There was no public comment.

There were no referrals.

Committee minutes presented: Operations.

RESOLUTION 25-10-1

Introduced by: Public Safety and Operations Committees

INTENT & SYNOPSIS: To provide for unanticipated revenue from the Bureau of Traffic Safety, housed with the Wisconsin Department of Transportation's Division of State Patrol, to finance additional patrol for seat belt enforcement from November 1, 2025 through December 31, 2025.

FISCAL NOTE: The costs to be funded in the 2025 budget are in lines 101-2504-52140-000-115 (Traffic Police Overtime). The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
52140	Sheriff Traffic		\$4,600.80
43521	State Traffic Aids	\$4,600.80	

Motion by Voight/Breu to adopt Resolution 25-10-1. Motion carried unanimously.

Chairman Pliml declared his intent to take the next three resolutions in one vote. No objection heard.

RESOLUTION 25-10-2

Introduced by: Operations Committees

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

FISCAL NOTE: GAIN \$73,659.07

Motion by Buttke/Rozar to adopt Resolution 25-10-2. Motion carried unanimously.

RESOLUTION 25-10-3

Introduced by: Operations Committee

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

FISCAL NOTE: GAIN \$62.77

Motion by Buttke/Rozar to adopt Resolution 25-10-3. Motion carried unanimously.

RESOLUTION 25-10-4

Introduced by: Operations Committee

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

FISCAL NOTE: Paid Amount \$2,342.42

Motion by Buttke/Rozar to adopt Resolution 25-10-4. Motion carried unanimously.

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

RESOLUTION 25-10-5

Introduced by: Health & Human Services Committee

INTENT & SYNOPSIS: To request additional state funding to offset the federal funding cuts to counties for administration of the Supplemental Nutrition Assistance Program (SNAP) or Food Share in the State of Wisconsin.

FISCAL NOTE: No cost to Wood County.

Motion by Breu/Zurfluh to adopt Resolution 25-10-5. Motion carried unanimously.

Committee minutes presented: Public Safety, Civil Service Commission, Conservation, Education, & Economic Development, North Central Wisconsin Tourism Partnership Board, North Central Wisconsin Tourism Partnership Tourism, Citizens Water Group, Judicial & Legislative, Highway Infrastructure & Recreation.

ORDINANCE 25-10-6

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To amend Access Ordinance #401, Highway Access Control Ordinance to include building setback lines.

FISCAL NOTE: None

Motion by Clendenning/Brehm to ordain Ordinance 25-10-6. Motion carried unanimously.

RESOLUTION 25-10-7

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To acquire land for addition to the Wood County Forest in exchange for land currently enrolled in the County Forest Program, and to seek Wisconsin Department of Natural Resources approval of the proposed addition and withdrawal of Wood County Forest Land.

FISCAL NOTE: In addition to the land exchange, Wood County will pay the trading partner \$9,100.00 based on the appraised land value. Wood County will be responsible for paying associated closing and recording fees.

Motion by Leichtnam/Breu to adopt Resolution 25-10-7. Motion carried unanimously.

Committee minutes presented: Property & Information Technology, Junior Fair Board, Central Wisconsin State Fair Board, Fairgrounds Commission, South Central Library System Board of Trustees, Wood County Library Board, Jail Construction Adhoc.

SPECIAL ORDER OF BUSINESS ADRC-CW Annual Report

ADRC-CW Executive Director Mike Rhea presented the annual report of the organization and highlighted the cut in funding for the nutrition sites and meal programs. He reviewed mitigation options they pursued and how Wisconsin is the lowest in funding for this program versus any of the state surrounding us. Questions and answers followed.

Without objection, Chairman Pliml adjourned the meeting at 10:07 AM. Next scheduled county board meeting is November 12, 2025.

Trent Miner
County Clerk

REFERRALS FOR NOVEMBER 12, 2025 – COUNTY BOARD

- NONE

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, November 4, 2025

TIME: 10:00 AM

PLACE: Courthouse – Rm 300

MEMBERS PRESENT: Laura Valenstein, Donna Rozar, Lance Pliml, Jake Hahn,
Joseph Zurfluh

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

1. Chair Valenstein called the meeting to order at 10:00 AM.
2. Under public comment, Chair Valenstein recognized Finance Director Yang for 10 years of service to the county.
3. Motion by Rozar/Zurfluh to approve the consent agenda. Motion carried unanimously.
4. Wellness Coordinator Peterson reviewed updates of the Wellness Program.
5. Yang presented two resolutions from the Health Department amending the Healthy Smiles budget and the Adams/Juneau budget. The increase in expenditures is covered by the same increase in revenues. Motion by Zurfluh/Rozar to approve the resolutions and forward onto the county board for their consideration. Motion carried unanimously.
6. Yang reviewed the adjustments to the budget previously acted on by the committee. She stated the budget has been posted by County Clerk Miner pursuant to statutes. Motion by Rozar/Zurfluh to grant employees a step increase (2.5%) as of 1-1-2026 with a 2% COLA taking effect on 7-1-2026 as this would be 2026 budget neutral. Discussion followed. Motion failed 2-3. Voting no were Valenstein, Pliml, & Zurfluh.
7. Human Resources Director McGrath presented a resolution ratifying the Sheriff's Deputy Union Contract from 2026-2028. Motion by Pliml/Zurfluh to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
8. The next regular meeting will be held on Tuesday, December 2, 2025, at 10:00 AM.
9. Chair Valenstein adjourned the meeting at 10:49 AM.

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

Operations Committee
November 4, 2025

NAME	REPRESENTING
Jeff Penzkofer	County Board
Scott BREHM	CB #9
R VANTASSEL	MAINT
Darrin Steinbach	Finance
Panya Yang	Finance
Heather Gehrt	Treasurer
Bill Clendinning	WCB #15
DENNIS POLACH	wcb - 14
Bill Leitchnam	wcb - 19
Kim Stimac	Clerk of Courts
Tara Jansen	Probate
Riley Peterson	Wellness
Shawn Greer	WCSJ
Charlie Hoyerfrye	WCSJ
Dillon Ksionek	Criminal Justice
Amy Kamp (WebEx)	IT
Nick Huggan (WebEx)	HR
Tony Bastien (WebEx)	Dispatch
Health Dept (WebEx)	
Jeff ? (WebEx)	
Kelli Szymanski (WebEx)	HR
Mary Schlagenhaft (WebEx)	Human Services
Brandon Vuwink (WebEx)	Human Services
Katie Haanstad (WebEx)	Human Services
Chad Schooley (WebEx)	POF



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – November 2025

- I conducted training for my municipal clerks and chief election inspectors on Wednesday, October 22nd and Saturday, October 25th. On Wednesday, we had 86 folks attend and on Saturday morning I had 25 attend. We reviewed a couple of changes as well as go through some scenarios that could happen on election day. My goal was to have them think about their respective emergency plans for elections and get them to maybe expand on them for things that can and have happened to other polling locations/municipalities. My thanks to the City of Pittsville once again for allowing me to use the Community Hall for these trainings.
- For as many years as I have been around, our agenda for county board meetings has never really changed. Oh, I add things to it, like borrowing resolution language required by bond counsel, and special orders of business, etc., but there is never specificity on it. It always struck me that my agendas I did when I was Town of Hiles Chairman had more “meat” to it than our county board agendas. I have asked Corp Counsel Flanagan to take a look at our current structure and will work with him on any changes he sees should be made to better comply with the Open Meetings Law.
- I have also asked Corp Counsel Flanagan to review our current WisVote agreements that we have in place with our municipalities to incorporate some language for cost sharing the new tabulators and change the reimbursement amounts in case we have to take over the municipal clerk duties for an election. Previous agreements have been done at the sole discretion of the County Clerk, including those that pre-date my tenure, but because there is a cost sharing agreement component to this one, I will bring that to you for review.
- It should be noted that the new DS300s will have the ability comply with the new federal standards in the Voluntary Voting System Guidelines (VVSG) 2.0. This federal standard, put in place in February of 2021 that further defines the various security protocol needed for election systems. Part of it, as simple as it sounds, is the disallowance of “wireless technologies” such as wireless mice and keyboards so common in our computing systems today. I am using a wireless keyboard and mouse to complete this document, by the way. That is not allowed in election systems. And, when we set up our programming room, we made sure we did not have those in there.
- The election season is going to be upon us shortly, so my office has been busy updating forms and getting candidate packets ready to go for you. I will be handing out those packets at the county board meeting in November. You can start circulating nomination papers on December 1st but can always file your campaign finance registration statement as well as your declaration of candidacy with me prior to that date. Conversely, if you are not planning on running for another term in office, you will need to file your declaration of non-candidacy with me so we can get that posted online to comply with state statutes. If you have any questions on any of the documents, please feel free to stop in.



Wood County

WISCONSIN

Office of
Finance Director

PaNyia Yang
Finance Director

Date: 10/28/2025
To: Operations Committee
From: PaNyia Yang
Subject: Monthly Letter of Comments

Departmental Activities

Finance Department Updates

a. ARPA Funds

As of September 30th, we have about \$4.37 million yet to spend – the majority being \$3.2 million of park improvements/building. The smaller amounts consist of \$542,000 for the radio system update, Land & Water Conservation of \$201,000 for various projects, Highway of \$232,000 for the Marshfield fuel system, Planning & Zoning of \$145,000 for LiDAR, and Sheriff of \$60,000 for the rescue truck.

b. We've been busy just working on the 2026 budget. Most likely will go through mid-November.

Agenda Items

Resolution – Amend Health 2025 Budget-Healthy Smiles

This resolution seeks to amend Health Department's Healthy Smiles 2025 budget for funding higher than anticipated expenditures of \$8,000 due to clinic expansion opportunities. The overage of expenditures will be offset with higher than anticipated Medicaid reimbursement.

Resolution – Amend Heath 2025 Budget-Adams/Juneau

This resolution seeks to amend Health Department's Adams/Juneau 2025 budget for funding higher than anticipated expenditures of \$15,000 due to increased lab expenditures. The overage of expenditures will be offset with unanticipated revenue from water test fee collections.

2026 Budget Update

We're getting to the end here on our budget process. At the last Operations Committee meeting, several adjustments were made to the budget along with a reduction in COLA from 2.5% to 1.0%. After all changes were implemented, the budget deficit decreased from \$5.37 million down to \$3.73 million. Darrin and I worked on the preliminary proposed budget and sent it to Trent to publish/post on Tuesday, October 28th. The public hearing on the preliminary budget will be on November 12th at 9 am before the County Board meeting. Like usual, the Operations Committee will vote on two resolutions after the budget presentation – establishing the 2025 tax levy collectable in 2026 and to adopt the 2026 budget.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

October 31, 2025

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	October 2025	2025 Year-to-Date
Applications Received	120	1,483
Positions Filled	8	146
Promotions/Transfers	5	41
New Hire Orientations	7	114
Terminations, Voluntary	8*	72
Terminations, Involuntary	0	7
Retirements	1	11
Turnover Rate	1.14%	.91%
Exit Interviews	5	36

*One of these are casual

Human Resources Narrative

General Highlights

1. We are currently in the midst of the Open Enrollment window for 2026 benefit elections. At this time, about half of the 620 insurance-eligible employees have completed and submitted an election form. Open enrollment meetings concluded on October 8th and a recorded session has been posted. As a reminder, 2026 insurance plan changes include:
 - Health Insurance premiums are increasing by 5% for 2026
 - Out-of-Pocket maximums on the Traditional PPO plan are increasing slightly: Deductible & Coinsurance: \$1,500 Individual, \$4,500 Family
 - A specialty medication tier (Tier 4) is being added to the Traditional PPO plan at a \$150 copay
 - OptiMed Specialty Pharmacy benefit is being added that provides free specialty medications to plan members
 - Dependent Care FSA contribution limit is increasing to \$7,500 per familyEmployees may earn Wellness points for attending an open enrollment meeting or viewing the recorded session by logging into their ManageWell portal and completing the required information. All benefit eligible employees must complete and return an enrollment form by November 7th.
2. At this point, we have not received any updates regarding the ongoing contract negotiations between Anthem and Aspirus Health System. We understand that discussions are still ongoing but the parties have not reached an agreement. We are hopeful that an agreement will be reached,

allowing continued access to these local facilities. We will continue to monitor the negotiations and share any new information when it becomes available.

3. Continued engagement with Mid-State Technical College on both our annual Leadership Retreat and the Employee Engagement Survey.
 - The Leadership Retreat will take place on Thursday, November 13th and will focus on Building High Functioning Teams, Team Problem Solving, and AI Leadership. We have a total of 69 Wood County supervisors, managers, and Department Heads planning to attend!
 - The survey questions have been finalized and MSTC is currently building our survey in an electronic platform. A January 2026 launch date is anticipated. The survey will be optional and intended for all Wood County employees.

Meetings & Trainings

1. Attended the Operations Committee meeting on October 14th.
2. Attended County Board on October 21st.
3. Attended the Line of Duty Death Roundtable (LEDR) with the Sheriff's Dept on October 22nd.
4. Attended the monthly conference call with The Horton Group on October 28th to discuss various benefit topics, including the 2026 renewal process.
5. Attended an implementation call with OptiMed on October 28th regarding the new specialty medication management program for 2026.
6. Held individual staff and team meetings to discuss and provide updates on the department's identified 2025 goals.
7. Team members attended various webinars related to benefits, employment law, and compliance.

Benefits

1. Receipt and processing of annual Open Enrollment election forms as they are completed and submitted by eligible employees.
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. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
5. 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>
Replacements	Clerk of Courts	Court Clerk (2)	Position posted: interviews being conducted
Replacement	District Attorney	Legal Administrative Assistant	Position posted, interviews conducted, references/background completed, offer extended and accepted, start date TBD
Replacement	District Attorney	Victim Witness Advocate	Position posted; interviews conducted, references/background completed, offer extended and accepted, filled 10/20/2025
Replacements	Edgewater	CNA, RN, LPN, and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 12/8/2025
Replacement	Health	Program Assistant	Position posted; deadline 11/3/2025
Replacement	Human Services	Children’s Waiver Case Mgrs (Support & Service Case Mgr) 1-Mfld, 1-WR	Position posted, interviews conducted, references/background completed, offer extended and accepted, WR filled 11/10/2025 Deadline for Mfld position 11/3/2025
Replacement	Human Services	Case Worker/SW – Ongoing	Position posted; interviews conducted, references/background completed, offer extended and accepted; filled 11/3/2025
Replacements	Human Services	Mental Hlth Case Mgr (CCS Service Facilitator) – 2 - WR	Position posted, interviews conducted, references/background completed, offer extended and accepted, one filled 11/10/2025 Deadline for 2nd position 11/3/2025
Replacement	Human Services	Community Resources Receptionist	Position posted; interviews conducted, references/background completed, offer extended and accepted; filled 11/3/2025
Replacement	Human Services	Youth Mentor Case Mgr	Position posted; deadline 11/3/2025
Replacement	Human Services	Case/Mgr-Social Worker - Ongoing/FSET	Position posted; deadline 11/3/2025
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, and LPN	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding; deadline 1/13/2026
Replacement	Norwood	Casual Receptionist	Position posted; interviews being conducted
Replacement	Planning & Zoning	County Planner	Position posted, deadline 10/27/2025, interview scheduled 10/28/2025
Replacement	Sheriff	Corrections Officers – Establish Eligibility List	Position extended; applications being reviewed, interviews being conducted. Deadline 11/24/2025
New Position – Resolution 25-8-1	Sheriff	Coordinated Response Specialist	Position posted, closed 9/22/2025, applications being reviewed, interviews scheduled

Safety/Risk Management

1. Managed open claims with Aegis/Charles Taylor throughout the month.
2. Corresponded with various insurers regarding claims and pending litigation.
3. Attended Edgewater Haven Safety Committee on October 1st and Norwood Safety Committee on October 14th.

4. Conducted N95 fit testing at Edgewater Haven for six (6) employees on October 1st; seven (7) MSTC Student Nurses and one (1) employee on October 10th; and seven (7) MSTC Student Nurses on October 23rd.
5. Attended County LEPC meeting in the EOC on October 15th.
6. Met with Emergency Management, Dispatch, Edgewater, Norwood, and IT staff on various dates to discuss messaging in the Everbridge System.

NEW Workers' Compensation Claims (4)

1. 9/26/25 – Land Conservation – Employee suffered L shoulder/neck pain and soreness after MVC (initially reported as first aid only)
2. 10/6/25 – Human Services – Employee was bitten/scratched by cat while conducting home visit
3. 10/17/25 – Sheriff's – Employee suffered R arm/shoulder pain and bruising at school function
4. 10/27/25 – Edgewater Haven – Employee strained R bicep/arm while lifting resident

OPEN Workers' Compensation Claims (2)

1. 2/12/25 – EM – Employee slipped on ice, fell on L side hauling debris to bin at EM Shop (surgery required)
2. 7/7/25 – Highway – Employee strained R knee while entering truck (late report)

First Aid Injuries (3)

1. 10/19/25 – Sheriff's (Corrections) – Employee suffered L thumb injury after going hands-on with combative inmate
2. 10/19/25 – Sheriff's (Corrections) – Employee suffered L wrist injury after going hands-on with combative inmate
3. 10/28/25 – Norwood – Employee cut L middle finger on can lid in kitchen

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. No recent activity.
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. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community-focused announcements.
2. Fourth quarter Random DOT selections sent, deadline December 2nd.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Quarter 3 Random DOT selections completed.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on October 6th, 13th, 20th, and 27th.
7. Conducted exit interviews on October 1st, 8th, 23rd, and 29th.

8. Responded to multiple verifications of employment.
9. Replied to requests from surrounding counties with varied information.
10. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.
11. Created quarterly employee newsletter and distributed to all employees.



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—NOVEMBER 2025

1. Attended Wisconsin Counties Association weekly calls on Mondays in October.
2. Met with representatives from The MRD Group, Village of Port Edwards, and County Board Chair at the former Port Edwards Administrative building to do a walk through and get a quote for razing on October 1. I have attached the quote and would like to brainstorm, at a future meeting, options for this property.
3. Attended Treasurer District Meeting in Osseo on October 8.
4. Attended United Way Executive Committee meeting on October 9.
5. Attended Operations Committee meeting on October 14.
6. Participated in a Zoom meeting with WI County Constitutional Officers Board of Directors on October 14.
7. Met with the Event Manager from Hotel Mead to secure accommodations for hosting the June 2027 WI Treasurers' Association Conference on October 15.
8. Presented the new tax collections system for municipalities and other updates at the Towns Association meeting, at the Town of Wood, on October 17.
9. Participated in a zoom call with Representative Jacobson's Legislative Assistant in regard to a possible legislative proposal regarding waiver of penalties on delinquent property taxes on September 11.
10. Attended County Board on October 21.
11. Attended and presided over the Wisconsin County Treasurers' Association Fall Conference in River Falls on October 21-24.
12. Participated in a zoom meeting with Catalis and Special Agent Jon Lund, from the FBI, on cybersecurity and ways to protect in government on October 30.
13. The office sent letters out to successful bidders on the tax deed properties with amounts owed and timeline to come and pay for properties.
14. The office is busy entering special assessments and special charges on parcels for tax bill creation received from the municipalities.



Wood County

WISCONSIN

Employee Wellness

Riley Peterson

Letter of Comments – October 2025

- “You Snooze, You Win” challenge began on 10/26/25. The focus for this challenge is to educate and practice healthy sleep hygiene habits to improve both the quantity and quality of sleep for improved health. This challenge will be worth 300 points towards the wellness program.
- Follow-up health coaching is now available for Wood County participants. This is an opportunity for participants to follow up with the goals they had set earlier in the year to track progress or create new goals. Follow-up health coaching is another way participants can earn 300 points through the wellness program.
- Planning for the 2026 Wellness Program has been underway. I met with the Wellness Committee to discuss future program ideas for next year and received some good feedback that we will utilize for the next program year. I am also working with Aspirus marketing to get the 2026 program flyer completed.
- Communications are being sent to remind participants of all the activities they can still complete by the end of the year that are worthy of wellness points. Those who earn up to 1,000 wellness points by the end of the year will qualify for the cash payout incentives that will be awarded on their first paycheck of 2026
- 2025 Flu shot clinics have concluded, all 3 events were well attended, and points have been awarded to those who were able to attend in their wellness portal. These clinics were made possible because of the hard work of the public health nurses!

**RESOLUTION#**

DATE November 12, 2025
Effective
Date November 12, 2025

Page 1 of 1

Introduced by Operations Committee

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

INTENT & SYNOPSIS: To establish Wood County's Tax Levy for 2025 collectable in 2026.

FISCAL NOTE: This resolution establishes the tax levy for the 2026 Wood County Budget. The total levy is \$35,271,329, the components of which are the following:

Operating	\$23,284,123
Debt service	10,705,860
Aid to libraries*	1,281,346
Total Levy	\$35,271,329

* apportioned to municipalities operating a public library: Township of Arpin, Village of Vesper, and the Cities of Marshfield, Nekoosa, Pittsville and Wisconsin Rapids.

WHEREAS, the Wisconsin Department of Revenue has established the Equalized Value of Wood County properties for the 2025 apportionment at \$8,312,694,500 (TID values removed); and

WHEREAS, the Operations Committee has formulated a budget proposal and presented it to the County Board; and

WHEREAS, to operate the County, a levy of \$35,271,329 is needed with associated levy rate per \$1,000 of general operating: \$2.8010, debt service: \$1.2879, library aid: \$0.3005; and

WHEREAS, the levy is in compliance with the levy limit imposed by law, plus an adjustment for the change in the debt service cost. Library aid levies are exempt from the levy limit under Wisconsin Statutes § 66.0602(3)(e)(4); and

WHEREAS, pursuant to Wisconsin Statutes § 65.90, a formal publication of a summary of the proposed budget and announcement of the public hearing were posted on the county's website and at the Wood County Courthouse on Tuesday, October 28, 2025.

NOW THEREFORE, BE IT RESOLVED BY THE WOOD COUNTY BOARD OF SUPERVISORS that a property tax levy of \$35,271,329 is hereby authorized in support of the 2026 Wood County Budget.

Adopted by the County Board of Wood County, November 12, 2025

County Clerk

County Board Chairman



RESOLUTION#

DATE
Effective
Date

November 12, 2025

November 12, 2025

Page 1 of 1

Introduced by Operations Committee

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

INTENT & SYNOPSIS: ADOPTION OF THE 2026 WOOD COUNTY BUDGET.

FISCAL NOTE: This resolution adopts the 2026 Wood County Budget of \$157,005,699 including the appropriations, revenues and use of fund balances proposed by the Operations Committee as outlined in the 2026 Wood County Proposed Budget document.

WHEREAS, the Operations Committee has conducted various budget meetings in formulating the 2026 County budget; and

WHEREAS, the Chair of the Operations Committee has presented the budget to the County Board of Supervisor's, and

WHEREAS, pursuant to Wisconsin Statutes § 65.90, a formal publication of a summary of the proposed budget and announcement of the public hearing were posted on the county's website and at the Wood County Courthouse on Tuesday, October 28, 2025; and

WHEREAS, a public hearing on the proposed 2026 Wood County Budget was held, as required by law.

NOW THEREFORE, BE IT RESOLVED BY THE WOOD COUNTY BOARD OF SUPERVISORS that the year 2026 Wood County Budget of \$157,005,699 is adopted for the fiscal period beginning January 1, 2026.

		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, November 12, 2025

County Clerk

County Board Chairman



RESOLUTION#

DATE November 12, 2025
Effective
Date Upon Passage and Posting

Page 1 of 1

Health & Human Services Committee; Operations Committee

Introduced by

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

INTENT & SYNOPSIS: To amend the 2025 Adams/Juneau budget for the purpose of funding higher than anticipated expenditures.

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

Function	Account Name	Debit	Credit
54132	Adams/Juneau		\$15,000
44200	Water Test Fees	\$15,000	

WHEREAS, expenditures of the above functions are anticipated to exceed the originally adopted budget by \$15,000, and

WHEREAS, expenditure increase is a direct result of increased lab expenditures unanticipated during the 2025 budget process, and

WHEREAS, revenues generated by the department will be higher than anticipated by \$15,000 due to additional water test fee collections, and

WHEREAS, rule 5.03 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”.

NOW THEREFORE BE IT RESOLVED, to amend the Wood County Adams/Juneau budget account (54132) for 2025 by appropriating \$15,000 of unanticipated revenue from the Licensing revenue account (44200), and

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

Adopted by the County Board of Wood County, November 12, 2025

County Clerk

County Board Chairman



RESOLUTION#

DATE November 12, 2025
Effective
Date Upon Passage and Posting

Page 1 of 1

Health & Human Services Committee; Operations Committee

Introduced by

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

INTENT & SYNOPSIS: To amend the 2025 Healthy Smiles budget for the purpose of funding higher than anticipated expenditures.

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

Function	Account Name	Debit	Credit
54130	Healthy Smiles		\$8,000
46510	MA Revenue	\$8,000	

WHEREAS, expenditures of the above functions are anticipated to exceed the originally adopted budget by \$8,000, and

WHEREAS, expenditures were greater than anticipated during the 2025 budget due to expansion of clinic opportunities, and

WHEREAS, Medicaid (MA) revenues generated by the department will be higher than anticipated by \$8,000 due to increased MA reimbursement rates and increased number of children seen, and

WHEREAS, rule 5.03 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”.

NOW THEREFORE BE IT RESOLVED, to amend the Wood County Healthy Smiles budget account (54130) for 2025 by appropriating \$8,000 of unanticipated revenue from the MA revenue account (46510), and

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

Adopted by the County Board of Wood County, November 12, 2025

County Clerk

County Board Chairman



RESOLUTION#

DATE November 12, 2025

Effective
Date January 1, 2026

Page 1 of 1

Introduced by Operations Committee

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

INTENT & SYNOPSIS: To ratify a negotiated Agreement by and between Wood County and the Wood County Deputy Sheriff’s Association (WPPA/LEER) for the term effective January 1, 2026 through December 31, 2028.

FISCAL NOTE:

	2025 Current	2026 Proposed	Cost Increase
Labor Costs	\$2,892,697.60	\$3,019,840.51	\$127,142.91
Benefit Costs	\$694,536.69	\$928,600.96	\$234,064.26
Total	\$3,587,234.29	\$3,948,441.47	\$361,207.18

	2026 Proposed	2027 Proposed	Cost Increase
Labor Costs	\$3,019,840.51	\$3,140,634.13	\$120,793.62
Benefit Costs	\$928,600.96	\$965,745.00	\$37,144.04
Total	\$3,948,441.47	\$4,106,379.13	\$157,937.66

	2027 Proposed	2028 Proposed	Cost Increase
Labor Costs	\$3,140,634.13	\$3,266,259.50	\$125,625.37
Benefit Costs	\$965,745.00	\$1,004,374.80	\$38,629.80
Total	\$4,106,379.13	\$4,270,634.29	\$164,255.17

WHEREAS, Wood County has reached a tentative contract Agreement with the Wood County Deputy Sheriff’s Association (WPPA/LEER), and

WHEREAS, The Wood County Deputy Sheriff’s Association (WPPA/LEER) has voted on ratification regarding said tentative Agreement, and

WHEREAS, the tentative three-year Agreement calls for additional flexibility with Kelly days, an increase to the night shift differential, revisions to the promotion process, call-in procedure, leave of absence process, and insurance verbiage, and provides wage increases of 4% across the board effective January 1, 2026, 4% across the board effective January 1, 2027, and 4% across the board effective January 1, 2028, and

WHEREAS, the complete Agreement draft is on file in the Human Resources Department and available for review, and

WHEREAS, the Wood County Sheriff, in conjunction with Wood County Human Resources, respectfully submits that this package is in the best interests of Wood County and the Wood County Deputy Sheriff’s Association (WPPA/LEER), and recommends said package to be ratified by the Wood County Board of Supervisors.

NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors that the Agreement negotiated between Wood County and the Wood County Deputy Sheriff’s Association (WPPA/LEER), be accepted as negotiated, effective January 1, 2026, at an increase (Labor and Benefit costs) as shown below:

2026	2027	2028
\$361,207.18	\$157,937.66	\$164,255.17

Adopted by the County Board of Wood County, November 12, 2025

MINUTES

HEALTH & HUMAN SERVICES COMMITTEE

DATE: Thursday, October 23, 2025
TIME: 5:00 PM
PLACE: Wood County Annex & Health Center - Classroom

MEMBERS PRESENT: Donna Rozar, Tom Buttke, John Hokamp, Lee Thao, Laura Valenstein (WebEx, arrived 5:05 PM), Marie Topping, Dr. Tim Golemgieski

MEMBERS EXCUSED: Leslie Kronstedt, Rachel Stankowski

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

1. Chair Rozar called the meeting to order at 5:00 PM and declared a quorum present.
2. There was no public comment.
3. The consent agenda was reviewed. Motion by Buttke/Golemgieski to approve the consent agenda as presented. Motion carried unanimously.
4. Kurt Berner and Henry Kropp from the Samuels Group provided the committee with schematics and updates on the work that would need to be done to convert a wing to a CBRF. The next step would be to have the state approve the concept and drawing and then getting final estimates for the county board. It was suggested to get the PIT Committee on board with the project as well. Motion by Buttke/Hokamp to move to the next stage in plan design and provide to the state for their review pending review by the PIT Committee. Motion carried unanimously.
5. Health Director Smith presented two resolutions to amend the budgets of Health Smiles and Adams/Juneau. Motion by Buttke/Golemgieski to approve the resolutions and forward to the county board for their consideration. Motion carried unanimously.
6. Smith provided an update to the ongoing strategic planning in the Health Dept. The timeline for completion is approximately March of 2026.
7. Edgewater Haven Administrator Cieslewicz reviewed the bed licensure process with the state and the financial implication and staffing requirements of having over 50 beds filled and the cost of keeping the empty beds on the books. It is recommended to give back 29 beds to the state and go to 50 beds under license. Motion by Thao/Topping to reduce the Edgewater Haven bed count to 50. Motion carried unanimously.

8. Maintenance Director Van Tassel informed the committee that plans for the Norwood Water project are not yet complete and that this project probably will not go out to bid until early 2026 while the architect work through remediation issues.
9. Deputy Human Services Director reported that the Sheriff's Dept. will be collaborating with Human Services on mental health programming starting next year and that notice has been given to the current contractor by the Sheriff.
10. Assistant Norwood Administrator Haanstad presented medical staff reappointments for Norwood. Motion by Buttke/Thao to approve the reappointments as presented. Motion carried unanimously.
11. Human Services Director Vruwink discussed the continued advocating for funding for the SNAP program and reviewed the correspondence sent to date.
12. Chair Rozar handed out department head performance evaluation information to be reviewed before the next meeting.
13. Motion by Hokamp/Topping to allow per diem and mileage to Chair Rozar to attend the upcoming PIT Committee meeting to discuss the Edgewater CBRF proposal. Motion carried unanimously.
14. Motion by Hokamp/Golemgeski to move into closed session pursuant to Wis Stats 19.85 (1)(f) to consider a leave of absence for an employee. Motion carried unanimously.
15. Motion by Buttke/Hokamp to return to open session. Motion carried unanimously.
16. The next meeting will be held on Thursday, November 20th at 5:00 PM at Edgewater Haven Nursing Home Conference Room.
17. Chair Rozar declared the meeting adjourned at 6:35 PM.

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

Health & Human Services Committee
October 23, 2025

[illegible]

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

- I enjoyed a couple weeks in Greece this month. 😊
- **Safe Haven Baby Box:** We are continuing to plug along with this effort. At the current time, we are in discussions with local organizations that may be able to serve as a fiscal agent type of role.
- **Opioid Settlement:** The current balance remains at \$374,336.43. The applications have been rolling in (6 applications received to-date).
- We had our **DHS Chapter 140 Review** on September 29. It went well and we are waiting for our official notification of the outcome.
- We had a staff retreat on October 9. We spent part of that time on **Strategic Planning** as we are working an updated plan. With significant changes in leadership anticipated in the coming 18 months, we want to assure we are on a good trajectory with succession planning in mind. You all should have received a survey for initial input. I will keep you updated as we navigate the process. Kayla Rombalski from UW Extension is facilitating for us.

SUPERVISOR OF STRATEGIC INITIATIVES REPORT – KRISTIE EGGE, MPH

- Staff participated in the Senior Health Fair at the Marshfield 2nd Street Community Center. At this event they shared resources and engaged with community members and partners, highlighting initiatives related to substance use and citizen preparedness.
- Staff presented to PATCH (Providers and Teens Communicating for Health), offering an overview of the team's efforts and initiatives.
- Staff members are collaborating to develop an Opioid Data Factsheet Snapshot.
- Staff are analyzing data from the employee input survey to assess employee satisfaction, well-being, and workplace culture and collecting data from individual development plans for workforce development purposes.
- Staff met with other Overdose Fatality Review Team partners across the state to learn from them for our Wood County team.
- As an Academic Health Department, our staff continue to mentor and support students from local universities and technical colleges. Part of this support includes an orientation checklist. Staff recently updated the checklist. Staff are serving as a preceptor for a UW-Madison DNP student who is working on the access to care Community Health Improvement Plan priority. A staff member completed a one-year commitment of serving as a mentor for a group of three residents in the N2PH residency program.
- The department has begun strategic planning work that will cover the years 2026-2028. As part of this work a community partners survey is being conducted to gather partner input for the department's next Strategic Plan.
- Staff attended a preceptor development workshop and the WPHA Public Health in Practice conference
- Staff presented on public health policy at the WPHA Public Health in Practice conference and to the Southeastern Region Public Health Generalist group.
- Staff met with Mayor Lois TeStrake from Marshfield to share about our health department services and Healthy People Wood County work.

Quality Improvement/Performance Management

The Quality Council is updating its performance management workbooks to reflect third-quarter metrics. Team storyboards are being revised to highlight the progress of improvement projects, showcase outcomes, and identify areas that require further enhancement. A staff member is participating in the monthly meetings of the Wisconsin Health Improvement Collaborative. This engagement facilitates discussions with peers about best practices, innovative strategies, and collaborative initiatives designed to improve health outcomes.

Communication/Branding

- Assisted staff with updates to the Health Department website.
- Supported staff with writing and publishing press releases, newspaper articles, and creating public communication content.
- Attended and provided expertise to the DHS Communications Strategy Workgroup and the WI Public Information Officer Network.
- Facilitated a Communication Committee Meeting.
- Updated a draft public communication survey that will be used for improving external communication efforts.

Community Health Improvement Plan

- The improvement plan is being implemented and communicated through various strategic channels, including engaging with elected officials, outreach to municipalities, facilitating discussions, conducting one-on-one stakeholder meetings, and presenting at organizations and community events. We invite partners and organizations interested in learning more about the action plan or exploring potential collaboration opportunities to connect with us to schedule a meeting or presentation.
- Staff are holding meetings and collaborating with partner health systems to align efforts and strategies and plan future collaborative initiatives.

Farmer's Market

As we wrap up another incredible farmer market season, we're grateful for all the vendors, shoppers, and community partners who made 2025 such a success. Our final market day for the season will be October 11, marking the close of a busy and rewarding year. Here's a quick look at the impact our market made in September:

- \$1,357 in Debit/Credit transactions
- \$801 in SNAP/EBT transactions
- \$361 in SNAP/EBT Double Dollar Match benefits
- \$246 in Aspirus Fruit and Veggies RX redemptions
- \$51,426 in total vendor sales

Mental Health

- A staff member attended the School Mental Health Quarterly Convenings, which focused on "Dollars & Direction: The State of Wisconsin School Mental Health." The convening featured insightful panel discussions featuring experts from Wisconsin, collaborative breakout sessions for sharing innovative ideas, presentations on important topics, updates on relevant policy changes, and opportunities for advocacy in the field of school mental health.
- Staff attended "Multi-Tiered Approaches to Preventing Bullying and Suicide: Promoting Digital Wellness and Supporting Schools," where researchers and practitioners from Education Development Center discussed current findings and impactful strategies for preventing suicide and bullying from several perspectives.
- Staff are holding meetings with partners to align efforts and foster collaboration. The action plan activities focus on the impacts of technology and social media on youth mental health, social belonging, and the impact of adverse childhood experiences (ACEs).
- Staff are participating in the Marshfield Area Coalition for Youth (MACY) Mental Health Task Force. The task force is actively engaged in strategic planning and identifying the needs of Marshfield youth to develop effective strategies and initiatives for impactful progress. Staff developed a data factsheet that provides a snapshot for the MACY Mental Health Task Force, highlighting the increasing trends in youth outcomes within the Marshfield area.

Housing

Staff continued to make connections and hold discussions with local organizations and a community volunteer about supporting people who are homeless in the Wisconsin Rapids area.

Safe Kids Wood and Clark Counties

Staff completed monthly Department of Transportation (DOT) reporting. The DOT Grant Application for next cycle car seats (October 2025-September 2026) was released. Staff will be submitting this in October.

Substance Use

- *Wood County Opioid Settlement Project*: The Request for Proposals (RFP) for calendar year 2026 of the Wood County Opioid Settlement dollars was released in September and will close October 13. This is the second year the RFP has been released to support community projects and programs related to:
 - Prevention and Education
 - Harm Reduction
 - Treatment and Access to Care
 - Recovery
 - Criminal Justice/Law Enforcement
 - Evaluation/Communications/Stigma ReductionMore information is available on the Wood County, Wisconsin website:
<https://www.woodcountymi.gov/Departments/Health/OpioidSettlement.aspx>
- *2025 Wisconsin Substance Use Prevention Conference*: Three Health Department staff were able to attend the state Prevention Conference in September with two individuals providing breakout session presentations. Ashley Normington kicked off day 1 with other members of the SCAODA hemp ad hoc committee sharing information on the SCAODA report titled, *Protect Wisconsin Youth: Preventing Youth Access to Delta-8 THC and Other Hemp-Derived Psychoactive Cannabis Products*. Jacob Wagner presented on day 2 with other state policy experts on Place of Last Drink (POLD). Both presentations highlighted Wood County's exemplary efforts

supporting community level substance use change through the hemp ordinance restricting age of sales and proximity of sales to youth-friendly locations, and county-wide partnerships with law enforcement agencies collecting POLD data to intervene with overserving alcohol licensed establishments and bartenders.

- *Presentation to Wisconsin Rapids Public Schools Admin Team:* Pamela Lee and Ashley Normington shared information about IMPACT teams, projects, resources, trainings, and services available to community residents looking for substance use-related support. Roughly 25 administrative staff heard about several prevention, harm reduction, and recovery supportive efforts available. Additional discussion for school staff is in the process of being scheduled.
- *LifePoint Syringe Service Program:* Eight individuals participated in the LifePoint program in September and additionally supported 45 other individuals with resources. Participants have been reporting that they are testing substances for Xylazine (an animal tranquilizer that does not have FDA approval for human use) and finding more of their substances to contain the added drug. Xylazine use has additional public health implications that include complications to overdose reversal and skin wounds typically found on the limbs of the body (arms and legs) that continue to expand if left untreated and can eventually result in infection and amputation. Xylazine test strips can warn an individual about the presence of adulterants in the drug supply that has ultimately shown to change the way a person uses or decides not to use a drug.
- *Naloxone Direct Program:* Seven individuals attended Overdose Prevention and Naloxone Administration trainings through MSTC continuing education courses, while 70 naloxone kits were also distributed through the Naloxone Direct program. This does not include the number of naloxone kits distributed through Public Health Vending Machines. Additionally, eight Hope Kits were distributed to provide individuals who have someone in their life who may be using substances with information, support services, and resources to reverse an opioid overdose. Law enforcement has reported a steady decline in overdose-related response calls and credits naloxone saturation efforts with taking the burden off our helping professions and equipping community residents with the lifesaving tools they need ensure their loved ones stay safe.
- *State Opioid Response 4 (SOR):* IMPACT concluded SOR projects in September which included prescription drug securing and disposal, community education and awareness, and harm reduction efforts. Project outcomes do not include outcomes from northern Wood County as Marshfield Area Coalition for Youth also participated in SOR project funding, but do include:
 - Four locations available for two Drug Take Back Events with six participating law enforcement agencies (also promoted Marshfield and Town of Rome events)
 - Promoted events to over 8,000 individuals
 - 361 pounds of medications turned in for destruction on April 26 Take Back Event
 - Distributed roughly 50 medication deactivation pouches as an alternative to medication collection
 - Distributed 62 medication lock boxes and bags for securing medications in the home
 - Reached an estimated 5,450 individuals through the Dose of Reality Campaign
 - Purchased resources for 175 harm reduction kits to be distributed to individuals housed in the Wood County Jail through the STRONG (Strength Through Recovery and Ongoing Growth) Program
 - Reached 844 people in the month of September through the Harm Reduction Saves Lives campaign
- *Marshfield Area Coalition for Youth (MACY):* MACY completed month 3 of strategic planning with Linda Conlon from Rhinelander. This process looked at strategies for northern Wood County to prevent youth substance use (alcohol, nicotine, and THC). Strategic Planning notes will be shared with the group and organized into a working action plan for Year 2 of the federal Drug Free Communities (DFC) Support Program.
- *Providers and Teens Communicating for Health (PATCH):* Site Coordinator Pamela Lee met with the state coordinator on promotional materials and changing from Teen Educator to Teen Consultant. Pamela had two coaching calls and participated in the statewide PATCH interactive workshop. Five teens researched stigma and are working on a “Stitches of Stigma” presentation this will be offered free to the public early November. Seven employees from the Health Department gave a presentation on the work done in our department. Two teens are working on the Dual Discovery Day that Mid-State Technical College is hosting on Oct. 17.
- *Public Health Vending Machines:* After analyzing the data, the process to move the tabletop machine from Aftermath Tattooing to Tobacco City has started. The machines located at River Block and Saint Vincet De Paul remain the top two machines used. North Wood County machines vended 168 supplies and South Wood County vended 200 supplies. Year to date we have vended a total of 4,501 supplies.
- *Alcohol Workgroup:* Project funding for community alcohol age compliance checks, provided by the Medical College of Wisconsin, came to an end in September. The project funded the purchasing of materials for retailers to comply with age verification requirements and to support the Wisconsin Rapids Police Department, Nekoosa Police Department, and the Wood County Sheriff’s Department in conducting age compliance checks.
- *THC Committee:* Staff attended training for the Stanford Medicine Reach Lab’s Healthy Futures program, which helps schools offer alternatives to suspension programs aimed at educating and equipping youth with skills to prevent ongoing THC use. Staff collaborated with the Stanford lab and met with Nekoosa and CW Solutions staff to discuss implementing this alternative to the suspension program in Nekoosa Schools. Additionally, UWSP students working with IMPACT completed a report analyzing THC retailers in Wood

County. The report identified 76 retailers, while previous scans had revealed only 22. Through discussions with potential retailers, we anticipate that this number will increase in the coming years.

- *RX Committee:* IMPACT members promoted the prescription drug take-back event scheduled for Saturday, October 26, in Wood County. Posters, flyers, and cards were distributed throughout Wood County pharmacies to raise awareness for the event. Permanent disposal magnets were also distributed. The events will occur throughout Wood County in partnership with law enforcement agencies.
- *Community Survey:* The 2025 Community Opinion Survey on Alcohol and Other Drugs was made public in September. This survey aims to gauge public opinion and awareness of substance use in Wood County. The data collected will help guide the work of IMPACT. The survey will remain open until the end of November. To participate, visit <https://bit.ly/2025WCAOD>.

Transportation

- Met with WI DOT Transit Section Chief and team to discuss local transportation projects and potential collaboration and funding opportunities.
- Met with North Central Regional Planning Commission to discuss applying for a Wood County transit feasibility study.
- Created additional comparison charts, a project proposal packet, and a presentation for Catch a Ride. Shared about the project at the South Wood and Adams Counties United Way Healthy Communities Coalition meeting. Presented to the South Wood County Population Health Collaborative on a Central Wisconsin Catch a Ride proposal. Began working on a business plan to share with potential funders for the Catch a Ride service. Dropped off project information at local dealerships.
- River Riders Bike Share is excited to partner with Science by the River and offer free rides to those attending the event! Join in the fun and bring the whole family to Science by the River for a day of discovery on Saturday, October 18th in downtown Wisconsin Rapids. Science by the River celebrates curiosity and inspires young people and families to engage with science and technology in their community. This free, family-friendly event features a series of educational, hands-on learning stations along the Wisconsin River and is hosted in conjunction with the Wisconsin Science Festival. Visitors can start their trek at either Ben Hansen Park or Lyon Park in Wisconsin Rapids. Educational booths and hands-on demonstration stations can be found along the Wisconsin River from 10 a.m. until 1 p.m. Approximate trail distance is one mile one way. Travel by car and park near each station, ride a bike (free rentals available through Wood County River Riders Bike Share Program) or walk along the scenic river route.

ENVIRONMENTAL HEALTH REPORT – BEN JEFFREY, R.S.

Training

Environmental health staff attended the Wisconsin Environmental Health Association Conference held in La Crosse. The conference is a multi-day meeting that brings together environmental health professionals to share knowledge, build skills, and address key challenges facing the field. Sessions covered topics related to food safety, recreational health, water and air quality, emergency preparedness and emerging business trends. The conference provides staff with continuing education requirements for maintaining the Registered Sanitarian credential.

New Businesses and Consultations

A pre-licensing inspection was completed for Gypsy Soul, a new body art facility in Wisconsin Rapids. A consultation was completed for O'Yeah Y'all BBQ for a possible new location. A consultation was completed for 7brew Coffee, a new facility in Marshfield. A consultation was completed for Westside Eats, a mobile food establishment in the Vesper area.

Complaint Investigations

Eight complaint investigations were completed during the month of September.

- A complaint was received regarding bedbugs in a rental complex. Environmental health staff reached out to the landlord to discuss the complaint. Professional treatment was scheduled and completed.
- A complaint was received regarding small flies found in a soup served at a licensed food establishment. Staff conducted an onsite complaint inspection and discussed protecting food from contamination.
- A complaint was received regarding a water leak located in a licensed kitchen. Staff reached out to the operator and the leak has been fixed. No further action needed.
- A complaint was received regarding a lack of hot water in a licensed motel. Environmental health staff reached out to the operator and has already scheduled a repair. No health hazards were present.
- A caller reported bug bites after staying at a licensed lodging facility. Environmental health staff completed onsite inspection. No bugs were found during the inspection.
- A complaint was received regarding a home baker selling potentially hazardous food. Environmental health staff contacted the home baker and provided education on potentially hazardous foods requiring a license.

- A caller reported cockroaches at an apartment complex. Environmental health staff spoke with property management. Professional pest control has been conducting routine treatment and will continue to do so until the problem is taken care of.
- A complaint was received regarding bedbugs in a rental home. Environmental health staff were onsite, but did not find any live bugs. Self-treatment has been done by the landlord. Staff will follow up to make sure they are taken care of successfully.

HEALTHY SMILES FOR WOOD COUNTY REPORT – NICOLE BURLINGAME, RDH

Initial screening and fluoride varnish for all Head Start Centers has been completed. Two more visits to all the centers will be provided during the 2025/2026 school year. The sealant program for north Wood County is also in progress.

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

Family Health/Parents as Teachers (PAT)

- Two Parent Café series are being offered in October, one in Wisconsin Rapids and one in Marshfield. This café, titled Stronger Roots, Brighter Futures, is a series of three events focusing on mental health and building upon the protective factors. Families may participate in all three or just one. Families may register at <https://www.surveymonkey.com/r/7TVWKLT>
- We continue to partner with Children's Wisconsin to offer bilingual Play N Learn in Marshfield on the first Tuesday of every month.
- The PAT program is currently accepting new families. Referrals can be made at: <https://form.jotform.com/wchd8911/pat-registration-form>

Maternal-Child Health (MCH)

- Public Health Nurses will be presenting at the upcoming Wisconsin MCH Summit in October, showcasing successful partnerships built this year to support family connections.
- 2026 MCH block grant objective activities have been chosen and submitted. Activities aim to decrease infant mortality and focus on prevention of stillbirth and miscarriage, including strategies to improve access of early prenatal care, public and targeted education on fetal movement and disease prevention, and continued engagement with community partners.

Communicable Disease (CD)

- We have confirmed Wood County's 2nd human case of West Nile Virus (WNV) this year. WNV is not spread person-to-person. It's acquired through the bite of an infected mosquito. We continue to encourage prevention activities including use of insect repellent, wearing long sleeves/pants outdoors, and eliminating outdoor standing water in buckets, tires, and other containers.
- Wisconsin's measles outbreak has grown to 36 cases. All 36 cases are unvaccinated. Two have been hospitalized. We have had no measles activity in Wood County thus far.
- In September, Wood County had two confirmed cases of pertussis along with two probable cases. All of these cases were unvaccinated. There have been no hospitalizations or deaths related to this outbreak thus far.
- Statewide respiratory virus activity remains low overall with COVID activity decreasing. Locally we are assisting with respiratory outbreaks (including COVID) at long term care and assisted living facilities. A new COVID strain is circulating with a wave of activity anticipated in mid-November. Everyone 6 months and older can get the current COVID-19 vaccine. Staying up to date on COVID-19 vaccines is the best way to protect yourself from severe illness, hospitalization, and death.
- Public Health Nurses are assisting the county Wellness Program to provide employee flu shots in October. Employees and their dependents are eligible for free flu vaccine. Flu vaccine is recommended for all individuals 6 months and older.
- See attached 3rd quarter report of communicable disease. Numbers of latent tuberculosis infection (LTBI) are on track to be higher than last year, resulting in public health nurses providing more medication oversight to patients than usual.

Emergency Preparedness (EP)

- The Emergency Preparedness Coordinator recently facilitated a discussion-based exercise to evaluate public health response to a suspected measles case at a local elementary school. The exercise tested key capabilities including Public Health Surveillance and Epidemiological Investigation, as well as Emergency Public Information and Warning. It reinforced the department's strong readiness and the exceptional ability of our public health nurses to manage communicable disease threats effectively.
- In addition, a draft Emergency Financial Support Policy has been developed in collaboration with the Emergency Preparedness Coordinator, Finance Department, and Emergency Management. This policy is designed to enable rapid financial mobilization across Wood County departments in response to public health emergencies or natural disasters. The policy will be shared with the Operations Committee soon.

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

- WIC has issued 504 FMNP (Farmers Market Nutrition Program) voucher packets valued at \$25 to eligible WIC participants from July 1 through September 30. Issuance of these vouchers ended September 30. WIC participants have until October 31 to use up their vouchers.
- WIC is partnering with MCH and Aspirus this year to help families gain additional access to farmers market produce through the Aspirus Fruit and Veggie Rx Program. We have issued 29 of these \$20 vouchers to eligible families with a determined need for additional access to local produce.
- We've had a drop in caseload over the past couple of months. There has been an increase in families that are ineligible for the WIC program due to no longer being eligible for Badger Care and an increase in families moving out of state and dropping off our WIC program. After discussing with our regional state WIC representative, we also discovered our Wood County WIC agency is experiencing higher categorical ineligibility meaning more children are aging out of the program compared to other WIC agencies in the state. We are actively working on reenrolling families that may have fallen off the program due to missed appointments and continuing outreach work with HMOs, schools, and health care providers.

Caseload for 2025 (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	1398	1387	1364	1381			
Active (final)	1529	1534	1541	1527	1508	1478	1416	1395	1398				
Participating	1518	1534	1540	1527	1504	1479	1408	1395	1392	1383			

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT October 2025

Director Update by Brandon Vruwink

As of this writing, the Federal Government has been shut down for two weeks. So far, the impact on our local services has been minimal. The biggest imminent concern is reimbursement for Medicare Mental Health patients. With the government shut down, the waiver to provide telepsychiatry expired. This means that all Medicare-eligible patients need to be seen in person before they are eligible to receive services via phone or video. This affects just over 200 of our patients in the clinic. We are currently working on a plan to encourage as many patients as possible to attend their next appointment in person. If they are unable to attend in person for their treatment, Medicare will not cover it.

The next most pressing concern is Food Stamps. Benefits for October were issued; however, if the shutdown continues, there will be no benefits allocated for the month of November. This will result in some of our most vulnerable residents, including older people and children, being unable to access benefits to purchase food. Although we are a few weeks away, the increased demand and pressure it will place on our local food banks and community organizations are a concern.

I appeared on an informational webinar late last month to discuss changes to SNAP and Medicaid in Wisconsin. The program is called "Wisconsin Knowledge Boost." Wisconsin Medicaid Director Bill Hanna provided an excellent overview of the upcoming changes. I participated as one of the panelists to answer questions about the impact at the county level. Folks from across the state listened to the webinar, including individuals from DHS and legislative staff.

I, along with Human Services Management, reviewed our budget one more time in an effort to identify cost-saving measures. Through this review, we identified an additional \$74,000 in reductions to the Human Services-Community budget. We also reviewed the Norwood Health Center Budget, but unfortunately, we could not identify further decreases. When examining a budget two months after it is compiled, there are always opportunities for change; however, some changes are positive, while others are negative. When looking at the big picture at Norwood, the changes would not have helped improve the overall county budget positively.

Wisconsin County Human Service Association (WCHSA) Executive Director John Tuohy has announced he plans to retire by March of next year. John has served in his current role for over four years. Before coming to WCHSA, John worked for the State of Wisconsin for many years. John's experience and knowledge were a tremendous asset to the organization. WCHSA will begin the recruitment process over the next couple of months, with the hope of hiring an individual early next year.

Deputy Director Update by Katie Miloch

Recently the Sheriff's Department approached me to discuss the idea of partnering to have Human Services provide mental health services in the jail. This is a great opportunity to streamline services and provide cohesive case management to inmates struggling with mental health needs. Tentative transition plan is slated for early 2026. We're excited to partner with jail and look forward to incorporating correctional case management into our Emergency Mental Health Team.

We have begun working on the steps needed to become approved designated providers under the Health Professional Shortage Area (HPSA) program. The process is lengthy, but if approved this designation will enhance our appeal for current/future clinicians to work for our department. More to come as we look to apply in early Spring.

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:

- Divisional budget meetings conducted, continued communication on budget

- Triple check meeting review for completeness participating: Claims Specialist, Therapy Provider, DON Proxy, Business office management team
- Additional accomplishments: Ongoing EHR SmartCare learning, cross training, workflows and processes reviewed and updated as need

Accounting and Accounts Payable Team

- Contract Coordinator had 3 new and 1 addendum contracts completed
- State Aids expenses submitted for Aug 2025 reports
- Fiscal Assistant attended CLTS teleconference and SmartCare meeting about PPS to help other counties
- CLTS had 10 new enrollments (7 from waitlist)
- Added 4 new CLTS providers and updated list of services available in all CLTS staff's workbooks
- Admin Services had started preparing templates and forms for 2026
- Edgewater had 5 New Hire orientation
- Admin Asst Manager attended 2025 Leading Age WI Conference in Kalahari and quarterly financial managers meeting
- Submitted the quarterly NIMC report to county partners
- Edgewater and Norwood completed 2024 Audit submission
- Work on 2026 NIMC Budget

Support Services Team

Behavioral Health Clinic service notes: we are transcribing 9/26/25; 7 notes are outside a 14-day window.

We currently have a total of 13 dictations waiting for transcriptionists as of 10/13/25

Total service notes created in September: 197, entered 167

Records Released:

Behavioral Health Records Released: 79

Family Service Record/Background checks released: 35

Records pending/in progress: 12

Total Completed: 108

Other Unit Information

- Support Services Staff updates – no vacant positions.
- Attend JET meeting- Judicial Engagement- FS management team, state rep, DA's Office, probate clerk
- Attend SmartCare super-user mtgs & SHS WI users mtgs
- Participate in SmartCare meetings and design- OPC electronic documents w/signatures beginning implementation of intake packet
- HIPAA:
 - HIPAA/ Confidentiality breaches - investigated /resolved
 - No phi found, error corrected, issues resolved

Ongoing

- Implemented new procedure for SmartCare Users quarterly audits of staff-client access and activity
- Privacy/Security: in progress- SRA risk mitigation 6 of 11 completed; partnership with *MetaStar- BH Connect*; DHS funded
- Updates effecting 42 CFR part 2 and 45 CFR 160 & 164
- Updated forms, practices, EHR-capabilities
- IMS/TCM migration to Laserfiche- in progress- retention list was provided to IT- 4/1/2025. IT began granting permissions to designated staff for viewing draft of repository
- Dictation Software Updates-Winscribe is sunsetting; 10/1 no new dictation added – All dictation transcribed by 10/13/25. All service notes will be reviewed for missing notes by 10/15/25. Winscribe will be inactive and software maintenance agreement ended by 10/31/25.
- Dragon Professional. Downloads completed on 5 users' workstation; training completed.

- 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 in progress; trained 2 additional administrative staff on retention guidelines for ongoing support.

Claims & Accounts Receivable, Client Interactions

- Testing of 835 Electronic EOB file at NHC location continues.
- Updated table in Matrix to better use 835 Files. Checking for omissions.
- Met for Triple check meeting with new Therapy Service Provider at Edgewater to verify all billing needs are correct to service notes.
- Monthly A/R review to determine collectability at all locations.
- Attended Monthly BH and Claims meeting for continuity in claim/service documentation needs.
- Update OPC leadership on Ability to Pay guidelines
- Switch over from Office Aly to Claims MD for billing clearinghouse.
- Worked with A/R personnel along with CLTS leadership to update cost share procedure for Birth 2 Three Program.

Insurance Claims created and submitted for current reporting period

- Norwood: 246 claims billed: \$1,284,690
- Edgewater: 91 claims billed, \$794,098
- Community: 5,495 claims submitted in the amount of \$554,174. Cash Receipts \$453,817

Service Admission Intakes - by Location

- NHC Admissions: 27 hospital, 1 LTC
- Edgewater: 8
- Community
 - 43 intakes for new clients conducted. (Currently no waiting list for therapy at OPC)
 - 1,561 appointments scheduled, 1,189 Attended (76%)

2025 TRIP Monies received YTD:

- Norwood: \$35,929
- Community: \$30,599

Family Services Update by Jodi Liegl

Out of Home Care Numbers: As of the end of September, we have the following number of youth court ordered in restrictive placements:

Type of Facility	Number of Youth	Cost Per Day Range
Group Homes	1	\$300/day
Residential Treatment Centers	3	\$649.80 - \$1,000/day
Secure Detention	0	\$150 - \$500/day
Corrections	0	\$501/day
Mental Health Hospital (pending accepted placement)	0	\$1632/day with some MA reimbursement
Psychiatric Residential Treatment Centers (out of state)	2	\$1,350 - \$1,500/day

In the month of September, we transitioned two youth from Residential Treatment Centers back to their homes in the community. This process requires extensive coordinating and planning by the worker to ensure a smooth transition, prevent a disruption of services, and set the youth up for success. No youth served time in secure detention in the month of September.

The rising costs of placement options continue to be a concern. We were recently made aware of the changes to the funding and cost of one of the treatment facilities within Wisconsin for 2026. The program was previously partially funded by Wisconsin Department of Children and Families (DCF). DCF covered 51 percent

of the cost with the responsible county covering the other 49 percent. This still equated to a cost for the county of \$879/day. The funding was not included in the State budget resulting in the full cost falling to the County. Beginning in 2026, the program daily rate will be \$1,810/day. This equates to over \$50,000 a month for one youth, and the costliest program to date.

Personnel: We welcomed our newest child protective services initial assessment case manager to the team in September, Carly Jaminski. We continue to recruit for the vacant child protective services ongoing case manager/social worker position.

Community Resources Update by Olivia Lloyd

Transportation: In September, the Transportation program provided 754 bus rides. Of these rides, 236 were for employment, and 141 were for medical. The program also provided 102 volunteer rides. Of these, 31 were for employment, and 46 were for medical. The 85.21 Transportation Program grant has opened, and we are currently in process of applying for this.

WHEAP: For program year 2025, Wood County provided Energy Assistance services to 2414 households. The program also provided HVAC services to 79 households. The new season started October 1st with the first issuance of benefits planned to be issued mid-November. Applicants will be eligible for furnace and crisis funding again starting October 1st.

Edgewater Haven Update by Justin Cieslewicz

Census Update: In the month of September, we had 9 admissions and 8 readmissions. Current Memory Care census is 17 residents. Census comparison to last year:

September 2024 – 44.37 average census with 5.77 rehab

September 2025 – 46.67 average census with 7.2 rehab

September 2024 – Admissions 6/Discharges 2/Readmissions 12/Deaths 1

September 2025 – Admissions 9/Discharges 3/Readmissions 8/Deaths 2

Personnel Update: Open positions of writing this:

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

Medicare 5 Star Report: Edgewater Haven's Medicare 5-Star Report was refreshed for October 1, 2025, and Edgewater Haven maintains a total 5-star ranking. The breakdown of the 5 stars is as following:

- Overall Rating: 5 out of 5 stars
- Health Inspections: 4 out of 5 stars
- Staffing: 5 out of 5 stars
- Quality Measures: 4 out of 5 stars

CMS has not factored Edgewater Haven's most recent annual survey, which ended on August 13, 2025. As Edgewater had a positive outcome with the annual survey, we do not anticipate any negative changes with the health inspection star rating.

For quality measures Edgewater Haven has been admitting residents with higher acuity needs. When a resident is admitted with these acute needs and co-morbidities these are tracked through the minimum data set (MDS) and these assessment scores are reported to CMS, in which correlates with a drop in quality measures. An example is, if a resident is admitted with wounds, even though the wound was not acquired in the facility that wound must be tracked and that triggers on the quality metric report. As these residents rehabilitate and improve, their assessment scores will improve, however many of them discharge to home or an assisted living facility as their planned discharge location.

Edgewater Haven's staffing remains consistent and allows us the ability to provide care to more acute and higher need individuals and is also a key factor in positive survey outcomes.

Norwood Health Center Update by Katie Haanstad

For the congregate meal/Meals on Wheels program, we submitted our 2026 meal cost proposal to the ADRC, for which we only bid a one-year contract extension, instead of a new three-year contract. This is due to the decrease in meals in 2025 being much larger than the estimated cuts provided to us by the ADRC, which has led to increased volatility and a decrease in confidence in their projections.

The ADRC was awarded a 5-year grant that will begin in January 2026, allowing them to offer South Wood County customers up to 5 meals per week compared to the current 3-4 meals per week. By October 31, the ADRC will provide a projected range of meals.

Norwood Health Information Department by Jerin Turner

A casual receptionist has submitted their resignation, and recruitment for the position is underway.

Norwood Nursing Department by Liz Masanz

For nurses, we have a 60% weekender position vacant. We will have one agency nurse covering that 60% weekend position. For mental health technicians, we currently have one casual MHT position open.

Health Direct (contracted pharmacy) has assigned us a new pharmacist to address outstanding issues from the previous provider.

Admissions Unit: The average census for the month of September was 9.37 and 8.28 YTD through September. The average length of stay for September was 10.58 and 8.73 YTD. There were 34 admissions and 33 discharges, with four 30-day readmissions.

The unit remains busy. We are currently exploring participation in the Vivitrol program to provide free injections for eligible inpatient residents.

Long Term Care: The long-term care unit had four admissions and four discharges in September, with an average census of 11.5 on Crossroads and 13.27 on Pathways, and 12.02 and 13.32 YTD respectively, all of which are above budgeted census. One resident is preparing for community discharge in the coming weeks. There are no pending referrals at this time.

Melanie, Megan, and Liz continue to streamline processes and develop additional forms and quick-reference tools for staff.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of September were 4,207 with revenue of \$32,190. Congregate meals year to date were 42,196 (20% decrease compared YTD to last year), with revenue of \$322,882 (17.8% decrease compared YTD to last year). Meal reductions and impact on budget continue to be monitored and managed closely.

Of the 10,852 meals decrease YTD compared to September of 2024, Marshfield site makes up 66.5% of the decrease at 7,223. The Marshfield site also makes up \$55,396 of the total revenue decrease. Since the closing of Cedar Rail in October of 2024, the Marshfield site located at the Senior Center, has not made up the gap in meals lost due to the closing.

Norwood Maintenance Department by Lee Ackerman

CIP Updates:

Water Pipe Replacement- The design team continues to work on the project plans for this project and are holding to their estimate of having plans for us to review by the end of October. The architect sent the preliminary "front end" document for us to inspect and, because it is addressing primarily legal issues, will be forwarded to Nick Flanagan for review.

Badge Readers- Installation has been pushed back due to supply chain issues; we hope to have this project completed in October.

Other Maintenance:

Chiller- The faulty part has been identified and has been ordered to correct communication issues and will be installed once it is in.

Cameras on the Admissions Unit- The (5) closed-circuit cameras have been installed on the Admissions unit.

Sprinkler Testing Code- This requires certain sprinklers must be replaced after 20 years or have a sample group tested by a UL-rated lab, and if they pass the test the sprinklers in that group are deemed acceptable for another 10 years, when the process would repeat. Should a sprinkler fail the test, all sprinklers in that group must be replaced.

Several hundred sprinklers came due this year and sample groups were removed and tested. Unfortunately, one of the sample sprinklers failed the test requiring us to replace (52) sprinklers from that section. That section uses security sprinklers, which are more expensive than a typical type. The replacement cost was quoted to be \$19,735. Code does not designate a set timeframe to complete this, however, due to the safety implications, this work is being scheduled to be completed as soon as there is an opening in the contractor's schedule (Oct-Nov).

We have a few more sprinkler samples that must be tested, but our hope is that the failed sample was an anomaly and there will be no further replacements required. I will be able to report on those results in the October report.



Monday, Oct. 20, 2025 @ 2:00pm (Riverblock Auditorium, room 206)

- 1.) The meeting was called to order by Chairman Bill Leichtnam at 2 pm.
 - a. Introductions were given by meeting attendees
- 2.) Public Comment:
 - a. Bruce Dimmick asked that the Alliance for the Great Lakes report on Nitrate be sent to all of CWG
 - b. It was requested that Tim Hovendick's email be added to the CWG email distribution list.
- 3.) Approve minutes of Sept. 15th mtg
 - a. Carrell made a motion to adopt the Sept. 15, 2025 meeting minutes as presented. Gottbeht 2nd the motion. Motion passed unanimously.
- 4.) Correspondence / Updates / Handouts / Reports on meetings attended
 - a. Kudos was given to Jen McNelly and Anna Mitchell for their organization of Science by the River. It was another great event.
 - b. County Conservationist Shane Wucherpennig shared an update on the installation of water treatment systems from the ARPA funding.
 - c. The Alliance for the Great Lakes Nitrate report recommendations were shared and discussed.
 - i. CWG members should review the recommendations as they will be on the agenda in Nov. for possible action.
- 5.) Discussion / Action on items from the floor (possibly Saratoga Solar Array)
 - a. There was discussion on the Saratoga Solar Array being developed. There was no action or recommendations from the discussion.
 - b. CWG was recently designation as a subcommittee of CEED. They will need to develop a set of bylaws. The state wildlife area advisory committee has a set of bylaws that CWG can modify. Any changes will need to be approved by corporation counsel and voted on by the CEED Committee and full County Board. See attached bylaw recommendations.
 - i. The name at the top of the bylaws will be changed to Wood County Citizen Water Committee Rules of Order
 - ii. Revision Date will be Nov. 17, 2025
 - iii. #3 on the rules should be stricken. Motion made by Clendenning, second by Dimmick. 9 voted in favor, 1 opposed. Motion passed.

- iv. Number #1 The Wood County Citizen Water Group Sub-Committee (the Sub-Committee) shall be made up of at least 7 citizens and County Board Supervisors of Central Sands Counties. Employees and staff may service in an advisory capacity. Motion made by Raymon, second by Gottbeheut.
- v. #7 doesn't need any attention.
- vi. Strike #5. Motion made by Hovendick and second by Dimmick. Passed unanimously.
- vii. #8 Strike "An election will be held at the first meeting of the Committee after the annual appointment of the new members. Motion by Clendenning, 2nd by Leichtnam. Passed unanimously.
- viii. #9 add Sub to committee. Motion by Clendenning. 2nd by Hovendick. Passed unanimously.
- ix. #10. Add sub to committee. Motion by Hovendick. 2nd by Dimmick. Passed unanimously.
- x. #11. Add sub to Committee and change Forest Administrator's to County Clerk's. Minutes will be submitted by 2 pm the Wednesday. Motion by Hovendick. 2nd by Carrell. Passed unanimously.
- xi. #12. Add sub to committee. Change Forest Administrator to Clerk within 5 business days of the meeting. Strike "to be put on the agenda of, and for the consideration of the Highway Infrastructure and Recreation Committee who will take all official action. Motion made by Clendenning. 2nd by Leichtnam. Passed unanimously.
- xii. #13 Leave as written. Motion Leichtnam. 2nd by Clendenning. Passed unanimously.
- xiii. Strike #14. Motion Carrell. 2nd Hovendick. Passed unanimously.
- xiv. Add sub to committee. Change Highway Infrastructure and Recreation to CEED. Strike the word properly. Motion Leichtnam. 2nd Hovendick. Passed unanimously.
- xv. #16 add sub to committee. Motion Leichtnam. 2nd Dimmick. Pass unanimously.
- xvi. #4. Add sub to committee. Change Highway Infrastructure and Recreation to CEED. Motion Leichtnam. 2nd Carrell. Passed unanimously.
- xvii. Strike #6. Motion Leichtnam. 2nd Hovendick. Passed unanimously.
- xviii. #2. Change the wording to read "The Chair will confirm they have a quorum of at least 50% of members (four) are present at the beginning of a meeting to conduct business. Motion Clendenning. 2nd Dimmick. Passed unanimously.
- xix. See attached document for tracked changes and revised document.

6.) Possible agenda items for next mtg. (Please note—submit to Jen / Bill one week in advance)

7.) Next mtg.—Nov. 17, 2025, 2:00 pm

- 8.) Adjourn – A motion to adjourn was made by Bruce Dimmick and 2nd by Gordon Gottbeheut. No discussion was had and the motion passed unanimously.

Chairman Bill Leichtnam adjourned the meeting at 4:08 pm.

Present in the meeting: Bill Leichtnam, Jen McNelly, Rhonda Carrell, Bill Clendenning, Bruce Dimmick, Ken Winters, Gordon Gottbeheut, Lance Pliml, Tom Raymon, Shane Wucherpennig, Sandra Cain, Tim Hovendick.

Respectfully submitted by Jen McNelly on November 3, 2025

DRAFT



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

Trina Bores, 4-H AmeriCorps member

- A travel experience to Washington DC in which youth learned how government functions, what democracy means, and the roles engaged citizens play in representative democracy so that they can better understand civics and their role in it.
 - **Total Reach:** 27 youth 2 adult volunteers
 - **Testimonial from youth participant:** *"This trip was truly a blessing. It helped me see what our history has to do with the many decisions of our world today. It showed me a glimmer into a past that I have not seen nor experienced. This trip has helped me see why learning our history is so important. I don't think I have ever felt more connected to our past than I have here on this trip. I love how every experience truly shows us how our past has now bled into our future, creating laws and rules that our world follows now. This trip has shown me so many wonders and I am truly grateful for this experience."*
- A hands-on activity booth at a community festival in which youth got to create "worms" using chemistry. At this booth, youth and parents learned more about 4-H, our hands-on learning methods, and had fun discovering how fun science can be.
 - **Total Reach:** Over 100 youth and their parents.
- A direct education program for high school juniors and seniors in an alternative learning environment, where students learn financial and life skills including budgeting, spending & saving, how to find and apply for rental housing responsibilities as a renter, managing housing & household expenses, basic cooking and living skills, and basic home maintenance. Through this program, participants build a foundation of independent living skills which increase their financial and housing stability and decrease their reliance on public supports.
 - **Total Reach:** 81 Students

AGRICULTURE

Matt Lippert, Agriculture Educator

- A statewide survey for dairy producers, where participants shared detailed records on inputs, management practices, and expenses associated with raising replacement heifers to generate updated benchmarks and highlight cost-saving opportunities, to support more informed decision-making and improve the economic sustainability of dairy operations.

- An article series was written for dairy farmers and advisors that explores how feed efficiency can guide decision-making, the factors that influence it, and its limitations. The purpose of this article is to support informed and strategic on-farm management related to feed efficiency data.

COMMUNITY DEVELOPMENT

Kayla Rombalski, Community Development Educator

- Basic grant writing workshop for local government, businesses, and organization members and staff. The goal of this effort is for people to learn how to find, write and apply for grants so that they can carry out the activities of their organization, business, or government unit.
 - **Total Reach:** 236 individuals from nonprofit organizations, businesses and local governments
- Testimonial from virtual workshop participant: "It was a good intro to grant writing course and would recommend it to anyone that is looking to start grant writing."
- Facilitation of a strategic planning process for the Wood County Health Department in which priorities are identified for 2026-2028.
- Completion of two record-setting Wood County Clean Sweep events.
 - **Total Reach:** 382 Wood County households

CRANBERRIES

Allison Jonjak, Cranberry Outreach Specialist

- The Proceedings for 2025 Cranberry School were prepared, collated, and are currently awaiting publishing from UW Communications.
- Archived Cranberry Virtual Brown Bags are being edited, transcribed, and uploaded to YouTube
 - See go.wisc.edu/cranberrybrownbags for the playlist!
- An updated list of all cranberry research being conducted in Wisconsin is being compiled for distribution before the Research Round Table, to be held Nov. 6.

FOODWISE

Hannah Wendels, FoodWise Nutrition Educator

- As of October 1st, 2025, SNAP-Ed funding has been eliminated. While this programming is ending, Extension is committed to the Wood County community. Our broader mission of education and outreach will continue, including nutrition and health education. Thank you to the CEED committee for your support of these efforts and extending this position.
- A 5-week nutrition education series for fifth grade classrooms at Howe Elementary School, where students will learn about MyPlate, making healthy food and beverage choices, how to read nutrition facts labels, and about being physically active to help them to be healthier in school and at home.
 - **Total Reach:** 55 fifth grade students at Howe Elementary



- A direct education program for high school juniors and seniors in an alternative learning environment, where students learn financial and life skills including budgeting, spending & saving, how to find and apply for rental housing responsibilities as a renter, managing housing & household expenses, basic cooking and living skills, and basic home maintenance. Through this program, participants build a foundation of independent living skills which increase their financial and housing stability and decrease their reliance on public supports.
 - **Total Reach:** 81 Students
- 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.
- A 12-week series of strength training sessions (StrongBodies) for older adults/adults at the Pittsville Community Hall, where participants engage in regular, progressive strength training and health education to improve their physical and mental health and enhance social connectedness. This series is led by two Extension StrongBodies volunteers.
 - **Total Reach:** 30 adult participants, 2 volunteers
- A 12-week series of strength training sessions (StrongBodies) for older adults/adults at the Nekoosa Area Community Center, where participants engage in regular, progressive strength training and health education to improve their physical and mental health and enhance social connectedness. This series is led by two Extension StrongBodies volunteers.
 - **Total Reach:** 30 adult participants, 2 volunteers

HEALTH AND WELL-BEING

Ka Zoua Thao, Bilingual (Hmong) Community Health Worker

- A 12-week series of strength training sessions (StrongBodies) for older adults/adults at the Pittsville Community Hall, where participants engage in regular, progressive strength training and health education to improve their physical and mental health and enhance social connectedness. This series is led by two Extension StrongBodies volunteers.
 - **Total Reach:** 30 adult participants, 2 volunteers
- A bi-monthly support group for Hmong elementary students in grades four and five, where they learn about feelings, safety, and respect through storytelling, art, and guided conversations. Using age-appropriate terms, basic concepts of mental health, personal boundaries, and trusted adults while honoring Hmong traditions and values will be introduced. Through this program, Hmong students will feel safe, heard, and confident to lay the foundation for lifelong emotional well-being and opening the door to healthier conversations in their families and communities.
 - **Total Reach:** 7 students in grades four and five



- A bi-weekly meeting for Hmong middle and high school students to engage in open conversations, cultural storytelling, and guided activities to learn about mental health, domestic violence, and sexual assault within the Hmong community. They gain tools to recognize signs of trauma, understand healthy boundaries, and access support systems – all in a safe, judgement-free environment. Through this effort, we are fostering a generation of informed, compassionate youth who feel seen, heard, and empowered to break cycles of silence and advocate for healing and change in their families and communities.
 - **Total Reach:** 33 students in grades 6-8
 - **Total Reach:** 8 students in grade 9-12
- A Tai Chi class for older adults and individuals with arthritis, where participants learn gentle, low-impact movements designed to improve balance, flexibility, and joint health. Through this activity, the program help reduce the risk of falls and empower participants to lead healthier, more active lives, fostering independence and confidence in their daily routines.
 - **Total Reach:** 25 registered participants
- 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 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.

HUMAN RELATIONSHIPS & DEVELOPMENT

Ben Eberlein, Human Development & Relationships Educator

- A direct education program for high school juniors and seniors in an alternative learning environment, where students learn financial and life skills including budgeting, spending & saving, how to find and apply for rental housing responsibilities as a renter, managing housing & household expenses, basic cooking



and living skills, and basic home maintenance. Through this program, participants build a foundation of independent living skills which increase their financial and housing stability and decrease their reliance on public supports.

- **Total Reach:** 81 Students
- A 12-week series of strength training sessions (StrongBodies) for older adults/adults at the Pittsville Community Hall, where participants engage in regular, progressive strength training and health education to improve their physical and mental health and enhance social connectedness. This series is led by two Extension StrongBodies volunteers.
 - **Total Reach:** 30 adult participants, 2 volunteers
- A 12-week series of strength training sessions (StrongBodies) for older adults/adults at the Nekoosa Area Community Center, where participants engage in regular, progressive strength training and health education to improve their physical and mental health and enhance social connectedness. This series is led by two Extension StrongBodies volunteers.
 - **Total Reach:** 30 adult participants, 2 volunteers
- A direct education activity for elementary & middle school students in which participants learn basic financial concepts like the difference between needs & wants and to identify personal financial values and goals. Through this, they establish a foundation of knowledge for positive money management later in life.
 - **Total Reach:** 12 youth

NATURAL RESOURCES

Jen McNelly, Natural Resources Educator

Anna Mitchell, Natural Resources Educator

- A hands-on learning station utilizing the Enviroscope Model for K-8th grade students from St. Paul's School in Wisconsin Rapids where students learned about watersheds, land use impacts to them, and best management practices that can be used to mitigate human impacts. Through this activity students are able to visualize what a watershed is and how human land use impacts the watershed. Students are also able to demonstrate the impacts of best management practices to minimize human impacts
 - **Total Reach:** 40 Students
- A joint presentation for County Land and Water Conservation Department and County Health Department staff where attendees learned about what resources the UWSP Center for Watershed Science and Education, the Wisconsin Geological and Natural History Survey, Wisconsin Department of Natural Resources and UW-Madison Division of Extension offer to help local counties to either develop their own groundwater program or enhance existing efforts to address groundwater concerns. Through this presentation attendees are able to professionals and discuss potential projects for collaboration.
 - **Total Reach:** 42 Attendees



- A lecture and activities for high school students enrolled in the Natural Resources course at Lincoln High School, where participants discussed and learned about pollution in drinking water and groundwater by using hands on activities and the groundwater model. Through this effort students will be able to understand what groundwater is and how it moves, identify different types of pollution to groundwater and drinking water, and demonstrate factors that influence the movement of pollution underground
 - **Total Reach:** 18 students
- A hands-on learning station utilizing the Enviroscape Model for all 5th grade students in Waushara County, where students learned about watersheds, land use impacts to them and best management practices that can be used to mitigate human impacts. Through this activity students are able to visualize what a watershed is, and human land use impacts the watershed. Students also are able to demonstrate the impacts of best management practices to minimize human impacts.
 - **Total Reach:** 198 Students and 27 Adults
 - **Testimonials from event chaperones:**
 - *"Great model to show importance of erosion control"*
 - *"Kids loved hands on impact of pollution"*
 - *"Teacher really kept students involved!"*
 - *"Her table model was very interactive which kept kids involved"*
 - *Presentation – excellent. Involved kids' interaction"*
 - *"Jen is always energetic and informative"*
 - *"Very upbeat and positive through instruction"*
 - *"Great visual and interaction"*
 - *"Worked well with kids"*
 - *"Speaker is very engaging. I enjoyed her."*
- A data analysis effort for partners at the Wisconsin Department of Natural Resources, where Natural Resources Educators and Specialists reviewed responses from multiple stakeholder listening sessions to identify common themes across audiences. Through this data analysis, partners gained insights that will guide discussions at an upcoming roundtable event and inform the development of the Nutrient Loss Reduction Strategy, helping ensure the strategy reflects stakeholder perspectives and priorities.
- A meeting with Nepco Lake District, where members reviewed results from a stakeholder engagement survey and outlined the strategic planning process. Through this meeting, participants learned how to incorporate community feedback into planning efforts, ensuring diverse perspectives are considered in decision making. This meeting is designed to foster inclusive and informed strategic planning, laying the groundwork for future meetings and conversations that will guide the Lake District's long-term goals and initiatives.
- Planning for Science by the River, a free, one-day, outdoor event for community members of all ages from Wood County and surrounding areas. The goal of this event is to celebrate science and the outdoors through Discovery Stations that explore different fields of science through information,



demonstrations, and hands on learning opportunities. Through this event, attendees will learn about opportunities to engage in science and conservation related organizations and will gain a better understanding of science and conservation efforts within their communities.

- Planning for a Health and Conservation Fall Summit for County Health and Land and Water Conservation Department Staff, as well as state agency representatives in collaboration with Wisconsin Land and Water. The goal is for county representatives to learn more about emerging water-related health and conservation issues, so that they can use the information from the summit to address these issues in their counties.
- Planning for a nutrient loss reduction strategy stakeholder roundtable event for agricultural producers, partners and agency representatives in collaboration with the Wisconsin Department of Natural Resources, Wisconsin Land and Water, and UW-Madison Division of Extension. The goal is for stakeholders to come together at a one-day event to discuss nutrient loss reduction strategy actions that can help inform and guide an updated state nutrient loss reduction strategy.
- 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

OFFICE OF PLANNING AND ZONING

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
Vacant, 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 November 5, 2025

1. Economic Development (Jason Grueneberg)

Alliant Energy – On October 5th Corporation Counsel Nick Flanagan and I met with Ben Tanko from Alliant Energy. Ben provided an update on the proposed Hub City Wind Farm, and we talked about the process of developing a wind lease and easement agreement if Wood County decides to participate with 142.13 acres of land that is leased to the UW-Madison Agricultural Research Station. A fact sheet on the proposed Hub City Wind Farm is attached to this report.

Wisconsin Economic Development Corporation (WEDC) Summit – On October 15th -16th I attended the WEDC Summit in Green Bay. Topics covered at the summit included talent and business attraction, strengthening local economies, improving quality of life, and building long-term economic resilience.

City of Marshfield Planner – On October 22nd I met with James Lieven who was recently hired as the city of Marshfield Planner. At the meeting we shared project updates and opportunities for future collaboration.

North Central Wisconsin Regional Planning Commission – On October 28th I participated in the NCWRPC meeting. Some of the agenda items included adoption of the 2026 DOT Work Program, SRTS TAP Urban and Rural Applications, adoption of the 2026 budget, and adoption of the regional comprehensive plan.

Central Wisconsin Economic Development Fund (CWED) – Since CWED dropped loan rates from 6% to 3% a few months ago, there has been a dramatic increase in the number of loan applications. There is currently about 18 loans in the pipeline and the loan committee has been reviewing applications on a continuous basis. Even with all of the recent loan activity there is plenty of funding for future opportunities.

Central Housing Region – On October 29th I participated in two Central Housing Region Public Hearings and a Housing Committee Meeting. The first public hearing was held to provide an update on the Progress of 2024 Community Development Block Grant (CDBG) funds. The second public hearing was held to provide an update on the application for 2026 CDBG funds which will total approximately \$2.5 million in funding. In the Committee Meeting a program manager update was provided and changes to the Housing Procedures Manual adopted.

2. Planning & Zoning (Vacant)

3. Land Records (Paul Bernard)

- Parcel Mapping
- Address Mapping
- Historic Air Photo Georeferencing
- Custom Maps

4. Code Administrator (Brad Cook)

10-1-2025- Open Enrollment Meeting, (1) mound plow insp TN: 15, (1) mound-tanks insp TN: 21, answer phone calls and inquires with POWTS, SL, FL.

10-2-2025- (1) mound, drainfield, and tank insp TN: 22, (1) holding tank insp TN: 11, answer phone calls and inquires with POWTS, SL, FL.

10-3-2025- (1) reviewed soils, plan review, issued permit for reconnect mound TN: 17, (1) reviewed soils, plan review, issued permit for new mound TN: 06, (1) soils onsite review and visit TN: 07, answer phone calls and inquires with POWTS, SL, FL

10-6-2025- (1) Reviewed soils, plan review, issued permit for rep mound TN:07, (1) Reviewed soils, plan review, issued permit for new mound TN: 17, (1) Reviewed soils, plan review, issued permit for rep HT TN: 03, answer phone calls and inquires with POWTS, SL, FL

10-7-2025- (1) new HT insp TN:03, (1) soils review and onsite TN: 22, answer phone calls and inquires with POWTS, SL, FL

10-8-2025- (1) mound plow insp TN:22, answer phone calls and inquires with POWTS, SL, FL

10-9-2025- ACE Leadership Program- Rosholt

10-10-2025- ACE Leadership Program-Rosholt

10-13-2025- (1) SL inp review and onsite TN: 22, (1) rep conv insp TN: 13, (1) mound and tank insp TN: 22, staff meeting, answer phone calls and inquires with POWTS, SL, FL.

10-14-2025- (1) HS 25-041 letter written and sent to owner TN: 10, (1) rep conv insp TN: 18, (1) mound plow insp TN: 16, answer phone calls and inquires with POWTS, SL, FL.

10-15-2025- (1) SL permit reviewed and issued TN:07, (1) mound plow, abs cell, and tank insp TN: 17, answer phone calls and inquires with POWTS, SL, FL.

10-16-2025- (1) Reviewed soils, plan review, issued permit for rep conv TN: 07, (1) SL meeting and discussion with owner TN: 18, (1) new conv insp TN: 07, answer phone calls and inquires with POWTS, SL, FL.

10-17-2025-(1) floodplain permit reviewed and issued TN: 08, (1) soils review and onsite TN: 02, answer phone calls and inquires with POWTS, SL, FL.

10-20-2025- (2) Reviewed soils, plan review, issued permit(s) for rep and new conv TN: 18, (1) new conv insp TN: 18, answer phone calls and inquires with POWTS, SL, FL

10-21-2025- (1) new conv insp TN: 13, (1) POWTS violation insp TN: 18, answer phone calls and inquires with POWTS, SL, FL.

10-22-2025- (1) new mound and tanks insp TN: 15, answer phone calls and inquires with POWTS, SL, FL.

10-23-25- (1) SL permit reviewed and issued TN: 12, (1) new conv insp TN: 07, answer phone calls and inquires with POWTS, SL, FL.

10-24-25- (1) mound and tanks insp TN: 02, (2) well permits reviewed and issued TN: 07,12, answer phone calls and inquires with POWTS, SL, FL.

10-27-2025- (1) new conv insp TN: 18, (1) mound plow insp TN:02, (1) mound and tank insp TN: 04, answer phone calls and inquires with POWTS, SL, FL.

10-28-2025 (1) mound, abs cell, insp TN: 02, (1) SL/FP meeting TN: 14, answer phone calls and inquires with POWTS, SL, FL.

5. Code Technician (Kayla Rautio)

A. Reviewed and approved POWTS & well permit applications

B. Reviewed and approved soils evaluations

C. Reviewed and approved shoreland zoning permit

D. Completed inspection reports

E. Studied floodplain zoning

F. Assisted with daily phone calls/emails/office questions

G. Inspections/Investigations:

- 9-25-25: Conventional inspection TN: 18
- 9-26-25: Holding tank inspection TN: 17
- 9-30-25: Mound plow inspection TN: 07; Mound reinspection TN: 07
- 10-1-25: Conventional inspection TN: 07; Well inspections TN: 07, 07
- 10-2-25: Mound reinspection TN: 22
- 10-6-25: Holding tank inspection TN: 21
- 10-8-25: Mound plow inspection TN: 15; Mound reinspection TN: 15; Mound plow inspection TN: 22
- 10-9-25: Conventional inspection TN: 13; Mound reinspection TN: 22
- 10-10-25: Mound reinspection TN: 15; Mound plow inspection TN: 10; Tank replacement inspection TN: 07
- 10-14-25: Conventional inspection TN: 18; Holding tank inspection TN: 16; Well inspection TN: 01; Mound plow inspection TN: 11
- 10-15-25: Mound plow inspection TN: 17; Mound reinspection TN: 17

- 10-16-25: Mound reinspection TN: 11
- 10-20-25: Conventional inspection TN: 07
- 10-22-25: Conventional inspection TN: 07 – plumber no show
- 10-23-25: Mound plow inspection TN: 07; Mound reinspection TN: 07
- 10-24-25: Mound tanks and piping inspection TN: 02
- 10-29-25: Conventional inspection TN: 07

H. Attended Meetings/Trainings/Etc.

- 9-30-25: Open enrollment meeting
- 10-1-25: KnowBe4 security awareness training
- 10-13-25: Staff lunch

6. Office Activity (Victoria Wilson & Julie MancI)

- a. Monthly Sanitary and Well Permit Activity – There were 19 sanitary permits, 4 shoreland permits and 20 well permits issued in October 2025. 3 CSMs were received for review and 5 were recorded with the Register of Deeds in October.
- b. Triennial Program Fee – Postcards for 4,638 property owners were mailed on Tuesday October 21st. Payments of the \$25 fee have begun coming in by mail, Point and Pay and property owners stopping in the office to pay this fee. As always, we receive a great deal of phone calls asking what the fee is for.
- c. Attended the following meetings/trainings & activities:
 - i. September 30th Open enrollment meeting (VW & JM)
 - ii. October 1st KnowBe4 security awareness training
 - iii. October 1st CEED meeting (VW & JM)
 - iv. October 13th Staff meeting (VW & JM)

From: Dhindsa, Sejal <SDhindsa@invenergy.com>

Sent: Thursday, September 25, 2025 10:56 AM

To: Nick B. Flanagan <Nick.Flanagan@woodcountywi.gov>; Roland Hawk <Roland.Hawk@woodcountywi.gov>; lance1@charter.net

Cc: Downen, Laurel <LDownen@invenergy.com>

Subject: Re: Upcoming Visit to Saratoga

Thanks for getting back to me! It was great to speak with you yesterday about our plans regarding tree clearing and BESS beginning of construction work. As we discussed, please see attached the letter to Wood County amending the JDA to waive the no burning requirement in this instance. In addition, I have included a summary of our discussions with the Town, the WDNR, and Air Burner's themselves for you to reference in your discussions. Please feel free to reach out to me if you have any questions or comments, thanks!

- August 12, 2025: Invenergy reached out to the Town of Saratoga and Wood County representatives via email after a discussion with Air Burners, the company that makes the curtain burner we have proposed to use on site.
 - Established the setbacks and safety precautions outlined in the attachments
- August 13, 2025: Heard back from the Town Chair who wanted to run it by the fire chiefs in the area
- August 13, 2025: The fire chiefs deferred to the WDNR (Aaron Wallace) and requested that we run it by him
- August-September 2025: Invenergy had two meetings with Aaron Wallace
 - Detailed our reasons for proposing the curtain burner and our safety measures
 - Noted requests from the WDNR to secure a special burn permit ahead of burning activities and communicate with the WDNR and locals on burning schedules.
- September 2025: Confirmed with Lorelei that in addition to providing letters to amend the JDA's, Invenergy would provide diagrams to help visualize the site plan for curtain burner use.

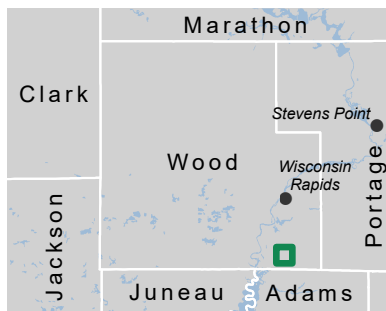
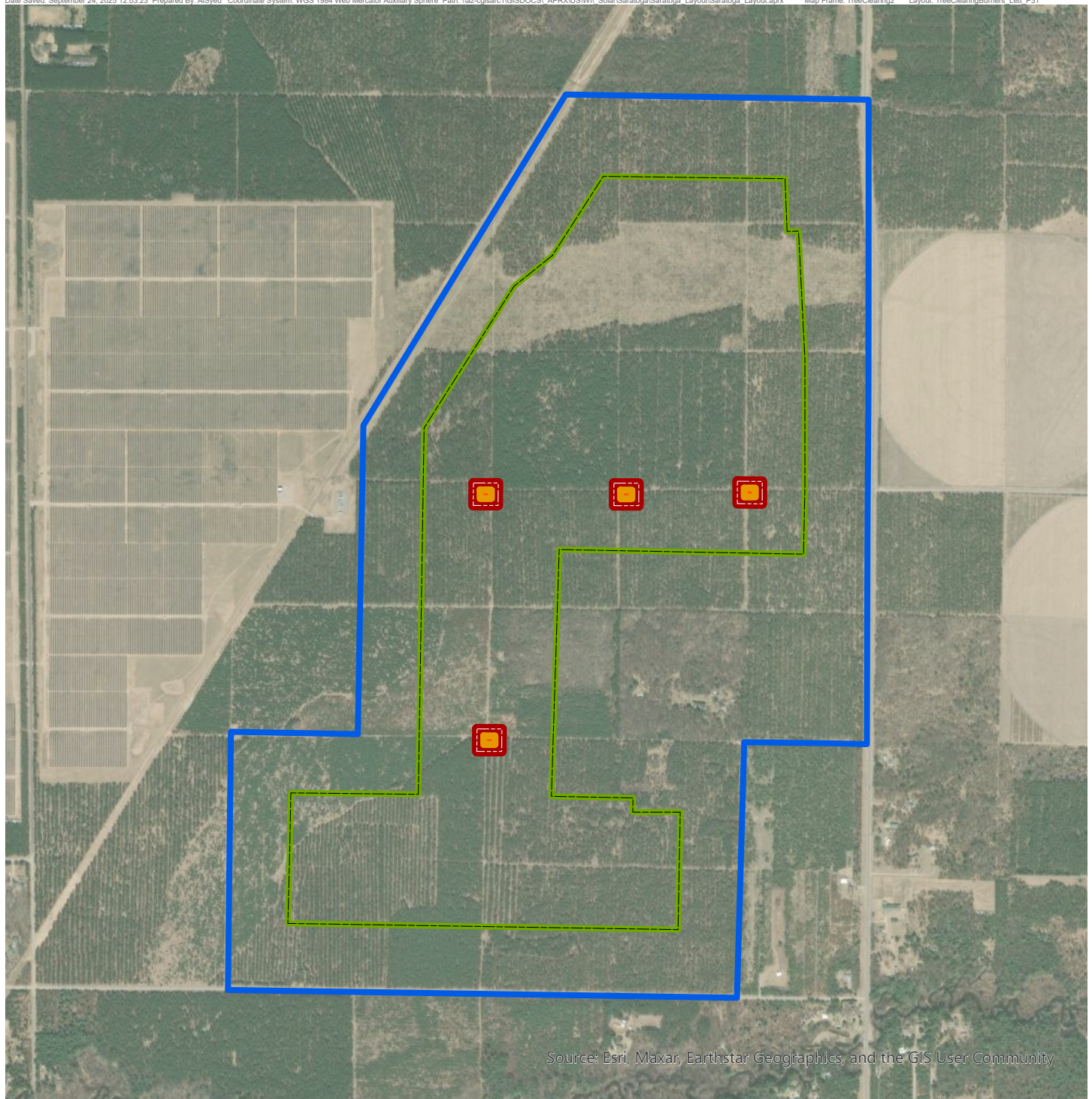
Best,

Sejal Dhindsa | Associate, Renewable Development | She, Her, Hers

Invenergy | One South Wacker Drive, Suite 1500, Chicago, IL 60606

sdhindsa@invenergy.com | W: 708-607-6840 | @InvenergyLLC

We're proud to share how we continued to be innovators building a sustainable world in our 2022 Invenergy Impact Report. Visit invenergyimpact2022.com to learn more.

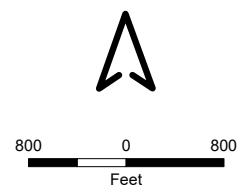


Legend

- Curtain Burner Placement Boundary | 500' setback from Limits of Disturbance
- Potential Burner Location
- Daily Burn Pile Boundary | 30' setback from Burner Location
- Burner Signage | 100' setback from Burner
- Project Boundary

Notes:

- a. Curtain Burner shall be placed within the 500' setback from the Limits of Disturbance.
- b. The daily burn pile will be no less than 30 feet from the manifold side of the machine.
- c. Contractor to place signage and temporary fencing blocking off 100' from each side of the curtain burner, restricting access from equipment and material.
- d. Burner Locations are subject to change.

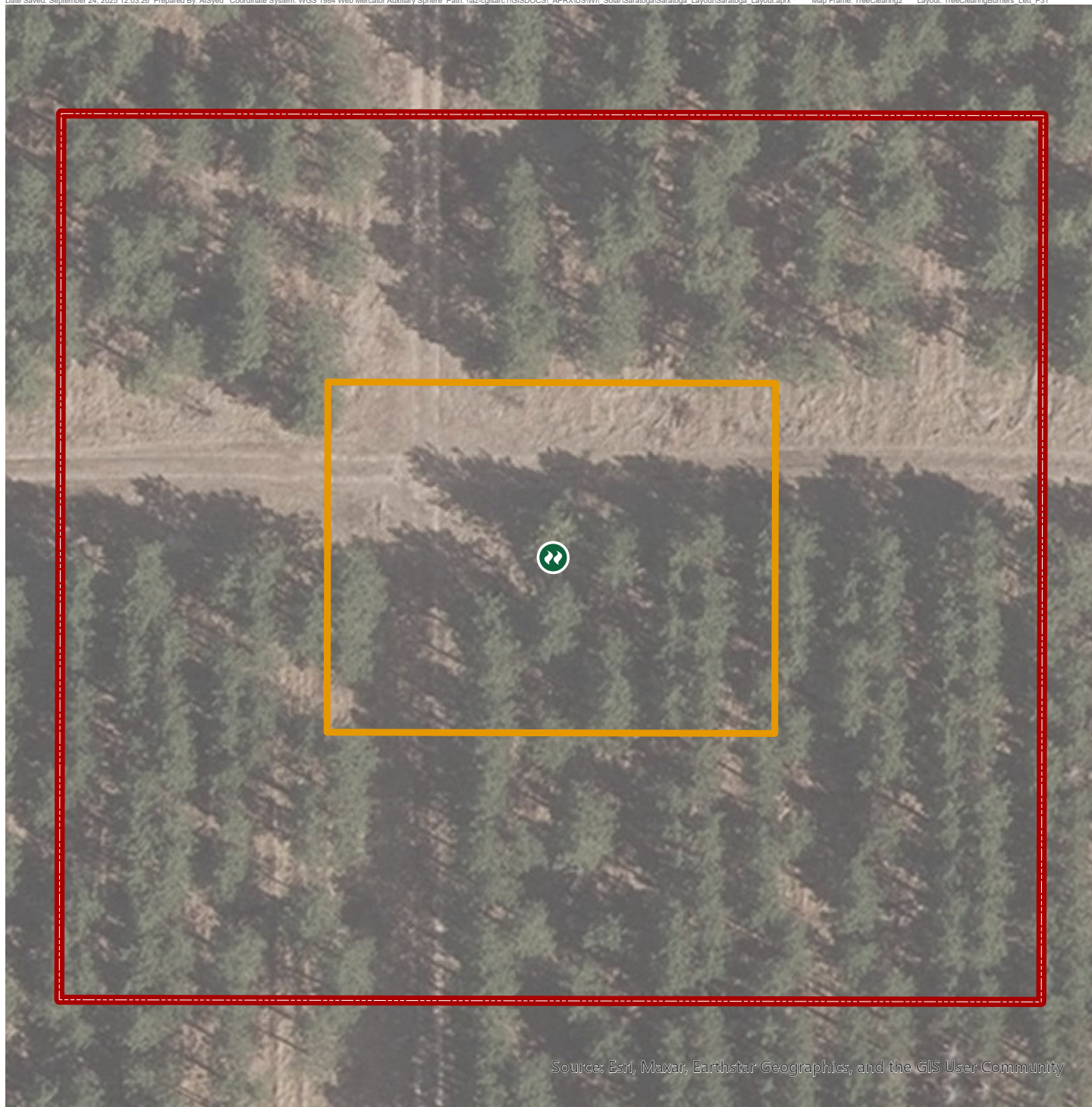


Tree Clearing

Saratoga Solar Energy Center | Wood County, Wisconsin

September 24, 2025

Invenergy



Legend

-  Curtain Burner Location
-  Daily Burn Pile Boundary | 30' setback from Burner Location

-  Burner Signage | 100' setback from Burner Location



Notes:

- a. Curtain Burner shall be placed within the 500' setback from the Limits of Disturbance.
- b. The daily burn pile will be no less than 30 feet from the manifold side of the machine.
- c. Contractor to place signage and temporary fencing blocking off 100' from each side of the curtain burner, restricting access from equipment and material.
- d. Burner Locations are subject to change.

Tree Clearing

Saratoga Solar Energy Center | Wood County, Wisconsin

September 24, 2025

Invenergy

September 25, 2025

To Wood County,

Following discussions with the Town of Saratoga and the Wisconsin Department of Natural Resources (“DNR”) on the topic of burning cleared vegetation at the Saratoga Solar Project (“Project”) beginning during the fall of 2025, it was agreed that it would be appropriate to amend the Joint Development Agreement between Wood County and the Saratoga Solar Project, LLC (“Saratoga”) dated January 18, 2024 (“JDA”) to allow for on-site trench burning of cleared vegetation (“Burning”). Section 14 of the JDA is hereby amended to strike *“No burning is allowed for disposal of cleared vegetation or trees, including tree stumps.”* Any Burning conducted by Saratoga on the Project site shall comply with the terms of this Letter Agreement.

Saratoga will utilize a T300 Trench Burner manufactured by Air Burners, Inc. (“Machine”) for the Burning and abide by the required safety measures outlined below:

- The daily burn pile will be no less than 30 feet from the air curtain manifold side of the Machine, as measured from the nearest point of the Machine to the daily burn pile.
- A 100-foot clearance area free of all debris and flammable materials will be maintained on the side of the burn trench opposite the Machine’s air curtain manifold.
- If at any point the sustained windspeed exceeds 20mph at the Project site, the Machine will not to be used within the 24-hour period following the last observed windspeed measurement in excess of 20 mph. Any Burning currently underway at the time of a windspeed measurement in excess of 20 mph will cease as soon as safely possible and Burning will not resume for a period of 24 hours following the last observed sustained windspeed measurement in excess of 20 mph.
- A self-imposed 500-foot buffer clear of debris and flammable materials will be maintained from the Burning, as measured from the nearest point of the burn trench and Machine, as a means of proactive risk mitigation.

Saratoga will obtain a Special Burn Permit from the Wisconsin DNR prior to beginning any Burning on site. Saratoga will also take care to notify the Town of Saratoga and Wood County prior to beginning any Burning on the Project site. Upon request from the Wisconsin DNR, Saratoga will avoid Burning activities in the springtime (for purposes of this Letter Agreement, defined as the months of March, April, and May) unless otherwise discussed with and approved by the Wisconsin DNR, Wood County, and the Town of Saratoga.

This Letter Agreement shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. Should any provision of this Letter Agreement be held, in a final and unappealable decision by a court of competent jurisdiction, to be either invalid, void, or



unenforceable, the remaining provisions hereof shall remain in full force and effect, unimpaired by the holding.

Except as modified by this Letter Agreement, all other terms and conditions of the JDA shall remain in full force and effect.

By signing the below, you acknowledge your agreement to the terms of this Letter Agreement and represent and warrant that you have full authority to execute this Letter Agreement on behalf of Wood County. This Letter Agreement may be executed in one or more duplicate counterparts (including by PDF or facsimile) and when signed by all parties listed below shall constitute a single binding agreement.

Sincerely,

Saratoga Solar Project, LLC
A Delaware limited liability company

By: _____

Name: _____

Title: _____

AGREED AND ACCEPTED THIS _____ DAY OF _____, 2025

Wood County

By: _____

Name: _____

Title: _____

SOLAR GENERATING FACILITY DEVELOPER AGREEMENT

Between Wood County, Wisconsin and Saratoga Solar Project, LLC

- A. This Solar Generating Facility Developer Agreement ("**Agreement**") is by and between Wood County, Wisconsin (the "**County**") and Saratoga Solar Project, LLC, a Delaware Limited Liability Company ("**Developer**"), executed on January 18, 2024 (the "**Effective Date**"). The County and Developer are sometimes referred to herein as a "**Party**" and collectively as the "**Parties**" to this Agreement.
- B. As used herein, the term "**Property**" or "**Site**" refers to those certain portions of specified parcels of land located in the County and described in **Exhibit A**, as may be modified as provided in this Agreement.
- C. As used herein, the term "**Solar Energy System**" or "**System**" has the meaning provided in § 1.03(2) of the Town of Saratoga's Solar Energy System License Ordinance (Ordinance 2019-9- 18).
- D. Developer represents that it owns, leases, has options to purchase, or has other contractual rights over all of the land comprising the Property, and is authorized to engage in this Agreement and incur the obligations in this Agreement with respect to the Project (defined below) that Developer intends to construct and operate on the Property.
- E. Developer desires to construct and operate up to a 150.5 megawatt (MW) solar photovoltaic electrical generating facility and associated facilities such as energy storage, underground power collection lines, access roads, an operating and maintenance facility, an electrical substation, and an overhead transmission line connection (the "**Project**").
- F. Developer and the County desire to enter into this Agreement to govern the rights and obligations of each with respect to the Project, including the use of County roads, rights-of-way and drainage systems during construction and operation of the Project.
- G. By execution of this Agreement, the County provides Developer with approval to construct, operate and maintain the Project and use County roads, rights-of-way and drainage systems under the terms set forth herein (the "**Approval**").
- H. This Agreement is conditioned on Developer's initial and maintained compliance with all applicable state and federal and local laws and permit or approval requirements, including any requirements associated with a Certificate of Public Convenience and Necessity ("**CPCN**") issued by the Wisconsin Public Service Commission ("**PSC**") and any requirements in permits issued by the Wisconsin Department of Natural Resources ("**DNR**") for the proposed Project.

- I. The Approval granted under this Agreement shall be concurrent with the Project's CPCN, subject to the rights and remedies of the County expressly provided in this Agreement with respect to Developer's breach of the terms of this Agreement.
- J. The terms of this Agreement were designed by mutual efforts of the Parties and are mutually agreed upon by the Parties. The rights and obligations of Developer and the County under this Agreement shall survive termination of the Agreement.
- K. Terms used in this Agreement shall first be interpreted based on any definition contained in this Agreement. Terms not defined in this Agreement shall be interpreted using their common meaning as appropriate for the context in which they are used.
- L. Developer and the Town of Saratoga have entered into a Solar Generating Facility Developer Agreement on _____, 2023 with respect to the Project (the "**Town Agreement**").

Agreement

Therefore, Developer and the County agree to the following terms and conditions in consideration of the mutual promises, covenants, obligations, and agreements contained herein.

1. **Background Information.** Prior to commencement of construction or operation of the Project, Developer shall submit a detailed site plan and map; information about the owner of any lands upon which any part of the Project will be located; the name, address, phone number, and email address of the operator; and an operation plan detailing the construction, operations, and decommissioning phases over the life of the Project, including estimated timelines for each. The Parties understand and recognize that approval of the Project is under the jurisdiction of the PSC and that the Project must seek concurrence and approval from the PSC for substantive site design changes. If at any time during the operation of the Project, Developer proposes modifications to the Project in a manner that requires additional permitting review from the PSC or the DNR, Developer shall provide the County any updated site plans or other material Project details.
2. **Highway Maintenance and Use Agreement.** The Parties agree that the Project will only utilize Town roads and State highways. Prior to commencement of construction or operation of the System, Developer and the Town shall enter into a Highway Maintenance and Use Agreement regarding Town roads in accordance with the Town Agreement.
3. **Decommissioning Plan.** Prior to commencement of construction or operation of the Project, Developer will provide the Town with a detailed decommissioning plan, which shall include, within two (2) years after the beginning of commercial operation of the Project,

an obligation for Developer to provide a commercially reasonable financial assurance to the Town of Saratoga in accordance with the Town Agreement.

4. **Public Impacts Studies.** Developer has completed and the County acknowledges that the following environmental studies are publicly available on the Project website (www.saratogasolarproject.com):

- a) Phase I Environmental Site Assessment
- b) Karner Blue Butterfly Survey
- c) Wetland Delineation
- d) Geotechnical Investigations
- e) Cultural Resource Surveys
- f) Floodplain Study
- g) Road / Traffic Analysis
- h) Visual Simulations
- i) Erosion Control Plan
- j) EMF Study
- k) Noise Study
- l) Glare/Glint Study

5. **Groundwater Monitoring Plan.** Developer will perform or cause to be performed groundwater monitoring per the groundwater monitoring plan prepared for the Project, attached hereto as **Exhibit B**. Groundwater monitoring will begin prior to construction and continue through year five of operations. If groundwater monitoring yields elevated levels of contaminants, above applicable regulatory standards, then Developer agrees to investigate the source of contamination and continue groundwater monitoring as necessary and to the extent such contamination or material increase in such contamination is reasonably believed to have occurred due to the construction or operation of the Project. Developer will coordinate the groundwater monitoring events with the Town of Saratoga in accordance with the Town Agreement.

6. **Battery Storage.** In the event Developer decides to install a battery energy storage system (BESS) on the Property, such BESS must be compliant with applicable laws and prudent industry standards and will include electrolyte containment to allow timely remediation and prevention of ground contamination in the event of an accident and sufficient containment of the BESS for security and accidental contact. The selected technology and design will be coordinated with the County prior to commencing construction, and Developer shall in good faith consider and use commercially reasonable efforts to incorporate any reasonable comments and recommendations provided by the County to the extent not inconsistent with prudent industry standards relating to containment design. In addition, Developer will provide Project specific BESS training to emergency responders prior to installation and prior to commencement of commercial operation of the BESS.

7. **Petroleum Based Solvents.** Due to the high groundwater table in the area, Developer will not use any petroleum-based solvents to clean solar panels or other components of the solar array within the Project.

8. **Revenue Guarantee.** Under Wisconsin law applicable on the Effective Date of this Agreement, the State of Wisconsin is required to make utility aid payments to the County if a solar generating system like the Project is located in the County. If applicable laws should change during the life of the Project reducing the amount of these state payments, Developer shall compensate the County in an amount to equal the amount of annual utility aid payments required under laws applicable on the effective date of this Agreement less any annual property taxes paid by the Developer to the County for the Site and less any other annual payments to the County that are adopted to replace the utility aid payments. Such payments shall be made annually by the Developer to the County no later than January 31 of the year following the year for which payment is made.

9. **Fencing.** Developer shall use non-barb smooth wire mesh fencing around the perimeter of the solar array, constructed with wood posts. The height of the perimeter fencing shall be the minimum allowable under state and federal law and applicable building and electric codes.

10. **Buffer from Project Fence to Existing Residences.** Developer shall not remove any existing, live trees that are within 50 feet of the Project property line boundary (excepting any portion of the Project constituting the transmission line route). If existing trees that are within such 50-foot strip in a particular area die or are destroyed during the life of the Project as part of a pervasive event (i.e., fire, flood, tornado, etc.) that destroys a material number or grouping of such trees such that the overall impact is to materially diminish the viewshed buffer effect achieved by the existing trees, the Developer agrees to work with the Town of Saratoga in accordance with the Town Agreement in good faith to establish a plan to replant trees in such areas at the Developer's expense. In addition to and without limiting the Developer's obligation to maintain the aforementioned 50-foot strip, Developer, at Developer's expense, shall also work with any owner of any residence existing as of the Effective Date of this Agreement that is within 500 feet of the Project perimeter fence, to design a plan to retain the existing vegetative buffer and review and discuss other cost-effective supplemental view shed buffering options, if necessary. Further, Developer shall include a buffer at a minimum of 300 feet from the portion of the north property line that extends east of Highway 13, as depicted in **Exhibit A-1**.

11. **Construction Operations.** Construction activities that include significant noise generating activities will generally occur between the hours of 7:00 a.m. and 7:00 p.m., unless dusk occurs later. While not anticipated, in the event construction needs to occur outside of these hours or after dusk, **residences** within ¼ mile of where such activities are actually occurring within the Site will be notified. Developer shall not deploy significant noise

generating mechanisms to protect the solar array from damage during hailstorms, such as the use of so called "cranberry cannons" or similar devices.

12. **Lighting.** Lighting on the Site, during both construction and operations phases, shall be limited to the minimal lighting necessary for safety and security, and the Developer shall take all reasonable measures through light shrouding and other methods to reasonably mitigate light leaving the Property at night.

13. **Visitor Area and Tours.** The Developer will fund and construct a pull-off area with an elevated platform for viewing at least a portion of the Project area and a kiosk with Project information. The Project will allow limited public parking spaces to be located in the pull-off area. Additionally, once the Project is commercially operating, the Project will collaborate with the community to arrange occasional tours of the facility, subject to reasonable notice and safety and security measures. At Developer's discretion, the pull-off area may be closed at times for safety and security purposes and during inclement weather, including for the duration of the winter, and, at Developer's discretion, may include signage indicating that use of such pull-off area is only for observation purposes, constitutes "recreational activity" with immunity under Wis. Stats. §895.52, et. Seq., and all activities are at the sole risk of the undertaker.

14. **Vegetation.** Prior to commencement of construction or operation of the Project, Developer shall prepare and provide the Town of Saratoga with a copy of a vegetation management plan for the Project in accordance with the Town Agreement. The vegetation management plan shall outline plans for site vegetation management during construction and operations. After construction, the site shall be seeded with a low- growth grass seed mix under the solar panels. A pollinator seed mix shall be planted in select open areas outside of the array and inside the perimeter fence. Noxious weed and invasive species shall be managed through mowing and targeted applications of commercially available herbicides; however, no herbicides shall be stored on the site. After site vegetation is established, the Project shall not use broad applications of herbicides. No burning is allowed for disposal of cleared vegetation or trees, including tree stumps.

The Developer shall maintain a live snow fence along the west side of Highway 13 adjacent to the 50-foot buffer described in Paragraph 11. The live snow fence shall be constructed in accordance with Wisconsin Department of Transportation guidelines for snow drift prevention and consist of a minimum of one row where existing trees are present in the 50-foot buffer and 2 rows where trees are not present or sparse within the 50-foot buffer. Vegetative buffer plant material shall be initially installed between March 15 and November 15 and no later than 1 year after commencement of construction of the facility. All unhealthy and dead plants (60% or more dead plant material) shall be replaced by the Project owner or operator within one (1) year, or the next appropriate planting period, whichever occurs first.

15. **Stormwater.** Developer will prepare and comply with an Erosion Control and Stormwater Management Plan (ESCWMP) in accordance with the Wisconsin General Permit to discharge under the Wisconsin Pollutant Discharge Elimination System (WPDES) regulations established by the Clean Water Act and guided by the State of Wisconsin Department of Natural Resources.

16. **Water Wells.** During construction, in addition to water extracted from any well on the Property as contemplated below, Developer intends to use water trucks in connection with dust control and road construction. During operations, in the event adequate rainfall does not occur, Developer may use water trucks to wash solar panels, but such use is not anticipated to occur frequently. Developer will not install more than 1 water well on the Site that has a well capacity of greater than 50 gal/min, and in no event will Developer install any single water well on the Site that has a well capacity of greater than 100 gal/min; provided, however, during construction of the Project, Developer may install one well of up to 350 gal/min, so long as such well is properly capped, disposed, and abandoned pursuant to state regulations within ninety (90) days after the completion of construction of the Project. Developer will appropriately cap, dispose, and abandon existing wells on the Property pursuant to state regulations for well abandonment except that if Developer does not install a new well with the capacity of greater than 50 gal/min on the Property it may retain and use one of the existing wells on the Property.

If Developer installs a new well on the Property with capacity of greater than 50 gal/min it shall coordinate with the Town of Saratoga in accordance with the Town Agreement regarding the location of such installation.

17. **Emergency Response Plan.** Prior to commencement of construction or operation of the Project, Developer shall prepare and provide to the County a copy of a site-specific Emergency Response Plan (ERP). A copy of the ERP shall be kept on Site during construction and operation of the Project.

18. **Site Maintenance; Reduction of Surplus Property.** Developer shall at all times maintain the Site in good condition and repair. In the event Developer determines, in Developer's sole and absolute discretion, that certain portions of the Property are not needed for the siting of the Solar Energy System, Developer may reduce the size of the Site accordingly and unilaterally upon providing written notice of the same to County, along with a revised **Exhibit A** describing and depicting the revised Site. Any such change in the size of the Site may not result in the violation of any other requirements in this Agreement, including, without limitation, buffer and setback requirements in Paragraph 11 of this Agreement.

19. **Local Employment and Training.** Developer shall work with the local community to provide notice of employment opportunities and training programs.

20. **Cooperation.** Developer and the County agree to communicate and cooperate in good faith concerning the safe construction, operation, and decommissioning of the Project.

21. **Public Safety and Emergency Medical Services.** Construction and operation of a solar photovoltaic electrical generating facility does not create any unique or especially dangerous environments or situations for emergency responders. Developer will require that all contractors on the Site during construction meet all state and federal laws for employee and public safety. Developer intends to request meetings with area emergency response agencies to provide project and facility familiarization and establish communication protocols. Developer will work with the County to establish communication protocol and arrange for any necessary site-specific training for area emergency response personnel.

22. **Snowmobile Route.** Developer will use commercially reasonable efforts to provide access to snowmobilers via a designated snowmobile route by relocating an existing snowmobile route to a relocated route along the west perimeter boundary of the Property. The location of the snowmobile route will be determined and coordinated with the Town of Saratoga and the Rome Snowmobile Club (the "Club") prior to commencing construction and in accordance with the Town Agreement.

23. **Indemnification.** Developer agrees to defend, pay on behalf of, and hold harmless the County and their supervisors, trustees, administrators, employees, and representatives (collectively the "Indemnified Parties") against any and all losses, damages, claims, expenses, including reasonable attorneys' fees, and liabilities for physical damage to the property of the County and for physical injury to any person, to the extent the same is proximately caused as a result of any activities or operations of Developer, its agents and employees, and arising out of the performance or non-performance of its duties pursuant to this Agreement or the construction, maintenance, or operation of the Project, except to the extent caused by the negligence or intentional misconduct of the County or any other Indemnified Parties. Furthermore, Developer agrees to defend, pay on behalf of, and hold harmless the County from any third party claims proximately caused as a result of any activities or operations of Developer, its agents and employees, and arising out of the performance or non-performance of its duties pursuant to this Agreement or the construction, maintenance, or operation of the Project, except to the extent that such claims are caused by the negligence or intentional misconduct of the County or any other Indemnified Parties. This Indemnification obligation shall survive the termination of this Agreement. Nothing in this Section extends any statutes of limitation applicable to any claims that may be brought against the County or the Developer.

24. **Insurance.** Developer shall at all times during construction and operation of the project carry Commercial General Liability Insurance with a minimum liability of \$5,000,000 per occurrence, and in the general aggregate (limits may be satisfied with a combination of General Liability and Umbrella/Excess policies) Automobile Liability insurance with a minimum liability limit of \$1,000,000 per accident, and the developer shall carry a workers compensation policy, with Employer's Liability limits no less than \$500,000, or, if the Developer is qualified self-insured in the State of Wisconsin, shall maintain not less than \$5,000,000 Umbrella/Excess insurance on an occurrence basis over its self-insured retention that may change from time to time. Such Umbrella/Excess insurance shall include automobile

liability. The commercial general liability, automobile liability and umbrella/excess liability policies shall provide the County with additional insured status on a primary and non-contributory basis (Umbrella/excess is non-contributory only) with a waiver of subrogation in favor of the County. The workers' compensation/employer's liability policy shall include a waiver of subrogation in favor of the County. All policies of insurance shall provide no less than 30 days written notice to the County of the intent to cancel or non-renew except for ten days for non-payment of premium. Certificates of insurance will be provided to the County on or before each policy renewal date.

25. **Relevant Law.** Any and all disputes arising under this Agreement and/or relating to the development and/or construction of the Project shall be resolved pursuant to the laws of the State of Wisconsin.

26. **Notices.** Notices, requests, demands, and other communications shall be sent to the following addresses:

If to Developer:

Saratoga Solar Project, LLC
8841 Hwy 13 South
Wisconsin Rapids, WI 54494

If to the County:

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

All notices shall be in writing. Any notice shall be deemed to be sufficiently given (i) on the date, if delivered in person; (ii) five (5) days after being sent by United States registered or certified mail, postage prepaid, return receipt requested; or (iii) on the next Business Day if sent by overnight delivery service (*e.g.* Federal Express) to the notified Party at its address set forth above. These addresses shall remain in effect unless another address is substituted by written notice. Notices may be sent via email transmission to the email addresses provided, however, notice sent via email shall be followed by notice delivered by personal service or by registered or certified mail, return receipt requested, or by overnight delivery.

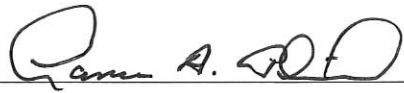
27. **Anti-Corruption.** For the purposes of this Paragraph 27 only, "Anti-Corruption Laws" shall mean, only to the extent applicable to state and local governmental entities and political subdivisions thereof, (a) the United States Foreign Corrupt Practices Act of 1977; and (b) all applicable national, regional, provincial, state, municipal or local laws that prohibit tax evasion, money laundering or otherwise dealing in the proceeds of crime or the bribery of, or the providing of unlawful gratuities, facilitation payments, or other benefits to, any government official or any other person. The County hereby represents, warrants, and covenants that in connection with this Agreement and the business resulting therefrom: (i) it will comply with all

applicable Anti-Corruption Laws; (ii) whether directly or indirectly, it has not accepted and will not accept any payment, gift, promise, or other advantage, to or for the use or benefit of any government official or any other person where that payment, gift, promise, or other advantage would comprise an impermissible facilitation payment or otherwise violate the Anti-Corruption Laws; (iii) it will retain its books and records for the period required by applicable law or the County's own retention policies, whichever is longer; and (iv) in the event the County becomes aware it has breached an obligation in this paragraph, it will promptly notify the Developer, subject to the preservation of legal privilege. Subject to the preservation of legal privilege, for so long as such books and records are actually retained by the other Party, each Party shall have a right, at its expense, and the other Party shall take reasonable steps to enable this right, to audit the other Party's relevant books and records with respect to compliance with this paragraph. Nothing in this Agreement shall require a Party to perform any part of this Agreement or take any actions if, by doing so, the Party would not comply with applicable law, including the Anti-Corruption Laws. The obligations in this Paragraph 27 shall survive the termination as described above.

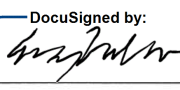
[Signature Page Follows]

IN WITNESS WHEREOF, the parties have entered into this Solar Generating Facility Developer Agreement.

WOOD COUNTY, WISCONSIN

By: 
Name: Lance A. Pliml
Title: County Board Chairman

SARATOGA SOLAR PROJECT, LLC

By: 
Name: Emily Truebner
Title: Authorized Person

By: 
Name: Rod Northway
Title: Authorized Agent

**Exhibit A – the Property
Legal Description**

LEGAL DESCRIPTION

TRACT 1

SECTION NINETEEN (19), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE SIX (6) EAST, WOOD COUNTY, WISCONSIN.

A PORTION OF THE NORTHEAST QUARTER (NE 1/4) OF THE SOUTHEAST QUARTER (SE 1/4) AND A PORTION OF THE SOUTHEAST QUARTER (SE 1/4) OF THE SOUTHEAST QUARTER (SE 1/4) EXCEPTING THEREFROM LOT ONE (1) OF CERTIFIED SURVEY MAP NO. 10858 RECORDED MARCH 08, 2021 AS DOCUMENT NO. 2021R02632.

TAX PARCEL NOS. 18-00350 & 18-00353

AND

SECTION TWENTY (20), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE SIX (6) EAST, WOOD COUNTY, WISCONSIN.

THE SOUTHWEST QUARTER (SW 1/4) OF THE NORTHEAST QUARTER (NE 1/4), EXCEPT HIGHWAY RECORDED IN VOLUME 420, PAGE 503 AND EXCEPTING THEREFROM LOT ONE (1) OF CERTIFIED SURVEY MAP NO. 10858 RECORDED MARCH 08, 2021 AS DOCUMENT NO. 2021R02632.

THE SOUTHEAST QUARTER (SE 1/4) OF THE NORTHWEST QUARTER (NW 1/4)
THE SOUTHWEST QUARTER (SW 1/4) OF THE NORTHWEST QUARTER (NW 1/4)
THE SOUTHWEST QUARTER (SW 1/4) OF THE SOUTHEAST QUARTER (SE 1/4)
THE NORTHWEST QUARTER (NW 1/4) OF THE SOUTHEAST QUARTER (SE 1/4)
THE NORTHEAST QUARTER (NE 1/4) OF THE SOUTHWEST QUARTER (SW 1/4)
THE NORTHWEST QUARTER (NW 1/4) OF THE SOUTHWEST QUARTER (SW 1/4)
THE SOUTHEAST QUARTER (SE 1/4) OF THE SOUTHWEST QUARTER (SW 1/4)
THE SOUTHWEST QUARTER (SW 1/4) OF THE SOUTHWEST QUARTER (SW 1/4)

TAX PARCEL NOS. 18-00356, 18-00360, 18-00361, 18-00362, 18-00363, 18-00364, 18-00365, 18-00367, 18-00368

AND

SECTION TWENTY-ONE (21), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE SIX (6) EAST, WOOD COUNTY, WISCONSIN.

THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4
THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4
THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4
THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4

TAX PARCEL NOS. 18-00381, 18-00384, 18-00382 & 18-0385

AND

SECTION TWENTY-NINE (29), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE SIX (6) EAST, WOOD COUNTY, WISCONSIN.

THE NORTHEAST QUARTER (NE 1/4) OF THE NORTHEAST QUARTER (NE 1/4), EXCEPT HIGHWAY
THE NORTHWEST QUARTER (NW 1/4) OF THE NORTHEAST QUARTER (NE 1/4)
THE SOUTHWEST QUARTER (SW 1/4) OF THE NORTHEAST QUARTER (NE 1/4)
THE NORTHEAST QUARTER (NE 1/4) OF THE NORTHWEST QUARTER (NW 1/4)
THE NORTHWEST QUARTER (NW 1/4) OF THE NORTHWEST QUARTER (NW 1/4)
THE SOUTHWEST QUARTER (SW 1/4) OF THE NORTHWEST QUARTER (NW 1/4)
THE NORTHEAST QUARTER (NE 1/4) OF THE SOUTHWEST QUARTER (SW 1/4)
THE NORTHWEST QUARTER (NW 1/4) OF THE SOUTHWEST QUARTER (SW 1/4)
THE SOUTHEAST QUARTER (SE 1/4) OF THE SOUTHWEST QUARTER (SW 1/4)

THE SOUTHWEST QUARTER (SW 1/4) OF THE SOUTHWEST QUARTER (SW 1/4)

TAX PARCEL NOS. 18-00505, 18-00506, 18-00507, 18-00509, 18-00510, 18-00511, 18-00513, 18-00514,
18-00515, 18-00516

AND

SECTION THIRTY (30), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE SIX (6) EAST, WOOD COUNTY,
WISCONSIN.

THE NORTHEAST QUARTER (NE 1/4) OF THE NORTHEAST QUARTER (NE 1/4)
THE SOUTHEAST QUARTER (SE 1/4) OF THE NORTHEAST QUARTER (NE 1/4)
THE NORTHEAST QUARTER (NE 1/4) OF THE SOUTHEAST QUARTER (SE 1/4)
THE NORTHWEST QUARTER (NW 1/4) OF THE SOUTHEAST QUARTER (SE 1/4)
THE SOUTHWEST QUARTER (SW 1/4) OF THE SOUTHEAST QUARTER (SE 1/4)
SOUTHEAST 1/4 SOUTHEAST 1/4

TAX PARCEL NOS. 18-00521, 18-00524, 18-00531, 18-00532, 18-00533 & 18-00534.

AND

TRACT 2

PARCEL 1:

THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 20, TOWNSHIP 21 NORTH, RANGE 6 EAST,
TOWN OF GRAND RAPIDS, WOOD COUNTY, WISCONSIN, EXCEPT ANY LANDS CONVEYED FOR ROAD
PURPOSES.

PARCEL 2:

THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 20, TOWNSHIP 21 NORTH, RANGE 6 EAST,
TOWN OF GRAND RAPIDS, WOOD COUNTY, WISCONSIN, EXCEPT ANY LANDS CONVEYED FOR ROAD
PURPOSES.

PARCEL 3:

THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 21, TOWNSHIP 21 NORTH, RANGE 6 EAST,
TOWN OF GRAND RAPIDS, WOOD COUNTY, WISCONSIN.

PARCEL 4:

THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 21, TOWNSHIP 21 NORTH, RANGE 6 EAST, TOWN OF GRAND RAPIDS, WOOD COUNTY, WISCONSIN, EXCEPT ANY LANDS CONVEYED FOR ROAD PURPOSES.

TAX PARCEL NOS. 18-00366, 18-00369, 18-00379 and 18-00380

AND

TRACT 3

PARCEL 1:
THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHEAST QUARTER (NE1/4) EXCEPT THE HIGHWAY RIGHT-OF-WAY OF SECTION TWENTY (20), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE SIX (6) EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.

PARCEL 2:

THE SOUTHWEST QUARTER (SW1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION TWENTY-ONE (21), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE SIX (6) EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.

PARCEL 3:
THE NORTHWEST QUARTER (NW1/4) OF THE NORTHWEST QUARTER (NW1/4) AND THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER (NW1/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE SIX (6) EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.

PARCEL 4:
THE NORTHEAST QUARTER (NE1/4) OF THE NORTHEAST QUARTER (NE1/4), THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHEAST QUARTER (NE1/4), THE NORTHEAST QUARTER (NE1/4) OF THE SOUTHEAST QUARTER (SE1/4), AND THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHEAST QUARTER (SE1/4) OF SECTION TWENTY-EIGHT (28), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE SIX (6) EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.

PARCEL 5:
THE NORTHEAST QUARTER (NE1/4) OF THE NORTHWEST QUARTER (NW1/4), AND THE NORTHWEST QUARTER (NW1/4) OF THE NORTHWEST QUARTER (NW1/4), SECTION THIRTY-FOUR (34), TOWNSHIP TWENTY-ONE (21) NORTH, RANGE SIX (6) EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.

TAX PARCEL NOS 18-00357, 18-00376, 18-00476, 18-00477, 18-00489, 18-00492, 18-00501, 18-00504, 18-00586, and 18-00587

AND

TRACT 4

PARCEL 1:

THE SW-1/4 OF THE NE-1/4 OF SECTION 28, TOWNSHIP 21 NORTH, RANGE 6 EAST, THE TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.

PARCEL 2:

THE NE-1/4 OF THE NW-1/4 OF SECTION 28, TOWNSHIP 21 NORTH, RANGE 6 EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.

PARCEL 3:

THE NW-1/4 OF THE NW-1/4 OF SECTION 28, TOWNSHIP 21 NORTH, RANGE 6 EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.

PARCEL 4:

THE SW-1/4 OF THE NW-1/4 OF SECTION 28, TOWNSHIP 21 NORTH, RANGE 6 EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.

PARCEL 5:

THE SE-1/4 OF THE NW-1/4 OF SECTION 28, TOWNSHIP 21 NORTH, RANGE 6 EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.

TAX PARCEL NOS. 18-00491, 18-00493, 18-00494, 18-00495 and 18-00496

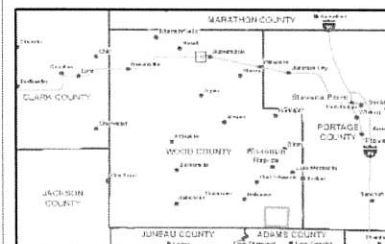


Exhibit A-1



Exhibit B – Groundwater Monitoring Plan

February 1, 2023

Ms. Emily Truebner, VP Permitting & Environmental
Saratoga Solar Project, LLC
422 Admiral Boulevard
Kansas City, Missouri 64106

Re: Proposal for Groundwater Monitoring Plan
Saratoga Solar Project
Wood County, Wisconsin

Dear Ms. Truebner:

Environmental Consulting & Technology, Inc. (ECT) is pleased to provide this scope of work to conduct groundwater monitoring at the proposed Saratoga Solar Project (Subject Property). It has been requested that the Subject Property will perform ongoing groundwater monitoring to determine whether the proposed construction and operation of the Subject Property adversely impacts the groundwater conditions. The scope of work for the proposed activities are provided below.

SCOPE OF WORK

According to a review of the 2018 *Golden Sands Dairy Monitoring Report*, prepared by Collier Consulting and dated March 1, 2019, the existing groundwater monitoring well network includes 10 (10) wells. Three (3) of the existing wells are proposed for sampling by ECT during each monitoring event, as follows:

- One (1) on-site monitoring well (MW-U4);
- One (1) up-gradient monitoring well (MW-U3); and,
- One (1) down-gradient monitoring well (MW-D2).

The groundwater monitoring activities will be completed over approximately seven (7) years in accordance with the following tasks:

Task 1: Pre-Construction Groundwater Sampling and Reporting

- A site-specific Health and Safety Plan will be prepared for this sampling event.
- ECT will conduct one (1) groundwater sampling and reporting event prior to the start of construction at the Subject Property, with a preference of a Fall or Spring sampling event.
- Prior to sample collection, depth-to-water measurements will be taken from MW-U4, MW-U3, and MW-D2 for the purpose of creating a potentiometric surface map to determine groundwater flow direction at the Subject Property.
- One (1) groundwater sample will be collected from MW-U4, MW-U3, and MW-D2 via U.S. Environmental Protection Agency (U.S. EPA) low-flow sampling protocols. Groundwater will be filtered prior to collection for metals analysis (described in following bullet).
- The groundwater samples and a trip blank will be transported on ice under chain-of custody for laboratory analysis of:
 - Herbicides using U.S. EPA Method 8151
 - Volatile Organic Compounds (VOCs) using U.S. EPA Method 8160

3720 Wilder Road, Suite B, Bay City, Michigan • ectinc.com • 734-769-3004

ECT

Ms. Emily Truebner, VP Permitting & Environmental
 Saratoga Solar Project, LLC
 February 1, 2023
 Page 2

- Semi-volatile Organic Compounds (SVOCs) using U.S. EPA Method 8270
- Resource Conservation and Recovery Act (RCRA) 8 Metals (Arsenic, Barium, Cadmium, Chromium (total), Lead, Mercury, Selenium, and Silver) using U.S. EPA Methods 60108/7470-7471
- The investigation derived waste (IDW) consisting of purge and decontamination water will be drummed for disposal and stored on-site. The IDW will be properly disposed of by a third-party waste-hauler on an as-needed basis, at least once per year. All IDW disposal assumes non-hazardous disposal and that the owner/client signs as the generator.
- Following the sampling event and receipt of analytical data, a groundwater monitoring report will be prepared. The report will include a summary of sampling activities, appropriate figures and data tables, and copies of the laboratory reports.

Task 2: Construction Groundwater Sampling and Monitoring

- A site-specific Health and Safety Plan will be updated for this sampling event.
- ECT will conduct one (1) groundwater sampling and reporting event during construction activities at the Subject Property.
- Prior to sample collection, depth-to-water measurements will be taken from MW-U4, MW-U3, and MW-D2 for the purpose of creating a potentiometric surface map to determine groundwater flow direction at the Subject Property.
- Groundwater sampling, laboratory analysis, and IDW collection will be conducted in the same manner as discussed above.
- Following the sampling event and receipt of analytical data, a groundwater monitoring report will be prepared. The report will include a summary of sampling activities, appropriate figures and data tables, and copies of the laboratory reports.

Task 3: Operations Groundwater Sampling and Monitoring

- A site-specific Health and Safety Plan will be updated for each annual sampling event.
- ECT will conduct annual groundwater sampling and reporting events for five (5) years following construction of the Subject Property. Therefore, five (5) sampling events will occur.
- Prior to sample collection, depth-to-water measurements will be taken from MW-U4, MW-U3, and MW-D2 for the purpose of creating a potentiometric surface map to determine groundwater flow direction at the Subject Property.
- Groundwater sampling, laboratory analysis, and IDW collection will be conducted in the same manner as discussed above.
- Following each sampling event and receipt of analytical data, a groundwater monitoring report will be prepared. Each report will include a summary of sampling activities, appropriate figures and data tables, and copies of the laboratory reports.

Ms. Emily Truebner, VP Permitting & Environmental
 Saratoga Solar Project, LLC
 February 1, 2023
 Page 3

COST ESTIMATE

The estimated cost to perform the work described is \$84,375, which will be invoiced monthly on a Time & Materials / Not to Exceed basis. A breakdown of the costs is provided in the following table.

Proposed Activities	Estimated Cost
Task 1: Pre-Construction Groundwater Monitoring & Sampling - Coordination with all parties - Completion of one (1) groundwater monitoring and sampling event as described above, including analytical analysis. - Partial costs for disposal (costs are split between tasks) - Completion of Groundwater Monitoring & Sampling Report	\$10,250 (1 event)
Task 2: Construction Groundwater Monitoring & Sampling - Coordination with all parties - Completion of one (1) groundwater monitoring and sampling event as described above, including analytical analysis. - Partial costs for disposal (costs are split between tasks) - Completion of Groundwater Monitoring & Sampling Report	\$10,250 (per event; assumed 1 event)
Task 3: Post-Construction Groundwater Monitoring & Sampling - Coordination with all parties - Completion of one (1) groundwater monitoring and sampling event as described above, including analytical analysis. - Partial costs for disposal (costs are split between tasks) - Completion of Groundwater Monitoring & Sampling Report	\$11,275 (per event; 5 events total \$56,375)
Project Total	\$76,875

ASSUMPTIONS

This work will be completed in accordance with the terms and conditions outlined in the Master Services Agreement between Saratoga Solar Project, LLC and ECT, dated January 25, 2023. If unusual conditions are encountered (i.e., inaccessible locations, dry wells, etc.), the costs may need to be adjusted. No work outside the agreed upon scope of work will be conducted without your prior approval.

The above costs assume that the monitoring wells are able to be located and produce sufficient groundwater, that normal conditions will be encountered, and that any delays, obstructions, or other limitations caused by the client or her agents will result in additional expense to the client. All laboratory work will be reported on a standard two-week turnaround time.

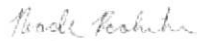
ectinc.com

ECT

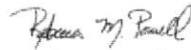
Ms. Emily Truebner, VP Permitting & Environmental
Saratoga Solar Project, LLC
February 1, 2023
Page 4

Please contact us if there are any questions regarding this proposal. If you concur with our proposal, please provide an executed Task Order. ECT appreciates the opportunity to assist with this very important project.

Sincerely,
Environmental Consulting & Technology, Inc.



Nicole Rockentine
Geologist, RG
Site Assessment & Remediation
M: 248.790.2622
NRockentine@ectinc.com



Rebecca Powell
Operations Director
Site Assessment & Remediation
M: 989.802.4913
RMPowell@ectinc.com

MINUTES JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Friday, October 31, 2025

TIME: 2:00 PM

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 2:00 PM and declared a quorum present.
2. There was no public comment.
3. Motion by Voight/Hovendick to approve the minutes of the September 26, 2025, meeting as presented. Motion carried unanimously.
4. There were no claims against the county.
5. The committee discussed the 2026 Wood County budget, briefly.
6. The vouchers and reports from the departments the committee oversees were reviewed and discussed. Motion by Hovendick/Perlock to approve them as presented. Motion carried unanimously.
7. Supervisor Leichtnam provided a verbal report from the recent meeting of the Citizens Water Group.
8. Motion by Leichtnam/Hovendick to approve per diem for Supervisor Voight attending the Operations Committee meeting of October 14th. Motion carried unanimously.
9. The next meetings will be held on Friday, December 5, 2025, at 9:00 AM.
10. Motion by Leichtnam/Hovendick to go into closed session pursuant to Wis Stats 19.85 (1)(c) to conduct performance evaluations for the department heads the committee oversees. Motion carried unanimously.
11. Motion by Leichtnam/Hovendick to return to open session. Motion carried unanimously.
12. Motion by Hovendick/Perlock to adjourn. Motion carried unanimously at 2:44 PM.

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

Judicial & Legislative Committee

October 31, 2025

[illegible]



Wood County

WISCONSIN

CHILD SUPPORT
AGENCY

NOVEMBER 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I will be serving on the Policy Advisory Committee and Contracts Committee for another year. This gives Wood County a role in statewide policy formation and how funding is appropriated to the counties.
- Three staff members and I attended the annual Wisconsin Child Support Enforcement Associations Fall Conference in Appleton.
- We were notified of additional Access and Visitation funds available to us. The money cannot be used for the Child Support Program to supplant levy expenses. We are working with our Access and Visitation partner CW Solutions on opportunities to enhance our services to the families we serve.
- I will be presenting at the New Directors Orientation on November 10th.
- I will be attending the WCA Health and Human Services Steering Committee meeting on November 21st.
- The Federal Fiscal Year ended September 30th. The agency met three out of four performance measures. The measure we fell short on was current support collections where we collected 79.83% just missing the 80% mark.
- The current IV-D case count is 3,711, this is an increase of 48 cases from last year.



Wood County

WISCONSIN

Kimberly A. Stimac

CLERK OF
CIRCUIT COURT

November 2025

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

Meetings Attended:

- Judicial & Legislative Committee meeting on 9/26/2025.
- Operations Committee meeting on 10/14/2025.
- Monthly judges meeting on 10/14/2025.
- Wood County Board of Supervisors on 10/21/2025.

We have received an abundance of jury qualification questionnaires back both electronically and through the mail. We are still processing those so I'm not able to give a firm number on those that have been returned at this time. I hope to have these all entered by the end of this month so that we can send out the 2nd notices for those who have not responded.

On 9/24/2025, I received a resignation from Branch 2 court clerk, Desiree Allison. We wish her all the best for success in her next adventure. We are now down 2 court clerks with 4 courtrooms, sometimes 5 going at the same time. I am extremely proud to say that clerks have stepped up in so many ways to help out and make sure that our courts are covered and running smoothly and that we have enough coverage in the office to continue to serve the public. Judge Nolan-Plutchak commented that she would never know we are short staffed. I also want to thank Karrie and Tara in the Register in Probate office for being willing to help us out when we are in need of another clerk. The position is currently posted and will be up until 10/6/2025. We will be able to hire 2 from this group of candidates.

10/23/2025 & 10/24/2025 – Interviews for the court clerk positions will be held.

The judges have made arrangements for the Family Court Commissioner position to be filled. The judges will be taking back all contested small claims hearings. Our office will now randomly assign small claims cases upon filing. Our small claims clerk will continue to conduct return dates on Tuesdays at 1:00 p.m. Contested eviction matters will continue to be heard the same day at 2:00 p.m. with the duty judge. All other contested matters will then be transferred to the responsible court official for further scheduling. I will be reaching out to the local Landlord Association with this change, as it will affect them when it comes to scheduling damage hearings. The judicial assistants and I will continue to work together to improve on any issues that might come up in the meantime.

Our Branch 3 AVI updates have been completed and the system is working very well. The sound system has improved and all microphones now work. While CCAP was here, I was able to get them to update the microphones in the Reserve Courtroom as well so now they not only record but amplify as well. Currently Branch 2 is under construction for the AVI updates as well as the HVAC system. We have had to hold hearings in the County Board room during this time and that has worked pretty well. Thank you to Trent and Katie from the County Clerks office for coming up and making sure everything is up and running for us and Security for ensuring someone is there to assist. We appreciate the teamwork!



Wood County

WISCONSIN

CORPORATION
COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

October 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 September 2025:

- 9 Mental Commitments (includes Probable Cause, Final Hearings, and Recommitments)
- 12 Guardianship/Protective Placement Hearings
- 34 WATTS Review/Contested Hearings

Child Support – During the month of September, the Corporation Counsel's office participated in eleven dates for Child Support related hearings (in custody and hearing days)

Other– In September, the Corporation Counsel's office assisted the Treasurer's Office with one small claims matter (eviction, tax deed property).

Wisconsin Towns Association Wood County Unit Meeting Presentation:

On September 19, 2025, I joined Sheriff Becker at the WTA Wood County Unit Meeting in the Town of Siegel for a presentation to attendees. The topic of discussion related to municipal ordinance enforcement and intergovernmental agreements. I appreciated the invitation to join Sheriff Becker in the productive discussion. We have since received one request for such services, and I have assisted with preparing an agreement setting forth the scope and terms of providing services to assist with that enforcement.

Assistance to Land & Water Conservation and Forestry:

Last month, I provided assistance to the County Forestry Department as well as Land & Water Conservation.

1. Assistance to County Forestry included review and drafting of accessible hunting blind rules and reservation policy. Wood County has two accessible hunting blinds located West of the intersection of CTH G and STH 54. The drafted policy will allow for aid in hunters wishing to reserve a blind for use, and sets forth clear rules for capacity, guest limitations, and responsible use. I also assisted the department in reviewing and processing a County Forest land trade application to ensure we appropriately followed the County's Land Transaction Policy & Procedures, and State Laws with regards to processing applications, consideration of prospective land trade along with potential payments, as well as dispositional steps including withdrawal of lands from the County Forest Program if approved.
2. Assistance to the Land & Water Conservation Department included enforcement steps with lapsed financial assurance on an active mine site to order site-maintained compliance with financial assurance requirements in NR 135.40(4) and County Ordinance. We have since received the required financial assurance and will continue to monitor and take needed enforcement measures to ensure the site comes into and stays in compliance going forward.



Wood County WISCONSIN

WOOD COUNTY CRIMINAL JUSTICE DEPARTMENT

October 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Respectfully submitted by Criminal Justice Coordinator, Dillon Ksionek

Meetings Attended:

9/17/2025: Mental Health Court Staffing/Court
9/18/2025: Collaborative Meeting with Three Bridges Recovery
9/22/2025: Drug Court Staffing/Court
9/24/2025: Operations Committee Meeting
9/29/2025: Drug Court Staffing/Court
9/30/2025: DOJ Meeting Concerning RSAT
10/1/2025: Mental Health Staffing/Court
10/2/2025: Weekly Staffing with Human Services Outpatient Clinic
10/6/2025: Drug Court Staffing/Court
10/8/2025: Mental Health Staffing/Court
10/9/2025: HOPE Consortium Central Region Steering Committee Meeting
10/9/2025: Weekly Staffing with Human Services Outpatient Clinic
10/13/2025: Drug Court Staffing/Court
10/14/2025: Operations Committee Meeting
10/14/2025: Oxford House Board Meeting
10/15/2025: Mental Health Court Staffing/Court
10/16/2025: Drug Court Sustainability Meeting
10/16/2025: RSAT Monthly Collaborative Meeting
10/16/2025: Presentation on Behalf of RSAT for the DOJ
10/20/2025: Drug Court Staffing/Court
10/21/2025: County Board Meeting

Adult Drug Treatment Court:

Current Participants: 24
Active Referrals: 1
Pending Referrals: 2
2025 Admissions: 18
2025 Terminations: 4
2025 Graduations: 13
2025 Referrals: 36

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. October's meeting focused on the budget for the 2026 TAD grant application, conversations about changes in policies and procedures that could lead to positive outcomes for our participants, and potential areas of savings in our drug treatment court budget. Financial sustainability conversations centered around our treatment costs and potential ways to be more efficient with our treatment

budget. They also involved our current drug testing arrangement as a potential area of savings moving forward. I will likely need to re-evaluate our drug testing process (and expenses) extensively in the months to come.

I completed the 2026 TAD grant application and received positive feedback from the DOJ almost immediately after I submitted it. I received the required support letters from several community partners as a part of the process, and overall, I was impressed with the amount of support that our program has at this time.

My TAD budget for 2026 closely resembles that of 2025. I did have to raise my tax-levy budget for drug court as we have previously discussed.

Jail Programming (STRONG):

Medication Assisted Treatment Program (MARF):

Current Participants: 37

Year to date participants: 125

Jail Residential Treatment Program (RSAT):

Current Participants: 0 (graduation 10/23)

Year to date graduates: 9

Year to date participants: 25

We had our second treatment pod graduation for the new facility on 10/23/2025, where 6 individuals are scheduled to earn certificates. We also had 2-3 individuals that left the recovery pods in good standing but were unable to complete the program due to being transported to participate in DCC funded treatment elsewhere. Overall, the retention rate was much better in this cycle than the last, and we look to build on that in the 3rd cycle.

The DOJ has extended our RSAT contract through September of 2026 to fund our treatment pod programming and has provided us with an extra 100,000 dollars in funding to see us through that 12-month period. This funding comes with a 33,000-dollar cash match that will be met through my salary and opioid settlement dollars from 2025 that went unspent prior to September of 2025. Therefore, it will not have any additional impact on the counties overall budget outside of existing funds and expenses. They did share that there is more funding secured for future years, and that they intend to continue this funding amount (\$100,000) for the next 3-5 years. Based off that information, I am anticipating operating on the 100,000-dollar budget moving forward – which is a cut of over 30,000 dollars from our first contract year. I spoke with the DOJ, and cut programming based off their recommendations. I am confident this reduced budget can still support a recovery pod program, albeit with reduced treatment opportunities for our participants. The DOJ has already approved my submitted budget for this upcoming contract (through September of 26).

The DHS, whose opioid abatement dollars fund our medication assisted treatment program, has chosen to take a similar approach to our next contract as the DOJ. They intend to extend our contract through December of 2026, while providing us with an extra 102,000 dollars to see us through the year. This leads us to a total budget of just under 150,000 dollars for 2026 (we had some money that we could spend down from our 2025 contract). There is no cash match component to this funding, but there is also no guarantee that it returns after 2026. On a positive note, though, it does appear that we will have enough funding to get our MARP program through 2026 without losing any of our employees. However, like our RSAT budget, there will be cuts to the program due to a reduction of over 100,000 dollars in the overall contract amount from last year. I have a tentative budget at this time but will not finalize it (or seek approval from the state) until after I speak with a DHS representative later this week (10/23).

Other Matters:

I did apply for 2026 funds from the Wood County Opioid Settlement. My proposed project involved contracts with Three Bridges Recovery to continue their SMART programming in the jail, as well as their recovery coaching for our Adult Drug Treatment Court. I also requested funding to supplement our medication costs in the jail. With cuts to my state and federal funding, I am looking for other ways to supplement my programs, and any funding granted from this source would help me tremendously in those efforts.

Regardless of whether or not I am awarded county opioid settlement dollars, I will need to continue to be diligent in my efforts to evaluate how our programs are spending money in the months to come. Both jail programs will require ongoing evaluation to prevent the risk of exceeding their reduced 2026 budgets.

The Operations Committee did initially support a budget that included my request to make Emily Primeau a full-time employee. If the budget proposed by the Operations Committee is passed by the full county board in November, it will aide me considerably in my efforts to provide services in the jail despite significant cuts in funding from state and federal sources. These 16 hours of tax levy funded case management a week will allow for her to continue her work in the jail uninterrupted. The demand for our programs remains high, but I would not have been able to support her extra work through any of the other reduced funding sources.

Wood County

WISCONSIN

DISTRICT ATTORNEY
Jonathan E Barnett

October 31, 2025
Report to Judicial and Legislative Committee

There was one jury trial since the last meeting. ADA Emily Brown obtained a conviction for two counts of Patient Health Care Records – Request or Obtain Confidential Information under False Pretenses. The trial was October 6, 2025. This was difficult and complex matter made more difficult because of the refusal to engage in any negotiations and immediate Speedy Trial Demand. ADA Brown did laudable work.

We have had the resignation of Jenni Egerer. She worked for this office for 24 years and we are grateful for all she has done. She informed me that the caseload and the difficulty in reading through so many emotionally challenging cases had become too much. She is moving on to work for the City of Wisconsin Rapids. We immediately began working to fill her position. We have a verbal acceptance from Richard Hensgen. He will be joining the office from the Rock County District Attorney's Office. We are hoping this will be a quick transition time. We also welcome Jordan Krasne who is joining us as a Legal Assistant. Once Richard is on board, we will have all five current Legal Assistant positions filled. We will still intend on waiting to hire the 2026 positions until we have attorneys to assist.

We are also losing ADA Madeline Wergin who has accepted a position with the Waushara County District Attorney's Office. She has been making a very long commute for over a year now and wanted to work closer to home. This will mean we will have four Assistant District Attorneys in the office and three vacancies to fill. At the time of this report, there are no applicants for these positions. I have reached out to the University of Wisconsin Law School about creating an event to advertise the value of moving to Central and Northern Wisconsin. We do not have a date, but we are communicating.

On September 30, 2025 and October 2, 2025, the District Attorney's Office assisted the Wisconsin Rapids Police Department by conducting a Legal Update briefing with Officers are part of the WRPD in service training. On September 30, 2025, the District Attorney also attended the JET meeting to discuss Juvenile Court policies and procedures. On October 14, 2025, the District Attorney attended the Judge's Meeting. On October 16, 2025, the District Attorney attended the Adult Treatment Court Sustainability Meeting. On October 23, 2025, the District Attorney met with Emily Kite, of the University of Wisconsin Law School Outreach Program, to discuss increasing attorneys moving to the Central and Northern Wisconsin areas.

The District Attorney also completed a long review of the Deidre Harm case. After long review and consultation with the Wood County Sheriff's Office, we have closed this case and issued a press release. The District Attorney would like all to know the incredible dedication of the Wisconsin Rapids Police Department and the Wood County Sheriff's Office in the investigation of this terrible tragedy.



Wood County

WISCONSIN

REGISTER IN
PROBATE

November 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.
- October 3 – Attended a District 9 Register in Probate Meeting in Lincoln County
- October 14 – Operation Committee Meeting
- October 14 – Monthly Judges Meeting
- October 21 – County Board Meeting
- October 29 – District 9 Register in Probate Zoom Meeting
- October 31 – Judicial and Legislative Meeting

Tara Jensen
Register in Probate
Probate Registrar

Karrie Moore
Deputy Register in Probate
Juvenile Clerk



Wood County

WISCONSIN

REGISTER OF DEEDS OFFICE

Tiffany R. Ringer
Register of Deeds

NOVEMBER 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

- I attended WCA's County Leadership meetings for the month.
- I attended the Senate hearing for SB 218 regarding the amount and distribution of the real estate transfer fee. The Bill reduces the fee from \$3/\$1000 to \$2/\$1000 and increases the percentage the county will retain from 20% to 50%. I intend to keep you updated on the status of this Bill.
- Numerous meetings regarding the clean-up Bill for Chapter 59.43 (AB 445) have been held this month. The hearing that was scheduled for October 8th unfortunately canceled last minute due to various questions/concerns from WLTA and WRA.
- ROD staff attended open enrollment meetings scheduled by Human Resources.
- IT security trainings were completed by ROD staff.
- I attended the WRDA Fall Conference in Wisconsin Dells. Fiona Weeks, the new State Registrar for State Vital Records, was in attendance to meet ROD's and answer questions. We also heard from Jeremy Wedige, WI Department of Revenue, on the system upgrades coming in January 2026. DOR and Fidler have been preparing and communicating with County IT. Soon, an informational training session for all involved parties will be scheduled.
- On October 21st, ROD staff attended a Notary Fraud Alert training with Fidler. I also attended the County Board meeting.
- I attended the WCA General Government & Finance Steering Committee meeting.
- Clint, project manager from Fidler, visited the office. We discussed Notary Fraud Alert, necessary updates, a requested report from the Wood County Real Property Lister, and he answered questions from office staff.

Wood County Wildlife Area Advisory Council (WCWA AC)

Meeting Minutes

Meeting Date: July 14, 2025 5:30pm

Meeting Location: Sandhill Wildlife Area Outdoor Skills Facility, Babcock, WI

Voting Members Present: Isensee, Pluke, Weis

Voting Members Absent: Figueroa, McAuley, Winkler, Wipfli, vacant (Kedrowski), vacant (Schmutzer)

Non-Voting Members Present: Knab (WI DNR), Polach (Wood County Board)

Non-Voting Members Absent: Schubert (Wood County Forest)

Public Present: none

Minutes:

1. Call meeting to order

- Chair Weiss called the meeting to order at 5:30pm

2. Declaration of Quorum

- No quorum present

3. Meeting adjourned at 5:31pm

Next meeting: October 13 at 5:30pm at the Sandhill Wildlife Area Outdoor Skills Facility, Babcock, WI

Minutes Prepared By: Larry Isensee, Secretary

Minutes Approved By: Dale Weis, Chair

Sandhill – Meadow Valley – Wood County Update

Zak Knab

July 14, 2025

- Large Dams – Informational Only
 - There are 11 dams on Wood County Wildlife Area that are classified as large dams and are no longer in use by the DNR for management purposes.
 - They were built in the 1930s by the Civilian Conservation Corps (CCC)
 - WDNR Dam Safety Program is required something be done with the dams by December 31, 2029 per WI Statue NR 333
 - The dams are considered “Large” and “Low Hazard”
 - Who will pay for this?
 - Wood County owns the dams; WDNR operate the dams
 - Options are to dismantle or abandon (also requires work)
 - Are these dams “archeological sites”?
 - Would the Conservation Congress take this up?
 - Meadow Valley dams are also in review
 - Next step is to wait for federal ruling on Meadow Valley dams
- WDNR is not preplacing open LTE educator position; hiring an LTE tech instead
- The Natural Resources Board is visiting Sand Hill in August
- Five bison calves were born; a harvest may occur
- November 8-9 is a Learn to Hunt and Open Hunt
- “Voice of the Customer Survey” is coming
- Projects
 - Ditch Bank road resurface
 - Dike repairs on north end of impoundments
 - WCWA Committee Funded projects have been planned for upcoming fall/winter
 - 3rd and 4th Impoundment will occur in winter with frozen ground conditions
 - Aspen sheering will occur in fall/winter with frozen ground or dry ground conditions
 - Buckthorn treatment to occur this summer and into fall.

Wood County Wildlife Area Advisory Council (WCWA AC)

Meeting Minutes

Meeting Date: October 13, 2025 5:30pm

Meeting Location: Sandhill Wildlife Area Outdoor Skills Facility, Babcock, WI

Voting Members Present: Figueroa, Isensee, McAuley, Pluke, Winkler, Wipfli

Voting Members Absent: Weiss, vacant (Kedrowski), vacant (Schmutzer)

Non-Voting Members Present: Darren Ladwig (WI DNR), Polach (Wood County Board), Schubert (Wood County Forest)

Non-Voting Members Absent: none

Public Present: none

Minutes:

1. Call meeting to order

- Vice-Chair Winkler called the meeting to order at 5:30pm

2. Declaration of Quorum

- Six of nine voting members present; Vice-Chair Winkler declared a quorum

3. **MOTION** made by Isensee to approve the consent agenda including the minutes of the April 7, 2025 meeting and the minutes of the July 14, 2025 meeting; seconded by Pluke. No discussion. Unanimous vote in favor; **MOTION CARRIED**.

4. Committee member changes (new appointments, new vacancies)

- Kedrowski's appointment expired in June and he elected not to renew; this seat is now vacant
- McAuley's and Weiss's appointments expired in June and were both renewed
- Winkler noted that he may have someone interested in filling one of the open positions

5. Correspondence

- None

6. Public comments

- None

7. Read into the minutes Zak Knab's July 14th presentation on dam removal in the wildlife area

- Knab's presentation was read into the minutes

8. Sandhill - Meadow Valley - Wood County Wildlife Area updates

- Ladwig presented his report; attached
- Isensee asked if the previously reported dam issue was no longer an issue. Ladwig responded that the issue was still open, but no longer a priority to resolve.
- Pluke asked to hear the woodland strategy for the parcel adjacent to the Cranberry Rd access issue. Ladwig responded that cutting would occur with the goal of maintaining the oak stand.
- Ladwig noted that some of the projected funded by the Advisory Committee's allocation would likely not start this year due to weather. It would be wise in future years to provide the DNR with a priority list of projects from which the DNR could choose in case weather is an issue.
- **MOTION** made by Pluke to reallocate the unspent portion of the Advisory Committee's 2025 allocation such that (a) \$9000 be moved to Admunson Rd repair and (b) any remaining unspent allocation be moved to Ball Rd mowing; seconded by Isensee. No discussion. Unanimous vote in favor; **MOTION CARRIED.**

9. **MOTION:** made by Isensee to request the Wood County Board replace the Wood County Wildlife Area Advisor Committee Rules of Order dated October 2018 with the attached Rules of Order dated October 2025; seconded by Wipfli.

- Discussion
 - Isensee noted that there are 3 changes being proposed and that all, none, or some could be approved by the committee: (1) reducing membership from nine to seven; (2) replacing the quorum from "five voting members" to "50% of voting members"; and (3) excluding vacancies when determining quorum.
 - Schubert asked if reducing the number of voting members from nine to seven would prevent Winkler's prospect from joining the committee. Winkler responded that this would not be an issue since he had no commitment of interest from the prospect.
 - Polach and Schubert discussed how this request would be delivered to the Wood County board.
- Unanimous vote in favor; **MOTION CARRIED.**

10. Member matters

- McAuley noted that the Conservation Congress was conducting a learn to trap seminar this weekend at Sandhill
- Pluke noted that the process to request renewal of a committee seat is overly onerous

11. Set next meeting date

- Monday, January 12, 2026 at 5:30 at the Sandhill Wildlife Area Outdoor Skills Facility, Babcock, WI

12. Adjourn

- Vice-Chair Winkler adjourned the meeting at 6:42pm.

Minutes Prepared By: Larry Isensee, Secretary

Minutes Approved By: Jim Winker, Vice-Chair

Wood County Wildlife Area Advisory Council

WDNR Update- October 13th, 2025

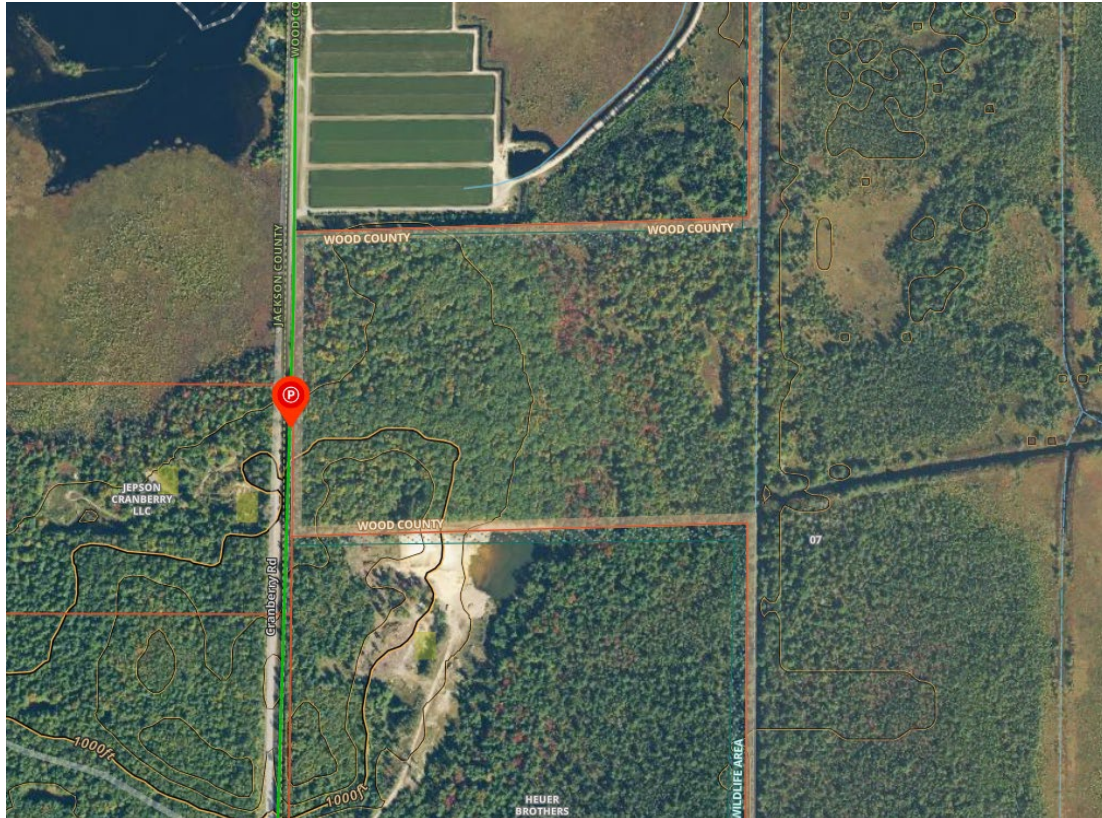
Habitat Projects

- 3rd Impoundment; will remain in DD over winter to facilitate tree removal project
 - o Currently out for bid, closes October 15
- North Ditchbank marsh, DD only partially implemented due to precip during summer
- 1st Impoundment; will finish hand cutting trees that were too large for last winter's project
- Aerial spray woody resprouts in 1st and 3rd summer 2027
- 4th Impoundment; lowered water slightly, prescribed burn planned for spring 2026
- 2nd Impoundment was burned April 9th, 2025
- Sprayed invasives on Ball Rd/Ditchbank dikes
- All dikes/trails are mowed, Ball Rd Impoundments to be boom mowed this fall,
 - o Dike repairs spring/summer 2026
 - o AWA group continued cooperation on trail/campground mowing
- Timber sales; 12 active-598 acres (map attached)
 - o In process of establishing another 100-150 acres this winter
 - o Noah Frei is new SH/WC Forester out of Rapids
- 2026 Prescribed Burns; South Barrens, Summers Marsh, 4th Impoundment
- Landscape Scale Restoration Grant (USFS); funds still awaiting final transfer to DNR
 - o \$275,000 for oak barrens work on several properties in the Central Sand Plains
 - o Our project ranked #2 out of 44 submitted for Eastern Region
- Current WCWA Projects; 3rd Imp (\$3,600), Aspen Shearing (\$5,400), Buckthorn (\$1,000)

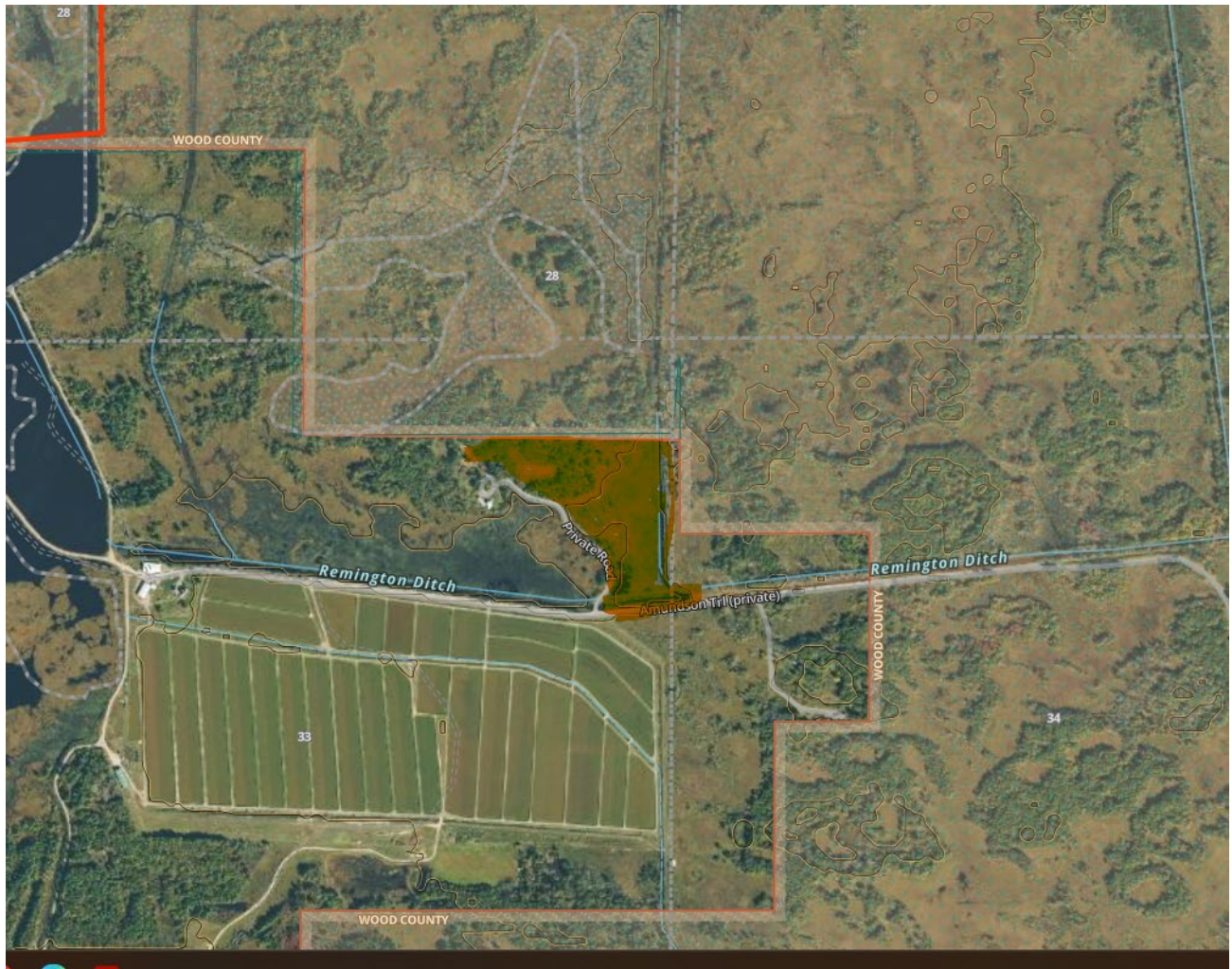
Infrastructure Projects

- Ditchbank Road Resurfacing - \$44,400 approved via DPS
- North Lateral Dike, Ball Rd Flowage- \$49,300 approved via DPS
- Access trail into Wood County Barrens, spillway repaired
- South portion of Ingraham/Amundson trail needs improvement
- Middle segment of Potter Trail likely to be abandoned
- Several berms installed and new gates on logging trails
- Grading to occur yet this fall via tractor on Ditchbank and South Bluff
- Partnering with Ducks Unlimited to explore replacement options for South Ditchbank Dam
- Dam update
 - o Emergency Action Plan for three dams along Ditch bank Rd have been approved. No further action needed by Committee just know its finalized.
 - o Dams on Meadow Valley (Federal lands) are "likely" archeological sites. We would need an archeological survey to confirm, which could cost \$10k+. Working with USFWS on option.
 - o Discussed with Dam Safety Engineer that covers Wood County. They understand the circumstances and are being flexible on how to proceed.
 - o Slow process as this situation is very unique.

- Working through two property boundary issues on WCWA:
 - Cranberry Rd – according to Wood Co landowner viewer, the landowner on the west side of the road owns a fair amount on the east side and we technically do not have access into this piece. Need access for a timber sale and looking to figure out long term access for the public into this piece.



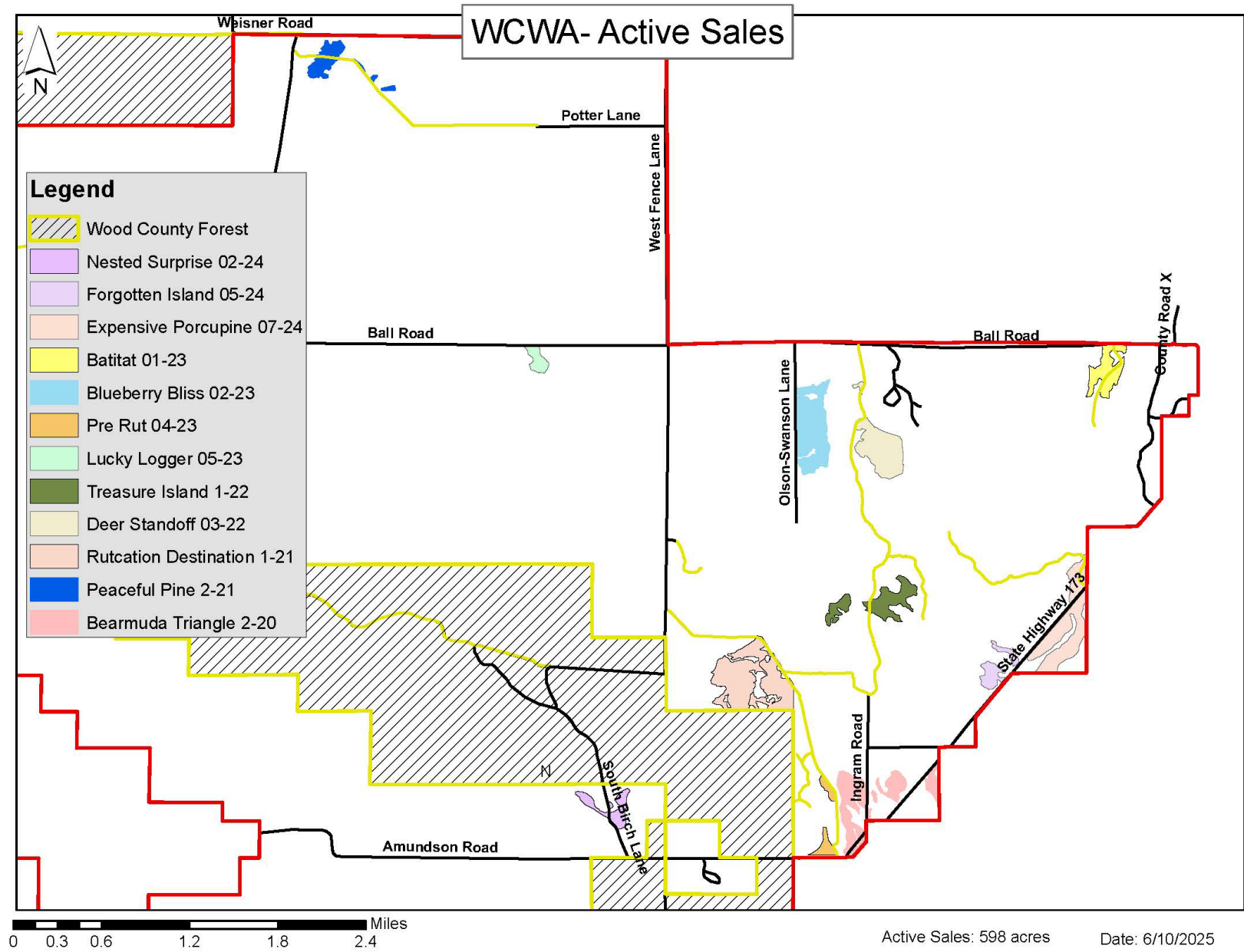
- Amundson Rd/Cranberry Public Access – Agreement from 1957 that allows DNR to access some of the land north of Amundson Cranberry in exchange for rights for Amundson to manage water on some stuff upstream. still working through the details, what is allowed here, and where the access actually is.



Can WCWA Committee provide update on land exchange with Wilderness?

Other Work Unit Updates

- NRB meeting that was scheduled for to be at Sandhill in August did not occur due to travel restrictions. No plans to reschedule at this time.
- SH bison, 6 calves this spring/summer, will cull 5 animals this fall and will be donated to 5 different non-profit rehab facilities
- Repaired Cole and Gallagher Memorial tubes
- SH Deer Hunt Nov 08-09
- Turkey Research Project will wrap up this fall, LTE's are done with field work late October
- Secured \$19,139 Duck Stamp project to supplement \$275,000 IRA grant to repair concrete dams on MV Flowage- partnering with Ducks Unlimited
- Continuing barrens developments near Mather, firebreak improvements and expansions





Wood County

WISCONSIN

OFFICE OF
HIGHWAY COMMISSIONER

Roland Hawk
COMMISSIONER

October 30, 2025

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, PE Highway Commissioner

Subject: Commissioner Report for November 6, 2025, HIRC meeting

Department Activities

Personnel/Administration

The Highway Department currently has no vacancies.

Highway staff continue to work with IT and Delasoft in preparation for new online permitting software. Anticipate the new program to go live in November or December 2025.

Commissioner and staff have been working on the proposed 2026 budget and project list. We are considering revisions to the maintenance plan and impacts to level of service.

Commissioner is working with Corporation Council on easement document for a Grand Rapids resident who purchased a property through a sheriff's sale next to Lake Wazeecha Park property. The previous owners installed a septic field that is partially on County owned land. The County parcel was obtained in 1946 for "street purposes." The resident requested the Highway Department consider selling a portion of this parcel (currently vacant) so the property owner's septic can be on privately owned land. According to Corp Council selling the parcel may not be the best option and does not guarantee the property owner will be able to obtain the necessary parcel.

Commissioner received debrief from US Department of Transportation regarding the CTH A RAISE Grant submitted earlier in 2025. Application received a "Recommended" Rating however it did not receive a high enough score to move onto Tier 2. Application scored High in four categories and Medium in four categories. Twelve applications were submitted from Wisconsin, two were Highly Recommended that were advanced to Tier 2 and only one was awarded. Out of the 815 total submitted applications, twenty roadway projects were awarded in the US.

Highway Department submitted STP Rural Grant Application to WISDOT for reconstruction of CTH A from WIS 73/80 intersection to Grant Road approximately 3.17 miles. This segment of CTH A includes 4 horizontal curves, one major county road intersection, and one 48-foot-long structure that was installed in 1936. If awarded, the County would pay for design, R/W acquisition, and compensable utility relocations, and has proposed to place the asphalt surface. Construction would be scheduled for 2029.

Registered letter to resident on CTH A with driveway violation and no permit came back unopened. Need direction from HIRC to proceed.

Commissioner has been asked to present recycled asphalt and recycled asphalt chips process at National Association of County Engineers Conference in April 2026 in Dallas, Tx.

Highway/Facility Projects

- WisDOT STP Project CTH F & HH Intersection **Construction 2026**
 - November 11, 2025, Bid Opening.
- WisDOT STP Bridge CTH N (STH 186 – CTH N) **Construction 2025**
 - After negotiations with WisDOT, contractor will construct the bridge starting October 29.
- WisDOT STP Urban (BIL) CTH U Village of Biron **Construction 2026**
 - Final R/W parcel purchased 9/24/25. Need to Raise the structure during winter 2025.
 - December 9, 2025, Bid Opening.
- CTH AA Lynn Creek
 - Preliminary Road & Structure Plans 95% complete.
 - Preliminary Estimate \$1.9 million
 - R/W acquisition scheduled for 2026.
 - Commissioner reassigned \$139,651 LRIP funds to the Lynn Creek Bridge replacement.
 - Highway considering assigning 2026 CHI (50/50) funds to this project to construct in 2026. Will need to reduce 2026 Project list to ensure adequate funding.
- Marshfield Facility Fueling Station
 - New pumps and tanks installation complete.
 - Need to remove existing underground tanks and pumps.
 - Anticipated completion 11/14/2025.

Highway Maintenance

Work in October included:

- Sign replacements
- Culvert replacements
- Mowing roadside vegetation
- Bridge repairs, CTH F in Town of Sherry
- Pavement marking
- Ditching & drainage maintenance

WCHA Events & Misc. Meetings since the last HIRC meeting

Commissioner attended the following events/meetings:

- September 26 – Mtg with Wheeler to discuss NWC Park Bridge replacement
- September 26 – CTH A Progress Meeting, Virtual
- September 30 – Meeting with Delasoft Systems regarding online permitting, Virtual
- September 30 – CTRIC meeting to select Chair, Vice, & Secretary, Highway Conf Room
- September 30 – Mtg with Town of Wood, LRIP
- October 1 – Stadt Road Bridge(s) weekly meeting, Virtual
- October 2 – HIRC mtg & annual tour
- October 6-7 – WCHA Fall Commissioner Training, Platteville
- October 8 – Fall Safety Training Day, Wisconsin Rapids
- October 8 – CTH HH Bridge, Operational Planning Meeting, Virtual
- October 10 – CTH N, Construction Management Meeting, Virtual
- October 13 – 20 – Vacation
- October 21 – County Board Meeting,

- October 21 - 22 – Tribal Transportation Conference, Onieda, WI
- October 23- US DOT Debrief for CTH A RAISE Grant Application
- October 24 – Village of Vesper STP Local Grant Application meeting
- October 24 – Town of Wood, LRIP Grant Application meeting
- October 27 – WCHA Board of Directors Meeting, Virtual
- October 27 – CTH N Bridge Construction management discussion, Virtual
- October 29 – Stadt Road Bridge weekly meeting, Virtual
- October 29 – CTH N Bridge weekly meeting, Virtual
- October 30 – CTRIC annual selection meeting, Wisconsin Rapids,
-

EQUIPMENT

A new high-capacity brine maker will be installed at the Marshfield facility likely in mid-November 2025. WisDOT is providing 100% of the funding to purchase the brine maker and equipment.

Commissioner would like to purchase two new patrol trucks in 2026 to avoid a purchase in 2027 when new emission standards are to take effect for light, medium, and heavy-duty trucks. Manufacturers have already warned of \$20,000 increases in 2027. Also, trucks typically built during the years with new standards have higher maintenance costs and do not perform as well as trucks purchased prior or well after years when new standards were implemented.



Parks & Forestry Department Reports

November 6, 2025

Director Report, by Chad Schooley

- Powers Bluff Trailhead Shelter project is moving along nicely. Subfloor plumbing, foam, infloor tubing, and concrete floor should all be completed by November 5th. In addition, the well and septic holding tanks should be installed/completed by November 6th.
- Awaiting preliminary plan set for Dexter Beach House construction project. The old beach house has been removed. Bidding will be completed this winter with construction beginning in spring.
- Continue planning for other ARPA projects: South Park shower building, playground equipment replacement, etc..
- Continue assisting with update of Parks, Recreation, and Open Spaces plan. There were a few small edits from last month. The link will be emailed to Committee members for a final review. We plan on bringing the final draft and resolution to the December HIRC and County Board for final approval.
- The Powers Bluff maintenance shop, on top of the hill, was removed by Hwy Dpt staff.
- **Special Use Permits**
 - May 9, 2026 South Wood County Humane Society Fundraiser 5K9 Walk. South Wood County Park stone enclosed shelter and walk trail. Shelter is rented May 8 and 9 for event.
 - September 4-7, 2026 NICA Highschool mountain bike races. Event would utilize single track and gravel multi-use trail system, shelter building, and front field area. Estimated number of participants would be up to 1,300 students from grades 8-12 from throughout Wisconsin.

Maintenance Program Supervisor Report, by Dan Vollert

Construction Projects

- South Park-Campground Storage Shed has been installed and electrical will be hooked up by ECON Electric shortly.
- CERA Park-Small pumphouse and old scoreboard buildings are reroofed & painted.
- Dexter Park: Old beachhouse has been removed and hauled out.
- Powers Bluff: New Trailhead Shelter started with frostwalls poured, HVAC & plumbing installed and floor being poured shortly. Gates installed for trailhead entrance road.
- Powers Bluff: New Shop interior setup, shelves, work benches, etc. Gate installed.

Maintenance Operations

- ALL Parks: Shower Buildings, shelters, & ranger cabin's plumbing winterized. (Except Dexter 2nd loop showerhouse). Ash & dead tree removal operations. Mulching leaves.
- Dexter Park: Landscaping around new side walk and parking lot at shelter area completed. Installing new plastic culverts in Loop 1 & walktrail. Park Seasonal Shutdown Operations.
- South Park: Park Seasonal Shutdown Operations.
- North Park: Park Seasonal Shutdown Operations.
- Powers Bluff: Staining tongue & groove planking for new Trail Head Building. Winter Operations setup.

- CERA Park: Following park closing September 30- Winterizing park: docks pulled, buildings shutdown, water lines blown out, clean out shop buildings.

Employee Matters

- Benefit open enrollment meeting has been completed by employees.
- LTE's & Rangers finished for the summer.
- Looking at updating three FTE's from Class B CDL to a Class A through Highway Department CDL training program.

Snowmobile/ATV

- Attended AWSC meeting at Sherriland Ballroom on Monday, October 6th. Discussing upcoming snowmobile season and to get appropriate paperwork completed.
- 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 and frost firms things up.
- Range Road ATV Connector Trail to Intensive Use Area is being stripped of stumps and shaped up by Highway Dept. Hoping to install road base this fall/winter.
- Hay Creek-Peterson Road ATV Trail will be closed for season on October 26, along with Jackson County Trails, for deer & snowmobile seasons.

Office Supervisor Report, by Stacie Kleifgen

- Reviewed and suggested revisions for 2026-2030 Parks, Recreation & Open Spaces Plan
- Toured County Forest with Forest Administrator. Visited active timber sales, reviewed the process of field scaling as it relates to billing, general overview of County Forest areas.
- Assisted in preparation of November Timber Sale.
- Toured County Parks Projects with Office Staff.
- Met with representative from reservation system to discuss available updates.
- Met with Hotel Mead to confirm booking for 2026 WCFA Summer Tour in Wood County.

Forest Administrator Report, by Fritz Schubert

- Timber Sales: Five active timber sales in October. Logging activity on Wood County Forest has increased significantly due to weather conditions and good market demand for pine sawlogs. If these conditions persist and loggers are able to complete these timber harvests, we should achieve our budgeted timber revenue for 2025.
- Continued work on Nekoosa Marsh Road Cranberry land trade and land withdrawal application to WDNR.
- Worked with Wood County Highway Commissioner and State DOT in relation to a timber sale contract adjacent to HWY 54 west. Submitted permit to improve driveway/access on HWY 54, and plans to secure a flag crew for safe removal of trees near the highway.
- Timber sale establishment in compartment 37.
- Forestry Technician: Cleaned and mowed shooting range. Painted forestry gates. Continued work on snowmobile trail reroute (County Line Road & Batterman Road). Demolished and removed Dexter Park beach house. Removed large stumps in preparation for new pine plantation.

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

October 2025 Revenue (November 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	7/31/2026		\$31,778.92	\$31,778.92	\$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	7/31/2026		\$0.00	\$0.00	\$0.00
801	7-22	WILSON	\$11,750.00	8/4/2022	7/31/2026		\$0.00	\$0.00	\$0.00
803	9-22	KOERNER	\$21,057.80	11/16/2022	12/31/2025		\$4,798.29	\$0.00	-\$4,798.29
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	\$23,233.39	\$30,512.31	\$23,233.39	-\$7,278.92
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
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		\$6,122.65	\$0.00	-\$6,122.65
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
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
835	7-25	FLINK	\$10,350.00	7/7/2025	6/30/2027	\$3,884.40	\$8,435.25	\$6,427.10	-\$2,008.15
836	9-24	WEEKLY	\$34,063.30	6/18/2025	6/30/2027		\$0.00	\$0.00	\$0.00
755		FIREWOOD					\$144.66	\$144.66	

Total Active Contract Value

\$972,833.55

Payments Received This Month:

\$27,117.79

\$ RECEIVED CURRENT
MONTH

2025 Budgeted Total Revenues

\$400,000

2025 Total County Forestry Revenues this month (90%)

\$24,406.01

2025 Total Township Revenues this month (10%):

\$2,711.78

Jobs Finished

Jobs Started

Jobs Continuing/Reactivated

Jobs Gone Inactive

2025 TOTAL NET FORESTRY REVENUE TO DATE:

\$226,567.73

**WOOD COUNTY PARKS & FORESTRY DEPARTMENT
REVENUE SUMMARY 2025**

October Revenue - November HIRC

BUDGETED REVENUES 2025	46721	FEES	YTD REVENUE	YTD REVENUE	OCT REV	OCT REV	ACTUAL REV
	SOURCE		2025	2024	2025	2024	2024
\$ 612,000.00	Camping Reservations	\$10 Resv. Fee+/\$21/\$26/\$29/\$36	\$601,934.11	\$ 540,998.02	\$42,207.78	\$ 47,793.69	\$ 559,084.56
\$ 45,000.00	Campground Firewood Sales	\$7 per rack	\$38,233.62	\$ 39,284.32	\$4,197.81	\$ 4,688.72	\$ 39,888.11
\$ 10,000.00	Ice	\$4 (small) /\$7 (large)	\$7,002.80	\$ 7,887.62	\$366.00	\$ 332.33	\$ 7,887.62
\$ 3,900.00	Non-Camper Dump Station	\$20	\$2,249.86	\$ 2,687.41	\$397.43	\$ 490.05	\$ 2,905.41
\$ 400.00	Camper Storage	\$20/wk - \$300/mo	\$14.22	\$ 93.46	\$14.22	\$ -	\$ 99.87
\$ 900.00	Washer/Dryer/Showers	\$2 wash / \$2 dry/\$1 Laundry Pods	\$764.45	\$ 770.62	\$127.96	\$ 63.51	\$ 802.85
\$ 59,000.00	Shelters Enclosed	Various Fees based on 4 or 8 hrs or all day.	\$49,686.08	\$ 54,158.67	\$4,225.12	\$ 5,809.63	\$ 62,254.51
\$ 13,000.00	Shelters - Open	Various Fees based on location of shelter.	\$13,549.29	\$ 12,199.88	\$525.78	\$ 411.73	\$ 12,862.13
\$ 3,000.00	General Park User Fees (Use of open areas within parks)	\$75 / \$10 per picnic table	\$1,109.00	\$ 450.24	\$0.00	\$ -	\$ 450.24
\$ 38,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$13/\$22/\$515/\$655/\$515/\$725/\$865	\$13,987.01	\$ 1,824.33	\$0.00	\$ -	\$ 1,824.33
\$ 5,000.00	Trail Passes (Ski/Snowshoe/Multi-Use)	\$8/daily; \$30/annual; \$60/family	\$3,176.10	\$ 4,454.79	\$467.77	\$ 338.34	\$ 4,936.78
\$ 8,500.00	Disc Golf	\$3 / \$5 / \$25 / \$50	\$3,914.82	\$ 4,610.32	\$263.36	\$ 271.67	\$ 4,677.66
\$ 500.00	Parks Pulpwood	Market Price	\$0.00	\$ -	\$0.00	\$ -	\$ -
\$ 25,000.00	Boat Launch	\$25/annual; \$7/daily	\$22,250.60	\$ 24,636.29	\$508.78	\$ 785.35	\$ 24,755.49
\$ 17,000.00	Miscellaneous		\$4,136.60	\$ 9,381.14	\$0.00	\$ 306.37	\$ 19,360.22
\$ 8,800.00	Gift Certificates	Gift Certificates	\$83.21	\$ 355.29	\$83.21	\$ 113.60	\$ 9,035.75
\$ 850,000.00			\$762,091.77	\$703,792.40	\$53,385.22	\$61,404.99	\$ 750,825.53
\$ 400,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships) Monthly totals = NET Revenue	CONTRACTED	\$227,744.35	\$ 304,591.57	\$24,406.01	\$ 2,533.49	\$ 377,740.88
\$ 1,250,000.00		TOTAL REVENUE:	\$989,836.12	\$1,008,383.97	\$77,791.23	\$63,938.48	\$1,128,566.41

MINUTES

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, November 3, 2025

TIME: 9:00 a.m.

PLACE: Courthouse – Room 302

MEMBERS PRESENT: Al Breu, Jeff Penzkover, Dennis Polach, Scott Brehm, Brad Hamilton (Via WebEx)

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

1. Chairman Breu called the meeting to order at 9:00 AM.
2. Under public comment, Supervisor Clendenning expressed concern on how the proposed new position in IT was handled by the committee to the Operations Committee.
3. The minutes of the previous meeting were reviewed. Motion by Brehm/Penzkover to accept them as presented. Motion carried unanimously.
4. HHS Committee Chair Rozar and Human Service Director Vruwink discussed the proposed CBRF that is being planned for the Edgewater Haven campus. They reviewed research data from Forward Analytics about long term nursing care and the number of beds that will be needed going forward. Tentative plans for the 500 wing were presented to the committee for review. Motion by Hamilton/Penzkover to continue the process of submitting the plans to the state for review. Motion carried unanimously.
5. The Information Technology vouchers were reviewed. Motion by Brehm/Polach to approve as presented. Motion carried unanimously.
6. The IT Report was reviewed and discussed.
7. The Maintenance vouchers were reviewed. Motion by Hamilton/Polach to approve as presented. Motion carried unanimously.
8. The Maintenance Report was reviewed and discussed.
9. The next meeting will be held on Monday, December 1, 2025, at 9:00 AM with department head evaluations being conducted at this meeting.
10. Chairman Breu declared the meeting adjourned at 9:49 AM.

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

Property & Information Technology Committee
November 3, 2025

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Wood County WISCONSIN

INFORMATION TECHNOLOGY

October 2025

1. Staff continue to work on items related to the Law Enforcement Center occupancy. The network team re-configured the network for the new jail to allow for a physical key switch to be installed between the Wood County network and the Detention networks. This will allow isolation of the Detention networks. This configuration also makes the network more. Hardware provided by the vendor was not configured properly so this separation was not able to occur. A new device has been ordered that will allow the proper separation of networks. This device will be configured when received and work with the vendor will be rescheduled.
2. Assisted the Communications Director with installation of a GPS clock (Time Server) that will be used for time synchronization for cameras, servers and PCs on the Detention networks because they are separated from the rest of the Wood County network.
3. 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. Upon switchover, issues were found by the vendor. Staff continue to work with the Communications Department and vendors to address these before the next switchover is scheduled. Staff worked with a vendor to ensure the network is properly configured for the Radio over IP project. Documentation and testing results have been provided to the radio vendor. Go-Live has been schedule for the first week in November.
4. Began implementing Laserfiche document management for the Finance department.
5. Provided support for Finance staff as 2026 Budget work continues.
6. The Courtrooms A/V system project progress continues. This update will improve reliability for in room and video conference communication. Three branches are complete and Branch I will be started in November. New equipment is working well and there are noticeable improvements in the courtrooms.
7. The Register in Probate office lost network connectivity for 4 of their devices. Staff worked with CCAP Technology to migrate their devices onto new network hardware until CCAP has time to replace the failing hardware. CCAP sent a very thankful email to show appreciation for the assistance of Wood County IT staff getting services restored.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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8. Worked with the DA office to provide enhanced WiFi to all District Attorney's office laptops. These settings are intended to assist them with being able to use their electronic case management system. All but one DA staff member is now connected to the WiFi. We are hoping to hear from the last person soon so that all employees can take advantage of the enhanced WiFi access.
 9. Continued working on making sure all devices are upgraded to Windows 11 as Windows 10 will be end of life soon. Configuration templates and documentation have been created. Updates to devices have begun.
 10. Network staff created a new network project document to have better visibility into all network projects and be able to set priority on each project.
 11. A new IT request form and procedure has been developed and implemented to improve handling user requests to recover accidentally deleted data. Data recovery often consumes excessive IT staff resources and the new procedure should help mitigate that resource loss.
 12. IT staff begin work to outline and document proper procedures and best practices for system administration, especially in regard to server and application maintenance and/or upgrades that may affect accessibility and functionality.
 13. Staff work to configure the new version of software for the County paging software so that we can migrate to the new, more robust version of the software.
 14. The Courthouse network refresh project is now complete. This project is one of the CIP projects that was approved for this year. There is a set of switches configured for placement at Riverblock. Migration at Riverblock will need to occur over a weekend due to the number of devices that rely on the hardware.
 15. Assisting Port Edwards with new server and O365 migration to transition out-of-date systems to supported operating systems. This includes updates to end-user computing devices for staff and Trustees.
 16. Network staff continue work to draft and update Network Diagrams and a Network Map Topology for official IT use and assisting with current and future networking projects.
 17. Network staff met with Cisco to discuss the features of their Secure Endpoint platform. This would add another level to securing Wood County devices on and off the network.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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18. Monitoring daily software installs for all computers managed by Desktop Central. Removed unapproved or questionable software as needed.
 19. Contacted print management vendor for the Clerk of Courts to reduce costs on the state-owned devices.
 20. Completed rollout of Software Restriction Policy to all IT staff, effectively blocking software installation in known exploitable locations, massively shrinking the potential for users to install unapproved software either on purpose or by consequence of visiting a malicious internet site. Planning the rollout of this system to other departments in the near future.
 21. Triaged and followed up with 34 alerts from the County's end point protection system. Manually investigated and cleaned up each detection and worked with the vendor as needed. In every instance, when an alert was triggered the end point protection system quarantined and stopped the process until an investigation could be completed.
 22. Investigated 5 alerts received from the County's SIEM, Security Information and Event management system. In each instance, IT staff reached out to the user in question to verify if the attempt was legitimate.
 23. Staff continue to work with CIS, Countywide law enforcement software, on a request for an interface to transmit electronic referrals to the DA's office.
 24. Began work improving database server security.
 25. The IT Security Team continues the Security Awareness Program. Third quarter training was assigned and completion is being monitored. Additional security training is being assigned to all who fail a phishing campaign.
 26. 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. The AI policy was approved in October. HR communicated the policy with all employees and the policy is available on the intranet site. Eventually, this will become part of the employee handbook.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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27. Employees submitted approximately 183 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.
 28. Programming staff work to improve support documentation for the Sage HRMS, Human Resources Management System, system for employee benefit and payroll data. Programming staff work to compose an RFP for replacement systems for HRMS and payroll is nearly complete.
 29. Sage HRMS related servers have been upgraded to the Q3 2025 release.
 30. Working with CIS Computer Aided Dispatch (CAD) vendor, TraCS, and all Wood County agencies to coordinate the TraCS Fall Pack update. The TraCS 2025 Fall Pack release includes some changes on the back side of the ELCI and NTC forms. All agencies need to complete the update around the same time so that CIS can make the necessary changes on the server.
 31. Working with the Dispatch manager to implement the Total Response Project. Total Response will replace ProQA for the Emergency Medical Dispatch software in dispatch. Total Response will interface with CIS.
 32. The Exchange servers were recently updated with the latest version of Exchange as well as Windows updates.
 33. Implementation phase continues for a project for the Highway Department to replace the current Highway permit system with Delasoft vendor software. Research continues on an app requested by Highway staff that will assist in tracking Caterpillar equipment codes and parts.
 34. Programming staff continue support and system functionality improvement coding for the ESS, employee self-service portal, system for payroll reports and employee benefits open enrollment. System feature enhancements were completed and the 2026 open enrollment launch was successful.
 35. System code improvement for the in-house Planning & Zoning permitting system continues.
 36. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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37. Continued work on a project request from the Division Chief of EMS/Service Director for WR Fire Department to have WRFD ambulances dispatched similar to law enforcement units in CIS, the Countywide law enforcement software. This requires additional configuration in CIS to map out areas, activity codes and assigned units.
38. 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 is complete and a project request by Edgewater Haven Director to utilize AI supported software that can vet and speed up admission referral processes has been approved. Amnis system implementation begins.
39. Support for 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. Training is scheduled to kick off the migration of the 34 municipalities to the new system. Security and best practice research continues 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.
40. Support for Norwood Healthcare Center and Edgewater Haven Matrix (EHR) and CART (CMS abstraction and reporting tool) software is ongoing. IT support works to improve the user reliance on IT for basic system functionality. 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. Research and preparation work continues for another annual change to the reporting procedures for hospital pricing transparency required by CMS (Centers for Medicare and Medicaid).
41. For the month of September, 561 helpdesk requests were created, with staff completing 571 tickets and leaving 133 open requests. In addition, there are currently 173 project requests.
42. Support is ongoing for Cyber Recruiter upgrades and super user support, the HRMS extension system and website used for new hire applications. IT staff worked to resolve multiple serious issues that were caused by a very poorly developed error prone vendor supplied system upgrade. We plan to eliminate and replace the Cyber Recruiter\Careers software as part of the HRMS and payroll system replacement project. IT staff worked to resolve application access issues that were caused by an unplanned OS upgrade.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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43. 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. PBJ mapping update work is scheduled so we can support new job codes.
 44. 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. Work to resolve and improve database server space issues is scheduled.
 45. The 2025 PC replacement 3rd quarter order placement is underway. The 4th quarter order has been placed. Reviewing department needs for tablets and mobile devices to replace equipment due for refreshing.
 46. Continue conversion of TCM client financial data for import into Laserfiche.
 47. Network and the lead technician worked together to identify the new standards for the Wood County PC replacement schedule. This process is done annually to ensure that the specifications for new computers will meet the needs of our users and the software that they use.
 48. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL servers, begins a new cycle. This ongoing project that takes considerable time to plan, test, and implement.
 49. 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.
 50. Research is scheduled for a Veteran's office record system for a user request for client notifications via text messaging functionality.
 51. IT staff is researching an Always On VPN. This will ensure that all communications from Wood County devices are secure using an encrypted connection even while connected to public or home networks. Additional options for restricting internet access are also being researched.
 52. Staff attended the Central Records meeting in Pittsville on October 15th.



Letter of Comments November 2025

Ongoing Projects and Planning

Jail Project – Remaining work is nearing completion. Samuels Group is coordinating a schedule for the contractors to wrap things up before the end of the year.

Building automation system programming and adjustments are ongoing.

Courthouse – The newly vacated space across Market Street is already becoming a popular area for Courthouse employees and visitors to park. Something we will all need to remember is that this space is not currently designated as a parking lot. Gravel surfaces are not allowed for downtown parking lots, and for good reason, they will not hold up well long-term and become dangerous for pedestrians, especially during winter months. This area will not be plowed or salted to remove snow and ice, vehicles should all be parked in appropriate parking lots to reduce risk of injury.

HVAC system replacement is nearly complete. The contractor is continuing to work on programming of the new boilers and air handlers, as well as system balancing to provide better temperature control throughout the building.

River Block – Working with Human Services to identify areas within their office space that can be reconfigured to better accommodate staff. As adjustments are occasionally made to programming and services, we will work to keep the space functional and efficient for staff to serve our community.

Miscellaneous

Attended PIT, HHS, County Board, and numerous project meetings.

Assisting Edgewater with research of potential safety and security improvements.

Supporting Norwood team with water line replacement project planning. Recent analysis of existing building materials has shown the need for an abatement contractor to execute a more substantial portion of the work than was originally thought. This increases the complexity of an already difficult project. The Norwood team is doing an excellent job planning the upcoming work to ensure it goes as well as possible.

JUNIOR FAIR BOARD MINUTES

September 17, 2025

Village Hall - Hewitt

September meeting of the Central WI Jr. Fair Board was called to order by President Megan Kunderinger at 7:00 pm at the Hewitt Village Hall in Hewitt, WI.

MEMBERS PRESENT: Jason Bernick, Lisa Blanchard, Jodie Budtke, Kitty Bymers, Romelle Bymers, George Gilbertson, Lori Haffenbredl, Bob Hartwig, Tim Heeg, Beth Spindler, Laura Huber, Katlyn Kohl, Virginia Krause, Megan Kunderinger, Jessica Lindow, Josh Sabo, Mark Seefeldt, Andrew Seefeldt, Heather Wellach, and Laura Strigel.

EXCUSED: Brittany Bauer, Mallory Cepress, Dale Christensen, Betty Peterson, and Dave Urban.

ABSENT: Amanda Budtke, Tracy Benson, Steve Redmond, and Emma Kunderinger,

GUEST: Richard Haffenbredl, Wendy Weber, Tammy and Terry Grassel, and Ann Lindow

ADDITIONS TO THE AGENDA: None

SECRETARY'S MINUTES: Approved as printed.

TREASURER'S REPORT: Approved as submitted. Lori moved to approve the additional pay of \$50 each for the rabbit, poultry, and exotic animal judges. Josh seconded. Motion carried. It was asked if open and junior fair animal judges could be receiving the same pay.

FAIR BOARD REPORT: No report at this time. The Board will be meeting on September 22.

EXTENSION REPORT: Laura reported that enrollment in the 4-H program is now open until November 1. An area Extension director will be hired soon.

OLD BUSINESS:

- Fair Evaluations: Discussion was held on how to identify animals that are shown in both Junior and Open class. Premiums cannot be paid for both shows on the same animal. Junior Fair will need to find a way to identify those animals. Suggestions were to allow them to show for ribbon only or find sponsors that will pay the additional premiums.
 - Judges in 2026 will need to come to the Fair Office to sign their paperwork and collect their payment.
 - The health paper work for the 2025 fair was complete and passed the health inspection. Romelle thanked the Board members for this. The only problem was that we need a list of the slaughter sites of all the hogs which we were able to get from Mark Cournoyer.
 - It was suggested that the Jr. Fair building and Hockey building close at 9:00 pm each night since the Expo building also close at that time. This would also include the poultry and rabbit barns. This might help eliminate some of the problems with getting Jr. Fair office help and building watch.
 - There was a miss communication on how the State Fair Judge's Choice ribbons were to be awarded. It was to be one ribbon per department per judge. It was also questioned why photography had 1st blue ribbons when they are judged Danish. This needs to be clarified

for 2026. A suggestion from one of the photography judges was to have two judges do face-to-face judging on Monday and have the third judge come on Tuesday to judge the other items using Danish.

- Where do all the brooms go? Josh volunteered to purchase several brooms, label them as Jr. Fair and store them in the storage room after the fair.
- Care to Share Forms were reviewed. Several of the suggestions were be taken to the Fair Board for review. The others will be considered as we plan for 2026.
- Betty Smith from the North County Line 4-H won the Jr. Fair Cover Contest. Josh has the winning copy.
- More signage is needed to let people know about the Hockey building.
- Changes may be needed in the sheep/meat goat show. With the increasing numbers the show is going too late. Part of the problem was the market animal photos slowing things down before the goat show.
- More garbage containers are needed by the Show Palace. Club's could be assigned to clean-up the Palace after each show has been completed. Something also needs to be done about the manure left on the walkways.
- The age requirements for showing need to be updated to match DATCP rules.
- Judge Evaluation – One of the photography judges brought their child with them which caused the judge to not be as attentive to those she was judging. It was suggested that she not be hired for 2026.

NEW BUSINESS:

- **Ribbon Order for 2026:** Blue Ribbon Awards in Chippewa is willing to fill our order for 2026. The only changes will be the champion ribbons for the horse project.

DEPARTMENT REPORTS:

- **Market Animal:** They had a very successful sale. There are some youth in the Wi Rapids area that are not familiar with the Google Classroom used through the program. They will need addition training on this program.
- **Dairy:** Will be meeting on October 22, 2025 at Marshfield Sr. High starting at 7:00 to discuss changes for 2026.
- **Horse:** The change in the schedule worked very well. There were about 15-20 horses participating in the open show on Thursday. Continuation of this will depend on getting enough volunteer help.

AGENDA ITEMS FOR THE NEXT MEETING: Fair Care to Share Forms suggestions, Improvements for 2026, Audit Committee, Coordination of the scholarship with the Fair Board, age requirement to show, membership

The next meeting will be Wednesday, October 15, 2025 at the Hewitt Village Hall. George moved to adjourn the meeting. Tim seconded. Motion carried. Meeting adjourned at 8:45 pm.

Respectfully submitted,
Romelle Bymers



Board of Trustees

Meeting Minutes for

August 20, 2025

1. Call to Order

2. Roll Call

Andrea Galván

Conni O'Keefe

Dennis Martin

~~Emily Kent~~ - Excused

Evan O'Day

~~Karen Schill~~ - Excused

Michael Timm

Ron Rasmussen

Scott Kellogg

Susan Faust

Susan Feith

William Clendenning

3. Open Meeting Declaration

The open forum is at the option of the Library Board President and ground rules may be established in order to ensure the orderly conduct of business. Please keep in mind this is a meeting of the Library Board, open to the public, and not a public hearing. Persons who wish to address the Library Board may make a statement as long as it pertains to a specific agenda item. Individuals should not expect to engage in discussion with the members of the Library Board. The Board President may or may not respond to statements made.

4. Public Comment

Motion: Ron R - Motion to move 10a above 5 on the agenda due to Jame S. attending.

2nd: Susan Faust

Motion carried unanimously.

10. New Business

a. Elevator Project Update (James discussed the qualification of the contractor and feels they are well suited for the job.)

Motion Ron R - Approve the bid by Ascent Construction in the total of \$261,900.

Second Bill C.

Motion carried unanimously.

Board of Trustees

-City Engineer was waiting for approval of the bid by the Library Board. Susan Feith will be in contact with the mayor (double checking that the contract is in his possession) for the signing of the contract, Connie will also need to sign the contract. Jewell may also need to send Ron at Ascent a notice to proceed. East Grand entrance construction can begin immediately. Elevator construction will be coordinated second, then the Lester Entrance construction will begin once the elevator is operational. An email thread exists between the involved parties, Connie will be added. \$500,000 Legacy grant for elevator covers elevator installation, remainder of grant may be authorized with consideration for other accessibility features as part of the project (push pads, etc.).

5. Approval of Previous Minutes

a. July 16, 2025 Board Minutes

Motion: Bill C. Approval of the July 16, 2025 Board Minutes.

2nd. Michael T.

Motion carried unanimously.

6. Treasurer's Report

a. Updating Officer Names on Financial Documents

Motion: Dennis M. Connie (President), Andrea(Vice President), Susan(Treasurer), and Ron() will be named on the document for the new year with Evan signing as Secretary.

2nd: Scott K.

Motion carried unanimously.

b. Monthly Finance Reports

c. Payment of the Bills

Motion: Approve the August 2025 bills in the total of \$45,464.34

2nd: Susan Feith

Motion carried unanimously

Motion: Ron. R - Approved the August 2025 Endowment bills in the total of \$4,855.00

2nd: Susan Feith

Motion carried unanimously.

7. Director's Report

a. Library Use and Events

-Two librarians are dealing with medical issues, so schedules are in flux.

-Facility Update: Rock stuck in door, leak in Eric's office.

-Teens and Study Room policies, things have been better since suspensions

-Heather's budget meeting with Mayor Zacher, Tim Desorcy, and Jake Cattanach will occur on August 12th to discuss the 2026 library budget.

-A number of unhoused community members (1-4) have been sleeping in the

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library garden at night. What direction should the board/library team take? The WRPD said that the library can address it as trespassing or do nothing. Resources available? Social worker connection? No UWSP intern this semester, but there is a city social worker available to utilize. Mary's Place? Only taking women and children. United Way/211. Middle path of providing resources, then contacting the police. Possibly have the police provide the information to them. Police department has a mental health navigator now. Want to create a relationship with the police department to take kind but swift action, don't want to deal with the negative effects of winter.

- b. Statistics
- c. Miscellaneous
- d. Meet the Board: No One this Month

8. Committee Reports

- a. Services Committee
- b. Buildings & Grounds Committee
- c. Finance Committee
- d. Personnel Committee

No committees met last month.

9. Unfinished Business

- a. Library Board By-Laws Review

Motion by Ron R. to approve the new library board by-laws
2nd. Michael T.
Motion carried unanimously.

- b. Committee Appointments

Services/Personnel Committee:

Chaired by Evan O.

Members: Andrea, Scott, Emily, Susan Faust, Bill

Finance/Building and Grounds Committee:

Chaired by Ron R.

Members: Susan Feith, Michael, Dennis, Karen

Conni will sit on both committees.

Chairs will reach out to members to schedule new meeting times.

- c. Endowment Fund Appointment

Conni appointed Dennis M., who volunteered to serve on the Endowment Fund board.

Board of Trustees

Motion by Bill C. to approve appointment of Dennis M. to the Endowment Fund board.

2nd by Evan O.

Motion carried unanimously.

10. New Business

a. Elevator Project Update

i. ~~Construction Bids for Entrances~~ (Moved up in agenda)

b. Team Development Day

-How was this handled in the past? Katherine pre-planned library closing dates. Bill suggested and will talk to the chair of the county library board to possibly involve all county libraries. Library Board used to attend the luncheon and service awards.

c. Work from Home Policy Exploration

-We will wait and see what the city does with their work from home policy, Heather will work on drafting a policy based on her own thoughts, other library policies, and the city policy.

11. Information Requests

-Advanced notice of committee meetings/times.

-Radtko findings and future steps

-South Central/Shannon meeting pt. 2

-City/County Budget Meetings (10/16/25 county board library meeting)

12. Items for the Next Agenda

13. Adjournment

Motion by Andrea

2nd: Bill

Motion carried unanimously.

Meeting ended at 6:12pm



Board of Trustees

Meeting Minutes for

September 17, 2025

1. Call to Order: President C. O'Keefe called the meeting of the McMillan Library Board of Trustees to order at 5:07 pm.

Board Members:

William Clendenning

Andrea Galván

~~Dennis Martin~~ - excused

Ron Rasmussen

~~Susan Faust~~

Scott Kellogg

~~Evan O'Day~~ - excused

~~Karen Schill~~ - excused

Susan Feith

~~Emily Kent~~ - excused

Conni O'Keefe

Michael Timm

2. Roll Call: Administration: Heather Kinkade, Library Director

Others in Attendance:

3. Open Meetings Declaration: President C. O'Keefe 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 August 20, 2025 Board Meeting. Motion carried unanimously.

6. Treasurer's Report

a. Monthly Finance Reports

August invoice submittal has a reconciliation error - \$6,344.68 for the VISA bill; \$5,794.27 difference between what board approved and what was paid; new total for the month is \$39,670.07.

b. Payment of the Bills

Motion by R. Rasmussen to approve the September bills at \$26,729.51. Motion carried unanimously.

Motion by A. Galván to approve the September Endowment bills at \$2,500.00. Motion carried unanimously.

7. Director's Report

a. Library Use and Events: Director H. Kinkade reported one librarian has been out on medical leave since Thursday, September 4th with a possible return date of Monday, September 29th. All librarians and lead associates are absorbing desk coverage during this time. In addition, a second librarian is expected to be out for family medical leave beginning on Thursday, October 9th and

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expected to return after five weeks. Again, all librarians and lead associates will be absorbing responsibilities. In addition, the situation with the misbehaving teens has improved. This could be attributed to the teen suspensions, school starting, or a combination of both. Lastly, the unhoused visitors using the library's children's garden at night have been contacted by the police department's social worker. The social worker has been facilitating both the library's request for the unhoused visitors not to sleep in the garden, as well as providing resources and suggestions of where to spend the night to the visitors.

b. Statistics: Director H. Kinkade summarized.

c. Miscellaneous: N/A

d. Meet the Board: N/A

8. Committee Reports

a. Finance / Buildings & Grounds Committee: This committee met on Wednesday, September 10th. R. Rasmussen explained there was a lengthy agenda and the committee members discussed the library's solar panels, the 2026 budget, the elevator project and entrances remodel, the teen area remodel project, the HVAC estimate and further direction, and the state of Wisconsin and federal library funding.

b. Services / Personnel Committee: The committee met on Thursday, September 11th and discussed the draft work-from-home policy, which they submitted to the board for their feedback. In addition, a plan was discussed regarding strategic planning with the goal of starting in January 2026.

9. Unfinished Business

a. Elevator & Entrances Modification Project Update: After the Finance / Building & Grounds Committee made decisions regarding the finishes, Director H. Kinkade explained that there will most likely be an upcharge for going with stainless steel for both the interior walls and exterior sliding doors. In addition, Jewell believed the carpeting from the Learning Futures project would fit well in the elevator cab; however, S. Feith mentioned the importance of knowing the carpet's flammability. Furthermore, the importance of having proper documentation for change orders was stressed.

b. Budget 2026 Update: Director H. Kinkade highlighted portions of her meeting with the City's finance director earlier in the month in regards to a possible cost of living adjustment and health and dental insurance increases. At this point in the budget process, the library is \$35,139.00 over budget.

10. New Business

a. Work-from-Home Policy: Director H. Kinkade explained the impetus for having a work-from-home policy tailored to the library and the submission of the draft policy. For the most part, this policy would affect six salaried employees in comparison to the complexity of the

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entire City. A. Galván requested the library's inclement weather policy to see if there could be either a merge or overlap of the two policies. Ultimately, the policy was recommended to go back to the Services / Personnel Committee in order to look at the two policies for further consideration.

b. Employee Recognition with Wood County Libraries: B. Clendenning explained that he spoke with the Wood County Library Board chairperson, Brad Hamilton, regarding a county-wide recognition dinner. B. Hamilton agreed to put it on the agenda for the Thursday, October 16th Wood County Library Board meeting in Marshfield.

10. Information Requests

- a. **Common Council Meetings:** B. Clendenning requested the written minutes from the City's Common Council meeting, and it was relayed to him that the approved minutes can be found on the City's website. In addition, the meetings are streamed on Facebook.

11. Items for Next Agenda

- a. **Elevator Project and Work-from-Home Policy:** The board requested an update regarding the elevator and entrances modification project, as well as reviewing the work-from-home policy for possible approval.

12. Adjournment

Meeting adjourned by President C. O'Keefe at 6:11 pm.

Respectfully Submitted: Heather Kinkade, Director



Finance / Building & Grounds Committee

Meeting Minutes for

September 10, 2025

1. Call to Order: Chair R. Rasmussen called the meeting of the McMillan Library Finance / Building & Grounds Committee to order at 5:00 p.m.

2. Open Meetings Declaration: Chair R. Rasmussen established this was a public meeting with in person and Zoom access, and appropriate public notice was given.

3. Roll Call:

Committee Members:

Susan Feith
Ron Rasmussen

Dennis Martin
~~Karen Schill~~ - excused

Conni O'Keefe
Mike Timm

Other Board Members:

William Clendenning
~~Scott Kellogg~~

~~Susan Faust~~
~~Emily Kent~~

Andrea Galván
~~Evan O'Day~~

Administration: Heather Kinkade, Director

Others in Attendance: None

4. Approval of the Minutes: Motion by D. Martin to approve the June 11, 2025 Finance Committee meeting minutes. Motion carried unanimously.

5. Solar Panel Discovery and Recommendations: Josh Radtke from Radtke's Clean Energy joined via Zoom, provided background to the issue with the solar panels, his theory as to the problem, as well as options. J. Radtke explained that C. Parrish, Assistant Director, noticed the electricity bills were drastically higher than previous bills, and Radtke's Clean Energy provided diagnostics and repair on June 30th. All in all, J. Radtke does not believe this is a reporting issue; rather, this is a production issue, and the production issue is probably electrical. J. Radtke explained he will need time in order to make some headway. At this point, he does not have an estimate as to what his exploration will cost. The committee discussed that they will allow H. Kinkade to approve the exploration expenditures within reason during this phase. Ultimately, the committee is interested in the cost to fix the solar panel, as well as the return on investment should the solar panels be fully operational.

6. 2026 Budget Deficit: H. Kinkade presented the library's 2026 draft budget after having met with the City of Wisconsin Rapid's Finance Director, who made slight changes to the personnel and benefit line items. M. Timm brought up charging for meeting rooms as a possible revenue stream. In addition, there was discussion regarding the library's reserve fund policy, which the committee asked to be put on next month's agenda.



Finance / Building & Grounds Committee

A. Galván departed at 5:30 p.m.

W. Clendenning departed at 5:43 p.m.

7. Elevator and Entrances Modification Project: S. Feith explained the costs of the entire project. The elevator is estimated to cost \$104,000, the elevator demolition and two entrance modifications are estimated to cost \$261,900, and there is a running cost for Jewell Associates Engineers, Inc. for their project management. The total amount of the grant awarded to the library by the Legacy Foundation is \$500,000. Due to the 20 - 22-week lead time for the production of the elevator, the committee discussed possibly bumping up the two entrance modification projects. Lastly, the committee decided on the elevator finishes, including the inside walls, handrails, and outside door.

8. Teen Area Remodel Project: This project is set to be completed in 2026, as it is dependent on the COWR available time and labor. During the summer months, the City did not have the resources to devote to this project, but it is on the docket to work on as soon as time allows.

9. HVAC Upgrade: It was recommended by the two employees who work with the library building an HVAC upgrade based on experience with the current system and maintenance performed. A quote was provided by Tweet Garot and considered. The committee requested H. Kinkade to ask the City's Department of Public Works to take a look at the estimate, in addition to conducting an evaluation and providing recommendations regarding the upgrade.

10. State and Federal Library Funding: H. Kinkade explained that the state increased funding to Wisconsin library systems—not at the amount the library systems requested, but an increase from previous years. McMillan Library will see these funds reflected in grants and continuing education. As for the federal funding, the Institute for Museum and Library Services had their staff placed on administrative leave in March 2025, and now their appropriation has lapsed.

11. Items for Next Agenda: S. Feith would like to explore damp proofing the library balcony; however, she explained it has been challenging, because nobody is interested in doing it. Other agenda items are Budget 2026, the Learning Futures signage, and charging for meeting rooms.

12. Adjournment: Chair R. Rasmussen adjourned the meeting at 6:23 p.m.

MINUTES
South Central Library System Board of Trustees
September 25, 2025

Present: Joan Honl (Portage Co.), President; Susan Feith (Wood Co.), Secretary; Mary Nelson (Adams Co.), Treasurer; Richard Bloomquist (Dane Co.); Gen Carter (MPL Rep., online); Brenda Carus (Green Co., online); Chassitti Clark (Dane Co., online); Bill Clendenning (Wood Co.); Joan Fordham (Sauk Co., online); Nancy Foth (Portage Co.); Latonya Jackson, Dane Co., online); Marlee Jorgensen, Dane Co., online) David Peterson (Dane Co.); Gary Poulson (Dane Co., online); Henry St. Maurice (Columbia Co., online); Amanda Smith (Dane Co., online); Jordan Tilleson (Dane Co., online). **Administration:** Shannon Schultz, Director; Kerrie Goeden, HR & Finance Coordinator (online).

Absent: Jacob Wright (Dane Co., excused), Vice President; Michael Howe (Dane Co., excused); Ann Mueller (Green Co., Alternate).

1. Call to Order

President J. Honl called the meeting to order at 12:15 p.m.

2. Welcome and Introductions

J. Honl welcomed newly appointed trustee J. Tilleson, who represents Dane County, as well as M. Doyle, interim Office Manager at SCLS.

3. Changes/Additions to the Agenda

None.

4. Requests to Address the Board

None.

5. Approval of the Previous Meeting Minutes

Motion by N. Foth to approve the minutes of the August 28, 2025, Board of Trustees Meeting Minutes. Seconded by M. Nelson. **Motion carried with G. Poulson abstaining.**

6. Review of Financial Statements

K. Goeden provided an overview the financial statements.

7. Presentation and Approval of Bills for Payment

Motion by B. Clendenning to approve bills for payment in the amount of \$465,411.78. Seconded by S. Feith. S. Feith inquired whether the invoice for data extraction was connected to the upcoming ILS migration, to which K. Goeden replied yes. R. Bloomquist questioned whether the payment to the City of Madison had any effect on the intergovernmental payments between libraries within Dane County, to which S. Schultz replied no. **Motion carried unanimously.**

8. Reports

a. Committees

G. Poulson shared that he intends to convene the **Bylaws Committee** sometime in October or November, and preferably directly preceding the Board meeting.

b. System Director's Report

S. Schultz's report is available in the documents online.

9. Unfinished Business

a. Approval of the Proposed 2026 Annual Budget

Motion by M. Nelson, chair of the Budget & Finance Committee, to approve the proposed 2026 SCLS budget, wage grid, organizational chart, and director's salary. N. Foth seconded. **Motion carried unanimously.**

b. Committee Appointments for New Trustees

Due to the recent influx of new appointments to the SCLS Board, President J. Honl tabled appointments to committees until the November meeting.

10. Announcements and Information Sharing

- a. The next meeting will take place on October 23, 2025. The bill examiner will be H. St. Maurice, with B. Clendenning serving as alternate.
- b. J. Honl reminded the board that the SCLS Foundation's Cornerstone Event will take place at 5:30 p.m. after the October meeting, and encouraged trustees to attend the event, make a donation, and send an item or create a gift basket for the occasion. This year's Cornerstone Honoree is Martha Van Pelt, and several library superheroes will receive recognition.
- c. N. Foth shared details on the Central Wisconsin Book Festival, and R. Bloomquist shared information on a James Madison Lecture Series event held by the Wisconsin Historical Society.

11. Adjourn

Meeting adjourned by President J. Honl at 1:00 p.m.

Respectfully submitted: S. Schultz, System Director

BOT/Minutes/09-25-2025