

**AGENDA FOR MARCH 19, 2024 – 9:30 A.M.  
WOOD COUNTY BOARD OF SUPERVISORS  
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Zurfluh

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS

Joel Zalewski – ADRC-CW Board

Dennis Martin – McMillan Memorial Library Board of Trustees – term beginning May 2024.

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

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

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

SET DATE FOR NEXT COUNTY BOARD MEETING – Tuesday, April 16, 2024

ADJOURN

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**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2492 796 7090

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=me71fb5ecc589127d57d21f4e0d32e33b>

Meeting number (access code): 2492 796 7090

Meeting password: 031924

PROCEEDINGS OF THE WOOD COUNTY BOARD OF SUPERVISORS

February 20, 2024 – 9:30 a.m.

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The Wood County Board of Supervisors composed of nineteen members convened in the Wood County Boardroom at the Courthouse in Wisconsin Rapids, Wisconsin on Tuesday, February 20, 2024.

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

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

Supervisor Rozar gave the invocation led the Pledge of Allegiance.

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

Motion by Fischer/Hamilton to approve the following appointments: Kevin Stelman – ADRC-CW Advisory Committee. Motion carried by voice vote.

Under public comment, Maggie Cronin from Rep. Tom Tiffany’s office greeted the board and encouraged them to contact the congressman for any issues that he may be able to help with.

Referrals were noted.

Committee minutes presented: Operations

**RESOLUTION 24-2-1**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To show additional elements of committed and assigned governmental fund balance projected as of December 31, 2023.

FISCAL NOTE: Total committed and assigned governmental fund balance as of December 31, 2023 is projected to be \$7,208,823.

Motion by Breu/LaFontaine to adopt Resolution 24-2-1. Motion carried unanimously.

Chairman Pliml stated his intention of taking the next 12 resolutions with one vote. No objections heard.

**RESOLUTION 24-2-2**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2023 Debt Service budget for additional debt interest, principal, and paying agent costs that were not anticipated during the original budget process.

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

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
9300-58240	Debt Service Interest		\$5,000
9300-58140	Debt Service Principal	\$5,000	
9300-58295	Debt Service Paying Agent		\$351,580
1400-58140	Debt Service Principal-Finance		\$115,000
1400-58240	Debt service Interest-Finance		\$348,750
9300-48500	Debt Service-Debt Premium	\$815,330	

Motion by Rozar/Hamilton to adopt Resolution 24-2-2. Motion carried unanimously.

**RESOLUTION 24-2-3**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2023 budget for the Capital Projects-Sheriff/Jail function (57211) for additional expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding is available funds from Capital Projects fund balance. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
57211	Capital Projects Sheriff/Jail		\$36,300,000
34113	Capital Projects Fund Balance	\$36,300,000	

Motion by Rozar/Hamilton to adopt Resolution 24-2-3. Motion carried unanimously.

**RESOLUTION 24-2-4**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2023 budget for Property and Liability Insurance (51931) for higher than anticipated deductible expenses.

FISCAL NOTE: The source of funding is unanticipated revenues from Insurance Recoveries (48440) and transfers of \$79,447 from available balance in contingency (51590) to the Property and Liability Insurance budget (51931). At the time of this request the funds available in contingency are \$583,444. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
51931	Property & Liability Insurance		\$169,601
48440	Insurance Recoveries	\$90,154	
51590	Contingency	\$79,447	

Motion by Rozar/Hamilton to adopt Resolution 24-2-4. Motion carried unanimously.

**RESOLUTION 24-2-5**

Introduced by: Health & Human Services and Operations Committees

INTENT & SYNOPSIS: To amend the 2024 Public Health budget to include 2023 unspent funds for projects that will be using American Rescue Plan Act (ARPA) funding.

FISCAL NOTE: No cost to Wood County. The source of funding is unspent funds from the 2023 Public Health budget. The monies will be expended in 2024. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54121	Public Health		\$2,000,000
43300	ARPA Proceeds	\$2,000,000	

Motion by Rozar/Hamilton to adopt Resolution 24-2-5. Motion carried unanimously.

**RESOLUTION 24-2-6**

Introduced by: Health & Human Services and Operations Committees

INTENT & SYNOPSIS: To amend the 2023 Budget for Human Services, Norwood Health Center (NHC) and Edgewater Haven (EW) programs for additional expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unbudgeted/unanticipated revenues from grant funding. The Adjustment to budget is as follows:

Account	Account Name	Debit	Credit
54319	EW C19 EXP		25,065
54319	EW GIFTED FUND EXP		80,935
43240	EW C19 PRF FUNDING	106,000	
54365	NHC C19 EXP		147,178
43240	NHC C19 PRF FUNDING	147,178	

Motion by Rozar/Hamilton to adopt Resolution 24-2-6. Motion carried unanimously.

**RESOLUTION 24-2-7**

Introduced by: Health & Human Services and Operations Committees

INTENT & SYNOPSIS: To amend the 2024 Human Services Department, Norwood Health Center, Capital Projects budget to include expenditures for projects that were in progress but not completed at December 31, 2023.

FISCAL NOTE: No cost to Wood County. The source of funding is unspent funds from previously approved Capital Projects and ARPA funds. The Adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
57420	Capital Projects Norwood		60,720
43300	ARPA Funds	60,720	
54351	Norwood-Plant Ops & Mtncce		122,119
43300	ARPA Funds	122,119	

Motion by Rozar/Hamilton to adopt Resolution 24-2-7. Motion carried unanimously.

**RESOLUTION 24-2-8**

Introduced by: Public Safety and Operations Committees

INTENT & SYNOPSIS: To amend the 2024 Communications Capital Projects and Repair & Maintenance budget to include expenditures for projects that were in process but not completed at December 31, 2023.

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent funds from previously approved ARPA funds and unspent funds from Communication's 2023 Radio Engineer budget. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
57230	Capital Projects		\$1,405,280
43300	ARPA Proceeds	\$1,405,280	
52130	Radio Engineer Repair & Maint.		\$40,286
34300	Fund Balance	\$40,286	

Motion by Rozar/Hamilton to adopt Resolution 24-2-8. Motion carried unanimously.

### **RESOLUTION 24-2-9**

Introduced by: Public Safety and Operations Committees

INTENT & SYNOPSIS: To amend the 2023 budget for the Emergency Management – Building Number Identification (BNI) function (52530) for additional expenditures that were not anticipated during the original budget process.

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

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
52530	Emergency Management BNI		\$22,200
47391	Local Government Chrgs BNI	\$2,200	
34210	EM BNI Fund Balance	\$20,000	

Motion by Rozar/Hamilton to adopt Resolution 24-2-9. Motion carried unanimously.

### **RESOLUTION 24-2-10**

Introduced by Public Safety and Operations Committees

INTENT & SYNOPSIS: To amend the 2023 budget for the Emergency Management Admin function (52520) for additional expenditures that were not anticipated during the original budget process.

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

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
52520	Emergency Management Admin		\$30,000
43528	State Aid-Emergency Mgmt.	\$30,000	

Motion by Rozar/Hamilton to adopt Resolution 24-2-10. Motion carried unanimously.

**RESOLUTION 24-2-11**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2023 budget for UW Extension - Projects (55660) for the purpose of funding higher than anticipated expenditures.

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

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
55660	UW Extension - Projects		\$20,000
46772	UW Extension - Proj Revenue	\$20,000	

Motion by Rozar/Hamilton to adopt Resolution 24-2-11. Motion carried unanimously.

**RESOLUTION 24-2-12**

Introduced by: Property & Information Technology and Operations Committees

INTENT & SYNOPSIS: To amend the 2024 Maintenance budget to include expenditures for projects that were in process but not completed at December 31, 2023.

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

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
51611	Building Improvements		\$20,000
33900	Maintenance Fund	\$20,000	
57119	CP Building Improvements		\$39,232
34113	Capital Projects Fund Balance	\$39,232	

Motion by Rozar/Hamilton to adopt Resolution 24-2-12. Motion carried unanimously.

**RESOLUTION 24-2-13**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2024 UWSP-Marshfield Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2023.

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

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
57640	Capital Projects UWSP-Mfld		\$81,411
43300	ARPA Proceeds	\$81,411	

Motion by Rozar/Hamilton to adopt Resolution 24-2-13. Motion carried unanimously.

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

Directors, Veterans Service Commission, Public Safety, Civil Service Commission, Local Emergency Planning Committee, Conservation, Education, & Economic Development, Judicial & Legislative, Residential Options, Highway Infrastructure & Recreation, State Wildlife Area Advisory, Property & Information Technology, ARPA Adhoc, Central Wisconsin State Fair Board of Directors, South Central Library System Board of Trustees, University Commission, Jail Construction Adhoc.

Without objection, Chairman Pliml adjourned the meeting at 9:59 AM. Next scheduled county board meeting is March 19, 2024.

Trent Miner  
County Clerk

**REFERRALS FOR MARCH 19, 2023 – COUNTY BOARD**

- None



## MINUTES OPERATIONS COMMITTEE

**DATE:** Tuesday, March 12, 2024

**TIME:** 9:00 AM

**PLACE:** Courthouse – Room 115

**MEMBERS PRESENT:** Ed Wagner, Lance Pliml, Adam Fischer, Donna Rozar

**MEMBER EXCUSED** Laura Valenstein

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

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Pliml/Rozar to approve the consent agenda. Motion carried unanimously.
4. Pliml reported that there is nothing new on the ARPA issue. He is still hoping to have the funds disbursed by the end of the year and hopes to have a better idea where the Courthouse boiler project cost estimates will be before finalizing.
5. Wellness Coordinator Boeshaar provided a departmental update.
6. Finance Director Newton provided a departmental update.
7. Newton presented 5 resolutions amending a number budgets to the committee. They include: Amend 2023 Parks budget, amend 2023 Parks CIP Projects, amend 2023 Veterans CVS0 budget, amend 2023 Highway budget, and amend 2023 Clerk of Courts budget. Motion by Pliml/Rozar to approve the resolutions and forward onto the county board for their consideration. Motion carried unanimously.
8. McGrath reviewed the proposed incentive pay for bilingual skills. This was referred to the committee by the Health & Human Services Committee due to the fact it could be a county wide incentive. Health Officer Smith stated she is proposing a \$4.00/hour incentive for bilingual employees when they are providing that service for the department. Motion by Rozar/Fischer to approve the \$4.00/hour incentive for any bilingual employee providing that service to a department. Motion carried unanimously.
9. McGrath shared 4 option in regards to the compensation for the next term of office for the County Clerk, Treasurer, and Register of Deeds. After discussion, motion by Rozar/Pliml to choose option 2 for 2025-2026 and then move to option 3 for 2027-2028. Motion by Fischer/Pliml to amend the motion to leave both options at 2080 hours. Motion to amend carried unanimously. The amended motion was called and it carried

unanimously. McGrath will author the resolution with these parameters to be signed by the committee on county board day.

10. The next meeting will be on Tuesday, April 2, 2024 at 9:00 AM.

11. Chair Wagner adjourned the meeting at 9:45 AM.

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

## Operations Committee

March 12, 2024

NAME	REPRESENTING
Bill O'Leary	Dist # 15
Kim McBrath	HR
Ed Newton	Finance
Heather Gehrt	Treasurer
TOM BUTTKE	DIST 3
Roland Hawk	Hwy Dept
DENNIS POLACH	WCB -14
Tiffany Ringer	ROD
Jae Smith	Health
TARA JENSEN	PROBATE
Kim Stimac	C.O.C.
SCOTT BREHM	
Rock LARSON	VETERANS
Alicia Flugaur Web Ex	HR
Panya Yang Web Ex	Finance
Ryan Boeshaar Web Ex	Wellness
Melissa Schwarman Web Ex	HR
Brandon Vruwink Web Ex	Human Services
Marissa Kornack Web Ex	Norwood
Mary Schlagenhoff Web Ex	Human Services
Amy Kamp Web Ex	IT
Katie Milich Web Ex	Human Services
Kelli Francis Web Ex	HR



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – March 2024

- The February Spring Primary election came in and went with no big issues. Of those municipalities with primaries, the county wide turnout was 20.31%. I would have expected better. In Wisconsin Rapids, with the mayor's primary on the ballot, the turnout was only 14.91%. The Town of Lincoln with the Marshfield School Board race on it had 25.87% turnout and the Wood County portion of the City of Marshfield, with the same race on the ballot, had a 24.53% turnout.
- I would be horribly remiss if I did not have a HUGE shout out to Chris Markworth in the IT Dept. He is the county's Web Developer - Programmer Analyst and is the one that makes me look good on Election Night. As you well know, we upgraded our election system which also included our reporting module. Because of that, the entire page for Election results had to be rebuilt. Add to that, we only got the information 3 weeks prior to the election from our system provider. Chris did an EXCELLENT job putting it all together and making it functional for the election. We, once again, have an election reporting mechanism on our website that is the envy of the state, and that is ALL due to Chris.
- I received a call from the US Attorney for the Western District of Wisconsin, Tim O'Shea. We had a conversation about the ongoing threats to Election Administrators in both the state and nation and him wanting to do a letter to all county clerks letting them know of his offices' resources in combatting and mitigating these threats. I, of course, agreed, and sent it out to my fellow county clerks. The Badger State Sheriff's Association was also copied in on the letter and Sheriff Becker and I have connected on this subject.
- I will be doing another chief election inspector baseline training for just the City of Marshfield on Thursday, March 14<sup>th</sup> for about 10 new and returning chiefs. This is a private session that I did not open up to the state. After the training, the City Clerk, Jessica Schiferl, and I will be doing an interview with the Marshfield Communications Director Tom Loucks for their public access channel about the upcoming elections.
- The local radio station, WFHR-AM asked if I would do a show with their host James Malouf on Friday, March 8<sup>th</sup>, concerning the elections, of which I agreed.
- With that election behind us, we are deep into the next election, that being the April Spring Election and the Presidential Preference Vote. Programming is done, and by time you read this, the absentee ballots will be delivered and close to being sent out. The process of setting up this ballot is challenging, making sure each race is on the correct ballot split. We double, triple, quadruple, and quintuple check that each candidates name is correctly placed and spelled and it is in the correct reporting unit.

- I attended the Wisconsin County Constitutional Officers Association conference in Madison on March 5-6. This was a shortened version of the conference. It was nice to see my county clerk peeps once again and meet numerous legislative representatives. We had time with both the Wisconsin Ethics Commission, as well as the Elections Commission staff going over current statutes and court ruling as we head into the April election.
- One of our last two hand count municipalities have moved forward with the purchase of a ballot tabulator. We had the unit shipped to my office so I could do the set up and testing on it prior to having it go online. I will also be setting up a Saturday training on it for their poll workers and clerk. By me doing this, it saves the municipality hundreds of dollars in having to have a company rep come and do the set up and training. I am also doing a Saturday training for the Town of Remington on their DS200. They have a new clerk and election workers who have not had to do the set up and closing, so I agreed to run down to Babcock for a few hours and do a training session.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

February 29, 2024

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

### Human Resources Activity

	February 2024	2024 Year-to-Date
Applications Received	251	383
Positions Filled	17	30
Promotions/Transfers	6	17
New Hire Orientations	7	18
Terminations, Voluntary	13*	20
Terminations, Involuntary	1	2
Retirements	0	0
Exit Interviews	3	3

\*Eleven of these are casual

### Human Resources Narrative

#### General Highlights

- Act 4 went into effect on January 1<sup>st</sup>. This act provides the opportunity for jail staff (Jailers) to opt-in to WRS Protective Status. The form to opt-in or opt-out was distributed to all Wood County jail staff on January 2<sup>nd</sup>. The deadline for jail staff to opt-out of Protective Status is March 1<sup>st</sup>. Any jail staff that does not return a form to opt-in or opt-out by the deadline will automatically be Protective Status. As of February 29<sup>th</sup>, all jail staff have returned their form. Changes will be entered within the ETF/WRS system on March 4<sup>th</sup>.
- Completed the Q4 2023 Wood County Core Value Awards process. To be nominated, a Wood County employee would have been witnessed exemplifying one or more of the six identified Wood County Core Values. A total of 22 nominations were received for the quarter, of which Department Heads reviewed and voted on at their Q1 Department Head meeting. The following employees were selected to receive a Core Values Award:
  - Integrity: Ashley Straight, Human Services
  - Professionalism: Camen Hofer, Health
  - Service: Dan Vollert, Parks & Forestry
  - Compassion: Jim Kraft, Edgewater
  - Initiative\*: Steve Bidwell, Norwood AND Susanna Wagner, Sheriff

\*Since there were no nominations for Diversity, Department Heads were able to award two awards for Initiative.

Selected employees will receive their merit pay award on the March 21<sup>st</sup> payroll.

3. Began the preliminary work for the 2024 Market Update on our wage plans. Held an introductory call with McGrath Consulting on February 23<sup>rd</sup> and started gathering the requesting documents and information necessary. The project is expected to span March-July 2024 and more information will be shared with Department Heads in the coming weeks. The annual salary grade appeal process will be rolled into this market review, so there will be a change to that process this year. The consultant will conduct virtual meetings with all Department Heads as part of this project; these meeting will be scheduled later in March. There will be no JDQs to complete with this project.
4. Created a memo for the Committee to consider several options for setting wages for the next term of office for the County Clerk, Register of Deeds, and Treasurer positions. Wages must be set by April 15, 2024.

### **Meetings & Trainings**

1. Attended the Operations Committee meeting on February 8<sup>th</sup>.
2. Attended County Board on February 20<sup>th</sup>.
3. Attended the Wisconsin Public Employer Labor Relations Association (WPELRA) Conference in Madison on February 1<sup>st</sup>- 2<sup>nd</sup>. Session topics included a state legislative update, creating positive workplace culture, public sector HR practices, data driven HR practices, team optimization, and the case for community.
4. Attended the Stevens Point Area Human Resources Association (SPAHRA) monthly meeting on February 14<sup>th</sup>. The topic presented was Servant Leadership and Self Deception.
5. Attended the Heart of Wisconsin's Network Exchange for HR Professionals on February 14<sup>th</sup>. The topic presented was Mental Health First Aid.
6. Held the monthly conference call with The Horton Group on February 27<sup>th</sup> to discuss various benefit topics.
7. Attended the Department Head Meeting on February 28<sup>th</sup>.
8. Held individual staff and team meetings to discuss and provide updates on the department's identified 2024 goals.
9. Staff attended various webinars related to benefits, employment law, and compliance.

### **Benefits**

1. Processed Open Enrollments for Medical, Dental, Vision, and Short Term Disability changes with benefit vendors.
2. 1095-C forms were sent to employees in late February prior to the March 1<sup>st</sup> deadline.
3. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
4. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
5. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
6. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
7. Processed COBRA notifications for dependents on the health plan reaching age 26.

### **Recruitment**

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily.
2. Completed a one-month campaign on Indeed showcasing multiple positions.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.

5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Continuing to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner, including sponsoring three Human Service positions on Indeed for two weeks.
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.**

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Branch I	Legal Admin Assistant (Floater)	Position posted, interviews conducted, offer pending on final candidate as of 3/4/2024.
Replacement	Clerk of Courts	Information Clerk	Position posted, deadline 3/6/2024.
Replacement	Corporation Counsel	Lead Legal Administrative Assistant	Position posted, interviews conducted, position filled internally 2/26/2024.
Replacement	District Attorney	Legal Admin Assistant	Position posted, deadline 3/11/2024.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 4/15/2024.
Replacement	Emergency Management	Deputy Director	Position posted, interviews conducted, references conducted, offer extended and accepted, filled 3/25/2024.
Replacement	Emergency Management	EM Relief Worker	Position posted, deadline 3/4/2024.
Replacement	Health	WIC Nutritionist/Health Educator	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 3/11/2024.
Replacement	Highway	Equipment Operator – End Loader	Position posted, interviews conducted, filled internally 2/19/2024.
Replacement	Highway	Engineering Intern	Position posted, interviews conducted, references completed, offer extended and accepted, filled 5/20/2024.
Replacement	Highway	Truck Operator	Position posted, interviews scheduled 3/6/2024.
Replacement	Human Services	Crisis Interventionist (50%)	Position posted, interviews conducted, filled internally 3/4/2024.
Replacement	Human Services	Bus Driver – Casual	Position posted, interviews conducted, references/background conducted, offer extended and accepted, filled 3/4/2024.
Replacement	Human Services	EMH/APS Coordinator	Position posted, deadline 3/14/2024.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 3/4/2024.
Replacement	Human Services	Case Manager/SW – Ongoing/FSET	Position posted, interviews conducted, final candidate selected, completing references and background.
Replacement	Human Services	Crisis Interventionist – 7 a to 7 p	Position posted, deadline 3/4/2024.



New Position	Human Services	Social Worker – Therapeutic Care	Position posted, deadline 3/4/2024.
Replacement	Human Services	Case Mgr/SW-Youth Justice	Position posted, deadline 3/4/2024.
Replacement	IT	IT Intern	Position posted, interviews conducted 2/29/2024.
Replacement	IT	Systems Tech – Lead	Position posted, deadline 3/4/2024.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 3/18/2024.
Replacement	Parks	Parks Maintenance Worker (South Park)	Position posted, deadline 3/4/2024.
Replacement(s)	Parks	Camp Rangers (South & Dexter)	Position posted, deadline 3/4/2024.
Replacement(s)	Parks	Summer Help – LTE II's	Position posted, deadline 3/4/2024.
Replacement	Planning & Zoning	Code Administrator	Position reposted, deadline 3/1/2024.
Replacements/New	Sheriff	Corrections Officer	Position posted, interviews conducted, and backgrounds being completed by Sheriff's Department. Three positions filled.
Replacement (9)	Sheriff	PT Deputies	Position posted, interviews conducted. Nine positions filled 2/21/2024.
Replacement	Sheriff	Deputy Sheriff	Position posted, deadline 4/14/2024.

### **Safety/Risk Management**

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Corresponded with various insurers regarding claims, including for the River Block power failures in March and September of 2023.
4. Attended Norwood Safety Committee meeting on 2/20/24.
5. Met with Emergency Management and IT on various dates to discuss messaging and the Everbridge System.
6. Attended Jail Construction Progress Meeting/Walkthrough on 2/13/24.

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

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

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

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

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

1. 8/8/23 – Human Services – Employee suffered head injury when hit on top of head by bus speaker that became dislodged

### **First Aid Injuries (5)**

1. 2/2/24 – Human Services – Employee fainted and hit head after donating blood

2. 2/3/24 – Norwood – Employee twisted R ankle while walking out of nurse’s station
3. 2/14/24 – Sheriff’s (Rescue) – Employee scraped L elbow and fell on back slipping while exiting Rescue truck
4. 2/19/24 – Highway – Employee smashed L pointer finger when they dropped lance onto it while crack filling
5. 2/29/24 – Highway – Employee reporting ringing in ears after using impact tools the prior day (hearing protection was being worn)

#### Property/Vehicle Damage Claims (2)

1. The claim for the March 2023 power loss at River Block has been accepted by Hartford Steam Boiler, and will be paid under the County’s equipment breakdown coverage. As of 12/18/23, a total of \$114,645.34 has been received from various property and liability insurance providers.
2. We received some of the final invoices for replacing HVAC components damaged during the September 2023 River Block power surge, and have now exceeded the County’s deductible. A claim will be submitted to Aegis/County Mutual for cost reimbursement. As of 1/24/24, Risk Management has paid \$47,166.16 in repair and replacement costs. This includes repairing control drives in the building’s HVAC units, elevator controls, lighting modules, and security panels and various pieces of equipment within the building, as well as replacing several hundred surge suppressors and three pieces of electronic equipment within departments.

#### Liability Claims (1)

1. Concurrent claims were filed with two of the County’s insurers for the incident involving resident funds at Norwood Health Center. Total damages are unknown at this time and both claims remain in the determination stage.

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

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.
2. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing was held on July 19 & 20, 2023. Our post-hearing brief was submitted on September 6, 2023. Our response post-hearing brief was submitted on September 26<sup>th</sup>. Currently awaiting a ruling from the assigned judge.

#### Other

1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community focused announcements.
2. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
3. Quarter 1 Random DOT testing has been completed.
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Reconciled and processed the January Unemployment Insurance payment.
6. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
7. Facilitated New Hire Orientation on February 5<sup>th</sup>, 21<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>.
8. Conducted exit interviews on February 21<sup>st</sup> and 27<sup>th</sup>.
9. Completed the annual I-9 Audit.
10. Completed Q1 Employee Recognition- provided letters to employees approaching an eligible service year or retirement and ordered/distributed selected gifts to departments.
11. Created ballots and award letter for the Core Values program.

12. Responded to multiple verifications of employment.
13. Replied to requests from surrounding counties with varied information.
14. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.



# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

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### LETTER OF COMMENTS—MARCH 2024

1. Attended Wisconsin Counties Association weekly calls on Mondays in February.
2. Attended the Operations Committee meeting on February 8.
3. I was invited to speak to the Heart of Wisconsin Leadership class regarding the County Treasurer position and duties that the office does on February 8.
4. Attended County Board meeting on February 20.
5. Attended REDI Housing Task Force meeting on February 27.
6. Attended Department Head meeting on February 28.
7. Attended Judicial and Legislative Committee meeting on February 29.
8. 2024 seems to be starting off with a bang in the sales tax department! January sales tax was about 16% higher than January 2023. Hopefully this trend will continue throughout the year.
9. All February settlements were completed and paid by the February 20 statutory deadline to taxing jurisdictions. We had a few stragglers that didn't get all of their MFL paid by then, however, all payments have now been received as of this report.
10. The office sent out about 1200 delinquent notices for about 1600 parcels that have delinquent taxes owed from 2020-current for just over \$3.5 million dollars. The amount of notices is about the same from last year, however, delinquent taxes are down about \$300,000.
11. Human Resources will be bringing up the pay for the constitutional officers of County Clerk, Register of Deeds, and Treasurer. I will be happy to answer any questions that the Committee may have.
12. I will be unavailable March 4-6 for the Wisconsin County Constitutional Officers meeting in Madison and again on March 7 for the Wood County Housing Summit at Mid-State in Wisconsin Rapids.



# Wood County

## WISCONSIN

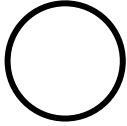
## Employee Wellness

*Ryan Boeshaar*

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### Letter of Comments – February 2024

- The final onsite biometric screening is scheduled for next week at Riverblock. There was a total of 8 screenings this year and all were highly participated in. I still have 2 backup dates available in case we need to cancel next week's screening. Participants who were unable to attend an onsite biometric event can either complete the biometric screening by going through their primary care provider or using the 2024 voucher form to schedule a free appointment at any of the Aspirus occupational health clinics listed. The deadline to complete both the biometric screening and online health assessment is March 31, 2024.
- Health coaching sessions have started to ramp up. I met with 40 people in February to go over their 2023 goals, strategize future goals, and review their 2024 biometric and health assessment results. There has been a wide range of wellbeing goals set so far this year, but the most popular goals set focus around the physical dimension of wellness (nutrition and exercise).
- The Quarter 1 Wellness Challenge, "*Prioritizing SELF*" wrapped up last week. To recap, this 4-week challenge focused on taking care of ourselves to ensure that both our physical and emotional needs are met. I provided participants with a plethora of self-care practices/examples, and practical strategies on how to increase one's level of self-care. This was the highest participated challenge to date, with a total of 153 participants!
- I have been planning for a couple wellness activities that will be promoted in March and April. Some of them have been activities done in past years such as the annual step challenge which will happen next quarter and the wellness bulletin board items displayed quarterly. Other activities are brand new and I am excited to be promoting them in the coming weeks, including an Earth Day challenge in April to encourage environmental wellbeing practices.
- I am working closely with any new hires and/or employees who have previously not enrolled in the Wellness Program to create their wellness portal accounts so they may begin the process of completing the qualifying activities and become more involved with wellness.



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE March 19, 2024
Effective Date January 6, 2025

KM

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

INTENT & SYNOPSIS: To establish the rate of pay for the County Clerk, Register of Deeds, and Treasurer for their next terms of office beginning January 2025.

FISCAL NOTE: Unknown. The rates of pay for these elected officials shall be tied to changes made for the non-elected department heads. The estimated compensation for these officials shall be as follows:

Table with 2 columns: Category, Amount. Rows: 2025 Gross Wages: \$85,155.20\*, Benefits Costs: \$29,320.05\*\*, Total: \$114,475.25

\*This rate reflects the 2024 rate at 2,080 hours. The 2025 rate will include any cost of living adjustment that may be awarded to all Wood County Pay Plans during the annual budget process as determined and approved by the Wood County Board of Supervisors.

\*\*Benefits include the employer-provided portion of FICA/Social Security, Retirement/WRS, Worker's Compensation, Health, Vision, and Life Insurance premiums. All benefits are calculated using the 2024 rates and may be subject to change annually. The PEHP is not an included benefit for Elected Officials.

WHEREAS, §59.22(1)(a), Wis. Stats., requires that the County Board establish the annual compensation for elected officials prior to the earliest time for filing nomination papers, and

WHEREAS, the earliest time for filing nominations papers for the County Clerk, Register of Deeds, and Treasurer is April 15, 2024, and

WHEREAS, the annual rates of pay for the Wood County elected officials are included in the attached Wood County Elected Officials Pay

Structure and the only adjustment that can be made to the plan during the four-year term is the application of the cost of living adjustment (COLA) as determined and approved by the Wood County Board of Supervisors and applied uniformly to all Wood County Pay Plans.

NOW, THEREFORE BE IT RESOLVED, that the compensation for the County Clerk, Register of Deeds, and Treasurer shall be Grade 11, Step 11 of the Wood County Elected Officials Pay Structure effective January 6, 2025 through January 3, 2027 and then increased to Grade 12, Step 11 of the same plan effective January 4, 2027;

BE IT FURTHER RESOLVED, that the County Clerk, Register of Deeds, and Treasurer shall be paid for a total of 2,080 hours annually based on the rate of pay in the assigned Wood County Elected officials Pay Structure;

BE IT FURTHER RESOLVED, that the County Clerk, Register of Deeds, and Treasurer are eligible for the same health, vision, dental, and life insurances and retirement benefits available (with the exclusion of the PEHP benefit) to the non-elected department heads and that said benefits are subject to the same terms and conditions as the non-elected department heads.

{ }

Ed Wagner (Chair)

Adam Fischer

Lance Pliml

Donna Rozar

Laura Valenstein

Adopted by the County Board of Wood County, this 19th day of March 20 24.

County Clerk

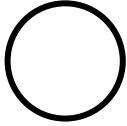
County Board Chairman

**Wood County Elected Officials Pay Structure 2024**

Grade	JOB TITLE	Job Code	DEPARTMENT	Control Point										
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
18	Sheriff	1901	25-Sheriff & Corrections	\$48.18	\$49.55	\$50.92	\$52.29	\$53.66	\$55.06	\$56.43	\$57.82	\$59.16	\$60.54	\$61.92
				\$100,214.40	\$103,064.00	\$105,913.60	\$108,763.20	\$111,612.80	\$114,524.80	\$117,374.40	\$120,265.60	\$123,052.80	\$125,923.20	\$128,793.60
12	Clerk of Court	3142	07-Clerk of Courts	\$34.01	\$34.99	\$35.99	\$36.95	\$37.91	\$38.89	\$39.85	\$40.85	\$41.81	\$42.78	\$43.75
				\$68,530.15	\$70,504.85	\$72,519.85	\$74,454.25	\$76,388.65	\$78,363.35	\$80,297.75	\$82,312.75	\$84,247.15	\$86,201.70	\$88,156.25
11	County Clerk	1301	06-Clerk	\$31.84	\$32.75	\$33.67	\$34.59	\$35.49	\$36.39	\$37.32	\$38.22	\$39.13	\$40.04	\$40.94
	Register of Deeds	3001	24-Register Of Deeds	\$64,157.60	\$65,991.25	\$67,845.05	\$69,698.85	\$71,512.35	\$73,325.85	\$75,199.80	\$77,013.30	\$78,846.95	\$80,680.60	\$82,494.10
	Treasurer	3401	28-Treasurer											

\* All elected officials are placed at Step 11 of their respective Grade  
 \* Sheriff is budgeted at 2080 annual hours  
 \* Clerk of Courts, County Clerk, ROD, and Treasurer are budgeted at 2015 annual hours

Per resolution #18-3-10 (dated 3/20/2018 and effective 1/7/2019), the compensation for the elected Coroner is set at:  
 \$15,000 salary per year  
 \$85 per diem for calls (regardless of duration)



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

Introduced by Health & Human Services & Operations Committees  
Page 1 of 2

TDM

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

**INTENT & SYNOPSIS:** To amend the 2024 CVSO Grants budget to include unspent funds for projects that will be using unspent grant funds

**FISCAL NOTE:** No cost to Wood County. The source of the funding is unspent funds from the 2023 CVSO Grants budget. The monies will be expended in 2024. The adjustment to the budget is as follows:

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

Function	Account Name	Debit	Credit
54760	CVSO Grants		\$3,788
34300	Fund Balance	\$3,788	

**WHEREAS,** the CVSO Grants budget will have unexpended funds from the 2023 budget year, and

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

**THEREFORE BE IT RESOLVED,** to amend the Wood County CVSO Grants budget account (54760) for 2024 by appropriating \$3,788 from the Fund Balance (34300) with unspent monies from the 2023 budget year, 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.

**OPERATIONS COMMITTEE**

Ed Wagner (CHAIR)

Donna Rozar

Adam Fischer

Lance Pliml

Laura Valenstein

**HEALTH & HUMAN SERVICES COMMITTEE** ( )

Adam Fischer, Chair

Donna Rozar

Tom Buttke

John Hokamp

Lee Thao

Kristin Iniguez, DO

Rebecca Spiros, RN

Mary Jo Wheeler-Schueller

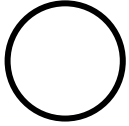
Lori Nordman

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

County Clerk

County Board Chairman





RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE March 19, 2024

Effective Date Upon Passage & Posting

PY

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

INTENT & SYNOPSIS: To amend the 2023 budget for Clerk of Courts budget (51221) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from Clerk of Courts state aid. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Row 1: 51221 Clerk of Courts, \$2,445. Row 2: 43514 CSC - State Aid, \$2,445.

WHEREAS, Clerk of Courts incurred additional expenses for indigent legal fees that were not anticipated during the 2023 budget; and

WHEREAS, unanticipated revenues from court support services state aid is sufficient to cover the overage of expenses, and

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

THEREFORE BE IT RESOLVED, to amend the Clerk of Courts (51221) budget for 2023 by appropriating \$2,445 of unanticipated revenues from Court Support Services state aid (43514), and

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

( )

ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

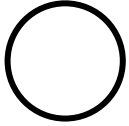
LAURA VALENSTEIN

ADAM FISCHER

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE March 19, 2024

Effective Date Upon Passage & Posting

PY

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

INTENT & SYNOPSIS: To amend the 2023 budget of various Highway functions listed below for additional expenditures of \$1,451,416 not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding are transfers available and not anticipated to be spent under Highway function (53311) and available funds from Highway capital projects fund balance (34113). The adjustment to the budget is as follows:

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

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include 53251 Crushing Operations, 53340 Cty Aid Road Construction, 53341 Cty Aid Bridge Construction, 53311 Maint CTHS Patrol Section, 57310 Highway Capital Projects, 34113 Hwy CP Fund Balance.

WHEREAS, final funding of expenditures for crushing operations, county aid-road construction, county aid-bridge construction, and highway capital projects are able to be funded by functions under budget or available fund balance, and

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

THEREFORE BE IT RESOLVED, to amend the 2023 Wood County Highway budgets to fund additional expenditures by transferring available appropriations of \$272,803 out of Maintenance CTHS Patrol Section (53311) to Crushing Operations (53251) of \$219,346, County Aid Road Construction (53340) of \$24,246, and County Aid Bridge Construction (53341) of \$29,211 AND transfer \$1,178,613 from Highway capital projects fund balance reserve (34113) to Highway Capital Projects (57310), and

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

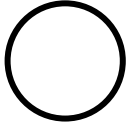
( )

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

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by  
Page 1 of 1

Highway Infrastructure & Recreation Committee and Operations Committee

ITEM#

DATE March 19, 2024

Effective Date Upon passage & posting

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

INTENT & SYNOPSIS: To amend the 2023 Parks and Forestry Department Admin budget (55210) for additional expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from the Forestry (46813) revenue account. The adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
55210	Parks and Forestry Admin		\$127,000
46813	Forestry Revenue	\$127,000	

WHEREAS, the Parks and Forestry Administration budget has incurred unanticipated expenditures due to the increased cost of maintenance goods, professional services, and capital outlay equipment in 2023, and;

WHEREAS, revenues from Parks and Forestry timber sales exceeded the 2023 budget and will offset the unanticipated expenditures, and

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

THEREFORE, BE IT RESOLVED to amend the Parks & Forestry Admin budget (55210) for 2023 by appropriating \$127,000 of unanticipated revenues from the Forestry (46813) revenue account, and

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

( )

Jake Hahn (Chairman)

Ed Wagner (Chairman)

John Hokamp

Adam Fischer

Lee Thao

Lance Pliml

Al Breu

Laura Valenstein

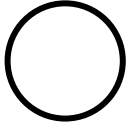
David LaFontaine

Donna Rozar

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Highway Infrastructure & Recreation Committee & Operations Committee  
Page 1 of 1

PY

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

INTENT & SYNOPSIS: To amend the 2024 Parks & Forestry Capital Projects budgets to include 2023 unspent funds for projects that will be using America Rescue Plan Acting (ARPA) funding:

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

Account	Account Name	Debit	Credit
57521	Parks Capital Projects (401)		\$483,909
56913	Parks Capital Projects (245)		\$446,268
43300	ARPA Proceeds	\$930,177	

WHEREAS, the 2023 Parks and Forestry Department capital projects budgets included ARPA funding of various projects totaling \$1,291,000, and

WHEREAS, only \$360,823 of the \$1.291 million was expended in 2023, leaving unspent appropriation ARPA funds of \$930,177, and

WHEREAS, the various projects needing carryover of 2023 unspent ARPA funds are identified below and are anticipated to be completed in 2024, and

	Project #	Carryover Amount
Playground Equipment Replacement	21-22-006	\$ 50,000
Road/Parking Lot Resurfacing	21-23-002	80,000
Powers Bluff Shop Construction	21-23-005	250,000
South Park Storm Shelter	21-23-006	89,500
South Park Shop Improvements	21-23-008	14,409
Powers Bluff 3-Mile Multi-use Trail	Res 22-10-9	14,768
Powers Bluff Trailhead	Res 23-5-5	431,500
		<u>\$ 930,177</u>

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

THEREFORE BE IT RESOLVED, to amend the Parks & Forestry Capital Projects budget (57521) for 2024 by appropriating \$483,909 from ARPA Proceeds (43300) and amend the Parks Capital Projects budget (56913) for 2024 by appropriating \$446,268 from ARPA Proceeds (43300) that were unspent in the 2023 budget year, and

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

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JAKE HAHN (Chair)

ED WAGNER (Chair)

JOHN HOKAMP

DONNA ROZAR

LEE THAO

LANCE PLIML

AL BREU

ADAM FISCHER

DENNIS LAFONTAINE

LAURA VALENSTEIN

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

County Clerk

County Board Chairman

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

**DATE:** Thursday, February 22, 2024  
**TIME:** 5:00 PM  
**PLACE:** Edgewater Haven Nursing Home – Conference Room 110

**MEMBERS PRESENT:** Adam Fischer, Donna Rozar (WebEx), Tom Buttke, John Hokamp, Lee Thao, Kristin Iniguez (WebEx), Mary Jo Wheeler-Schueller (WebEx, arriving at 5:07 PM), Lori Nordman

**MEMBERS EXCUSED:** Rebecca Spiros

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

1. Chairman Fischer called the meeting to order at 5:00 PM
2. Chair Fischer declared a quorum present.
3. There were no public comments.
4. The consent agenda was presented for approval. Motion by Buttke/Thao to approve the consent agenda. Motion carried unanimously.
5. Health Director Smith presented two requests for out of state travel. The first was for the Empowering Public Health through Law and Policy Conference in New Orleans LA, April 30 – May 2, 2024 with all expenses paid with grant funds. The second was for the Community Health Worker Sustainability Summit in Spokane WA, April 15-18, 2024 with all expenses paid with grant funds. Motion by Hokamp/Thao to approve both requests. Motion carried unanimously.
6. Smith and Public Health Manager Alft presented a request for incentive pay for the Health Dept. employee that was bilingual. Motion by Buttke/Rozar to approve the request. Motion by Buttke/Thao to amend the motion to refer this item to the Operations Committee to review. Motion to amend carried 7-1. Rozar voted no. The amended motion was called with it being approved unanimously.
7. Norwood Administrator Kornack reported on the Norwood water management status. There are required water tests conducted at the facility. Recent tests confirmed the very low presence of legionella bacteria. Filters were immediately installed to mitigate the issue, however this is only a temporary fix. The current thought is that because all of the galvanized pipe sizes were over engineered at time of construction, there is not enough water flow to keep clean water coming through. The piping in the facility has been on the radar and money has been in the CIP to fund this. They will be hiring an engineer & architect to come up with a plan to re-plumb the facility. VERY initial costs

are estimated at around \$1.5 million, but this just an estimate. Any plan would have to have the approval of the Dept. of Health Services. More information will follow.

8. Human Services Youth Justice Social Worker Taylor Brown provided a report and presentation on the Youth Justice Program in Wood County. He highlighted the statutory requirements, outcomes, and challenges faced in dealing with these children. He also shared a couple of scenarios where the programs offered through the county do make a large difference in the lives of these youth. Questions and answers followed.
9. Human Services Director Vruwink presented an out of state travel request for the Trust-Based Relational Intervention Training held in Orange County, CA May 20-24, 2024 with all expenses paid through scholarship and grant funding. Motion by Buttke/Hokamp to approve the request. Motion carried unanimously.
10. Edgewater Haven Administrator Cieslewicz offered a tour of the facility. It was decided to do this after the meeting. (Rozar, Wheeler-Schueller, and Iniguez left the meeting at 5:57 PM)
11. Cieslewicz reported on the possible scope of financial modeling in turning portions of Edgewater into assisted living quarters. This could be provided by Wipfli at a cost of \$21,500, however in the meantime, Forward Analytics is doing a comprehensive statewide study on nursing home beds and the aging population in the next few months which would glean more information on the trends, statewide. It was decided to wait until after the 2023 books have closed in March to see where Edgewater ended financially before possibly requesting funds to complete the Wipfi study.
12. Veterans Service Officer Larson presented a budget amending resolution for the CVSO Grants budget. A typo was noted and will be corrected by the county clerk. Motion by Hokamp/Thao to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
13. Legislative items were noted by Vruwink, Larson, and Cieslewicz provided legislative updates.
14. Future meetings:
  - a. Thursday, March 28, 2024, 5:00 PM, Norwood Health Center Classroom
15. Chairman Fischer declared the meeting adjourned at 6:17 PM.

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



**MINUTES**  
**EDGEWATER HAVEN DONATION AD HOC COMMITTEE**

**DATE:** Thursday, February 22, 2024  
**TIME:** 4:00 PM  
**PLACE:** Edgewater Haven Nursing Home Conference Room 110

**MEMBERS PRESENT:** Kathy Zellner, Tracey Draper, John Hokamp, Justin Cieslewicz, Tom Buttke, Matt Passineau

**OTHERS PRESENT:** Brandon Vruwink, Tiffany Koeshall

1. Chairman Buttke called the meeting to order at 4:00pm.
2. Chairman Buttke declared there was a quorum present.
3. There was no public comment.
4. The minutes of the October 26, 2024 meeting were reviewed. Motion by Hokamp/Draper to approve them as presented. Motion carried unanimously.
5. An update was provided on the donation balance by Zellner: \$5449.90
6. There are no new quotes for items or projects. Everything has been purchased except for the plaque.
7. Donation plaque options were reviewed and discussed. The Wood County logo is a tree so working with Awards and More to create more of an art piece plaque that looks like a tree with different color leaves for the level of donations. Updated the original donation tiers to add for lower level donations: Tier 1: \$500-\$2499 and Tier 2: \$2500-\$4999. Motion to add the small tiers to the original 4 tiers by Hokamp/Passineau. Motion carries unanimously.
8. Tour of Edgewater Haven to review purchased items: 10 AC units, 2 blanket warmers, activity room updates with new closets, outside bench, composite for other bench, 5 hip chairs, patio table/chairs, family room table/chairs, 5 water fountains, Tovertafel, 500 wing wall removal, fish tank.
9. Items for next agenda: none.
10. Next meeting date: tentatively at the next Edgewater Haven HHSC committee meeting- Justin will let committee know.
11. Motion to adjourn by Hokamp/Passineau. Motion carried unanimously.

Minutes taken by Tiffany Koeshall, Executive Administrative Assistant, and are in draft form until approved at the next meeting.



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

**Director's Report by Brandon Vruwink**

The Department continues to seek out additional opportunities to meet the growing needs within Wood County. I recently drafted an initial grant application to address Wood County's ever-increasing Truancy concerns. Deputy Director Miloch drafted a grant to address the connection between mental health issues and criminal activity. We will update the committee once we hear back on our applications.

I participated in a meeting with Wipfli and Edgewater Administrator Cieslewicz on February 1. We discussed options for Wipfli to prepare a financial analysis of converting one of the wings at Edgewater Haven into a CBRF. We worked through the scope of what we were asking for and await additional information from Wipfli. We plan to share what we have learned with the H&HS Committee at the February meeting.

I attended the WCHSA Executive Committee meeting held on February 1. The overall discussion was focused on future initiatives and the importance of advocacy with our legislatures. It was great to hear that WCHSA plans to begin this process earlier, as historically, the advocacy efforts have started after the release of the governor's budget. Wood County Human Services has always begun our advocacy efforts earlier, working closely with WCA through the H&HS Steering Committee and the County Ambassador Program. I look forward to working closer with WCHSA on their advocacy efforts as we prepare for the next budget cycle.

Another area that Administrator Cieslewicz, Kornack, and I have been working on is improving the advocacy reach of the Wisconsin Association of County Homes. Leading Age Wisconsin is the primary advocacy/lobbying arm of non-profit and county homes, as they have an organized and respected team of professionals with contacts at the state and national levels. However, it is also critical for the Wisconsin Association of County Homes to step up their advocacy efforts. With the closure of several county homes over the past decade, the association needs a stronger voice at the state level. We hope to expand the association's reach by the next budget cycle.

Wood County hosted the Heart of Wisconsin Leadership Class on February 8. Lacey Piekarski and Pamela Ashbeck represented Wood County Human Services. Lacey and Pamela provided an overview of our services and answered questions from the group. We appreciated Planning and Zoning Director Gruenberg inviting us to participate. We always enjoy the opportunity to share the resources and support our Department can offer. Thank you to Lacey and Pamela for representing the Human Services Department.

Facilities Manager Van Tassel reached out to share that he is working with the power company to complete the repairs necessary to fix the power cable at River Block permanently. The repair requires a power outage that will last for two days. They want to repair it in about two to three months. The plan is to begin the work on a Thursday and complete it on Friday. This will require the closure of the River Block Building. This will necessitate a plan for staff to work remotely or off-site to accommodate. I will work with our management team to discuss how we can continue meeting the needs of our customers while not working in the building over those two days.

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

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

- Health & Human Service 2023 monthly Budget projection meetings (all locations), Operations, County Board, Team Building, Division Specific Management, Process and Individual Progress Meetings Review and Updates for Division Policies. Performance Evaluations for team members up to date. All team members worked together to cover shortages in immediate needs due to absences and vacancies.
- Currently no Vacancies in this Division
- Additional accomplishments: Ongoing EHR Smartcare learning, workflows and processes.

#### *Accounting and Accounts Payable Team*

- Preparation continues for CLTS 3<sup>rd</sup> Party Administration changes to Gainwell from WPS
- Admin Team Building / Appreciation event
- Worked with Transportation regarding private pay charges/billing for 2024
- Worked with Transportation regarding 53.10 / 85.21 reporting needs, assisted in building an excel template for future use
- Smartcare meetings regarding GL setup
- Discussed CMHP funding with Accountant and Div. Administrator
- Attended Hospital Price Transparency meeting regarding 2024 changes
- Attended WIPFLI Leadership and business sustainability meeting
- Attended SAS training for CLTS/B23 changes
- 2024 Contracts continued to be completed
- Fixed Assets and other YE tasks being completed at all locations
- 2023 SNF Cost Report information gathering and reporting, Due to WIPFLI 3/15/2024

#### *Support Services Team*

- *We are transcribing 1/30/24 as of 2/9/24; 37 dictation jobs are within a 10 day window.*
- *January: Total Service Notes 305/ 317 entered by Units*
  - *OPC: dictated 272/completed 280 – majority entered w/in 3 days*
  - *FS: dictated 33/completed 37- majority entered w/in 1 day*
- Records Released:
  - Behavioral Health Records Released: **87**
  - Family Service Record / Background checks Released: **25**
  - Records pending/in progress: **6**
  - Total Completed: **112**

#### *Other Unit Information*

- No vacant positions
  - 1 staff on intermittent FMLA
  - 2 staff on continuous FMLA estimated return 2/26/24 & 3/20/24
  - 1 staff upcoming FMLA in February (2/19/24)
- HIPPA:
  - 0 HIPAA/Confidentially breach in January
  - Submitted 2023 Annual log of breaches to Corporation Counsel- 3 investigated (1 HIPAA breach and 2 Confidentiality issues w/no phi)

*Behavioral Health Clinic service notes*

- Monitor and evaluate service note review system weekly. Dictation for the year still continues to be completed on the average UNDER 12 days of *Date Of Service*
- Work with LTC/B23 Manager: Review LTC/B23 Program Assistant Interim plan (coverage during FMLA)
- Working with BH Division to Initiate plan to isolate errors, note corrections needed and billing requirements
- Work with Unit Support Services and OPC Clinic staff assist w/fixing & monitoring errors/weekly signing of OPC service notes
- Develop schedule for staff that provide coverage in RB and MFLD Reception for upcoming month.
- Monitor Administration Budget
- Restart of destruction of RB- FS records; FS File Room after RB Vault building construction completion
- Working with FS/ Steinle support team members for Records destruction for the North Location.

*Claims & Accounts Receivable, Client Interactions*

- Ongoing Smartcare meeting, testing, progress and workflows
- Testing of 270/271 eligibility verification file transfers
- Continued research on additional payer sources for all locations
- Contract application submission (UHC) for Norwood
- Contract application submission (AHC) for Norwood and Edgewater

*Insurance Claims created and submitted for current reporting*

- Norwood: 234 Claims submitted in the Amount of \$1,067,325
- Edgewater: 67 Claims submitted in the Amount of \$424,262
- Community: 5,625 Claims submitted in the amount of \$619,527
- Community: Accounts Receivable receipts: \$342,345

*Service Admission Intakes - by Location*

- NHC Admissions: 26, LTC 3
- Bridgeway: 10
- Edgewater: 8
- Community
  - 44 intakes conducted, 85 updates and 22 walk ins
  - 1,280 Appointments Scheduled, 835 Attended (65%)

*2024 TRIP Monies received YTD:*

- Norwood: \$0.00
- Community: \$0.00

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

*Transportation:* In January, the Transportation program provided 789 bus rides. Of these rides, 192 were for employment, and 100 were for medical. The program also provided 111 volunteer rides. Of these, 58 were for employment, and 53 were for medical.

*WHEAP:* Since the 2024 heating season began October 1, 2023, Wood County has provided Energy Assistance services to 1811 households. The program has also provided 16 households with furnace repairs, and 23 households with furnace replacements.

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

*Grant Awarded Training:* Last month's update included information around the grant award for sending two staff to complete Trust Based Relational Intervention/TBRI® practitioner training. Please see last month's update for information about TBRI®. Our second staff member, Stacey Thiel, was accepted into the session occurring May 20 through the 24<sup>th</sup>. Out of state travel is required as there are no training sessions held in Wisconsin. The training session Ms. Thiel will be attending is in Orange County, California. The grant covers the TBRI® training fee, transportation, lodging, and meals.

*Out of Home Numbers:* The Health and Human Services Committee meeting last month included information and discussion about Wood County's out of home care numbers compared to the other 71 counties across Wisconsin. Making a decision to recommend an out of home placement to the Court is something taken very seriously as removals are yet another trauma for the child, youth and family. Additionally, the Family First Prevention Services Act, the national child welfare transformation, prioritizes keeping children and families together by serving them in-home with resources and services. We remain committed to providing quality services to the families of Wood County to ensure they can remain together whenever possible. This includes being innovative in addressing systemic gaps through the creation of programs and services. The following are programs and services that have been created and/or incorporated into case practice within the past five years: the youth mentor program, Adolescent Diversion Program (ADP), 4SIGHT program, Aggression Replacement Training (ART) groups in schools and at the department, Expand Your Horizons summer youth groups, Motivating Change incentive-based program, Relative Care Provider Support Group, Youth Extended Services (YES) team, Targeted Safety Support Funds (TSSF), Learn and Empower Oneself (LEO) program, Youth Assessment & Screening Instrument (YASI), Family Keys, Carey Guides, and BITS. The creation of three new positions, including the Permanency Support Coordinator, Family Find & Engagement Social Worker, and Therapeutic Foster Care Social Worker, were developed to better support children and youth with their caregivers, maintain them in their placements, reduce and prevent placement disruptions, and increase informal support networks to foster long-term connections. It is our hope that the numbers for out of home care will decrease as families embrace the services and programs available and implement the skills learned so they can safely and effectively maintain children in their home environments. While Wood County has developed numerous programs and services to keep children and youth in their homes and community, continued efforts are needed to gain support from community partners, because efforts to keep families together is dependent on the entire community.

*Personnel:* Family Services is currently recruiting for an Ongoing & FSET Case Manager/Social Worker, a Youth Justice Case Manager/Social Worker, and the newly created Therapeutic Foster Care Social Worker position.

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

*Personnel:* A new intern joined the ADP team from UWSP. They are pursuing their minor in criminal justice and will serve one youth in the 18 week Adolescent Diversion Program. We have a strong partnership with the UWSP Social Work Department, and we are pleased to work with another department.

*Youth Justice Advisory Council:* On 1/18/24, the Youth Justice Advisory Council held a youth justice simulation activity titled 'Carter through the System.' 22 participants played the role of 'Carter' and navigated the youth justice system in Wood County. Attendees experienced a snapshot of Carter's life – his circumstances, his setbacks, and his successes. The goal was to portray true to life experiences of youth and families in Wood County, and to both increase compassion and increase awareness of service gaps.

### **Edgewater Haven Update by Justin Cieslewicz**

*Census Updates:* In the month of January we had 8 admissions and 9 readmissions. Current Memory Care census is 13 residents. Census comparison to last year:

January 2023 – 46.13 average census with 8.97 rehab

January 2024 – 45.06 average census with 7.45 rehab

*Admissions/Discharges Comparison:*

January 2023 – Admissions 20/Discharges 9/Readmissions 1/Deaths 6

January 2024 – Admissions 8/Discharges 6/Readmissions 9/Deaths 6

*Personnel Updates:* Open positions of writing this: Nursing – CNAs: .97 CNA, .97 CNA, .97 CNA. Med Techs: .97 Med Tech/CNA

*Quality Assurance Update:* The quarterly Quality Assurance Performance Improvement (QAPI) meeting was held on January 17, 2024. The Quality Assurance/Assessment and Performance Plan for 2024 was reviewed and approved by the QAPI committee. Quality metrics and quality indicators which are determined by the MDS process and tracked through CMS were reviewed and discussed to identify any potential trends, in which no negative trends were noted. Discussion was held regarding infection trends and rates in the community and parameters for Edgewater Haven to ensure residents remain healthy. Quality improvement audits conducted through the fourth quarter of 2023 were reviewed to ensure further compliance.

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

The criminal investigation of a former employee and their alleged misappropriation/exploitation of funds has concluded. Charges have been filed by the DA's office. The Department of Safety and Professional Services (DSPS) proceedings have concluded, with the former employee forfeiting their professional license.

After our citations (related to abovementioned employee's action), were upheld in the first level of appeals in August, we filed the second level of appeal in September. An administrative law judge and attorney from CMS (Centers for Medicare and Medicaid Services) were assigned to the case. Our attorneys have been in communication with the assigned CMS attorney related to the pending fines and appeal. Preliminary negotiations indicate CMS is amenable to not levying the Civil Money Penalty (CMP) fines should we agree to withdraw our appeal. This has not been finalized, and we have no further update since last month.

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

We are currently utilizing two agency CNAs to cover open positions. There are 4.50 vacant CNA FTEs at this time, along with eight casual tech positions. Marissa, Liz, and April (scheduling and payroll coordinator) have been researching/calculating budget dollars to contemplate making some staffing model changes on the hospital unit, which would incorporate utilizing more RNs and less mental health techs (CNAs), as we have had tech positions open for well over a year, for which we have had to utilize agency CNAs that comes with a considerable cost and often very poor quality. The changes would be budget neutral by combining vacant tech positions and utilizing budgeted agency dollars.

*Admissions Unit:* The average census for the month of January was 6.97, with an average length of stay of 7.62 days. There were twenty-six admissions and twenty-one discharges, with four 30-day readmissions.

We have a series of psychiatric nurse practitioner students, medical students from the Medical College of Wisconsin, a psychology fellow, and three social work interns completing learning/clinicals on the unit.

Unit leaders are starting to do some audits and reviews of treatment plans as survey preparation. As we are close to our survey window, with surveys occurring every 2-3 years. Our last survey was March of 2022.

*Long Term Care:* The long-term care unit had three admissions and two discharges in January, with an average census of 11.65 on Crossroads and 13.23 on Pathways. There was a COVID-19 outbreak in January, with two residents testing positive, but not requiring hospitalization.

As recommended by CDC, we are working on getting qualifying residents the RSV vaccine.

Recruitment for the client services assistant continued in January. In the meantime, Social Services Coordinator, Megan Taylor has been doing a great job covering all the social work needs, however, we are looking forward to filling that position to give her some relief.

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

On January 25<sup>th</sup>, Norwood opened its time capsule, a little over 50-years after it was placed (September 1973). This was opened in front of a group of approximately 30 staff, residents, and an HHS committee member.

The time capsule was in a copper box located behind the Norwood building cornerstone. Inside the time capsule was some 1973 coins, two newspapers from the week the capsule was placed, a copy of the 1912 Wood County Asylum annual report, a copy of the 1971-1972 annual report, and a straight jacket. Put back in to the time capsule was a copy of the 2022 annual report, that day's newspaper, information about food prices and the ADRC congregate meals program, two leather restraints, a COVID-19 test, an empty vial of Moderna COVID-19 vaccine, a mask, two medication consents (showing a medication that was available in 1973 which is still used, and one of the newest generation antipsychotics), a pin from our last cite free LTC survey, and Siggy, the action figure who "lived" on the admissions unit, as well as his photo book of "travels" he took with staff over the years.

The time capsule will be sealed back behind the cornerstone for a future generation to open hopefully 50-years in the future.

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

Congregate meals for the month of January were 5,448 with revenue of \$40,232. There were no congregated meals for 5 days in January due to: January 1&2 were considered holidays, January 9<sup>th</sup> no meals due to weather, January 12<sup>th</sup> no meals due to weather, January 15<sup>th</sup> no meals due to ADRC staff meeting. Per the contract, new 2024 meal rates went into effect in January.

As of writing this, we have .50 dietary aide FTE open, which we have an offer out to a candidate. If we successfully fill this position, we will be fully staffed.

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

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

- Air Handler Rebuild (Phase 1) - The fan repair parts arrived. However, due to the cold weather, it would be unsafe to start the installation since the heating would need to be shut down for at least 1 day and these areas are residential. This matter was discussed and consensus was that this work will be further postponed until warmer weather allows for the shutdown.
- East Entrance Doors- The overhead door for the East loading dock remains on backorder as of Jan. 31, 2024. We are now expecting it in early Feb.
- Building Security- DHS approved the plans for the renovations to Norwood's Lobby. I met with Ratsch Engineering to verify the details and a Request for Bids was published twice. Ratsch reported that there was a good amount of interest from local contractors. A walk-through of the work site was offered on Jan. 31 and we saw a very good turnout. Next steps: bids will be due on Feb. 8<sup>th</sup>, followed shortly after by public bid opening, the options will be discussed with the designers and we expect to have contracts signed by the end of Feb. We set an expected completion date for June 28<sup>th</sup>, 2024.

#### *Capital Improvement Updates: 2024*

- Water Pipe Replacement, Ph. 1- After a recent consultation with DHS, we were informed that engineered plans must be obtained in order to begin replacing water pipes. This clarification was not expected since most other fixtures and systems generally do not require an engineered design if it is "like for like". A design firm was contacted and a site visit will be done in February; we will request a quote for the design cost and report back on that process.
  - The DHS consultation also confirmed our assessment of the condition of Norwood's water pipes, which are galvanized steel, and due to deterioration pose an increased risk of buildup of debris and biofilm (bacteria) which in turn increases the likelihood of the presence of pathogens and should be replaced.

#### *Other Maintenance:*

*Dishwasher-* The new leased dish washer was installed. The old model was in poor condition and needed to be partially disassembled to allow for removal. For these reasons, there is very little/if any commercial value left as far as resale, so I suggest the old model be scrapped.

*Water Management-* since my last report, numerous steps have been taken to address the recent water issues at Norwood. To start, the facility was fully inspected to identify any "dead-end" water lines using inspection cameras to view inside walls where necessary. Any unused or capped off pipes that can hold stagnant water were either added to a flush schedule, removed completely, or slated to be removed at a future date due to the complexity of the removal.

Facility-wide daily flushing of all known water lines has been implemented, filters were applied to showers, and ongoing testing will all be part of our Water Management Plan moving forward. In addition, we have funds set aside for 2024 to begin the replacement process, which will start with a required survey and design plan done by an accredited engineer. We have plans to meet with CMG & Associates, Inc. to discuss a proposal for design plans.



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

### Meeting Date: February 22, 2024

January 2024 Activity: During the month of January we completed/submitted 304 federal forms include:

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

### Activities:

1. Completed as of February 14, 2024:
  - a. January 19 – CVSO Association Executive Committee meeting in Green Bay.
  - b. January 31 – Tomah VA Medical Center meeting with new Suicide Prevention Staff.
  - c. February 6&7 - WCA Legislative Conference.
  - d. February 13 – Tomah VAMC Director’s quarterly CVSO and Legislative Liaison meeting.
2. Near Future:
  - a. February 15 - Wood County Ride Share planning meeting.
  - b. February 15 - Wisconsin Department of Veterans Affairs virtual training.
  - c. February 20 - Milwaukee VA Regional Office Director’s VSO call in.
  - d. February 22 - NVLSP Webinar on VA Benefits for Gulf War Illness and Diseases Caused by Burn Pits.

### Office updates:

1. State Supplemental Grant (\$19,178 to be used 2023-2024) update \$15,389.56 expended to date. The Wisconsin Rapids lobby display is up and running (thanks to our IT staff debugging). We are in the process of collecting media (VA, State, homemade etc.) and experimenting with what works and how to present information. Installation of the Marshfield system is pending. The remaining \$3,708.44 to be expended in 2024 has yet to be allocated.
2. WCA Legislative Conference was very informative with many topics covered. Veteran high points were:
  - State of affairs on the national level with CEO and Executive director of the National Association of Counties. He mentioned veterans several times in his dialog. Talked with him offline about our CVSO Association and he had met our President the day before in Washington as part of our National Association’s visit to the nation’s capital.
  - Moving Wisconsin Forward: Economic Development. Efforts of the Wisconsin Economic Development Corporation to market Wisconsin to veterans and military members exiting service to come work and live in Wisconsin. After the presentation spoke with Secretary & CEO Missy Hughes about the CVSO/TVSO Association and our possible assistance in this effort.

Agenda Item 4b – Consent Veterans Department Head Narrative page 2

- Artificial Intelligence and County Government. After the presentation contacted CVS0/TVSO association trainers about including this topic at our spring training. Introduced the concept to our staff and already using generative AI to enhance our arguments to support veteran's disability claims to the VA.
3. Outreach the Veterans Office is coordinating with the VA Hospital Tomah to conduct a Veterans Expo and Director's Town Hall this summer in Wisconsin Rapids. This will be held June 26<sup>th</sup> at Crossview Church in conjunction with the Heros' Café. Plans for a fall event in Marshfield are being explored. The Marshfield American Legion Post is a possible location for that event.

**MINUTES  
PUBLIC SAFETY COMMITTEE**

**DATE:** Monday, March 11, 2024

**TIME:** 9:00 AM

**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Joseph Zurfluh, William Voight, Brad Hamilton (via WebEx),  
Dennis Polach, William Winch

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

1. Chairman Zurfluh called the meeting to order at 9:00 AM.
2. The minutes of the February 12, 2024 meeting were reviewed. Motion by Voight/Hamilton to accept them as presented. Motion carried unanimously.
3. There was no public comment.
4. The next meeting will be held on Monday, April 8, 2024 at 9:00 AM in Room 114.
5. The Communications Dept. presented their report and bill listing for review.
6. The Emergency Management Dept. presented their report and bill listing for review.
7. The Dispatch Dept. presented their report and bill listing.
8. The Coroner presented their report and bill listing. Patton highlighted the ongoing issue of getting laptops for his department. He will be working with IT to hopefully resolve the issue shortly.
9. Sheriff Becker reviewed, and highlighted, the following within their report.
  - a. Supervisor Winch was recognized for his many years of service on the Public Safety Committee.
  - b. Lt. Susanna Wagner was awarded a county core value award.
10. Motion by Hamilton/Voight to approve the voucher listings for Communications, Coroner, Dispatch, Emergency Management, and Sheriff's Department. Motion carried unanimously.
11. Chairman Zurfluh declared the meeting adjourned 9:22 AM.

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

**Public Safety Committee  
March 11, 2024**

NAME	REPRESENTING
Dennis Pappach	WCB - 14
Jeff Jene Kone	WCB # 11
Dave Patton	Coroner
Ed Newton	Finance
Sarah Christensen	EM
Erik Engel	WC Com
Amy Karp	IT
Bill W. Meit	WCB 9
Scott Brehm	
Tony Bastien	Dispatch
Shawn Becker	WCSA
Candice Hoagley	WCSA
G. ELLIS	WCSA
Ted Asadach	Wood County Jail



# February Monthly Report

Wood County Sheriff's Rescue

Submitted by: Ann Burger, WCSR Secretary

## February Training Descriptions

Date	Type	Description
5-Feb	Business Meeting	February Business Meeting
12-Feb	Extrication	Simulated scene with extrication, CPR with AED, communication.
19-Feb	Work Night	Weekly checks; raffle ticket update including counting tickets and money.
26-Feb	Other	CPR Refresher

# Call Summary

Call #	8	9	10	11	12
Date	2/3/2024	2/15/2024	2/20/2024	2/22/2024	2/26/2024
Time	9:07	16:34	12:31	14:15	0:10
Day of Week	Saturday	Thursday	Tuesday	Thursday	Monday
Township	Biron	Saratoga	Rudolph	Seneca	Port Edwards
Location	1259 ANCHOR LANDING DR	784 STH 73 S	STH 66 & REDDIN RD	STH 73 & VANS RD	2887 SWIGGUM LN
Rescue 3	M. Klein	B. Diggles	J. Herman	M. Wiberg	B. Diggles
Rescue 4	B. Diggles				
Rescue 5					
10-22ed					
Call Type	Water Rescue	10-50 w/ Injuries	10-50 w/ Unknown Injuries	10-50 w/ Injuries	10-50 w/ Injuries
Medical/Extrication					
Ambulance	WRFD	WRFD		UEMR	WRFD
EMR		Saratoga			Port Edwards
Fire		Nekoosa	Rudolph	Pittsville	Port Edwards
Air					
Tools/Equipment Used	Traffic cones, cold water suits				
Notes					
Other members on scene	M. Wiberg J. Van Ert	M. Wiberg T. Young	B. Diggles	B. Diggles	B. Franz M. Klein M. Wiberg T. Young

# Call Summary

Call #				
Date				
Time				
Day of Week				
Township				
Location				
Rescue 3				
Rescue 4				
Rescue 5				
10-22ed				
Call Type				
Medical/ Extrication				
Ambulance				
EMR				
Fire				
Air				
Tools/ Equipment Used				
Notes				
Other members on scene				



## Special Events Summary

Date	2/3/2024				
Day of Week	Saturday				
Event	Polar Plunge				
Host	Special Olympics WI				
Location	Anchor Bay (1259 Anchor Landing Dr)				
Vehicle Used	R2, R3, R4				
Tools/ Equipment Used	Traffic cones, cold water suits				
Event Description	Water rescue stand by at the Polar Plunge at Anchor Bay.				



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

March 1, 2024

MEMORANDUM FOR Sheriff Becker; Public Safety Committee

SUBJECT: Monthly Crime Stoppers Report – February 2024

The Crime Stoppers program received 14 tips in the month of February 2024 that were forwarded to the appropriate agencies for follow-up, as reported by P3.

The last monthly board meeting was held on February 14, 2024. The next regular meeting will be on March 13, 2024 at 6:30 P.M.

Respectfully Submitted,

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



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## February 2024 K9 Report

	<b>TRAINING HOURS</b>	<b>USEAGE/ DEPLOYMENTS</b>	<b>DEMO/ COMMUNITY</b>
K9 Sig	12	3	1
K9 Bingo	17	2	0
K9 Timo	12	0	0
K9 Rosco	12	1	0

### TRAINING (MONTHLY) –

During the month of February Sergeant Arendt with K9 Timo, Sergeant B. Christianson with K9 Bingo, Deputy Pidgeon with K9 Sig, and Deputy Beathard with K9 Rosco trained with the Wisconsin Rapids Police Department K9 unit, Nekoosa Police Department K9 Unit and Sentry Insurance K9 Unit for monthly training. Training venues consisted of WOSO/WRPD Range House, Badger Motors, and Sentry Insurance Buildings. The group worked several different training areas including tracking, odor detection, building search for person, vehicle detection, and open area search for person.

### TRAINING (INDIVIDUAL) –

Sergeant B. Christianson and Bingo completed training while on-duty in the area of odor detection, door popper exercises, obedience and tracking. K. Beathard and Rosco completed on duty training in the areas of narcotic detection, tracking, and obedience.

### USEAGE –

Sergeant B. Christianson and K9 Bingo deployed two times in the month of February. First was an agency assist with the School District of Mosinee for a bomb threat. All three schools were searched with no indications observed. Second was assisting Port Edwards Police Department with a stolen firearm. Multiple areas were searched by K9 Bingo, and with information received K9 Bingo located the firearm in a wooded area at the base of a tree.



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

K9 Sig assisted with a traffic stop in the City Of Wisconsin Rapids. No indications were observed. We conducted checks at Mary's Place, men's Oxford House and the women's Oxford house both located in the City of Wisconsin Rapids. No indications were observed at these locations.

K9 Rosco was deployed once in the month of February for a traffic stop with MPD. K9 Rosco indicated on the vehicle. Subsequent search was conducted and nothing of evidentiary value was located.

**DEMO/COMMUNITY** – K9 Sig participated in a Demo at Steel King located in Stevens Point. This was a presentation for the K9OP organization.

K9 Rosco makes multiple rounds per week inside Auburndale high school for obedience.

## **ADDITIONAL INFORMATION –**

Respectfully,

*Nathan Dean*

Nathan Dean  
Patrol Lieutenant



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## HUMANE OFFICER

1-22-23 to 2-17-24

Animal Bites:	<u>Dog</u>	<u>Cat</u>
• NKPD	0	0
• PEPD	0	0
• WRPD	1	1
• GRPD	3	0
• PIPD	0	0
• Saratoga	0	1
• Seneca	1	0
• Lincoln	1	0
• Richfield	1	0

Neglect/Abuse Case: 2

Abandonment: 2

Animal vs Animal: 0

Abatement Order: 0

Animals at Large: 1

Major Incidents: 1

Follow-up-Brooke: 13

Follow-up-Susa: 1

Monthly Hours: 28.75

2024 YTD Hours: 41.50

Submitted by:

Mitzi Forde



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Department of Natural Resources Patrols

### February 2024

#### ATV

- Patrol Hours 49.5
- Citations-1
- Warnings-3

#### BOAT

- No Activity

#### SNOWMOBILE

- Wood County Alliance Meeting

Submitted by

Sgt. Matt Susa



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Operations Overtime/Comp Time Totals

### February 2023 (02/04/24to 03/02/24)

#### Patrol

Overtime hours:	76.5
Comp time hours:	214.365
Holiday Pay/Comp hours:	0

#### Investigations

Overtime hours:	9
Comp time hours:	8.625

#### Security Services

Overtime hours:	7.75
Comp time hours:	22

TOTAL CALL OUT:	3
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Submitted By: Charles Hoogesteger – Operations Captain



# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Shawn Becker*  
SHERIFF

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## **Public Safety Committee Meeting**

### Security Services February 2024 Report

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

Guns -	0
Knives -	54
O.C. -	11
Misc. Items -	10

The miscellaneous items that were located were two (2) scissors, four (4) self-defense weapons, pliers, wrench with breaker bar, holster and a loaded .380 magazine.

Security Services screened 7,673 people entering the courthouse in February. Security Services had 27 security requests from different departments within the Courthouse for the month and we had four-(4) jury trial. We also served 6 civil process paper and fulfilled one warrant.

Security Services handled four (4) complaints in the jail this month. The reports were for two fights, a theft and a sexual offense.

During the Month of February, I utilize part-time employees for 8 hours to fill employee shortage hours. Several shifts ran short due to no part-time employees able to help.

Report submitted by: Lieutenant Bryan D. Peterson



**WOOD COUNTY JAIL  
January - June 2024**

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

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	172	69	22	175	74	25	195	81	32	0	0	0	0	0	0	0	0	0
2	174	69	22	178	73	26	199	80	32									
3	177	68	23	180	73	26	201	80	32									
4	174	71	21	182	73	26	201	80	31									
5	167	67	20	182	73	26												
6	173	73	21	183	72	25												
7	173	73	20	186	72	26												
8	175	73	19	187	69	26												
9	169	71	19	188	64	25												
10	167	70	20	188	64	25												
11	166	68	21	188	63	25												
12	169	69	23	186	63	24												
13	170	72	24	184	60	25												
14	169	72	24	190	59	26												
15	170	72	24	190	57	27												
16	173	72	25	194	65	29												
17	166	71	26	195	70	30												
18	165	68	26	196	70	30												
19	168	72	26	198	70	30												
20	174	77	29	192	67	30												
21	175	77	29	191	66	30												
22	177	77	28	195	68	30												
23	174	75	28	199	73	30												
24	179	74	26	198	79	30												
25	175	74	26	199	79	30												
26	178	77	27	199	79	30												
27	176	75	25	191	77	33												
28	179	75	25	198	77	33												
29	179	75	22	197	76	33												
30	176	74	22															
31	177	71	23															
WCJail	172.77			189.97			199.00			0.00			0.00			0.00		
Shipped	72.29			69.83			80.25			0.00			0.00			0.00		
EMP	23.74			27.97			31.75			0.00			0.00			0.00		
Avg Length of Stay (Days)	32.60			26.30			0.00			0.00			0.00			0.00		

**WOOD COUNTY JAIL  
July - December 2024**

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


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

1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																	
3																	
4																	
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27																	
28																	
29																	
30																	
31																	
WCJail	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Shipped	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Avg Length of Stay (Days)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**2023 Yearly Averages**

<b>Total</b>	<b>187.25</b>
<b>Safekeeper</b>	<b>74.12</b>
<b>EMP</b>	<b>27.82</b>
<b>LENGTH of STAY</b>	<b>29.45</b>

<b>SK Total</b>
WP 75

Notes COVID  


Color indicates low population	165	01/18/24
Color indicates high population	179	01/28/24

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

Day	January		February		March		April		May		June	
	Wood	WP	Wood	WP	Wood	WP	Wood	WP	Wood	WP	Wood	WP
1	75	69	71	74	79	81	0	0	0	0	0	0
2	77	69	73	73	84	80						
3	80	68	76	73	86	80						
4	76	71	78	73	87	80						
5	73	67	77	73								
6	73	73	80	72								
7	74	73	82	72								
8	77	73	86	69								
9	73	71	93	64								
10	71	70	93	64								
11	71	68	94	63								
12	71	69	93	63								
13	68	72	93	60								
14	67	72	101	59								
15	68	72	102	57								
16	70	72	96	65								
17	63	71	91	70								
18	65	68	92	70								
19	64	72	94	70								
20	61	77	91	67								
21	63	77	91	66								
22	66	77	93	68								
23	66	75	92	73								
24	74	74	85	79								
25	70	74	86	79								
26	68	77	87	79								
27	71	75	78	77								
28	74	75	85	77								
29	77	75	85	76								
30	75	74										
31	78	71										
<b>WOOD</b>	70.94		87.52		84.00		0.00		0.00		0.00	
<b>WPSO</b>	72.29		69.83		80.25		0.00		0.00		0.00	
<b>TOTAL</b>	172.77		189.97		199.00		0.00		0.00		0.00	

MONTH	High	Low
January	80	61
February	102	71
March	0	0
April	0	0
May	0	0
June	0	0

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

Day	July			August			September			October			November			December		
	Wood	WP		Wood	WP		Wood	WP		Wood	WP		Wood	WP		Wood	WP	
1	0	0		0	0		0	0		0	0		0	0		0	0	
2																		
3																		
4																		
5																		
6																		
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27																		
28																		
29																		
30																		
31																		
<b>WOOD</b>	0.00			0.00			0.00			0.00			0.00			0.00		
<b>WPSO</b>	0.00			0.00			0.00			0.00			0.00			0.00		
<b>TOTAL</b>	<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>		

2024 Safe Keeper Averages			
<b>WOOD Co Jail</b>	<b>80.82</b>	108	
<b>WAUPACA Co</b>	<b>74.12</b>	75	Yellow Shut down for COVID
<b>Total Population</b>	<b>187.25</b>	183	

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

# SAFE KEEPER DIFFERENCE 2023

MONTH	BED DAYS	WOOD CTY COSTS \$34.55/DAY	OUT OF COUNTY Including Wages/mileage \$44.78/DAY	DIFFERENCE	YTD TOTAL AMOUNT	2023 TOTAL AMOUNT
January	2241	\$77,426.55	\$100,351.98	\$22,925.43	\$22,925.43	\$26,199.03
February	2025	\$69,963.75	\$90,679.50	\$20,715.75	\$43,641.18	\$27,293.64
March	321	\$11,090.55	\$14,374.38	\$3,283.83	\$46,925.01	\$27,825.60
April	0	\$0.00	\$0.00	\$0.00	\$46,925.01	\$24,664.53
May	0	\$0.00	\$0.00	\$0.00	\$46,925.01	\$27,743.76
June	0	\$0.00	\$0.00	\$0.00	\$46,925.01	\$25,820.52
July	0	\$0.00	\$0.00	\$0.00	\$46,925.01	\$27,580.08
August	0	\$0.00	\$0.00	\$0.00	\$46,925.01	\$26,260.41
September	0	\$0.00	\$0.00	\$0.00	\$46,925.01	\$26,362.71
October	0	\$0.00	\$0.00	\$0.00	\$46,925.01	\$29,227.11
November	0	\$0.00	\$0.00	\$0.00	\$46,925.01	\$26,782.14
December	0	\$0.00	\$0.00	\$0.00	\$46,925.01	\$25,380.63
<b>TOTAL</b>	4587	\$158,480.85	\$205,405.86	<b>\$46,925.01</b>		<b>\$321,140.16</b>

\$34.55

\$44.78

## Electronic 20

### Monthly Savings vs. C

Month	Monthly Average	Monthly Savings
January	23.74	\$21,563.04
February	27.97	\$23,766.11
March	0	\$0.00
April	0	\$0.00
May	0	\$0.00
June	0	\$0.00
July	0	\$0.00
August	0	\$0.00
September	0	\$0.00
October	0	\$0.00
November	0	\$0.00
December	0	\$0.00
<b>TOTAL</b>	<b>4.31</b>	<b>\$45,329.15</b>

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

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



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

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

# SAFE KEEPER HOUS

## 2024

MONTH	Other Facilitiy	Other Facility	Other Facility	WAUPACA
JANUARY	\$0.00	\$0.00	\$0.00	\$86,687.50
FEBRUARY	\$0.00	\$0.00	\$0.00	\$86,687.50
MARCH	\$0.00	\$0.00	\$0.00	\$0.00
APRIL	\$0.00	\$0.00	\$0.00	\$0.00
MAY	\$0.00	\$0.00	\$0.00	\$0.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$173,375.00</b>

2024 ia a 75 averge

Waupaca \$38.00 per bed day (75)



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

Wood County Sheriff's Department Kitchen Report 2024						
MONTH	Breakfast	Lunch	Dinner	Special	Total meals	Food Cost plus Labor
January	2871	2803	2780	0	8454	\$24,909.05
February	2793	2717	2791	0	8301	\$20,927.98
March	0	0	0	0	0	\$0.00
April	0	0	0	0	0	\$0.00
May	0	0	0	0	0	\$0.00
June	0	0	0	0	0	\$0.00
July	0	0	0	0	0	\$0.00
August	0	0	0	0	0	\$0.00
September	0	0	0	0	0	\$0.00
October	0	0	0	0	0	\$0.00
November	0	0	0	0	0	\$0.00
December	0	0	0	0	0	\$0.00
<b>TOTAL</b>	5664	5520	5571	0	16755	\$45,837.03

Cost per meal **\$2.74**

Cost per day **\$8.21**

Wood County Jail Kitchen Expenses					
	2013	2014	2015	2016	2017
<b>Food &amp; Labor</b>	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
<b>Number of Meals</b>	103,993	86,637	77,044	88,993	118,016
<b>Cost per Meal</b>	\$3.23	\$3.60	\$3.71	\$3.09	\$2.45
<b>Cost per Day</b>	\$9.69	\$10.81	\$11.12	\$9.27	\$7.36
	2018	2019	2020	2021	2022
<b>Food &amp; Labor</b>	\$262,016.71	\$262,906.02	\$233,270.65	\$251,935.30	\$247,728.79
<b>Number of Meals</b>	122,668	111,439	81,970	86,838	80,356
<b>Cost per Meal</b>	\$2.14	\$2.36	\$2.85	\$2.90	\$3.08
<b>Cost per Day</b>	\$6.41	\$7.08	\$8.54	\$8.70	\$9.25
	2023	2024	2025	2026	2027
<b>Food &amp; Labor</b>	\$248,125.14	\$45,837.03	\$0.00	\$0.00	\$0.00
<b>Number of Meals</b>	87,953	16,755	0	0	0
<b>Cost per Meal</b>	\$2.82	\$2.74	#DIV/0!	#DIV/0!	#DIV/0!
<b>Cost per Day</b>	\$8.46	\$8.21	#DIV/0!	#DIV/0!	#DIV/0!
	2028	2029	2030	2031	2032
<b>Food &amp; Labor</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Number of Meals</b>	0	0	0	0	0
<b>Cost per Meal</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Cost per Day</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

**WOOD COUNTY SHERIFF'S DEPARTMENT  
JAIL DIVISION  
TEK84 INTERCEPT BODY SCANNER 2023**

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

TOTAL SCANNED		Monthly
MALE	FEMALE	Total
131	47	178
89	34	123
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
<b>220</b>	<b>81</b>	
TOTAL SCANNED		
<b>301</b>		

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

**DATE:** Wednesday, March 6, 2024

**TIME:** 9:00 AM

**PLACE:** Courthouse – Room 114

MEMBERS PRESENT: Bill Leichtnam, Dave LaFontaine, Jake Hahn (WebEx), Tom Buttke

MEMBERS EXCUSED: Laura Valenstein, Joe Behlen

OTHERS PRESENT: Katie DeKleyn, Deputy County Clerk/Program Assistant; See attached sign-in list

1. Chairman Leichtnam called the meeting to order at 9:01 AM and declared a quorum present.
2. There was no public comment.
3. The minutes of the previous February 7th, 2024 meeting were reviewed. Motion by LaFontaine/Buttke to approve them as presented. Motion carried unanimously.
4. Motion by LaFontaine/Buttke to approve the vouchers, monthly department reports and committee reports. Motion carried unanimously.
5. Jeffrey Gaier, from the Marshfield Municipal Airport provided an update. Motion by LaFontaine/Buttke to release \$15,000 of funds from the 2024 Economic Development Grant to the Marshfield Municipal Airport. Motion carried unanimously.
6. Grueneberg discussed the resolution to authorize staff to apply for Wisconsin Economic Development Corporation Idle Sites Redevelopment grant funding for the former Vesper Elementary School. Sherry Stompa answered questions pertaining to the project. Motion by Buttke/LaFontaine to authorize staff to apply for Wisconsin Economic Development Corporation Idle Sites Redevelopment grant funding, for the former Vesper Elementary School, as well as development agreement. Motion carried unanimously.
7. Grueneberg discussed an expected audit fee for the former Vesper Elementary School project. Motion by LaFontaine/Buttke to cover the audit fees from the REDI Implementation Funds. Motion carried unanimously.
8. Solin provided an Extension office update:
  - a. The Bilingual Community Health Educator position has been filled with an expected start date of April 1st, 2024.
  - b. Office space updates were reviewed.
  - c. The 2023 Annual Report was reviewed.

9. Wucherpennig provided an update, through Chairman Leichtnam, due to his absence from the meeting and will be discussed at a future meeting: A re-write of the Land and Water Plan is coming due this year. This re-write is due every ten years. A re-write of the Farmland Preservation Plan will also be coming due in 2025. A \$28,000 grant will be requested for this.
10. Grueneberg provided a staffing update: Bradley Cook, the former Code Technician, is now the Code Administrator.
11. Grueneberg reviewed the North Central Wisconsin Regional Planning Commission Comprehensive Economic Development Strategy, and encouraged those in attendance to view the goals and objectives, as they align well with the REDI Implementation Plan.
12. The committee, along with Grueneberg and Rombalski, reviewed the application for economic development grants for 2025. Suggestions were made to staff for improvements to the application form. They will be incorporated into a final document and will be presented at the next meeting.
13. Discussion was held for a per diem request for CEED Committee Supervisors to attend the Future of Clean Drinking Water on March 18<sup>th</sup>, at McMillan Library. Motion by LaFontaine/Buttke to approve the per diem and attendance. Motion carried unanimously.
14. Motion by LaFontaine/Buttke to approve per diem requests for CEED Committee Supervisors to attend the Wood County Housing Summit at Mid-State Technical College on March 7<sup>th</sup>. Motion carried unanimously.
15. Future agenda items:
  - a. Final vote on the application for the Economic Development Grants.
16. The next meeting will be held Wednesday, April 3rd, 2024 at 9:00 AM.
17. Chairman Leichtnam declared the meeting adjourned at 10:27 AM.

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

**Conservation, Education, & Economic Development Committee  
March 6, 2024**

NAME	REPRESENTING
Jeff Parkers	WCB # 11
Jason Gruenberg	P+2
Jeremy Solin	Extension
Dennis Polach	WCB - 14
Jeffrey Gaier	Marshfield Airport
SHERI STOMPA	VESPER APARTMENT Project
Sydnie Strub	VESPER Apartment Project
Kayla Rombalcki	Extension Wood co.
Angel Laidlaw	Webex - extension
Victoria Wilson	Webex - Planning & zoning
Lance Pliml	WOODCOUNTY BOARD - WEBEX
Kate Beckeyn	County Clerks

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**January 18th, 2024**  
**Wood County River Block/Online**

**Attendees:** Gary Beastro (Member-at-Large); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Amanda Gurklis (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Shane Wucherpfennig (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff); Jennifer Glad (Golden Sands RC&D Staff); Kevin Munkwitz (Golden Sands RC&D Staff). Bill Clendenning (Wood) was also present.

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

**INTRODUCTIONS:** Everyone introduced themselves.

**APPROVAL OF MINUTES:** A motion was made by Wucherpfennig, which was seconded by Walker, to approve the minutes from the November 2023 meeting. Motion carried unanimously.

**Closed Session:** The committee went into closed session.

**TREASURER'S REPORT:** Hilgart presented the treasurer's report for November and December 2023. Balance in the Associate Bank checking account at the end of December 2023 was \$5,654.99. Most expenses are paid from this account. The ending balance for the Associated Bank money market account was \$322,431.40. The ending balance for the Associated Bank savings account was \$56,362.70. The Simplicity Bank account ended with a balance of \$151,845.31. The Simplicity Bank savings account has an ending balance of \$100.02. Hilgart indicated that Golden Sands RC&D may need to seek setting up an account at a third bank to ensure all funds are insured by FDIC. A motion was made by Walker, which was seconded by Evans, to forward to the full council. Motion carried unanimously.

**FINANCIAL PROCEDURES:**

**Employee Retention Credit:** Golden Sands RC&D recently switched to a new accounting firm. In reviewing the records, the new accountant discussed that the organization is eligible for a federal employee retention credit of \$102,233. Necessary paperwork to gain these funds has already been processed. This will be a one-time award. Glad prepared a list for the proposed distribution of the funds (which are not expected to be received until later this year). The list includes depositing more funds in the endowment fund, possible employee bonuses, updating office furnishing and space distribution, purchasing apparel for employees, purchasing video conference equipment, expanding the PR budget, expanding contracted services, and consulting/training.

**Draft 2024 Overhead/Admin Budget:** The draft budget includes funds for a Development Director and increasing an administrative assistant position from part-time to full-time starting in February 2024. The budget is balanced but does not include the employee retention credit. The draft budget was approved unanimously.



**2024 Health Stipend:** The stipend that's given to employees to assist them in purchasing health insurance will be increased slightly to help with rising costs.

**Fiscal Sponsorships:** Golden Sands RC&D has served as fiscal sponsors for several community non-profits and still does so. However, two organizations have been dissolved. After some discussion, the P/F Committee voted to transfer any remaining funds for those organizations into an account for the Water Appreciation Day. The Friends of Mill Creek is still under fiscal sponsorship and recently paid a 5% administration fee for services. A 5% administration fee will be charged annually for organizations covered by Golden Sands RC&D's fiscal sponsorship.

#### **STAFF AND MEMBERSHIP:**

**Hiring Updates:** Three positions have been recently filled. There are still six full-time positions open. There are also approximately ten LTE positions that will be open during the field season. Glad passed out a copy of the organizational chart and explained how it will be different once positions are filled.

**Special Election for Council President:** Hernandez is resigning as president, so someone needs to be elected to complete his term until the next election. A motion was made by Hernandez, which was seconded by Walker, to nominate Shane Wucherpfennig to take over as President until the next elections and send the issue on to the full council. Motion passed unanimously.

**Outagamie County:** The county sent an email indicating it was transferring to Glacierland RC&D. Despite requests, no further information was provided.

**Al Barden Tribute:** Evans has been working with Eagle River about options for a tribute to Al Barden for all his years of service to Golden Sands RC&D. There are possible options with Trees for Tomorrow as well.

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

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

**OTHER BUSINESS:** Glad announced that she received a scholarship for a series of trainings as part of the Nonprofit Leadership Institute. If anyone else is interested, there are still scholarships available. Regular cost for the course is \$120.

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

Respectfully submitted,

Reesa Evans  
Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Forestry/Agriculture/Wildlife Committee Meeting Minutes**  
**January 18th, 2024**  
**Wood County River Block/Online**

**Attendees:** Brent Tessmer (Taylor); Bill Clendenning (Wood); Jacob Fluor (Golden Sands RC&D Staff); Nicole Rayome (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Kevin Munkwitz (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Maria LeFevre-Knusta (Golden Sands RC&D Staff); Amanda Gurklis (Golden Sands RC&D Staff); Ben Babcock (Golden Sands RC&D Staff); Adam Skadsen (Golden Sands RC&D Staff); Morgan Jansen (Golden Sands RC&D Staff); Brooke Patrick (Golden Sands RC&D Staff); Trent Quade (Golden Sands RC&D Staff).

**CALL TO ORDER:** Tessmer called the meeting to order at 10:18 a.m.

**INTRODUCTIONS:** Everyone introduced themselves.

**APPROVAL OF MINUTES:** A motion was made by Clendenning, which was seconded by Walker, to approve the minutes from the November 2023 meeting. Motion carried unanimously.

**PROJECT UPDATES:**

**Cooperative Forestry:**

Fluor and Quade reported about meetings with partners in preparation for work in 2024.

**Central Wisconsin Invasives Partnership (CWIP):** Fluor reported on the wrap-up of 2023 projects and planning for field work in 2024.

**Northeast Wisconsin Invasives Partnership (NEWIP):** Quade reported on a website update, planning for 2024 projects, and the development of proposals for new funding in 2024. NEWIP is also seeking potential demonstration forest sites in two counties.

**Natural Resources Conservation Service (NRCS) Cooperative Agreements:** Several Golden Sands RC&D co-employment staff offered updates on their respective work, including various communication outreach initiatives, participation in the Wisconsin Women in Agriculture Conference, training, working with landowners on mapping cost-sharing applications, and other services.

**Tree Shelters:** Gurklis reported that a promotional postcard will be mailed soon, and that the first tree shelter order for 2024 was received.

**Stevens Point Area Neighborhood Gardens (SPANG):** Thorstenson and Munkwitz reported that applications for the new coordinator position are being reviewed.

**NACD Technical Assistance Project/Managed Grazing:** Thorstenson and Patrick reported that wrap-up of the 2023 season was completed and plans are being worked on for 2024. Educational opportunities, including pasture walks, are being planned.

**NEW PROJECTS:** Thorstenson presented two projects.

- The Monarch & Pollinator Habitat Collaboration involves a wide range of partners. The project goal is to restore and enhance a total of 1,000 acres of habitat for monarchs, as well as other threatened and endangered species.
- The NACD TA 2024 project is for the continuation of previous NACD Technical Assistance projects in Golden Sands RC&D's service area.

A motion was made by Walker, which was seconded by Clendenning, to recommend full board approval of both projects. Motion carried.

**MEMBER REPORTS:** None

**OTHER BUSINESS:** None

**ADJOURNMENT:** A motion was made by Clendenning, which was seconded by Walker, to adjourn. Meeting adjourned at 10:48 a.m.

Respectfully submitted,

Bob Walker  
Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Waters Committee Meeting Minutes**  
**January 18th, 2024**  
**Wood County River Block/Online**

**Attendees:** Ed Hernandez (Waushara); Joe Tomandl (Taylor); Reesa Evans (Member-at-Large); Gary Beastrom (Member-at-Large); Jennifer Glad (Golden Sands RC&D Staff); Chris Hamerla (Golden Sands RC&D Staff); Shane Wucherpennig (Member-at-Large); Andrew Senderhauf (Golden Sands RC&D Staff); Bill Leichtnam (Wood); Kendra Kunding (Wood).

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

**INTRODUCTIONS:** Everyone introduced themselves.

**APPROVAL OF MINUTES:** A motion was made by Leichtnam, which was seconded by Wucherpennig, to approve the November 2023 meeting minutes. Motion carried unanimously.

**NEW PROJECTS:** None.

**COUNTY AND STAFF UPDATES:**

**Hamerla:** He and the new AIS Coordinator are working on activities under the 2024 AIS funding and preparing the 2023 reimbursement. The reports for 2023 activities will be sent to the respective counties and the WDNR. 2024 AIS work will cover 12 counties.

**Senderhauf:** He introduced himself as the new AIS Coordinator and outlined his background. He will be covering the southern counties for AIS while Hamerla will serve the northern counties.

**Glad:** Indicated she wants to expand water-related contracted services, especially for aquatic plant management plans. The WDNR is currently requiring updated APM plans for grantees to be eligible for any AIS treatment. Golden Sands RC&D is having to turn down requests right now due to lack of needed staff.

**Gurklis:** Glad reported for Amanda Gurklis. AIS & Groundwater lessons are being scheduled. There is a wait list already for AIS lessons.

**Adams:** Evans reported that the county tree sale is ongoing. The LWCD office has gone through several changes and has become part of the Planning & Zoning Department.

**Marathon:** Beastrom reported that snowmobile trails are not open yet. PFAs are a hot topic in the county. The county tree sale is ongoing.

**Taylor:** Tomandl reported that the county tree sale is ongoing. Nutrient management plans are being worked on.

**Waushara:** Hernandez reported that a new county conservationist was hired since Hernandez has retired. The county may be hiring an agronomist.

**Wood:**

Kundinger reported that Nepco Lake formed a lake district. It is working on a lake management plan that will include monitoring and protection actions. Nutrient management classes are being held at several places in the county.

Wucherpennig reported that \$600,000 was gained for the Mill Creek Watershed TMDL. Four years of groundwater testing has been completed. There are about \$1,200 in funds remaining that can be used for well nitrate testing. His office is now trying to determine what can be done with the identified high nitrate areas. UW Extension has hired a groundwater educator.

Leichtnam reported that Senate Bill 58 was recently voted out of the Senate Agriculture and Tourism Committee and now can be scheduled for consideration by the Wisconsin Senate. He hopes that Golden Sands RC&D will consider sending a letter or resolution of support for this bill. He believes this bill may make it to the governor for signing because several legislators have indicated support for it. He announced that the 6-county Central Sands Groundwater Counties Collaborative is still active. The Wood County Citizens Water Group will be holding a panel presentation titled "The Future of Clean Drinking Water in the Central Sands" at 6 p.m. on March 18th, at the McMillan Library in Wisconsin Rapids. There will be four panelists. A question-and-answer period will follow, conducted by the Wisconsin Rapids League of Women Voters. One of the panel members will be Katie Rosenberg, Mayor of Wausau. She was successful in gaining \$17.5 billion to build a PFA treatment facility. This facility will start operation once a new filtration system is installed.

**OTHER BUSINESS:** None.

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

Respectfully submitted,

Reesa Evans  
Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**  
**January 18th, 2024**  
**Wood County River Block/Online**

**Attendees:** Ed Hernandez (Waushara); Gary Beastro (Member-at-Large); Bill Clendenning (Wood); Jacob Fluor (Golden Sands RC&D Staff); Bill Leichtnam (Wood); Brent Tessmer (Taylor); Denise Hilgart (Golden Sands RC&D Staff); Amanda Gurklis (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Joe Tomandl (Taylor); Reesa Evans (Member-at-Large); Amy Thorstenson (Golden Sands RC&D); Shane Wucherpfennig (Member-at-Large); Jennifer Glad (Golden Sands RC&D Staff); Chris Hamerla (Golden Sands RC&D Staff); Morgan Jansen (Golden Sands RC&D Staff); Kendra Kunding (Wood); Kevin Munkwitz (Golden Sands RC&D Staff); Andrew Senderhauf (Golden Sands RC&D Staff).

**CALL TO ORDER:** The meeting was called to order by President Hernandez at 11:03 a.m.

**INTRODUCTIONS:** Everyone introduced themselves.

**APPROVAL OF MINUTES:** A motion was made by Clendenning, which was seconded by Leichtnam, to approve the November 2023 minutes. Motion passed unanimously.

**TREASURER'S REPORT:** Hilgart presented the treasurer's report for November and December 2023. Balance in the Associate Bank checking account at the end of December 2023 was \$5,654.99. Most expenses are paid from this account. The ending balance for the Associated Bank money market account was \$322,431.40. The ending balance for the Associated Bank savings account was \$56,362.70. The Simplicity Bank account ended with a balance of \$151,845.31. The Simplicity Bank savings account has an ending balance of \$100.02. A motion was made by Walker, which was seconded by Clendenning, to accept and file the treasurer's report. Motion carried.

**OLD BUSINESS:**

**Groundwater Legislation:** Leichtnam passed out a sheet outlining the chronology so far for Senate Bill 58. It was recently voted out of the Senate Agriculture and Tourism Committee and now can be scheduled for consideration by the Wisconsin Senate. He asked that Golden Sands RC&D consider sending a letter or resolution of support for this bill. Golden Sands RC&D staff will work with him to draft a resolution for consideration for the March council meeting.

He also passed out a document for the 6-county Central Sands Groundwater Collaborative. The Wood County Citizens Water Group will be holding a panel presentation titled "The Future of Clean Drinking Water in the Central Sands" at 6 p.m. on March 18th, at the McMillan Library in Wisconsin Rapids. There will be four panelists. A question-and-answer period will follow, conducted by the Wisconsin Rapids League of Women Voters.

**WI RC&D Association Update:** Walker announced that the next meeting is set for next week.

**Outagamie County:** The county sent an email indicating it was transferring to Glacierland RC&D. Despite requests, no further information was provided.

**2024 Meetings:** Room 206 in the Wood County River Block building has been reserved for all 2024 meetings. Glad suggested that, if possible, the March meeting could be held at the Hancock Agricultural Research Building and that the July meeting could be held at the Mead Wildlife Refuge.

### **NEW BUSINESS:**

**Review of 2023 Council Delegates:** Thorstensen asked that attendees review the list of 2023 Council delegates.

**2024 Overhead/Administrative Budget:** A draft 2024 overhead and administrative budget was presented by Glad. She explained that the budget was balanced before Golden Sands RC&D received word that, due to its steady employment and operation during the COVID epidemic, the organization should be receiving a one-time payment of later this year. Glad and the staff have prepared a suggested allotment of most of these funds, with an emphasis on the long-term development of Golden Sands RC&D.

**2024 Membership Dues:** Invoices for 2024 dues will be sent out soon. The suggested amount for counties is \$1,900 while the suggested amount for organizations is \$350.

**Special Election for President:** Ed Hernandez resigned as Council President. During the Personnel/Finance Committee meeting, the committee recommended that Shane Wucherpfennig be elected to fill that position until the end of Hernandez's term. Wucherpfennig agreed to accept that position. A motion was made by Hernandez, which was seconded by Walker, to elect Wucherpfennig as Golden Sands RC&D's President to complete Hernandez' term. Motion carried unanimously. Hilgart asked if Wucherpfennig should be added as a signatory for Golden Sands RC&D's bank accounts. After a short discussion, the Council unanimously voted to omit the resigned Ed Hernandez and then return to only 2 signatories; leaving Denise Hilgart (Administrative Manager/ Finance Director) and Gary Beastrom (Golden Sands RC&D Board Treasurer) maintained on all of the bank accounts.

### **COMMITTEE REPORTS:**

**Personnel/Finance Committee Report:** Evans reported on the meeting. The P/F Committee voted to send the Treasurer's Report to the full council for consideration. Golden Sands RC&D has served as fiscal sponsors for several community non-profits and still does so. However, two organizations have been dissolved. After some discussion, the P/F Committee voted to transfer any remaining funds for those organizations into an account for the Water Appreciation Day. The Friends of Mill Creek is still under fiscal sponsorship and recently paid a 5% administration fee for services. A 5% administration fee will be charged annually for organizations covered by Golden Sands RC&D's fiscal sponsorship. Three new people were hired. There are still six full-time positions and about ten part-time positions to be filled in the next few months. Evans gave an update on honoring Al Barden. She has been working with Eagle River to determine options available. Thorstenson reported that a newsletter went out last month and the one for this month is being worked on. Glad announced that she received a scholarship for a series of trainings as part of the Nonprofit Leadership Institute.

**Forestry/Agriculture/Wildlife Committee Report:** Walker reported on the meeting. Planning for forestry events is in progress while 2023 projects are being wrapped up. Fluor reported on the terrestrial invasive groups. There are still some outstanding demonstration forest issues to be dealt with. Several NRCS reports on various topics were presented at this meeting. Information about tree shelters for this year is going to be sent out. A full-time coordinator for the neighborhood gardens is being hired. Work for NACD 2023 is being wrapped up and prairie walks are being planned. This committee has two new projects for the full council to consider.

**Water Committee Report:** Evans reported on the meeting. Hamerla and Senderhauf reported on the upcoming 2024 AIS projects and are also finishing reporting for 2023. Senderhauf introduced himself as the new AIS Coordinator. Hamerla will cover most of the northern counties with Senderhauf covering the southern counties. Glad noted that she is hoping that Golden Sands RC&D can expand its contracted services, since it is currently having to turn inquiries away. There is an especially large demand for aquatic plant management plans. AIS & Groundwater lessons are being scheduled. County reports were given. The Water Committee had no new projects.

**NEW PROJECTS:**

- The Monarch & Pollinator Habitat Collaboration involves a wide range of partners. The project goal is to restore and enhance a total of 1,000 acres of habitat for monarchs, as well as other threatened and endangered species.
- The NACD TA 2024 project is for the continuation of previous NACD Technical Assistance projects in Golden Sands RC&D's service area.

A motion was made by Evans, which was seconded by Walker, to approve the new projects.  
Motion carried unanimously.

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

**AGENCY/PARTNER REPORTS:** None

**OTHER BUSINESS:** None

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

Respectfully submitted,

Reesa Evans  
Recording Secretary



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

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

Malina Carattini, 4-H Americorps member

- Extension Staff coordinated the Teen Winter Leadership Camp on February 16-18, 2024 providing meaningful experiences by hosting a three day, two night engagement focused on perseverance for 6th - 13th grade 4-H youth attending.
  - *The 2024 Teen Leadership Winter Camp was a collaboration between Lincoln, Langlade, Marathon, Wood, and Shawano Counties 4-H Programs and staff members to provide a meaningful experience for older youth to connect with relationships, new skills and sparks, and dive into information around values and multiple intelligences and how they guide our thinking. An overall theme of perseverance, grit, and safely failing were emphasized during the 3 day, 2 night experience. Youth experienced interactive learning individually, in small groups, and in large-scale teams to try new skills such as building a marble run, tie dying, tying lanyards, cooking and trying new foods (plantains), glass etching, engineering electrical circuits, team building, creating skits, completing a team scavenger hunt and more. Despite the lack of snow, youth reported an enjoyable experience where they learned about themselves, each other, and how they can use their natural gifts to serve their 4-H Clubs and Communities.*
- A hands-on, educational, and fun activity where Wood County 4-H youth learned what a molcajete is and how it is used. Participants made guacamole and mango salsa.
  - *The Wood County 4-H Club, Badger 4-H, invited Bilingual 4-H Associate Educator, Jasmine Carbajal, to lead a 4-H Foodie presentation. The educator was able to teach sixteen youth about the Mexican culture and what a molcajete is. Youth also learned how to make guacamole and mango salsa. Fourteen of the sixteen participants filled out an evaluation on the program. 86% of participants learned what a molcajete is. 100% of youth participants tried something new and had fun. Some of the youth stated that their favorite part of the activity was that it was hands-on and that they actually got to make the food instead of just eating it.*
- A 4-week ChickQuest program for high school students at River Cities High School, where youth learned about the life cycle of a chicken, agriculture, and STEM to supplement their project-based alternative learning program while introducing youth to 4-H.



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## AGRICULTURE

*Matt Lippert, Agriculture Educator*

- A live, on-line meeting series, for farmers and dairy industry professionals, where participants learned the latest research on balancing diets for energy and amino acids to maximize milk components. The goal of this effort was to increase knowledge of the latest UW-Madison research on impacts of feeding fat sources and amino acids to maximize milk protein and fat.
- Fermented forage samples were collected to complete the SARE grant on the suitability of using cover crops for lactating dairy cows. This is the last year of a multi-year study and demonstration of the variability and suitability of cover crops to feed to milking cows. As cover crops become more popular dairy producers are interested in learning how to successfully utilize them as livestock feed.
- A nutrition survey for dairy farmers with automated milking systems (AMS - robotic) herds to share results with dairy farmers interested in increasing productivity and efficiency in order to achieve / maintain economic viability.
- A nutrition survey for dairy farmers with high producing herds to share results with dairy farmers interested in increasing productivity and efficiency in order to achieve/maintain economic viability.
- A research-based educational article for dairy producers and agri-business professionals, where participants will learn about dairy genetic terminology and selection strategies. The goal of this effort was to present a research based methodology for decision makers to analyze genetic proofs, and empower dairy herd managers to make selection decisions for their herds.

## COMMUNITY DEVELOPMENT

*Kayla Rombalski, Community Development Educator*

- Continued facilitation of Wood County's Entrepreneurial Ecosystem Steering Committee meetings and planning for the Homegrown program. The group's current activities center on continuing the analysis of the objectives outlined in the Wood County REDI plan. The goal of this work is to make significant strides in benefitting the entrepreneurial ecosystem, while collaborating with partners and building upon work that is already being done.
- A funding proposal presentation to the Wood County ARPA ad-hoc committee on behalf of the Child Care Task Force. The proposal requests a \$2.8 million investment for three child care strategies to be implemented over three years. If funded, these strategies will create up to 540 new child care slots for Wood County children, while also sustaining the 2,262 slots currently being used, affecting child care availability and affordability in a positive way for Wood County families and contributing to the overall economy of our area.
- Development of multiple survey sets to gather community data on housing in Wood County. The surveys/interview questions, targeted for general public/housing users, businesses/employers, landlords/developers, and municipalities will provide valuable qualitative data for the Wood County Housing Study which will be completed this year. A group met at length to review survey questions, and I



will compile the feedback into the final survey products to be distributed by North Central Wisconsin Regional Planning Commission.

- In collaboration with team members from Wood County Health Department and Planning and Zoning, continued planning for the Wood County Housing Summit including finalizing the agenda and speakers. This activity is important to the success of the event, and ultimately, to identifying community-based solutions for affordable and accessible housing in Wood County and Central Wisconsin.
- Planning for a basic grant proposal 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.

## CRANBERRIES

*Allison Jonjak, Cranberry Outreach Specialist*

- A Nutrient Management Plan training session was organized and hosted at the Wisconsin Cranberry Research Station. This training ensures that cranberry growers have the most up-to-date information on nutrient management when establishing their annual Nutrient Management Plans.

## FOODWISE

*Hannah Wendels, FoodWise Nutrition Educator*

*Mallory McGivern, FoodWise Administrator*

*Michelle Van Krey, Healthy Communities Coordinator*

- A 5-week nutrition education series for third grade classrooms at Mead Elementary School, where they learn about the importance of eating five food groups, introduce label reading, and the importance of food and physical activity. This effort was designed to make healthy eating a positive experience which will help with making healthier food choices in the future.
- A 5-week nutrition education series for third grade classrooms at Howe Elementary School, where they learn about the importance of eating five food groups, introduce label reading, and the importance of food and physical activity. This effort was designed to make healthy eating a positive experience which will help with making healthier food choices in the future.
- 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.
  - *Each month, FoodWise partners with United Way of South Wood/Adams County and the Hunger Coalition at FOCUS Food Pantry to provide a free "Stockbox" pickup of commodity food from the Hunger Relief Federation. The Housing Authority of Wisconsin Rapids delivers the boxes to home-bound individuals. The program happens once per month and provides a free box of food to 60+ seniors and continues to grow each month.*

- A Healthy Living series for teens (grades 9-12) at the alternative high school (River Cities), where students learn basic life skills such as food preparation and cooking skills, budgeting and finance skills, and mindfulness activities to better prepare them for their future and living on their own.
- Working with partners in Clark, Marathon, Portage and Wood Counties to build a new platform that directly focuses on food access mapping for those with limited incomes. The goal of this effort is to provide current, reliable food access information for all community stakeholders in Central Wisconsin and the state.

## HORTICULTURE

*Janell Wehr, Horticulture Educator*

- Developing informal learning communities utilizing the Horticulture Program's social media for all Wisconsin gardeners, including underserved populations. The goal of this effort is to provide accurate, practical and up-to-date information to the public primarily through the topic hub in order to foster engagement and bolster educational outreach efforts in support of addressing the Horticulture Program objectives.
- 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 DEVELOPMENT AND RELATIONSHIPS

*Jackie Carattini, Human Development and Relationships Educator*

- A 7-session course, Planning AHEAD that helps adults of all ages to make end-of-life financial, healthcare, and final wishes decisions in order to reduce the stress experienced by survivors and to ensure that their wishes are honored.
- Planning with the Central Wisconsin Partnership for Recovery Safe and Sober Housing initiative to determine which Extension curriculum to use to meet local housing needs and the pre-rental educational component for their program.
- Two online workshops ("Rent Smart" in the Wood County Jail) per month where participants learn how to find and apply for rental housing, understand their responsibilities as a renter, how to communicate effectively with their landlords, and manage housing expenses. This effort is designed to encourage safe and sober housing stability.
- A series of meetings with local financial coalition partners to learn about current community needs that will lead to the development of future financial programs in the Wisconsin Rapids area.
- A 6-session wellness series (WeCOPE) for child care providers where they learned different strategies that support awareness of mind-body connection. The goal of this effort is to offer skills to decrease stress and increase positive emotions of participants.



- A Healthy Living series for teens (grades 9-12) at the alternative high school (River Cities), where students learn basic life skills such as food preparation and cooking skills, budgeting and finance skills, and mindfulness activities to better prepare them for their future and living on their own.

## NATURAL RESOURCES

*Anna James, Natural Resources Educator*

*Jen McNelly, Natural Resources Educator*

- Jen McNelly joined Extension on February 12<sup>th</sup> as a Groundwater Educator. Jen will be based out of Wood County and is hoping to work with Counties throughout Central Wisconsin to address groundwater issues or help with education and outreach related to groundwater.
- A facilitated discussion for producers and conservation professionals in the Springbrook and Upper Eau Claire River watersheds where participants will learn about the Producer-Led Watershed Protection Grant Program. The goal of this meeting is for producers to identify conservation related concerns, local stakeholders, and engagement/commitment in order to determine if forming a producer-led watershed protection group is in the best interest of the environment and community members.
- A collaborative planning effort between Wisconsin Department of Natural Resources and Petenwell and Castle Rock Stewards (PACRS) to gather all citizen led water protection and restoration groups in the greater Wisconsin River basin area. The goal of this effort is to increase collaboration amongst the groups, identify goals and initiatives for improving water quality, and assessing community needs.
- A social indicator survey to better understand agricultural producer's awareness, attitudes, constraints, capacity, and behavior towards water quality and conservation practices. Results from this survey will provide conservation practitioners and educators with important information for planning, implementing, and evaluating conservation practices based on the needs of agricultural producers.
- A survey of agencies and organizations that support farmer-led watershed groups in Wisconsin was conducted to better understand how these groups are functioning and the nature of support they receive from their partners. Results of the survey will be used to inform decisions about what types of support are most beneficial and most needed by the farmer-led groups.



## Wood County, Wisconsin LAND AND WATER CONSERVATION DEPARTMENT

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### Activities Report for Barb Peeters - February 2024

- Answered phones, replied to emails and processed incoming and outgoing LWCD mail.
- Completed LWCD payroll percentages and forwarded to Finance prior to Feb. 8 & 22 payrolls.
- Reviewed payroll reports and payroll registers.
- Processed department vouchers/check requests and submitted to Finance on a weekly basis.
- Processed nonmetallic mining annual permit fees as received.
- Responded to daily customer inquiries via phone & email regarding the tree/shrub/seed sale (sale ended mid-January 2024). Added callers to “request for extra trees” waiting list for April 2024 sale.
- Compiled data for county conservationist to determine 2024 summer intern wage.
- Scheduled, attended and typed minutes for February 2<sup>nd</sup> and 19<sup>th</sup> LWCD staff meetings.
- Reviewed information from past SWRM grant applications to determine process for completing the 2025 Joint DATCP/DNR Nonpoint Source Grant Application which is due April 15, 2024. Began compiling data for the 2025 grant application.
- Verified wildlife damage general ledger and assembled all invoices and attachments for 4<sup>th</sup> quarter reimbursement request to DNR.
- Verified nonmetallic mining permit fees spreadsheet for total 2023 permit fees received. Tallied number of mines by size (acreage) and WI-DNR portion of permit fees for submission of Nonmetallic Mining Annual Report.
- Processed Mill Creek final reimbursement payment (2023 revenue).
- Attended February 7<sup>th</sup> CEED meeting via WebEx.
- Completed January sales tax report and forwarded to Finance.
- Processed ESRI invoices for 2024 license renewals and one new perpetual license.
- Attended Wellness Committee meeting and shared updates with LWCD staff.
- Attended webinar “Get More Done in Microsoft with Adobe Acrobat”.
- Reviewed DATCP’s monthly report for February 2024 and brought pertinent items to attention of County Conservationist/LWCD staff.
- Started compiling information requested by Finance for upcoming 2023 Audit (DATCP grant/cost sharing, MDV revenue/cost sharing, Mill Creek Grant/cost sharing, DATCP staff & support grant, etc.)
- Viewed webinar “Discover 6 Essential Adobe Acrobat Tools”.
- Sent request for LWCD 2023 Annual Report information to NRCS, Extension and LWCD employees. Sent reminders to NRCS and Extension for submission of reports by deadline. Began compiling report.
- Trained on process for completion of 2025 Joint DATCP/DNR Grant Application and 2023 Audit.
- Processed Multi-Discharge Variance (MDV) payments (as received). Requested the list of 2024 MDV County Payment Disbursements from the DNR-MDV Point Source Coordinator and entered in tracking spreadsheet. Wood County’s share of MDV payments increased from estimated \$13,944.25 to actual 2024 payments totaling \$38,640.30.
- Processed cost-share contracts for two well abandonments.
- Completed 2025 Joint DATCP/DNR Nonpoint Source Grant Application. Submitted to County Conservationist for review. Typed instructions for completing grant application for future reference.
- Worked with Human Services (HS) for check sent in error to LWCD by the State for HS records request.
- Electronically submitted staff reports/packet materials to the County Clerk’s office for CEED packet.
- Organized County Board packet and electronically submitted to the County Clerk’s office.

## Activities Report for Emily Salvinski

*-February 2024-*

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- **Friday, February 2.** Attended staff meeting. Helped farmer update his nutrient management plan on snap plus. Worked some in BITS.
- **Tuesday, February 6.** Processed multiple NMPs. Worked in BITS.
- **Wednesday, February 7.** Worked on combining all years and all funding source shapefile into one.
- **Thursday, February 8.** Started mapping nitrate results from Wood County lab. Processed a couple of submitted NMPs (filed away, added info to spreadsheets, added and updated maps in gis).
- **Wednesday, February 14.** Adjusted final NMFE grant report and reimbursement request for submission. Gathered checklists for report and converted to pdfs, combined pdfs, resized pdf to email size. Looked over old vs new soil testing presentation for next day.
- **Thursday, February 15.** Helped with NMFE class in Spencer.
- **Monday, February 19.** Attended staff meeting. Edited wording in mailing for checklists for 2024.
- **Tuesday, February 20.** Gathered 2024 grant numbers from available sources and put in one spot. Continued working on mapping 2023 nitrate results from Wood Co lab.
- **Wednesday, February 21.** Printed, folded mailing for reminder to turn in nutrient management plan checklists.

## Activities Report for Kyle Andreae – February, 2024

- February 1 – Bauer design
- February 2 – Staff meeting, Bauer design, Behlen site visit, Lewis site investigation
- February 5 – Sick
- February 6 – Sick
- February 7 – Lewis site investigation, visit, and rough cost estimate
- February 8 – Behlen design, annual report
- February 9 – Annual report, Behlen design
- February 12 – Bauer design
- February 13 – Bauer design
- February 14 – Gorst construction inspections
- February 15 – Bauer design
- February 16 – Bauer design
- February 19 – Bauer design, contract drafting
- February 20 – Klevene site visit and design, Graf site visit and design
- February 21 – Graf site visit and design, GPS trouble shooting
- February 22 – GPS trouble shooting, Bauer design, Lewis site visit
- February 23 – Bauer design
- February 26 – Bauer design
- February 27 – Lewis site visit
- February 28 – Bauer design
- February 29 – Lewis design





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### Activities Report for Kendra Kunding – February 2024

- Participated in the February 2<sup>nd</sup> staff meeting.
- Assisted Weiler Farms with updating their 2024 nutrient management plan.
- Read “The Financial Implications of Conservation Agriculture: Insights from Analyses of Farms in the Upper Midwest.”
- Attended the North Central Area Association Winter Meeting held in Rhinelander.
- Made the final updates on the invasive species fact sheets and invasive species web page layout.
- Attended the “Is Soil Compaction Squeezing Your Yields” webinar hosted by the American Society of Agronomy and the Soil Science Society of America.
- Read the “Soil Organic Matter Does Matter” technical guide by NDSU Extension and University of Minnesota Extension.
- Attended the February Lakes and Rivers Partnership Meeting.
  - Topic was lake, river, and watershed integration.
- Read the “Upper Midwest Soil Compaction Guide” by University of Minnesota Extension.
- Attended the AIS Detector – Mussels webinar hosted by the University of Minnesota.
- Read the “Upper Midwest Tillage Guide” by University of Minnesota Extension.
- Completed the updates to the new invasive species web page on the Land & Water Conservation Department website.
  - The new web page is now up and running.
- Attended various presentations during the Invasive Species Forum hosted by the Invasive Species Center.
  - Topics included education, outreach and community science, aquatic invasives, eDNA, oak wilt, invasive terrestrial plants, and forest invasives.
- Assisted with the Nutrient Management Farmer Education course in Spencer on February 15<sup>th</sup> and 22<sup>nd</sup>.
- Participated in the February 19<sup>th</sup> staff meeting.
- Attended and presented at the Nepco Lake District board meeting.
  - Discussed objectives and goals of the Lake District and ways the Wood County Land & Water Conservation Department can be of assistance.
    - Mainly discussed opportunities available to the Lake District under the Lake Monitoring and Protection Network (LMPN) funding.
- Completed ArcGIS Pro trainings through ESRI.
- Attended the Wisconsin DNR Invasive Species Council meeting on February 21<sup>st</sup> and 28<sup>th</sup>.
  - Discussed proposed revisions to the NR40 Invasive Species Rule.
- Attended various invasive species webinars during the National Invasive Species Awareness Week (February 26<sup>th</sup> through March 1<sup>st</sup>).
  - Topics included up and coming invasive species research, AIS language, the next potential plant invasions, quagga mussels and protection from invasive species.

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

- Reviewed Kolo financial assurance - created software entry to cover 5 CDs for software tracking, update spreadsheet, bank contact, file updates.
- Picked up and reviewed Pittsville Meat deer donation paperwork.
- Reviewed Hass financial assurance rider – updated spreadsheet, software, and files.
- Reminder calls to 3 fee holders and 1 FA holder for mine sites.
- Completed 4<sup>th</sup> quarter Wildlife Damage and Abatement program reimbursement report – scanned packet, updated file, sent to DNR. (42 pages)
- Reviewed Lindsey Locker deer donation paperwork – edits to paperwork, receive W-9 form, DNR contact for testing results for Sandhill Reserve deer donated, pantry contact to distribute, etc.
- Processed deer donation paperwork – submitted for payment, scanned, updated file, sent final deer donation report to DNR.
- Edited Marti WM-40 enrollment (claims greater than \$1,000 in prev. year). Remapped public hunting acres attached to fields – multiple rental landowners backed out – remapped to show new acre calcs (gross, huntable & crops), new enrollment forms and shooting authority Form, etc. all sent to Marti for signatures.
- Put annual report info for my programs together and submitted to Barb.
- Prepared poster contest prizes and sent to school.
- Created CIM-Weiler mine site map for field visit – site visit to discuss reclamation, etc.
- Reviewed Kolo financial assurance CD extension issued.
- Reviewed Marti WM-40 paperwork with signatures – scanned, attached to DNR database, DNR contact for enrollment and permits.
- DNR storm water meeting held at River Block office - prepared copies of mine sites with issues, discussed compliance issues on 7 mine sites, created summary notes from meeting, updated files. After meeting with DNR storm water specialist – Earth Inc. representative came in – discussed needs to bring sites into compliance.
- Email reminder listing financial assurance need to Wolosek Landscaping for mine site.
- Met with Brad Brehm in office – discussed needs to bring site into compliance with the stop work order issued.
- Correspondence with Billerud Mill representative – discussed policy for permit transfer and what is currently in place - Billerud responsibility for mine site.
- Staff meeting on 2/19/2024
- Reviewed storm water email summary from DNR storm water to Earth Inc. – updated files.
- Completed 2023 NMM report to DNR – sent to DNR for review, submitted DNR fee portion to Barb for payment.
- Apiary assistance for Moonlight Apiary. Replaced 5 non-working energizers with 5 new 5-mile solar energizers. Completed enrollment forms and equipment received forms, picked up equipment, met with owner, updated DNR database.
- Pond info discussions and info sent to Hints.
- Began preliminary review of info from Vreeland Associates for Nikolai Day Rd mine site.



LAND AND WATER CONSERVATION  
DEPARTMENT

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*Activities Report for Shane Wucherpennig – February 2024*

- February 1 – Summer Intern Interviews
- February 2 – Staff Meeting, Virtual meeting, Roger Lewis meeting
- February 5 – Field visits, Landowner contacts
- February 6 – NCLWCA Meeting - Onieda County
- February 7 – CEED meeting, BITS MDV Plans
- February 8 – Database management, Field visits, Operations Committee Meeting
- February 9 – CSP meeting with NRCS, Grant Writing
- February 12 – DNR Stormwater/NMM reclamation meeting at LWCD office, Meeting with Earth Inc on four Wood County Mine sites
- February 13 – Rick Weiler NMM site inspection/discussion with landowner & contractor
- February 14 – Lewis TRM Grant for Streambank Erosion site
- February 15 – Virtual meetings, FPP Planning Grant
- February 16 – Grant applications, Virtual meeting
- February 19 – Staff meeting, CWG meeting, Virtual meetings
- February 20 – County Board, Producer Led Annual Workshop, Wausau
- February 21 – Central Sands Base flow Monitoring meeting in Hancock, Doodle poll for CWFPE mgt.
- February 22 – Drone footage of Roger Lewis SB Erosion Site, Grant applications
- February 23 – Virtual meetings, Grant applications
- February 26 – CWFPE Planning meeting kickoff, Minutes, summary and follow up correspondence for meeting
- February 27 – Field visits, Surveying Roger Lewis SB site and met with Don Kolo
- February 28 – Department Head mgt., Grant applications
- February 29 – Farmland Preservation Planning Grant, CWFPE planning documents, Summer Intern Interviews



DATE: Monday February 19, 2024

TIME: 2:00 p.m.

LOCATION: Teleconference via WebEx

Present (In person or via WebEx): Bill Leichtnam, Tamas Houlihan, Joe Ancel, John K Endrizzi, Gordy Gottbeheit, Rhonda Carrell, Bruce Dimick, Cecile Stelzer-Johnson, and Bill Clendenning

1. Chair Leichtnam called the meeting to order at 2:00 p.m.
2. There was no public comment.
3. Motion by Carrell/Dimick to approve the minutes from January 15<sup>th</sup>, 2024 meeting. Motion carried unanimously.
4. Correspondence/Updates/Handouts/Reports on Meetings Attended.
  - Chair Leichtnam shared information from an article he read: “Rural Wisconsinites greatly value their water but believe that farm pollution and other practices may threaten it, according to a new University of Wisconsin-Madison survey examining perceptions about water issues from residents of the state's less populated areas.” (See attached article)
5. Report of CWG Subcommittee on preparations for March 18<sup>th</sup> event – Roundtable fashion. Address problems/needs/new ideas.
  - Details of the upcoming March presentation were discussed.
6. Continued planning for March 18<sup>th</sup> (Weekly Planning H/O), Moderator’s Script.
  - Chair Leichtnam read a script that he has prepared for Lance, as moderator.
7. Upcoming local and regional events to be aware of. None
8. Agenda items for next meeting (next agenda comes out on week prior)- Look ahead to April 15<sup>th</sup>
  - Discussion took place on taking a month off after the panel discussion.
9. Next meeting – April 15<sup>th</sup>, 2024.
10. Adjourn – Meeting was adjourned at 4:13 p.m.

Notes by Victoria Wilson, Planning & Zoning Office



# Wood County WISCONSIN

## OFFICE OF PLANNING AND ZONING

TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for March 6, 2023

### 1. Economic Development (Jason Grueneberg)

- **Heart of Wisconsin Leadership Class** – On February 8<sup>th</sup> Wood County hosted the Heart of Wisconsin Leadership Class to learn about government services. The day included a tour of the existing and new jails, learning about the courts, a legislative panel discussion, learning what functions county government is responsible for, and a wrap-up session with Chair Pliml. The session was a success that received very good feedback from the class. I want to thank all of the elected officials and staff that that made time in their busy schedules to help facilitate this session for future leaders of the area.
- **Central Wisconsin Days** – On February 12<sup>th</sup> and 13<sup>th</sup> I participated in Central Wisconsin Days at the Capital. The issues that we talked with legislators about included childcare, rural bridge legislation, and business tax credits for workforce housing and childcare.
- **Department Staffing** – I am currently addressing filling the Code Administrator position that has been vacant since October 30<sup>th</sup>, 2023. I will have more information on the status of the position by the April CEED Committee meeting.
- **Vesper Housing Grant** – I have been working with the Wisconsin Economic Development Corporation (WEDC) and the owner of the closed Vesper Elementary School to apply for an Idle Sites Grant. The grant would provide \$250,000 in grant funding for conversion of the building to 11 senior housing units. The CEED Committee will be reviewing a developers agreement and consider a resolution that would allow staff to proceed with an application by the end of March.
- **REDI Implementation/Task Force Meeting** – In the past month I participated in a variety of REDI implementation and task force meetings. Agendas and links for those meetings can be found on the REDI Dashboard.

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

### **County Planner Highlights – February**

1. Attended the Government Services Day for the Heart of Wisconsin Community Leadership Program
2. Assisted with the organization of the Housing Summit
3. Continued correspondence with Town of Cameron and Town of Rock
4. Continued planning the organization of future Comprehensive Plans
5. Working through review and approval of CSMs and Condo Plats
6. Continued working with staff to ensure that questions are answered in a proficient routine

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

- Next Generation 911 Preparation
- Emergency Service Atlas Data Preparation
- Custom Maps – property maps, new state assembly/senate districts
- Parcel Mapping
- Address Mapping

### **4. Code Administrator (Vacant)**

### **5. Code Technician (Brad Cook)**

1-31-2024- (5) inspection reports written and reviewed

2-1-2024- WOWRA Conference

2-2-2024- WOWRA Conference

2-5-2024- (2) well permits issued and reviewed, (16) inspection reports written and reviewed

2-6-2024- (4) well permits issued and reviewed, (12) inspection reports written and reviewed.

2-7-2024- (14) inspection reports written and reviewed.

2-8-2024- (10) inspection reports written and reviewed.

2-9-2024- Reviewed soils, hydrograph, plan review, issued permit for new conventional TN: 18, (1) conventional insp TN: 13, (1) conv. TN:19, (1) conv. TN:10

2-12-2024- (5) inspection reports written and reviewed.

2-13-2024- (1) rep conventional insp TN: 07, (1) soils onsite TN:13

2-14-2024- Well delegation studying

2-15-2024- Well delegation studying, DNR/FEMA floodplain meeting

2-16-2024- (5) Consult with shoreland development citizens

2-19-2024- Reviewed soils, hydrograph, plan review, issued permit for new conventional TN: 20, shoreland permit reviewed TN: 10

2-20-2024- (1) new conventional insp TN: 07,(1) holding tank insp TN: 15

2-21-2024- (1) new conventional insp TN: 07, Well delegation studying

2-22-2024- (1) shoreland permit reviewed and issued TN: 07, Well delegation studying

2-23-2024- (2) shoreland permits reviewed TN 10, 13

2-26-2024- (2) - Reviewed soils, hydrograph, plan review, issued permit for new conventional TN: 18, 13, (2) well permits reviewed and issued TN: 14,19, (1) shoreland permit reviewed and issued TN: 18, (1) shoreland onsite inspection TN: 10

2-27-2024- DSPS POWTS Inspector training.

2-28-2024- DSPS POWTS Inspector training.

## 6. **Office Activity (Victoria Wilson & Kayla Rautio)**

- a. Monthly Sanitary and Well Permit Activity – There were 10 sanitary permits and 9 well permits issued in February 2024.
- b. ArcGIS Pro Software Project – Victoria continues to assist Paul with Point of Interest projects. Kayla continues to assist Paul with various GIS mapping projects.
- c. Training – Kayla reviewed training videos and started studying for well delegation
- d. TRIP Receipts – Planning & Zoning received \$527 from the Tax Refund Interception Program on three outstanding cases in February.
- e. Attended the following meetings/trainings & activities:
  - i. February 7<sup>th</sup> CEED meeting (VW)
  - ii. February 8<sup>th</sup> Heart of Wisconsin Leadership Class (VW)
  - iii. February 19<sup>th</sup> Citizen's Water Group (KR & VW)



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

Introduced by Conservation, Education and Economic Development Committee Committee  
Page 1 of 1

JRG

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

**INTENT & SYNOPSIS:** Authorization to Apply for WEDC CDI Grant for the Former Vesper Elementary School, 6443 S Virginia St, Vesper- Parcel 29-00478.

**FISCAL NOTE:** No additional cost to Wood County. Stemparosa Estates, LLC, owner of the Former Vesper Elementary School will receive up to \$250,000 in WEDC CDI Grant funding.

**WHEREAS,** the Wood County Rural Economic Development Plan (March 2021) identifies as a goal, to improve affordable, safe, quality housing for those living in Wood County; and

**WHEREAS,** the Wisconsin Economic Development Corporation (WEDC) has grant funds available through its Community Development Investment (CDI) grant program for shovel-ready projects with an emphasis on, but not limited to, downtown community-driven efforts, including housing; and

**WHEREAS,** Wood County is located in Wisconsin and is an eligible recipient of CDI funds; and

**WHEREAS,** Wood County will be applying for said CDI funds for purposes of a project to renovate and redevelop the former Vesper Elementary School building to accommodate eleven senior housing units, and a fitness center and an event center that will be open to the public,

**NOW, THEREFORE BE IT RESOLVED,** by the Wood County Board of Supervisors that the proper County officials are hereby authorized to submit a CDI grant application to the WEDC to obtain funds for said purpose, and

**BE IT FURTHER RESOLVED,** that if said grant funds are awarded, the proper County officials are hereby authorized and directed to accept said funds, pursuant to the terms of the grant application, and to execute any and all documents and assurances which may be required for purposes of the same.

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

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\_\_\_\_\_  
Bill Leichtnam (Chair)

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

\_\_\_\_\_  
Tom Buttke

\_\_\_\_\_  
Dave LaFontaine

\_\_\_\_\_  
Jake Hahn

Adopted by the County Board of Wood County, this 19 day of March 2024.

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

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



**MINUTES**  
**JUDICIAL & LEGISLATIVE COMMITTEE**

**DATE:** Thursday, February 29, 2024

**TIME:** 9:00 AM

**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Bill Clendenning, Bill Leichtnam, William Voight, Joseph Zurfluh, Ed Wagner (WebEx)

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

1. Chairman Clendenning called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the January 4, 2024 meeting were reviewed. Motion by Zurfluh/Voight to approve them as presented. Motion carried unanimously.
4. The vouchers and reports from the departments the committee oversees were reviewed. Motion by Leichtnam/Voight to approve them as presented. Motion carried unanimously.
5. There were no claims against the county or any dog fund claims.
6. Corp Counsel Kastenzholz presented a resolution amending the budget to increase the hours of the part time position in his office, offering justification of same. Motion by Voight/Wagner to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
7. The process of setting wages for the County Clerk, Treasurer, and Register of Deeds was reviewed by the committee.
8. Supervisor Leichtnam provided an update on the presentation being planned for March 18<sup>th</sup> by Citizens Water Group as well as the interview he did on WFHR.
9. The committee reviewed the current county board rules concerning the organizational meeting of the county board. The rules will be on the agenda for next month. County Clerk Miner will email a copy of the current rules to the committee for their review.
10. The following meetings are upcoming with the listed supervisors requesting per diem for attendance:
  - a. March 15<sup>th</sup> – Legislative Breakfast: Clendenning & Voight
  - b. March 18<sup>th</sup> – Citizens Water Group Presentation – Clendenning, Zurfluh & Leichtnam.

Motion by Zurfluh/Leichtnam to approve per diems for attendance for the supervisors listed above. Motion carried unanimously.

11. Items for next agenda:

a. Review of County Board rules for organizational meeting.

12. Motion by Clendenning/Zurfluh to set the next meeting date as Friday, April 5, 2024 at 9:00 AM. Motion carried unanimously.

13. Chairman Clendenning declared the meeting adjourned at 9:53 AM.

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

**Judicial & Legislative Committee  
February 29, 2024**

NAME	REPRESENTING
Pewaukee	Web #11
DENNIS POLACH	WCB - 14
Tiffany Ringer	ROD
SCOTT BREHM	
Heather Gehrt	Treasurer
Peter Kaschholz	Corp. Counsel
Kathleen Engels	Corp. Counsel
Ken Stina	C.O.C.
Tara Jensen	Proctor
Brent Vanarsch	CSA
Alan Fischer	County Board
Lance Pliml	County Board Chair
Ed Newton	Finance
Katie Milod	Human Services



# Wood County

## WISCONSIN

CHILD SUPPORT  
AGENCY

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**MARCH 2024**

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

Prepared by Child Support Director Brent Vruwink

- I met with Ryan Whitehead from DCF on February 12<sup>th</sup> to discuss policy concerns.
- On February 14<sup>th</sup> I participated in the Northeast and Northern Region Child Support Leadership Call.
- I attended WCSEA meetings on February 15<sup>th</sup> and 16<sup>th</sup>.
- On February 29<sup>th</sup> I will be attending the Policy Advisory Committee meeting in the morning and the State Contracts Committee meeting in the afternoon.
- The January performance numbers have been released. We are on target to meet all four Federal Performance Measures.
- The current IV-D case count is 3,660.



# Wood County

## WISCONSIN

*Kimberly A. Stimac*

CLERK OF  
CIRCUIT COURT

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March 2024

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

February 1, 2024 – Attended the Judicial & Legislative Committee Meeting.

February 5, 2024 – Attended the Property & Information Technology Meeting virtually.

February 14, 2024 – February 16, 2024 - Attended the Office of Judicial Education Clerks of Court Institute. On February 14<sup>th</sup>, I brought my bookkeeper, Michele Haas with. There have been multiple clerks around the state requesting additional training with the CCAP financial software which took place the afternoon of February 14<sup>th</sup>. It was a great opportunity for Michele and I network with other counties. This Institute is so valuable for clerks to attend as we receive a lot of information on updates from the CCAP and Court Operations.

February 20, 2024 – The Information Clerk position was posted and will be up until March 6. This position has been vacant since October 2023 due to a retirement. With the addition of the 4<sup>th</sup> court clerk in the office, I held off on filling this position to determine the need and attempted to separate the duties among the remaining staff. This resulted in slower response times to copy and search requests and more calls going to voicemail. So I decided to post this position to better serve the public. Attended the County Board Meeting.

February 21, 2024 – We had all 5 courtrooms going on this date with our Family Court Commissioner (FCC) being in the Reserve Courtroom. The construction noise was distracting to the parties in that courtroom. So I emailed Reuben to see what we could do for February 22, 2024 as we would also have all 5 courtrooms going again. We were able to shuffle the FCC between courtrooms after other hearings were completed in other courtrooms. With the pending update to Branch 1 coming in addition to the construction, we will need to be creative in addressing courtroom coverage. The judges and I will be reviewing the calendars and trying to determine issues for jury trials during this time and working to ensure the best possible experience for the litigants and public throughout this time.



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
February 2024

1. Dog License Fund. Awaiting word from the South Wood County Humane Society on how they want to proceed.
2. HIPAA Violations. The notice to the federal government of the County's HIPAA violations for 2023 have been submitted. It was a lower number than most years.
3. Opioid Litigation. I recently received the following communication from our "opioid counsel" and wanted to share it with you:

We write regarding the first of some clean up of the opioid docket that the MDL court and the PEC is currently engaged in. As we reported to you late last year, we would be coming to you in the new year with recommendations for whether to proceed with a case against some Defendants. Where we recommend dismissals, it will typically be based on certain factors, including: 1. very limited market share and/or 2. poor financial condition (i.e. they do not have financial viability to pay a settlement or judgment). Where we see this combination or even one of these factors that counsels against continued litigation, we will be recommending dismissals of certain Defendants.

This communication is the first of those recommendations. We have received financial information for Defendants Dakota Drug and Pharmacy Buying Association indicating that their financial condition is insufficient to warrant continued litigation. Additionally, these two Defendants' market share is extremely low. Many of you have not sued these Defendants because they did not do business in your communities. However, communities in Iowa, Wisconsin and Minnesota did originally sue Dakota Drug and counties in Iowa did sue Pharmacy Buying Association. Now, based on information we have learned as a result of recent court-ordered discovery involving these defendants; we recommend the counties that sued these Defendants file dismissals of these Defendants. Even if market share was sufficient, which we no longer believe it is, these Defendants simply are not financially viable and are not worth pursuing for no recovery.

Therefore, if we do **NOT** hear from you that you want to continue a case against either of these non-financially viable Defendants by **February 7, 2024** we will proceed with dismissals. This is what the Court expects of us.

As the Court and PEC work through the docket of filed cases, we will likely return to you with similar recommendations.

4. ADRC. I will be assisting the ADRC on its negotiations with Marathon County on a Facility Use and Lease Agreement.
5. Lisa Downs will be retiring on March 1, after 27 years of excellent service in this office. She worked in the District Attorney's Office for about 11 years before that. We are very sad to see Lisa leave. Kathy Engels will be starting as the Lead Legal Administrative Assistant on February 26. Kathy has almost 20 years of legal secretary experience in the public and private sectors, most recently, six years in the District Attorney's Office. We are pleased to have been able to obtain such a highly experienced candidate and look forward to working with Kathy for many years to come.



# Wood County

## WISCONSIN

REGISTER IN  
PROBATE

March 2024

### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Register in Probate, Tara Jensen

- The judicial assistant floater position in our office has been posted as an open position and interviews have been ongoing the week of February 19<sup>th</sup>.
- We anticipate the move of our office in the near future and have been preparing by scanning and sorting through files stored in our office.

#### Meetings Attended:

- 2/1 - Judicial and Legislative Committee Meeting
- 2/5 – Property & Technology Information Meeting
- 2/5 – WI Counties Association County Leadership virtual weekly meeting
- 2/8 - Operation Committee Meeting
- 2/12 - WI Counties Association County Leadership virtual weekly meeting
- 2/19 – WI Counties Association County Leadership virtual weekly meeting
- 2/20 - County Board Meeting
- 2/22 – Monthly Judges Meeting
- 2/22 – CCAP Zoom meeting
- 2/26 – WI Counties Association County Leadership virtual weekly meeting
- 2/28 – Wood County Department Head Meeting
- 2/29 – Judicial and Legislative Committee 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

**MARCH 2024**

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

- On February 1<sup>st</sup>, I attended the Judicial and Legislative committee meeting.
- I attended the WRDA Spring Conference in Madison on February 5<sup>th</sup>.
- February 6<sup>th</sup> – 7<sup>th</sup>, I attended the WCA Legislative Conference in Madison.
- On February 8<sup>th</sup>, I attended the Operations committee meeting.
- I attended PRIA Webinar: Heirs Property on February 14<sup>th</sup>.
- On February 20<sup>th</sup>, I attended the Wood County Board meeting. I also attended WRDA/WRPLA virtual Summer Conference planning meeting. WRDA invited the WI Real Property Lister Association to a joint conference this Summer in Green Bay.
- Deputies Jill Vruwink and Joy Kraft attended a Fidlar virtual training opportunity on February 20<sup>th</sup>.
- I continue to work with the Nepco Lake District on their update of Parcel information.
- I will be attending a Privacy Shielding meeting on February 26<sup>th</sup>. AB966 – Judicial Security Bill is moving quickly. WRDA is collaborating with title company representatives, PRIA Local representatives and statewide software vendors to create best practices and procedures for implementation. The following day, results of this meeting will be presented, as an educational forum, by PRIA Local to WLIA. During this time, we will be looking for feedback and critique. Once procedures are finalized, I will share with Corp. Counsel Kastenholz to ensure Wood County compliance.
- I will be attending the Judicial and Legislative committee meeting on February 29<sup>th</sup>.





## **VICTIM WITNESS SERVICES REPORT**

Alicia Parenteau, VW Coordinator  
Julianne Esser, Program Assistant  
January 27- February 20, 2024

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

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

- ✓ 86 – contacts by phone
- ✓ 47 – contacts in person
- ✓ 3 – contacts by email

### **Notifications:**

93 – Initial contact packets sent	4 – No contact order information
13 – No prosecution notifications	66 – Notifications of all hearings
70 – Notifications of dispositions	62 – Notifications of sentencing after revocation

### **Victim Impact Statement :**

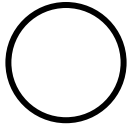
16 - Assistance with Victim Impact Statements

Total services/events = 419

Total unique parties = 238

### **Additional Information :**

- February 9, 2024 - prepared and submitted the semi-annual reimbursement request ( Victim Witness Assistance) to the WI Department of Justice.
- February 21, 2024 – Sheree Repinski and Kristen Spiegel Berg - WVWP( WI Victim Witness Professional) consultants site visit. Goal is to assist new VW coordinators and program review .



RESOLUTION#

Introduced by Judicial and Legislative Committee
Page 1 of 1

EMT

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

INTENT & SYNOPSIS: To increase the hours of the part-time Legal Administrative Assistant in the Corporation Counsel's office from 4 to 5.5 hours per day (.5 FTE to .7 FTE).

FISCAL NOTE: The annual wage and benefit implications to the increase in hours is:

Table with 2 columns: Amount, Description. Rows: \$ 7,672 Wages; \$ 4,363 Benefits (Health Insurance and WRS); \$ 748 OPEB, FICA, Workers Comp.; \$ 12,783 Total

There currently is \$5,613.71 in the budget for overtime for this position, \$5,000 of which will be allocated to this expense. The deficiency would come from the contingency account. Transfer \$7,783 from available balance in contingency. At the time of this request, the current balance in the 2024 contingency account is \$600,000.

Table with 5 columns: NO, YES, A, Name, Number. Lists 19 board members for voting.

Table with 4 columns: Account, Account Name, Debit, Credit. Rows: 51590 Contingency \$7,783; 51320 Corporation Counsel Wages \$7,783

WHEREAS, the workload in the Corporation Counsel's office for the legal administrative assistant positions has been increasing primarily due to hearings on guardianship related cases, and

WHEREAS, these types of cases have been increasing for years and show no signs of abating yet, this likely being due to the aging of the population and the limited utility of advance directives, such as powers of attorney for health care and finances, in certain situations, and

WHEREAS, it is more efficient to have Legal Administrative Assistants perform the work at issue than an attorney, and

WHEREAS, transitions in the Corporation Counsel's office are likely to slow down productivity for a while and taking this proactive approach to staying on top of the workload is supported by the Judicial and Legislative Committee,

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to increase the hours of the part-time Legal Administrative Assistant in the Corporation Counsel's office from 4 hours per day to 5.5 hours per day (.5 FTE to .7 FTE) effective April 1, 2024.

BE IT FURTHER RESOLVED to amend the Wood County budget for 2024 by directing that \$7,783 be taken from Contingency Account # 51590 and placed into the Corporation Counsel Wages Account # 51320.

{ }

Signature lines for board members.

BILL CLENDENNING (Chair)
BILL LEICHTNAM
ED WAGNER
JOSEPH ZURFLUH
WILLIAM VOIGHT

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

County Clerk

County Board Chairman

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

**DATE:** Thursday, March 7, 2024  
**TIME:** 9:00 a.m.  
**PLACE:** Highway Dept., Conference Room

**MEMBERS PRESENT:** Jake Hahn, Dave LaFontaine, John Hokamp, Lee Thao, Al Breu

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

1. Chairman Hahn called the meeting to order at 9:00 AM and declared a quorum present.
2. There was no public comment
3. The minutes of the February 1, 2024 meeting were reviewed. Motion by LaFontaine/Breu to accept them as presented. Motion carried unanimously.
4. Under correspondence, Hawk reported that Oakdale Electric Coop is interested in purchasing an old road right-of-way along CTH G. More information will follow. Hahn inquired about the road closing on 45<sup>th</sup> St. in the Town of Grand Rapids and if the county highway department had any part in the road closure. Hawk confirmed that the highway department had no part in deciding to close that road.
5. Hawk brought forward two requests for opening of county roads to ATV traffic.
  - a. CTH Z from Hollywood Road to STH 73
  - b. CTH U from STH 54 to the Village of Biron limitsMotion by LaFontaine/Thao to approve the CTH Z portion outright, and the CTH U portion pending approval of the Town of Grand Rapids ATV Ordinance. Motion carried unanimously.
6. Chairman Hahn brought a special use permit request forward on agenda. The Young family has requested the use of the Powers Bluff Shelter on either August 10<sup>th</sup> or 17<sup>th</sup> for a family reunion. The family had descendants of both the Potawatomi and HoChunk Nation that lived on Skunk Hill back in the early 1900s. Motion by LaFontaine/Hokamp to approve the special use permit with a fee waiver. Motion carried unanimously.
7. The Highway Dept. staff reports were highlighted and reviewed.
8. The Highway revenue report was reviewed.
9. Motion by LaFontaine/Thao to approve the Highway Dept. vouchers. Motion carried unanimously.
10. Hawk reported that the Highway Dept. purchased a used 2018 Kenworth semi tractor to replace the 1987 tractor they currently have. The 1987 unit will be used to do CDL

Training for employees that do not have their CDLs. There are currently 3 volunteers to do training with the new employees. If they are training, they will receive a 10% increase in their hourly wage while they are training. This cost will be included in the promissory note signed by the new employee and paid back if they leave county employment before the allowed time.

11. Hawk reviewed the need for a new paver. The current paver is a 2012 unit that is wearing out. A new unit has a cost of \$600K and is in the CIP for 2026. The lead time for a new paver is 18 months after signing a contract. After review, Hawk recommended a CAT unit, since it is built in the USA and there are technicians as close as Wausau to work on it if needed, and parts are readily available. There is no payment for the new unit until it is delivered. The old unit will be kept as a back up. Motion by LaFontaine/Hokamp to authorize Hawk to sign a contract for the purchase of a new CAT paver. Motion carried unanimously.
12. Quotes were reviewed for aggregate, bituminous material, and cold in place recycle for the 2024 season. Motion by LaFontaine/Breu to accept the bids most advantageous to Wood County. Motion carried unanimously.
13. Hawk reported on the progress on CTH A and the possible jurisdictional transfer with the state for this section of road from STH 73/80 to USH 10. After reviewing the proposal put forth by the state, Hawk determined it is not in the county's best interest to pursue a jurisdictional transfer, to which the committee by consensus agreed. He is looking at funding a rebuild of the road to a slightly lower standard than what the state would require and would like to apply for a grant through Sen. Baldwin for discretionary spending through her office. Motion by Breu/LaFontaine to approve the grant application for CTH A. Motion carried unanimously.
14. The Parks & Forestry staff reports were reviewed.
15. Motion by Thao/Breu to approve the Special Use Permits presented in the packet as well as one for the South Wood County Humane Society fundraiser on September 7<sup>th</sup> at the South Wood County Park Shelter. Motion carried unanimously.
16. Schooley presented 4 resolution for maintenance and development grants for the snowmobile and ATV trails. Motion by LaFontaine/Thao to approve the resolutions and forward onto the county board for their consideration. Motion carried unanimously.
17. Schooley presented 2 resolutions for carryover of funds. Motion by LaFontaine/Hokamp to approve both resolutions and forward onto the county board for their consideration. Motion carried unanimously.
18. Schooley presented the bid results for the snowmobile trail crossing construction project (Rudolph-Plum Road). Motion by Hokamp/Thao to approve the low bid of \$99,998 from Earth Inc. Motion carried unanimously.

19. The Wood County Wildlife Area Advisory Committee minutes were reviewed.
20. Parks & Forestry revenue reports were reviewed.
21. Motion by LaFontaine/Breu to approve the Parks & Forestry vouchers. Motion carried unanimously.
22. The next meeting will be held on Thursday, April 4, 2024 at 9:00 AM at the Highway Department Conference Room.
23. Chairman Hahn declared the meeting adjourned at 10:20 AM.

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

# Highway Infrastructure & Recreation Committee

March 7, 2024

NAME	REPRESENTING
Joe Young	Young Family
Jeff Kewzow	#11
Fritz Schubert	Forest Admin
Chad Schooley	P&F Director
Dennis Polach	WEB #14
Roland Hawk	Hwy Commissioner
Ed Newton	Finance Director



# Wood County

## WISCONSIN

OFFICE OF  
HIGHWAY COMMISSION

*Roland Hawk*  
COMMISSIONER

February 29, 2024

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for March 7, 2024 HIRC meeting

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### Department Activities

#### Personnel/Administration

Truck operator interviews are scheduled for March 6.

A number of qualified Class A CDL operators have expressed interest in obtaining certification to become CDL trainers.

#### Highway/Facility Projects

##### 2024 Engineering Projects

- WisDOT STP Project CTH F & HH Intersection *Construction 2026*
  - Design Engineering 58% Complete
- WisDOT STP Bridge CTH N (STH 186 – CTH N) *Construction 2025*
  - Design Engineering 45% Complete
- WisDOT STP Urban (BIL) CTH U Village of Biron *Construction 2026*
  - DNR, FERC, US ACOE coordination
  - Working with WisDOT & Vil of Biron on early acquisition of relocation
- CTH Z CHI & BIA funded 2024 pavement replacement *Construction 2024*
  - Pavement Analysis completed
  - DNR Coordination January 17
- CTH BB Realignment Project
  - Plans 50% complete
  - Commissioner & staff met with DNR January 17, need wetland delineation completed in spring
- CTH K & P Intersection
  - Bids opened January 31, 2024,
  - *Construction scheduled to begin early June 2024*
- Marshfield Brine Building
  - Working with Architect to renew State Plan Approval for plans
  - Anticipate bids being advertised early March *Construction scheduled for 2024*
- CTH A Corridor Preliminary Engineering
  - Notice to property owners sent out February
  - Survey started February 26
  - Commissioner met with WisDOT Regional Director to discuss JT Agreement.

Work is nearly complete constructing front door security and vestibule at Wisconsin Rapids Highway facility. Security locks and programming to be completed.

Plans for construction of a women's locker/restroom with access from the shop are nearly complete and bids for construction should be ready for advertisement in March with anticipated construction beginning in April or May.

### Highway Maintenance

Work in February included:

- Sign replacements,
- Pavement repairs,
- Snow fence removal
- Brushing & tree removal from R/W,
- Culvert replacement on 17<sup>th</sup> Avenue

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

Commissioner attended the following events/meetings:

- February 1, HIRC
- February 1, National Association of County Engineers, (NACE) virtual meeting
- February 2, Virtual meeting w/WDOT, WTA, WLM, WCHA, WCA discuss <20 Local Bridge Aid
- February 2, CTH F & HH Intersection Review Meeting
- February 5, Meeting with Town of Cranmoor
- February 6, NHI Bridge Inspection Training, Wisconsin Rapids WisDOT Office
- February 7, Loader Operator Interviews
- February 7, STH 13 Rudolph – US 10 WisDOT planning meeting
- February 8, Heart of Wisconsin Leadership Class, Rm 114 Court House
- February 8, CTH K & P Access meeting
- February 9, 6'-20' Bridge Training Webinars (2)
- February 12, Virtual meeting w/WDOT, WTA, WLM, WCHA, WCA discuss <20 Local Bridge Aid
- February 13, WCHA Executive Committee Meeting, Chula Vista, Wisconsin Dells
- February 16, Interview with Engineering Student for Internship, virtual
- February 19, Safety Work Group meeting
- February 19, WCHA/Info Tech Electronic Bidding, virtual meeting
- February 19, CTH N Public Information meeting, Town of Arpin
- February 20, County Board meeting
- February 20, meeting with Town of Sigel,
- February 20, Virtual meeting w/WDOT Sec Thompson, WCHA, WCA <20 Local Bridge Aid
- February 21, North Central Region Commissioner meeting, Lincoln Co Hwy
- February 26, Machinery Management Work Group meeting
- February 26, CTH A JT meeting with WisDOT NC Regional Director
- February 26, Virtual meeting WCHA, WCA <20 Local Bridge Aid
- February 27-29, NHI Bridge Inspector Refresher Training, Wisconsin Rapids WisDOT Office



## EQUIPMENT

Scissors lift was purchased from Wisconsin Surplus in January. Commissioner approved purchase of a 2018 Kenworth moving truck from Michels Equipment Sales. Engine recently rebuilt by Kenworth, 605 HP truck has excellent maintenance record. This was on the 2024 Equipment CIP and will replace our 1987 International moving truck, which will be used for CDL training and moving light equipment and materials.

Highway is scheduled to replace a 2012 Volvo paver in 2026. Very few options are available with CAT the preferred since they have local service technicians and parts are more accessible. Currently there is an 18 month waiting list to purchase a new paver. Commissioner and shop supervisor are scheduled to meet with CAT salesperson to discuss purchase agreement for a 2026 model.

## Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

### Revenues

Revenues are as anticipated.

We have received the first of three General Transportation Aids payments for the year. This payment is equal to 25% of the total aids.

### Expenses

Expenses are as anticipated.

Our snow budget is a bit of a concern.

### Other

I have concluded the closing of the 2023 books. There were no surprises during the close. I will now begin preparing audit workpapers and the State Annual Report.

I have decided to begin an educational series to be included with my monthly report. I have entitled it Bookkeepers Corner. It will typically only be a couple paragraphs describing one line item on my monthly report – what it's for and where the revenue or expense comes from. To begin with, however, the first several "chapter" of Bookkeepers Corner will describe something that may be unique to Wisconsin County Highway Departments – Transportation Cost Pools.

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**TRANSPORTATION COST POOLS – A PRIMER**

You may have noticed that some of the expenses on our Revenue Report have negative balances. Read on for an explanation of that unusual phenomenon.

One thing that may be unique to the Highway Department is the use of Transportation Cost Pools. Cost Pools are obligatory according to the Uniform Cost Accounting System; a system that Wisconsin highway departments are required to use.

In the Uniform Cost Accounting Manual, under section 53200 TRANSPORTATION COST POOLS, the State describes them as follows:

*In order to account for county highway operations on a program or project basis, cost pools are utilized to collect costs of specific products or functions which provide services to various other programs within the department. After the costs are collected, the expenses are transferred to specific programs/projects under one of the following concepts: (1) a percentage of direct labor; (2) a rate-per hour basis; or (3) a unit product cost. The method for each cost pool is specified at the cost pool description.*

*For example, fringe benefits costs are collected in a cost pool and distributed to the various accounts charged with labor as a percentage of direct charged salary costs. This method is used to consistently apply these costs to the programs/projects charged with the related labor costs.*

Examples of Transportation Cost Pools used by the Department are as follows:

- Employee Taxes and Benefits (what we call ILC, or Incremental Labor Costs)
- Field Small Tools
- Shop Operations
- Fuel Handling
- Machinery Operations
- Salt Brine Operations

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

The result of this practice, when the Transportation Cost Pool is "over-recovering" its costs, and when a particular function's expenses and cost allocations are combined, is a credit balance (number will show in parentheses on Revenue Report). When the Transportation Cost Pool is "under-recovering" its costs, the combined accounts will show a debit balance (the number will not be in parentheses on the Revenue Report). Examples of the debit or credit balance can be seen within the cost pools on the Accounting Supervisor Revenue Report distributed to the oversight committee each month.

To illustrate all of the above, I will use the example of our Machinery Operations Transportation Cost Pool. The Machinery Cost pool is represented in function 53240 on the Accounting Supervisor's Revenue Report.

Expenses - Each year I must submit a report to the State to let them know how much each one of our pieces of equipment required in maintenance costs, including labor, fuel, tires and batteries, etc. The State uses the reports from all the counties to establish an hourly rate to be charged for each of those pieces of equipment.

Revenues - Throughout the year, pieces of equipment get used on projects. The use of the equipment, charged hourly at the State rate, becomes an expense to that project and a revenue to the Machinery Operations Transportation Cost Pool.

When all is working as it should and the machinery is being utilized, we will hopefully have an excess of revenues over expenses. That excess, or "over-recovery" of costs, is then used to purchase new equipment.

In this case, the method of cost recovery is a rate-per hour basis.

Other cost pools, such as the Employee Taxes and Benefits pool, represented in function 53210 on the Accounting Supervisor's Revenue Report, use a percentage of direct labor. In percentage of direct labor cost recovery, expenses and cost recoveries of the cost pool are totaled at year-end. A formula is applied and the resulting percentage is established and approved by the State. That percentage will then be applied to each hour of direct labor worked.

These are just a couple examples. In following chapters of Bookkeepers Corner, I will detail the expense and revenue sources and calculations for each of the Transportation Cost Pools listed above. After our cost pool series has been completed, I will do a chapter on each function shown on a typical Accounting Supervisor's Revenue Report.

County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Highway Departmentwide  
 Thursday, February 29, 2024

		2024			
		Actual	Budget	Variance	Variance %
<b>REVENUES</b>					
Intergovernmental Revenues					
43300	Federal Grants-American Recovery & Reinvest Act	\$151,023.91		\$151,023.91	0.00%
43531	State Aid-Transportation	553,347.62	2,497,341.00	(1,943,993.38)	(77.84%)
43534	State Aid-LRIP	462,691.55	816,480.00	(353,788.45)	(43.33%)
	Total Intergovernmental	<u>1,167,063.08</u>	<u>3,313,821.00</u>	<u>(2,146,757.92)</u>	<u>(64.78%)</u>
Licenses and Permits					
44101	Utility Permits	2,495.00	29,200.00	(26,705.00)	(91.46%)
	Total Licenses and Permits	<u>2,495.00</u>	<u>29,200.00</u>	<u>(26,705.00)</u>	<u>(91.46%)</u>
Intergovernmental Charges for Services					
47230	State Charges		1,061,555.00	(1,061,555.00)	(100.00%)
47231	State Charges-Highway	43,616.82	307,190.00	(263,573.18)	(85.80%)
47232	State Charges-Machinery	25,671.03		25,671.03	0.00%
47300	Local Gov Chgs	37,591.92	525,383.00	(487,791.08)	(92.84%)
47330	Local Gov Chgs-Transp	64,242.36	1,130,895.00	(1,066,652.64)	(94.32%)
47332	Local Gov Chgs-Roads		424,793.00	(424,793.00)	(100.00%)
47333	Local Gov Chgs-Bridges		84,227.00	(84,227.00)	(100.00%)
	Total Charges to Other Governments	<u>171,122.13</u>	<u>3,534,043.00</u>	<u>(3,362,920.87)</u>	<u>(95.16%)</u>
Interdepartmental Charges for Services					
47470	Dept Charges-Highway	251.62	2,481,327.00	(2,481,075.38)	(99.99%)
	Total Interdepartmental Charges	<u>251.62</u>	<u>2,481,327.00</u>	<u>(2,481,075.38)</u>	<u>(99.99%)</u>
	Total Intergovernmental Charges for Services	<u>171,373.75</u>	<u>6,015,370.00</u>	<u>(5,843,996.25)</u>	<u>(97.15%)</u>
Miscellaneous					
48340	Gain/Loss-Sale of Salvage and Waste	516.55	6,700.00	(6,183.45)	(92.29%)
48520	Grants/Contribution-ATV Route Signage		20,000.00	(20,000.00)	(100.00%)
	Total Miscellaneous	<u>516.55</u>	<u>26,700.00</u>	<u>(26,183.45)</u>	<u>(98.07%)</u>
Other Financing Sources					
49110	Proceeds from Long-Term Debt		2,137,517.00	(2,137,517.00)	(100.00%)
49280	Transfer from Trust Funds	462,691.55		462,691.55	0.00%
	Total Other Financing Sources	<u>462,691.55</u>	<u>2,137,517.00</u>	<u>(1,674,825.45)</u>	<u>(78.35%)</u>
<b>TOTAL REVENUES</b>		<u>1,804,139.93</u>	<u>11,522,608.00</u>	<u>(9,718,468.07)</u>	<u>(84.34%)</u>
<b>EXPENDITURES</b>					
Public Works-Highway					
53110	Hwy-Administration	66,254.48	413,359.51	347,105.03	83.97%
53120	Hwy-Engineer	33,225.18	271,100.38	237,875.20	87.74%
53191	Hwy-Other Administration	58,747.99	364,803.97	306,055.98	83.90%
53210	Hwy-Employee Taxes & Benefits	(749,573.87)	(0.01)	749,573.86	#####
53220	Hwy-Field Tools	(16,844.64)	(0.08)	16,844.56	#####
53230	Hwy-Shop Operations	56,117.49	331,761.59	275,644.10	83.08%
53232	Hwy-Fuel Handling	(1,943.31)	(23,105.00)	(21,161.69)	91.59%
53240	Hwy-Machinery Operations	(239,776.81)	(580,718.15)	(340,941.34)	58.71%
53250	Hwy-Crushing Operations	2,134.30	0.44	(2,133.86)	(484,968.18%)
53251	Hwy-Crushing Operations Production	14,826.16	(0.13)	(14,826.29)	#####
53260	Hwy-Bituminous Ops	3,334.48	234,143.57	230,809.09	98.58%
53266	Hwy-Bituminous Ops	569.31	1,957,351.50	1,956,782.19	99.97%
53270	Hwy-Buildings & Grounds	43,343.54	376,257.96	332,914.42	88.48%
53290	Hwy-Salt Brine Operations	20,008.95	(0.40)	(20,009.35)	5,002,337.50%
53291	Hwy-Salt Brine Operations	27,084.37	(0.40)	(27,084.77)	6,771,192.50%
53281	Hwy-Acquisition of Capital Assets	419,833.39		(419,833.39)	0.00%
53310	Hwy-Maintenance CTHS		23,742.92	23,742.92	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	261,710.60	2,895,462.40	2,633,751.80	90.96%
53312	Hwy-Snow Remov	300,734.83	907,384.18	606,649.35	66.86%
53313	Hwy-Maintenance Gang	28,032.81	217,092.62	189,059.81	87.09%
53314	Hwy-Maint Gang-Materials	1,892.32	3,160.00	1,267.68	40.12%
53320	Hwy-Maint STHS	304,168.91	1,061,555.11	757,386.20	71.35%
53330	Hwy-Local Roads	81,625.51	1,130,894.59	1,049,269.08	92.78%
53340	Hwy-County-Aid Road Construction	2,658.18	478,363.75	475,705.57	99.44%
53341	Hwy-County-Aid Bridge Construction		134,227.18	134,227.18	100.00%
53490	Hwy-State & Local Other Services	48,277.73	525,383.46	477,105.73	90.81%
53491	Hwy-ATV Route Signage		40,000.01	40,000.01	100.00%
	Total Public Works-Highway	<u>766,441.90</u>	<u>10,762,220.97</u>	<u>9,995,779.07</u>	<u>92.88%</u>
Capital Outlay					

County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Highway Departmentwide  
 Thursday, February 29, 2024

		2024			
		Actual	Budget	Variance	Variance %
57310	Highway Capital Projects	12,452.36	2,246,682.03	2,234,229.67	99.45%
57930	Depreciation & Amortization	1,967.47		(1,967.47)	0.00%
	Total Capital Outlay	14,419.83	2,246,682.03	2,232,262.20	99.36%
	Other Financing Uses				
59210	Transfers to General Fund	462,691.55		(462,691.55)	0.00%
	Total Other Financing Uses	462,691.55		(462,691.55)	0.00%
	TOTAL EXPENDITURES	1,243,553.28	13,008,903.00	11,765,349.72	90.44%
	NET INCOME (LOSS) *	560,586.65	(1,486,295.00)	2,046,881.65	(137.72%)



# Parks & Forestry Department Reports

March 7, 2024

## Director Report, by Chad Schooley

- Continue assisting with South Park storm shelter project management. Foundation, ICF walls, roof structure, all completed.
- Working with Arc Central, LLC on completion of construction plans and estimates for Powers Bluff maintenance shop.
- Attended monthly meeting with Friends of Powers Bluff, discussing future maintenance and development projects within the park.
- Working with Hwy Dpt staff on site plan for parking lot expansion and shelter building at Powers Bluff.
- Requesting quotes for campground site plan design and cost estimates for South Park.
- Participated as a panel speaker at the 2024 Leadership Academy through the Heart Of Wisconsin Chamber.
- Presented at the Towns Association meeting regarding the Powers Bluff Development Project.
- Chaired the Department Head Meeting, which is held quarterly.
- **Special Use Permits**
  - 07-17 to 07-21-2024- Wood County Sheriff's Rescue site for State Waterski Show Tournament utilizing area on north side of L. Wazeecha across from R. Sands Beach.
  - 07-13 to 07-24-2024 State Waterski Show Tournament- utilizing Red Sands Beach Area
  - August 10 or 17, 2024 – Gathering of individuals who are descendents of native peoples who lived on or near Skunk Hill. Requesting a fee waiver to use the shelter building for the day, and to be allowed to use the area annually for this purpose. Permit submitted by Sarah Lemieux White Eagle.
  - 08-16 set up, 08-17-24 event: Jeremiah's Crossing Fundraiser- Dexter County Park shelter and surrounding area. Car Show, food and craft vendors, kid games.

## Maintenance Program Supervisor Report, by Dan Vollert

### **Construction Projects**

- North Park Suspension Bridge repair-Western portion of bridge is disassembled. New uprights have been constructed by Highway Bridge Crew and tube supports are on order hoping to have repaired by mid-April.
- NEPCO Park-entrance road sink hole is being repaired by Highway Dpt. on 2/29/2024.

### **Maintenance Operations**

- After receiving quotes from all local dealerships, the South Park 1-ton dually flatbed was ordered from Wheelers. Monroe is installing dumpbox accessory.
- After receiving multiple quotes, we ordered a 24,000 lb. flatbed trailer from Felling Trailer to replace old 20,000 lb. Interstate Trailer.
- South Park-cutting trees, brushing, stumping
- NEPCO-brushing back cross-country ski trails.

- North Park-cutting dead trees and ash tree removal.
- Dexter Park-tree cutting, brush cutting.
- Powers Bluff Winter Sports Area remains Closed due to lack of Snow.
- Table repair, inventory checklists and equipment servicing at all three main shop locations.

### **Employee Matters**

- Jarod Kannarr has resigned his position as South Park Maintenance Worker position due to personal reasons. Looking at applications to re-fill position and lining up interviews.
- Lining up chainsaw safety class for new employees, jointly with City of WI Rapids and Emergency Management Department.
- Starting process of Ranger and Summer LTE recruitment.

### **Snowmobile/ATV**

- Attended AWSC meetings on Feb. 5<sup>th</sup>.
- All trails remain closed due to lack of snow and some clubs have begun taking down signs.
- Rudolph-Plum Road crossing has been bid out and Earth, Inc. is low bidder. We would recommend awarding the bid to Earth.
- Hay Creek ATV project: The bridge install company, Janke General Contractors, Inc. has ordered the bridge. Peterson Road to bridge site is being shaped and surfaced with roadbase. Weichelt trucking is supplying material and is being leveled by our Forestry Technician.
- In addition to the annual maintenance resolutions, I have included the following in the packet for review and approval: Grant Application to DNR for new trail Snowmobile funding for Rudolph River Rover Snowmobile Club. Proposed route would run from County Line Road, north of Rudolph, west to County Highway C, to join the Vesper Snowdrifter trail system. Grant Application to DNR for upgrading 1.5 miles County Forest Road North of ATV Intensive Use Area to Range road for ATV/UTV funded trail.

### **Office Supervisor Report, by Stacie Kleifgen**

- Continued on 2023 Annual Report
- Verified and updated Timberbase Species Codes
- Pulled data from reservation system to identify and consolidate duplicate accounts
- Updated Program Assistant Training log to record what has been completed and what needs to be trained. Focus on back-up duties to cover for upcoming vacation.

### **Forest Administrator Report, by Fritz Schubert**

- Timber Sales: Eight active timber sales in February. Several of these timber sales have been cut but wood is still being trucked. Recent warm weather has slowed trucking efforts but I expect several of these contracts to be completed by the end of March.
- Continued Planning for upcoming tree planting project: two sites, 76 total acres, 69,425 red and white pine seedlings.
- Cleaned shooting range.
- Timber sale establishment in Compartments 48 and 53.
- Planning timber bid to occur in April or May.
- Forestry Technician: Cleaned shooting range, mowed roads and trails in county forest, operated P&F dozer on Hay Creek ATV trail development project/worked with contractor delivering road base. Compartment recon. Fecon brush mowed invasive species (buckthorn) within pine plantation in Richfield 360 (compartment 79).



**WOOD COUNTY PARKS & FORESTRY DEPARTMENT  
REVENUE SUMMARY 2024**

**February Revenue - March HIRC**

BUDGETED REVENUES 2024	46721 SOURCE	FEES	YTD REVENUE	YTD REVENUE	FEB REV	FEB REV	ACTUAL REV
			2024	2023	2024	2023	2023
\$ 612,000.00	Camping Reservations	\$10 Resv. Fee+/\$21/\$26/\$29/\$36	\$55,923.09	\$ 62,436.18	\$35,584.52	\$22,776.14	\$ 549,512.32
\$ 45,000.00	Campground Firewood Sales	\$7 per rack	\$0.00	\$ -	\$0.00	\$ -	\$ 42,845.41
\$ 10,000.00	Ice	\$4 (small) /\$7 (large)	\$0.00	\$ -	\$0.00	\$ -	\$ 9,891.33
\$ 3,900.00	Non-Camper Dump Station	\$20	\$0.00	\$ -	\$0.00	\$ -	\$ 3,498.08
\$ 400.00	Camper Storage	\$20/wk - \$300/mo	\$0.00	\$ -	\$0.00	\$ -	\$ 304.91
\$ 900.00	Washer/Dryer/Showers	\$2 wash / \$2 dry/\$1 Laundry Pods	\$0.00	\$ -	\$0.00	\$ -	\$ 811.85
\$ 59,000.00	Shelters Enclosed	Various Fees based on 4 or 8 hrs or all day.	\$16,100.53	\$ 8,242.22	\$8,552.83	\$ 2,217.25	\$ 51,979.84
\$ 13,000.00	Shelters - Open	Various Fees based on location of shelter.	\$2,606.81	\$ 1,442.50	\$1,670.68	\$ 1,030.03	\$ 11,573.31
\$ 3,000.00	General Park User Fees (Use of open areas within parks)	\$75 / \$10 per picnic table	\$0.00	\$ -	\$0.00	\$ -	\$ 47.39
\$ 38,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$13/\$22/\$515/\$655/\$515/\$725/\$865	\$2,971.24	\$ 22,305.71	\$1,750.04	\$ 4,447.42	\$ 33,687.24
\$ 5,000.00	Trail Passes (Ski/Snowshoe/Multi-Use)	\$8/daily; \$30/annual; \$60/family	\$1,636.57	\$ 1,545.87	\$235.07	\$ 258.41	\$ 4,175.49
\$ 8,500.00	Disc Golf	\$3 / \$5 / \$25 / \$50	\$18.32	\$ 18.33	\$18.32	\$ -	\$ 7,657.44
\$ 500.00	Parks Pulpwood	Market Price	\$0.00	\$ -	\$0.00	\$ -	\$ -
\$ 25,000.00	Boat Launch	\$25/annual; \$7/daily	\$236.18	\$ 87.97	\$22.91	\$ 22.89	\$ 22,496.22
\$ 17,000.00	Miscellaneous		\$1,600.76	\$ 106.62	\$818.30	\$ -	\$ 15,433.37
\$ 8,800.00	Gift Certificates	Gift Certificates	\$0.00	\$ 94.79	\$0.00	\$ -	\$ 7,889.91
\$ 850,000.00			\$81,093.50	\$96,280.19	\$48,652.67	\$30,752.14	\$ 761,804.11
\$ 350,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships) Monthly totals = NET Revenue	CONTRACTED	\$238,458.35	\$ 56,653.45	\$73,398.41	\$37,632.67	\$ 629,983.14
\$ 1,200,000.00		<b>TOTAL REVENUE:</b>	<b>\$319,551.85</b>	<b>\$152,933.64</b>	<b>\$122,051.08</b>	<b>\$68,384.81</b>	<b>\$1,391,787.25</b>

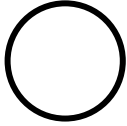
**WOOD COUNTY, PARKS & FORESTRY - FOREST ADMINISTRATOR  
REVENUE REPORT & TIMBER SALE BALANCES**

**March (February Revenue)**

**Budget Year 2024**

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	YODER	\$42,886.00	7/10/2020	6/1/2024		\$20,012.67	\$20,012.67	\$0.00
781	5-19	YODER	\$9,720.00	7/10/2020	6/1/2024		\$0.00	\$0.00	\$0.00
788	2-21	YODER	\$35,900.00	11/24/2021	12/31/2024		\$32,234.86	\$36,188.92	\$3,954.06
789	3-21	KOERNER	\$10,570.00	11/24/2021	2/29/2024	\$1,042.53	\$11,831.54	\$11,831.54	\$0.00
790	4-21	SCHREINER	\$15,600.00	11/24/2021	12/31/2024		\$0.00	\$0.00	\$0.00
796	2-22	KOERNER	\$110,780.80	5/27/2022	6/30/2024	\$2,918.80	\$113,822.79	\$113,822.79	\$0.00
797	3-22	SCHREINER	\$30,770.00	5/27/2022	6/30/2025		\$0.00	\$0.00	\$0.00
798	4-22	KOERNER	\$194,468.10	5/27/2022	6/30/2024	\$2,425.75	\$200,832.57	\$200,832.57	\$0.00
799	5-22	SCHREINER	\$20,200.00	5/27/2022	6/30/2024		\$0.00	\$0.00	\$0.00
800	6-22	SCHREINER	\$16,440.00	5/27/2022	6/30/2024		\$0.00	\$0.00	\$0.00
801	7-22	WILSON	\$11,750.00	8/4/2022	7/30/2025		\$0.00	\$0.00	\$0.00
802	8-22	FLINK	\$15,958.40	11/16/2022	12/3/2024	\$2,182.50	\$11,639.60	\$10,482.75	-\$1,156.85
803	9-22	KOERNER	\$21,057.80	11/16/2022	12/3/2024		\$0.00	\$0.00	\$0.00
804	10-22	KOERNER	\$84,093.60	11/16/2022	12/3/2024		\$0.00	\$0.00	\$0.00
805	11-22	YODER	\$17,390.00	11/16/2022	12/3/2024		\$0.00	\$0.00	\$0.00
806	12-22	KOERNER	\$12,847.00	11/16/2022	12/3/2024	\$15,883.33	\$17,983.38	\$15,883.33	-\$2,100.05
807	13-22	FLINK	\$9,450.00	12/31/2022	12/31/2025		\$2,274.03	\$2,274.03	\$0.00
809	2-23	KOERNER	\$66,089.00	6/1/2023	6/1/2025	\$35,032.32	\$69,289.34	\$61,177.72	-\$8,111.62
810	3-23	KOERNER	\$36,615.00	6/1/2023	6/1/2025		\$13,878.71	\$0.00	-\$13,878.71
812	4-23	FLINK	\$11,813.85	6/1/2023	6/1/2025		\$5,079.10	\$5,079.10	\$0.00
813	5-23	MEDDA ENT.	\$127,000.50	6/1/2023	6/1/2025	\$22,048.56	\$152,395.35	\$152,395.35	\$0.00
814	6-23	YODER	\$21,055.00	6/1/2023	6/1/2025		\$0.00	\$0.00	\$0.00
815	7-23	KOERNER	\$10,728.75	1/4/2024	12/31/2025		\$0.00	\$0.00	\$0.00
816	8-23	KOERNER	\$31,625.00	1/4/2024	12/31/2025		\$0.00	\$0.00	\$0.00
817	9-23	KOERNER	\$17,310.00	1/4/2024	12/31/2025		\$0.00	\$0.00	\$0.00
818	10-23	MIDWEST HW	\$51,768.30	1/4/2024	12/31/2026		\$0.00	\$0.00	\$0.00
755		FIREWOOD				\$20.00	\$0.00	\$0.00	
<b>Payments Received This Month:</b>						<b>\$81,553.79</b>	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	<b>(21,293.17)</b>
<b>2024 Budgeted Total Revenues</b>						<b>\$350,000</b>			
<b>2024 Total County Forestry Revenues this month (90%)</b>						<b>\$73,398.41</b>			
<b>2024 Total Township Revenues this month (10%):</b>						<b>\$8,155.38</b>			
<b>2024 TOTAL NET FORESTRY REVENUE TO DATE:</b>						<b>\$238,458.35</b>			

Jobs Finished
Jobs Started
Jobs Continuing/Reactivated
Jobs Gone Inactive



RESOLUTION#

Introduced by  
Page 1 of 1

Highway Infrastructure & Recreation Committee

ITEM#

DATE

March 19, 2024

Effective Date

Upon passage & publication

DWV

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

**INTENT & SYNOPSIS:** To become eligible for snowmobile trail maintenance monies on the existing trails on County and private lands for 2024-2025 snowmobile year.

**FISCAL NOTE:** No cost to Wood County—Total reimbursement from State Snowmobile Trail Aid account #43574.

**WHEREAS,** Wood County will be responsible for the maintenance of 277.83 miles of previously constructed snowmobile trails in the Towns of Arpin, Auburndale, Cameron, Cary, Cranmoor, Dexter, Grand Rapids, Hansen, Hiles, Lincoln, Marshfield, Milladore, Port Edwards, Remington, Richfield, Rock, Rudolph, Saratoga, Seneca, Sherry, Siegel, and Wood, and

**WHEREAS,** there is a demand to continue the maintenance on these existing trails, and

**WHEREAS,** these existing trails conform to the Comprehensive Snowmobile Trail Plan, and

**WHEREAS,** easements for these trails, which cross private lands have been received, and

**WHEREAS,** funds in the amount of \$83,349 (277.83 miles of trails at \$300 per mile) have been budgeted to maintain these trails by Wood County, with reimbursement from the State Snowmobile Aids Funds, and

**WHEREAS,** to become eligible for snowmobile trail maintenance aid the trails listed above must remain county trails.

**THEREFORE BE IT RESOLVED,** by the Wood County Board of Supervisors, that Wood County maintains existing trails on County and private lands for the 2024-2025 season (pending reimbursement from the Snowmobile State Aid Program) for the enjoyment of the citizenry of Wood County and hereby authorize the Wood County Parks and Forestry Department to act on behalf of Wood County to sign necessary maintenance agreements.

( )

Jake Hahn (Chairman)

John Hokamp

Lee Thao

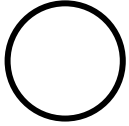
Allen Breu

Dave LaFontaine

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by  
Page 1 of 1

Highway Infrastructure & Recreation Committee

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

**INTENT & SYNOPSIS:** To become eligible for maintenance monies on the existing

- a) Wood County ATV Intensive Use Area (All-Terrain Vehicle) trail, in the designated area of T.22N.-R.35E., Section 31 & 32 and;
- b) the Kimball & Hazelnut Connector Trail of 5.1 miles at T22N, R5E, S32 and T21N, R4E, S18, 19, 30, 13, 24, 25 and;
- c) the Hay Creek-Peterson Road Connector Trail of 4.0 miles at T22N, R2E, S8, 17, 20, 21

**FISCAL NOTE:** No cost to Wood County. Total reimbursement from the State Aid Registration Fund, account #43572, and for the ATV Intensive Use Area, donated services by the Central Wisconsin ATV Riders Club, account #48503.

**WHEREAS,** Wood County will be responsible for the maintenance of the area known as the Wood County ATV Intensive Use Area, as well as the 5.1 miles of County Forest land, ATV trails named East Hazelnut & Kimball Connector, 4.0 miles of Hay Creek-Peterson Road Connector and

**WHEREAS,** there is a demand to continue the maintenance of these areas within Wood County, and

**WHEREAS,** the Central Wisconsin ATV Riders (an incorporated club) is willing to participate in maintenance of the Wood County Intensive Use Area, and

**WHEREAS,** the existing areas in the Townships conform to trail standards established in Chapter NR64, Administrative Code, and

**WHEREAS,** \$20,206 is the estimated cost to maintain these areas (\$12,926 - Intensive Use Area + \$4,080 - 5.1 miles Kimball Connector + \$3,200 Range Road Connector in State Aid, and

**WHEREAS,** to become eligible for ATV trail maintenance, the areas listed above must remain a County area.

**THEREFORE BE IT RESOLVED,** by the Wood County Board of Supervisors, that Wood County Parks & Forestry Department will maintain the existing 10 miles of Wood County ATV Intensive Use Area and 9.1 miles of County forest all-terrain vehicle trails, (pending reimbursement from the State ATV registration fund) for the enjoyment of the citizenry of Wood County and the State of Wisconsin.

**AND BE IT FURTHER RESOLVED,** that the Wood County Parks & Forestry Department be authorized to sign necessary maintenance agreements for the existing Wood County ATV Intensive Use Area and 9.1 miles of County Forest land, ATV trails named East Hazelnut & Kimball Connector, and Hay Creek-Peterson Road Connector.

( )

Jake Hahn (Chairman)

John Hokamp

Lee Thao

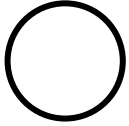
Allen Breu

Dave LaFontaine

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by  
Page 1 of 1

Highway Infrastructure & Recreation Committee

ITEM#

DATE

MARCH 19, 2024

Effective Date

Upon passage of publication

DWV

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

**INTENT & SYNOPSIS:** To become eligible for 2024 snowmobile trail maintenance monies for the proposed additional 13.64 miles of snowmobile trail for the Rudolph River Rovers Snowmobile Club.

**FISCAL NOTE:** No cost to Wood County—Total reimbursement from State Snowmobile Trail Aid account #43574.

**WHEREAS,** Wood County proposes to accept as County Snowmobile trails, approximately 13.64 miles of trail, which will be maintained by the Rudolph River Rovers, and

**WHEREAS,** if the application is approved by the State of WI DNR, funds will be budgeted in the amount of \$4092 to increase the amount of trails being maintained by Wood County, with full reimbursement from the State Snowmobile Trails Aids funds, and

**WHEREAS,** to become eligible for snowmobile trail maintenance aids, the trails must become County trails,

**THEREFORE BE IT RESOLVED** that the Wood County Board of Supervisors does hereby authorize the Parks & Forestry Department to apply for 2024 State of WI Snowmobile Aid to maintain an additional 13.64 miles of snowmobile trails for the enjoyment of the citizenry of Wood County and the State of Wisconsin.

**SOURCE OF MONEY:** Non-lapsing SNOWMOBILE program revenue account (43574).

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

( )

Jake Hahn (Chairman)

John Hokamp

Lee Tao

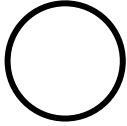
Allen Breu

Dave LaFontaine

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

County Clerk

County Board Chairman



**RESOLUTION#**

Introduced by  
Page 1 of 1

Highway Infrastructure & Recreation Committee

DWV

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

**INTENT & SYNOPSIS:** To become eligible for project development grant funding from the State of WI DNR ATV Trail Aid Program for the following projects:

Hwy. 54 to Range Road Trail (1.5 miles)

**TOTAL: \$72,074.80**

**FISCAL NOTE:** If awarded from the State of WI DNR, there would be no cost to Wood County—Total reimbursement from State ATV Aid account #43572.

**WHEREAS,** Wood County proposes to develop an additional 1.5 miles of ATV trails in Wood County, and

**WHEREAS,** funds will be budgeted in the amount of \$72,074.80 to develop this trail by Wood County, with full reimbursement from the State ATV Trails Aids funds, and

**WHEREAS,** to become eligible for ATV trail development and maintenance aids, the trails must become County trails,

**THEREFORE BE IT RESOLVED,** that the Wood County Board of Supervisors do hereby authorize the Parks & Forestry Department to apply for State ATV Trail Aid to develop an additional 1.5 miles of ATV

trails for the enjoyment of the citizenry of Wood County and the State of Wisconsin.

( )

\_\_\_\_\_  
Jake Hahn (Chairman)

\_\_\_\_\_  
John Hokamp

\_\_\_\_\_  
Lee Tao

\_\_\_\_\_  
Allen Breu

\_\_\_\_\_  
Dave LaFontaine

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

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

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

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

**DATE: Monday, March 4, 2024**

**TIME: 9:00 AM**

**LOCATION: Room 114, Wood County Courthouse**

**MEMBERS PRESENT:** Al Breu, Jeff Penzkover, Dennis Polach, William Winch, Brad Hamilton (WebEx)

**OTHERS PRESENT:** Katie DeKleyn, Deputy County Clerk/Program Assistant

1. Chairman Breu called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the February 5th, 2024 meeting were reviewed. Motion by Polach/Penzkover to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed, with explanations given. Motion by Penzkover/Hamilton to approve them as presented. Motion carried unanimously.
5. The IT Report was reviewed.
6. The Maintenance vouchers were reviewed, with explanations given. Motion by Hamilton/Penzkover to approve them as presented. Motion carried unanimously.
7. The Maintenance Report and project updates were reviewed.
8. Van Tassel and Finance Director, Ed Newton, reported on the Jail Solar Design fee. Motion by Hamilton/Penzkover to postpone action on the Solar Design Fee until budget review. Motion carried unanimously.
9. Motion by Hamilton/Winch to go into closed session pursuant to Wis. Stats 19.85 (1)(e) to discuss negotiations for the acquisition of property within the Triangle Development. Motion carried unanimously.
10. Motion by Penzkover/Hamilton to return to return to open session. Motion carried unanimously.
11. The next meeting will be Monday, April 1<sup>st</sup>, 2024 at 9:00 AM.
12. Chairman Breu declared the meeting adjourned at 10:46 AM.

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

**Property & Information Technology Committee  
March 4, 2024**

NAME	REPRESENTING
ALBREU	WCB #6
ED NEWTON	FINANCE
RVANTASSEL	MAINT.
NICOLE GESSERT	Maintenance
DENNIS POLACH	WCB-14
AMY KAUF	IT
Bill Cleaderning	WCB-15
Bill Leichtnam	WCB-19
Bill Wincot	WCB 9
Scott BREHM	
Lance Plimk	WCB





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### February 2024

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed.
2. Completed a total rewrite of our election results website due to election vendor software changes. Details on the changes were withheld by the vendor until about 3 weeks before the February election. The results website worked correctly and will need some minor updates to support additional features needed for future elections.
3. Worked with Finance staff on required 1099 vendor payment data submission to the IRS. The IRS requires electronic submission as of tax year 2023. Due to time constraints, Finance elected to manually enter 2023 data on the IRS website. IT and Finance will jointly investigate software to automate this process for 2024.
4. IT staff works to ensure year-end processing requirements are met and supported for various year-end systems and financial processes. Year-end requirements include updating multiple reports for taxes, payroll benefit and deduction rates.
5. Working with Health department on Parents as Teachers application request.
6. Investigation and planning for a necessary update to Sheriff's Department Citation System (TraCS) has begun.
7. Work continues on updating the CIS Law Enforcement System address mapping. The address update has been tested and instructions were sent to dispatch, Sheriff's Department and all municipalities. The aerial map update is ready to be installed in March. Installation on the dispatch computers is expected to begin in March.
8. Network staff has been working with the Sheriff's department to prepare for the implementation of the new squad and body-worn camera system, Axon. Installation of this hardware is scheduled for March.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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9. Worked with the Health Department to update HealthSpace, Environmental Health Recordkeeping System that is provided by DHS to track health inspections and licensing required to maintain public health. This program also allows licensees to pay their fees online via Point and Pay.
  10. Researched and ordered iPad replacement for County Board members. Device setup has begun and devices will be ready for placement after the upcoming County Board Election.
  11. Network staff continues configuring our new SIEM solution, Arctic Wolf. This will give us much needed insight into threat detection, security events, and compliance information among other useful metrics for ensuring that the Wood County network and computers are protected. Software has been installed on all Wood County clients and servers with sensors configured to monitor network traffic for malicious activity.
  12. Continued researching solutions for Project Manager, IT project management software, replacement.
  13. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
  14. Programming staff work to improve support documentation for the Sage HRMS, Human Resources Management System, system for employee, benefit and payroll data.
  15. Continued work consolidating programming source control systems in order to organize historical and ongoing software development projects, and eliminate a server as part of the Server OS update project.
  16. Custom reports for SmartCare, Human Services Electronic Health Record System, continue to be created.
  17. Identified an issue with the CIS Maps not matching the version that Wood County GIS has provided. Working with CIS on getting maps updated to the latest version.
  18. Network staff continue to work with a vendor to upgrade our phone system. These upgrades will allow us to configure newer devices and ensure support beyond August 2025.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

19. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Work begins to add Single Sign on functionality to the claims management module for Matrix. Work continues, including attending training webinars, in order to meet the latest CMS (Centers for Medicare and Medicaid) requirement for the Norwood Admissions Hospital unit transparency in pricing reporting. Failure to comply and meet the deadline of July 1, 2024 would result in reduction of CMS revenue for the Norwood Healthcare Facility and violation of the public reporting requirements.
20. IT published and continues to refine the newly developed project request form and policy. This form increases efficiency for both requestors and IT staff and helps to ensure that we provide excellent and cost-effective solutions.
21. Support for GCS\Catalis property tax systems is ongoing. The current property tax software version end-of-life is set for Fall of 2023. The existing property tax system is on-prem, servers at Wood County. The upgraded version will be cloud based. Contract negotiation for system migration was finished in late May but adjustments continue as the vendor completes migrations for other counties. System migration is scheduled to begin in May 2024 and we do prefer this later timeframe.
22. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
23. The TimeStar, electronic timecard and time tracking software, system configuration changes are ongoing. Staff works to adjust settings as change requests continue. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. Work begins to replace and configure 3 punch timeclocks for our medical facilities before June 2024 when clocks will no longer interface with the time tracking system.
24. Programming staff work to review and enhance code, update test systems and create user and system documentation in support of 2024 employee benefits open enrollment, new hire enrollment and special application access for the Courts and DA employees.
25. Staff has been working on configuring our on-premise Exchange servers to work with O365 (Exchange Online). These changes will allow us to run a hybrid email system and/or move to the cloud when support on our current system expires.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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26. Network staff continue to engage a consultant for assistance in the configuration of a new network core to replace existing equipment. This will support additional upgrades to the network and servers at the Courthouse. The project completion is expected to be end of March. Core Switches are a critical component for access to critical infrastructure. Much care is being exercised to ensure minimal downtime when the new hardware goes into production.
  27. Network staff continue working with the Next-Gen 911 provider and various other vendors related to the Next-Gen 911 upgrade to gather the required information and schedule installations. This has been an active project for more than a year and is on schedule to be completed within the coming months. The project is part of a statewide effort to provide a more robust solution and will provide redundant VoIP circuits to help minimize downtime due to failed provider hardware and outdated circuit technology.
  28. The Register of Deeds work to upgrade multiple applications continues each week. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates.
  29. UPS replacement and battery refresh maintenance work continues in order to protect IT network equipment from power failures and surges.
  30. IT staff continue working to organize and relocate the Information Technology network drive shared data. This is an ongoing and sizable project.
  31. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL server. This ongoing project takes considerable time to plan, test, and implement.
  32. Continue to work on the project plan for the O365 migration. The current version of Office needs to be replaced with O365 by December 31, 2024. All departments will be migrated.
  33. Time has been spent reviewing current and upcoming building projects including the new law enforcement center, the move of Register in Probate, and additional offices being built at River Block.
  34. The 1<sup>st</sup> PC order for 2024 was placed and hardware is beginning to arrive.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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35. The IT Security Team continues the Security Awareness Program. Members of our team have been virtually attending mentoring meetings with leaders in the cybersecurity area, as arranged by the MS-ISAC (Multi-State Information Sharing and Analysis Center). This includes monthly update meetings with the State of Wisconsin CRT (Cyber Response Team). New training and phishing tests have been assigned to help ensure all Wood County staff are assisting in keeping our network and data safe.
  36. For the month of January, 615 helpdesk requests were created, with staff completing 629 tickets and leaving 94 open requests. In addition, there are currently 141 project requests.
  37. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
  38. Corrected Norwood staff's phone numbers in Everbridge, the new mass communication system, after verifying correct extension dialing procedures. This system will notify employees of critical events and enhance safety.
  39. Staff completed work with Veterans department to implement digital signage in their office.
  40. Created a SharePoint site for Human Services.
  41. IT Intern, Michael Thao, accepted fulltime employment. His last day with Wood County was February 14<sup>th</sup>.
  42. Began recruitment for the System Technician Lead and IT Intern positions.
  43. Network staff has been working with Maintenance, Sheriff, Samuel's Group, and various vendors on the infrastructure needs for the new Law Enforcement Center.



## Letter of Comments March 2024

### Ongoing Projects and Planning

**Jail Project** – Our project team continues to deal with many details regarding multiple facility systems that are critical to operation of the new jail. We are working through some concern we have over material selection and equipment design submitted by manufacturers; up to this point we have been successful in mitigating potential delays and excessive cost while also staying aligned with the intent of our new facility design.

Masonry walls are nearly complete; temporary power distribution is being removed as permanent power distribution is brought online; some areas, both detention and non-detention, have ceiling grid installed.

**Courthouse** – Contracts for remodeling in Branch 1 are under review; some have been approved. Work will tentatively begin in April after material/equipment lead times are confirmed. With the reduction made to the budget for Branch 1 remodeling, the scope of work had to be reduced; remaining updates to some of the 1950s Court space will need to be completed in the near future.

Register in Probate will be relocating soon; we are coordinating a couple finishing touches and expect this to be complete by the end of March.

**River Block** – Fallout from recent power events is still evident in some areas; lighting controls within the building have been difficult for contractors to diagnose and we are now faced with the possibility of a complete lighting control system replacement. I have requested alternate options to consider, as I believe a simplified approach to most lighting controls will reduce our long-term operating cost.

### Miscellaneous

Attended PIT, Operations, and numerous project meetings.

Continuing to work with adjacent property owners regarding accessibility improvements that would benefit our Courthouse visitors and staff.

Assisting Highway Department with access/security updates.

## **CWSF Board of Directors Meeting Minutes**

January 15<sup>th</sup>, 2023 at 6:30 PM

Fair Office - 513 East 17<sup>th</sup> Street Marshfield, WI

**ROLL CALL:** Dale Christiansen, Kari Schwingle, Sandy Leonhard, Scott Karl, Nick Wayerski, Joyce Karl, Derek Wehrman, Heather Wellach,

**Not Present:** Gary Bymers, Peggy Sue Behselich, Brad Hamilton, Jeff Viergutz, Kara McManus (all excused)

The meeting of the Central Wisconsin State Fair Board was called to order at 6:40pm in the Fair Office building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

**Public Comment:** None

**Approval of Minutes:** Minutes from December were presented and reviewed. Heather Wellach made a motion to approve the minutes. Scott Karl seconded. All approved.

**Financial Report:** Not a ton of activity in the last month. Scott Karl made a motion to approve the financial report, Derek Wehrman seconded. All approved.

**Executive Report:** Sponsorship forms have gone out via email. Merch vendor contracts have also gone out.

**Junior Fair:** Working on getting new scanners and shelving units for open show class and more horse displays. Would like to move the Dog show to Monday to utilize the hockey building more fully and be a bigger part of the fair. Further discussions will be had about this. Next meeting will be in February. All changes to fair book will need to be made at that point.

**WAF Convention:** Many things were learned from classes/sessions. Awards were given and were well deserved. Close to finalizing all entertainment for the week of the fair. Met with a carnival and have a contract for the year. They have a new stellar ride that will be making a debut this year for the fair! Also met with ticketing company to put together an advance ticket strategy.

### **Committee Report:**

- 1. Fair Park Management:** Drawings of potential building layout was presented.

**New Business:** None

**Next Agenda:** Will discuss more on the committees at next meeting.

**Adjournment:** Derek Wehrman made a motion to adjourn at 7:29pm. Heather Wellach seconded. All approved.

**Next Meeting:** February 19<sup>th</sup>, at 6:30pm

Respectfully,  
Kari Schwingle

## JUNIOR FAIR BOARD MINUTES

November 15, 2023

Hewitt Village Hall

November meeting of the Central WI Jr. Fair Board was called to order by President-elect Heather Wellach at 7:00 pm at the Hewitt Village Hall.

MEMBERS PRESENT: Jodie Budtke, Kitty Bymers, Romelle Bymers, Lori Haffenbredl, Tim Heeg, Laura Huber, Megan Kundinger, Betty Peterson, Josh Sabo, Mark Seefeldt, Andrew Seefeldt, Beth Spindler, Laura Strigel, and Heather Wellach.

EXCUSED: Brittany Bauer, George Gilbertson, Virginia Krause, Dave Urban, and Steve Redmond.

MEMBERS ABSENT: Tracy Benson, Lisa Blanchard, Dale Christensen, and.

GUESTS: Ashley Calaway and Richard Haffenbredl.

ADDITIONS TO THE AGENDA: Non 4-H Participates

SECRETARY'S MINUTES: Approved as printed. Minutes of the closed October 18 Jr. Fair Board meeting were approved as read.

TREASURER'S REPORT: Approved as submitted.

FAIR BOARD REPORT: The Board will be meeting next Monday night.

EXTENSION REPORT: Laura reported that there is nothing new to report at this time and re-enrollment if over with around 500 members in the county.

OLD BUSINESS: \*Fair Evaluations – A new process is being worked on to evaluated bards and document animal care issues. This is to help superintendents with any problems that might arise. Megan and Heather will be working on these issues and present at the next Jr. Fair meeting.

\*Improvements – There is nothing new to report at this time and will be tabled until the February meeting.

\*2024 Jr. Fair Schedule – Betty spoke about the importance of having the dog show as a part of the fair. She agreed to having the show on Monday morning of entry day starting at 9:00 am in the Hockey area. After the judging is over the area can then be used for other events or exhibits. There is still discussion being held on the time of judging for beef, sheep, and meat goats.



\*Membership – Kate Kohl is working on being certified as a 4-H leader so she can be the 4-H rep on the Jr. Fair Board. She will still need more help in the horse dept. She will be having a tack swap in March. Brittany can no longer be the youth rep on the Board as she has graduated from 4-H. Emma Kunding (FFA) and Amanda Budtke (4-H) may be interested. An invitation should be extended to youth who may be interested.

#### NEW BUSINESS:

\*Judges for 2024 – Any Jr. Fair members who need a listing of eligible judges should contact Romelle. Some new judges will be needed in photo., dairy, plant & soil science, and cultural arts. Judges should be used for no more than two consecutive years. More information will be available at the Feb. meeting.

\*2024 Fair Book – Information on the performance class is ready to be added to the book. Information on the Supreme Showman class is needed along with on the time and location for the book. Ashley Calaway would like to have meat goat classes added to the 2024 fair book. Meat goats would be shown with their horns on and can be judged by the sheep judge. A revision of Dept. 5 is needed for the 2024 Fair Book. Laura asked that all changes be sent to Wendy so that she can make the changes on Fairentry. All changes are due at the February 21 meeting.

\*Designated Signer – Megan has agreed to continue as the designated signer as appointed by the Executive Committee.

\*Audit Committee: Megan and Tim will meet with George to review the books.

\*Market Sale Budget for 2024: This was tabled as copies were not available for the membership to review.

\*Non 4-H Participants in the 2024 Fair: These are youth who participate in short term 4-H or Extension programming, but have not formally enrolled in a 4-H club or other youth organization. A discussion was held on how to include these participants in the fair. Laura and Lori will work on proposal and will present it to the Jr. Fair Board at the February meeting.

\*Election: President-Elect – Tim nominated Megan. Josh moved to close the nominations and cast a unanimous ballot for Megan. Tim 2<sup>nd</sup>. MC Josh moved that in the event that Megan can't attend the Central WI State Fair Board meeting, Heather would serve as the alternate. Lori seconded. MC

Secretary – Megan nominated Romelle. Megan moved to close nominations and cast a unanimous ballot for Romelle. Tim 2<sup>nd</sup>. MC

Treasurer – Tim nominated George. Tim moved to close nominations and cast a unanimous ballot for George. Megan 2<sup>nd</sup>. MC

Department Reports: Market Sale – They met recently. The mandatory educational meetings were set for January 8 at the Marshfield High School and January 30 at the Auburndale High School. Youth in college will be able to live stream the Jan. 8 meeting only. The information on the meeting dates will be shared with the Extension Office and Fair Office for posting on their websites.

Dairy – The group will be meeting in December.

AGENDA ITEMS FOR THE NEXT MEETING: 2024 Fair Schedule, Audit Report, Market Sale Budget, Fair Book Changes, Improvements, Judges, Non 4-H participants, Superintendents & Jr. Fair Reps.

The next meeting will be Wednesday, February 21, 2014 at 7:00 pm at the Hewitt Village Hall. Mark moved to adjourn the meeting. Lori seconded. Meeting adjourned at 8:55 pm.

Respectfully submitted,  
Romelle Bymers,  
Recording Secretary

**South Central Library System Board of Trustees Minutes**

**1/25/2024, 12:15 p.m.**

**1650 Pankratz Street, Madison**

**Meeting held via Zoom & in person**

**Action Items:**

**Approved the Bylaws Committee's recommended addition/revision to SCLS Bylaws: Article VII. Section 1, e. *As a courtesy, non-committee members should notify the committee chairs within a reasonable amount of time in advance of the meeting that they plan to attend.***

**Approved the 2024 Officers: President – Joan Honl; Vice President – Mary Nelson; Secretary – Susan Feith; Treasurer – Mike Furgal**

Present: M. Anderson, C. Clark, B. Clendenning, P. Cox, S. Feith, N. Foth, M. Furgal, S. Garcia, J. Honl, M. Jorgensen, M. Howe, M. Nelson, G. Poulson, L. Ross, H. St. Maurice, T. Walske, J. Wright

Recorder: H. Moe

SCLS Staff Present: K. Goeden, M. Van Pelt

Guest: D. Flanigan

Call to Order: 12:15 p.m. G. Poulson, President – The SCLS staff were thanked for the potluck lunch.

a. Introduction of guests/visitors:

Marlee Jorgensen, Dane County representative and Salud Garcia, Madison Public Library representative were introduced.

b. Requests to address the Board: None

Approval of previous meeting minutes: 12/28/2023 Minutes

a. Motion: M. Howe moved approved of the 12/28/2023. S. Feith seconded.

b. Changes or corrections: It was noted the schedule of interviews needs correction on the past minutes.

c. Vote: Motion carried.

1/12/2024 Minutes:

a. Motion: M. Howe moved approval of the 1/12/2024 meeting minutes. B. Clendenning seconded.

b. Changes or corrections: None

c. Vote: Motion carried. T. Walske abstained.

Financial Statements: K. Goeden provided a brief review of the financial statements.

Bills for Payments: The payment amount is \$1,474,576.88

a. Motion: T. Walske reviewed the bills for payment and moved approval. M. Anderson seconded.

b. Discussion: None.

c. Vote: Motion carried.

Presentation: Building Project Wrap Up:

D. Flanigan, Keller, Inc. – The SCLS Board is very appreciative of the great work from Keller.

Committee Reports: A reminder to volunteer to serve on one of the board committees. Send your choices to H. Moe.

a. Advocacy: Wisconsin Library Legislative Day is February 6th.

- b. Budget & Finance: 2024 committee meeting dates – June 13<sup>th</sup>, August 15<sup>th</sup>
- c. Personnel Committee: 2024 committee meeting dates – August 15<sup>th</sup> (with Budget/Finance)

**Action Items:**

- a. Vote on Bylaws Committee’s recommended addition/revision to SCLS bylaws:  
Article VII. Section 1, e. *As a courtesy, non-committee members should notify the committee chairs within a reasonable amount of time in advance of the meeting that they plan to attend.*
  - i. Motion: M. Howe moved approval of the Bylaws Committee’s recommended addition/revision to the SCLS bylaws. T. Walske seconded.
  - ii. Discussion: None
  - iii. Vote: Motion carried.

**Recess the January SCLS Board Meeting for the Purpose of Conducting the 2024 SCLS Annual Meeting**

M. Howe moved to recess the January SCLS board meeting for the purpose of Conducting the 2024 SCLS Annual Meeting. Motion seconded and carried.

**I. Convene the 2024 SCLS Annual Meeting**

- a. Election of officers – Nomination Committee  
President: Joan Honl  
Vice President: Mary Nelson  
Secretary: Susan Feith  
Treasurer: Mike Furgal

T. Walske moved approval to accept the Nomination committee’s recommendation of officers. M. Anderson seconded. Motion carried.

M. Howe moved approval to adjourn the 2024 SCLS Annual Meeting. H. St. Maurice seconded. Motion carried.

**Reconvene the January SCLS Board Meeting**

**SCLS Foundation Report:** M. Van Pelt noted the board will meet 1/25/2024 and that \$12, 008.44 was raised in 2024.

**System Director's Report:** You may view the System Director report online. She is retiring March 8<sup>th</sup>. Shannon Schultz will receive some orientation from M. Van Pelt in February. March 6<sup>th</sup> will be her first day on site.

**Discussion:**

- a. SCLS Time Line for 2025 Budget
- b. 2024 Schedule for Meeting Topics
- c. 2024 Board Education Topics
- d. 2024 Committee assignments – sign up or stay on committee. Let H. Moe know.

**Administrative Council (AC) Report:** Met 1/18/2024. You may view the minutes online.

**Other Business:** none

**Information sharing:**

Thanks to Gary Poulson for serving as President.

J. Honl noted the Portage County Public Library had an incident at the library. A person was stabbed. Police and library staff responded professionally. The library director and board president issued a statement in conjunction with the sheriff's dept. to reassure the situation was handled in a professional manner.

**Adjournment:** 12:49 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt  
BOT/Minutes/1/25/2024