

AGENDA OPERATIONS COMMITTEE

DATE: Tuesday, October 14, 2025
TIME: 10:00 AM
LOCATION: Courthouse – Room 300

Join by phone

+1-408-418-9388 United States Toll
Access code: 248 061 22316

Join by WebEx App or website

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m0ea8fc8e2b6a1a77c05e5a902fe18861>

Webinar number: 248 061 22316

Webinar password: 101425

1. Call meeting to order
2. Public Comments
3. **CONSENT AGENDA**
 - a. Review/approve minutes from previous committee meetings
 - b. Review monthly letters of comment from department heads.
 - c. Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. **WELLNESS COORDINATOR**
 - a. Monthly update
6. **TREASURER**
 - a. Ben Jennings-request for statue on county property
 - b. Resolutions to sell tax deed properties
 - c. Resolution to sell back property to former owner
7. **FINANCE**
 - a. Resolution – Amend Sheriff Traffic Safety 2025 Budget
 - b. Discuss 2026 Budget Updates
8. **HUMAN RESOURCES**
 - a. AI Policy
9. Consider any agenda items for next meeting
10. Set next regular committee meeting date – Tuesday, November 4, 2025 – 10:00 AM
11. Adjourn

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, September 2, 2025

TIME: 10:00 AM

PLACE: Courthouse – Rm 302

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

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

1. Chair Valenstein called the meeting to order at 10:00 AM.
2. There was no public comment.
3. Motion by Rozar/Hahn to approve the consent agenda. Motion carried unanimously.
4. Wellness Coordinator Peterson reviewed updates of the Wellness Program.
5. Kelly Borchart from Child Caring reviewed the status of the ARPA funding distributed to date, reviewed the projects and number of children additionally served with those funds, as well as the state budgeted funding for child care.
6. County Clerk Miner and Chief Deputy County Clerk DeKleyn presented the 2026 County Clerk budgets. Motion by Rozar/Pliml to approve the budgets as presented. Motion carried unanimously.
7. Miner & DeKleyn reviewed the current status of the county's election tabulation system and the fact that a number of the tabulators in the county are not able to be upgraded any further. In order to get all municipalities on one system, new tabulators will be purchased in 2027, along with the servers required, to upgrade to the most secure and up-to-date version. The committee consensus was to approach the municipalities to fund a small portion of the purchase price of the new tabulators and bring back the request in further CIP discussions.
8. Ben Jennings returned to the committee in regards to additional granite pieces he would like to acquire from the old Port Edwards mill, as well as the statue out front. After discussion and review, he was instructed to work with Facilities Manager Van Tassel in identifying additional, but limited, granite removal, at which time an addendum to the existing agreement would be acted on.
9. Treasurer Gehrt presented the 2026 Treasurer's budget to the committee. Motion by Rozar/Valenstein to approve the budget as presented. Motion carried unanimously.

10. Gehrt presented a resolution to quit claim deed a tax deeded parcel back to the former owner. Motion by Rozar/Pliml to approve the resolution and forward to the county board for their consideration. Motion carried unanimously.
11. Finance Director Yang informed the committee of the continued Aa2 bond rating after the bond rating call recently held.
12. Yang presented the 2026 Finance Budget to the committee. Motion by Pliml/Zurfluh to approve the budget as presented. Motion carried unanimously.
13. The committee set Wednesday, September 24th at 10:00 AM as the date the committee would review county budgets.
14. Yang presented a resolution from the Sheriff's Dept. to create 1.0 FTE for the Auburndale School Resource Officer, which is funded in part by the school district as well as hopeful grant funding. Motion by Zurfluh/Hahn to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
15. HR Director McGrath presented the 2026 HR budgets to the committee. Motion by Rozar/Zurfluh to approve the budgets as presented. Motion carried unanimously.
16. McGrath presented a change to the Employee Service & Retirement Recognition Policy whereby each department would be allotted a certain amount for employee recognition going forward. Motion by Pliml/Hahn to approve the policy change as presented. Motion carried unanimously.
17. McGrath stated because of lack of usage, the Core Values program and procedures is being eliminated at the end of this year. Motion by Rozar/Pliml to approve the discontinuation of the program. Motion carried unanimously.
18. McGrath presented three different policies noted below:
 - a. Overtime/Compensatory Time Policy (eliminate Essential Duty Pay provision for Crisis Intervention and Bridgeway staff)
 - b. Wage Plan Policy (eliminate Merit Pay)
 - c. Travel Policy (update reimbursement rates per revised County Board rules)Motion by Rozar/Hahn to approve the updates as presented. Motion carried unanimously.
19. Motion by Pliml/Rozar to move into closed session pursuant to Wis. Stat. 19.85(1)(e) which reads "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" for the purpose of

discussing Wood County Deputy Sheriff's Association WPPA/LEER Bargaining Agreement negotiations. Motion carried unanimously.

20. Motion by Rozar/Hahn to move back into open session. Motion carried unanimously.

21. The next regular meeting will be held on Tuesday, October 7, 2025, at 10:00 AM.

22. Chair Valenstein adjourned the meeting at 11:55 AM.

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

September 2, 2025

5

MINUTES OPERATIONS COMMITTEE

DATE: Wednesday, September 24, 2025
TIME: 10:00 AM
PLACE: Courthouse – County Board Room

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

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

1. Chair Valenstein called the committee to order at 10:00 AM.
2. There was no public comment.
3. Finance Director Yang provided the committee with the current overview of the 2026 budget as it stands as of today.
4. Department Heads and Committee Chairs listed below presented further clarification of their budget requests to the committee:
 - a. Maintenance – Reuben Van Tassel – related to the additional FTE for automation infrastructure
 - b. Edgewater Haven – Justin Cieslewicz – Reviewed a calculation error in Medicare revenues and various changes to the budget made to compensate for the error.
 - c. Human Services (Community & Norwood) – Brandon Vruwink – Reviewed the positions approved by county board and possible census adjustments that could be made to increase revenue projections.
 - d. Highway Dept. – Roland Hawk & John Peckham – Reviewed increased costs and adjustments made to date to lower levy request.
 - e. Sheriff's Dept – Shawn Becker & Quentin Ellis – Reviewed increases in FTE counts, two of which have been approved by county board previously. The other two are correction officers needed in the new jail.
 - f. Coroner – Yang reviewed the vehicle request, which is dependent on the Emergency Management CIP being approved in the budget, whereby their vehicle would be transferred to the coroner.
 - g. Clerk of Courts – Kimberly Stimac and Chair Clendenning – Review of additional hours from 2015 to 2080 for full time employees due to increase of Assistant District Attorneys and an additional judge.
 - h. Criminal Justice Coordinator – Dillon Ksionek and Chair Clendenning – Review of both Dept. of Justice grant funding for diversion courts, as well as grant funding of jail programming and their effect on FTE count and services.
 - i. District Attorney – Jonathan Barnett & Chair Clendenning – Review of additional FTEs coinciding with additional ADAs the state is providing.

- j. Extension – Jason Hausler & Chair Leichtnam – Review of new fully county funded nutrition position (80% FTE) to replace federally funded position that has been cut by the federal budget.
 - k. Information Technology – Amy Kaup & Chair Breu – Review of additional FTE request.
5. Yang reviewed the following proposed budgets:
- a. Library Tax
 - b. UWSP at Marshfield
 - c. Ho-Chunk Nation funding
 - d. Contingency
 - e. Payment in lieu of taxes
6. The committee will continue to review the budget numbers as they are amended by the departments.
7. Chair Valenstein declared the meeting adjourned at 12:37 PM.

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

Operations Committee
September 24, 2025

NAME	REPRESENTING
Bill Clendinning	WCB #15
DENNIS POLACH	WCB - #14
Darrin Steinbach	Finance
Panyia YANG	Finance
Katie Miloch	WCHSD
Bill Leichtnam	WCB #19
Kim Shmal	Clerk of Courts
SHAWN BECKER	SHERIFF'S DEPT
QUENTIN ELLIS	"
JOHN PECKHAM	HIGHWAY
AL BREU	PIT, HIRC WC#6
AMY KAUP	IT
Katie DeKleyn (Web Ex)	County Clerk
Jodi Liegel (Web Ex)	Human Services
Quentin Ellis (Web Ex)	Sheriff's Dept
Justin Cieslewicz (Web Ex)	Edgewater Haven
Amy Kaup (Web Ex)	IT
Jason Hauster (Web Ex)	Extension
Katie Haganstad (Web Ex)	Human Services
Roland Hawk (Web Ex)	Hwy
Nick Flanagan (Web Ex)	Corp Counsel
Brad Hamilton (Web Ex)	County Board Dist 18



Wood County

WISCONSIN

Employee Wellness

Riley Peterson

Letter of Comments – September 2025

- This past month, we completed the Q3 Neuro Wellness challenge. The goal of this challenge was to encourage participants to improve their cognitive health through various activities that promote critical thinking skills, positive reasoning, and overall brain health. Participation in the challenge increased compared to last year's Q3 challenge.
- I have been conducting body composition testing this past month via the InBody analysis machine to various locations. Employees had the opportunity to get measurements of fat mass/percentage, skeletal muscle mass, lean dry mass, and water weight.
- I have been working with public health nursing for the upcoming flu shot clinic in October; they have been a tremendous help in organizing and staffing these upcoming clinics. There will be two clinics days at Riverblock in Wisconsin Rapids, and one clinic held at DC Steidle Plaza in Marshfield. Sign-ups are ready and an initial communication to employees has been sent.
- Later this month, registration for our Q4 challenge “You Snooze, You Win” will begin. The focus for this challenge is to practice healthy sleep hygiene habits to improve both the quantity and quality of sleep for improved health.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on www.managewell.com so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – October 2025

- This year, I had to compute and forward the Library Tax exemption formulas to those municipalities that have libraries in their respective jurisdictions. This task used to be completed by the South Central Library System, but apparently they are not able to do this any longer. After I computed those amounts, I passed them along to the municipalities so they knew what they had to budget in order to claim exemption from the county library tax. These calculations are all formula based and work off circulation, costs, and equalized values. It reminds me of a mini-apportionment process.
- Along with the library tax exemption rates, I will also be working on the apportionment of taxes and getting those out as soon as the state certifies the charge back amounts they may have. Once the county has final tax numbers, work will commence on those calculations. Unfortunately, the state does not certify the charge back numbers until the day the apportionment is due, which is idiotic and makes no sense, but, as that lovely Doris Day song goes.....que sera, sera.
- Construction of a pressure relief outlet continues in our back storage area. It takes up a nice chunk of space. As of this writing, it is in place, framed out, and in the process of being drywalled and painted. Once complete, we will be bringing down all the items we have stored up in the storage area of the county board room, if there is room.
- ES&S was here the first week of September to conduct preventative maintenance on all of our voting machines in the county. All the clerks dropped off their equipment and we locked it all in the storage area in the county board room, where the maintenance was performed. The room served us well for this process in that the technicians were able to use the county board desks that have power to them to hook up a number of units at once.
- I had ES&S Technical Services here to move the election servers from the county's data center to our programming room. This is a more secure process for us when it comes to elections in that only my office staff and myself have access to our programming room and its contents. Myself, along with Chief Deputy County Clerk DeKleyn, will be going through the training for the self-programming of elections. Our ES&S representative will be onsite for at least two full days to start and then return for additional training as we get closer to an election. Again, with the scrutiny of elections and the various processes involved, it just makes sense to have the statutory chief election official (that would be me) of the county perform this task. While I believe this move to be neutral as far as costs go, it does allow us some flexibility on printing and special election costs, which could see some cost saving associated with it.
- I attended the WCA Conference at the Kalahari at the end of September. Recall, this also serves as the fall meeting of the county clerks, so I was not able to attend many of the breakout sessions. I did attend one on Constitutional Officers put on by Andy Phillips. He did a great job of explaining

the various nuances involved when it comes to counties and their constitutional officers. Our sessions were interesting as well. It is always good to get together with my fellow clerks and learn together, and the Kalahari is a great place to hold these meetings and conferences.

- I have training set up for my municipal clerks and chief election inspectors on Wednesday, October 22nd and Saturday, October 25th, at the Community Hall in Pittsville. If history holds, I should have close to 100 attending on Wednesday and about 30-40 on Saturday. I limit attendance to just those two groups with instructions to take back what they learn to the other election inspectors. If I were to let everyone attend, I would need a place like the Kalahari to accommodate the number of people we have. I am very grateful to the City of Pittsville for letting me use the hall free of charge for these activities. I have submitted my training and been approved for 3 hours of training credit. Since I have been county clerk, I have offered Saturday sessions because a lot of my clerks and some chiefs work during the week and having the Saturday sessions allows them to gain their 6 hours per term required training to remain certified in elections for the next term, which begins on January 1, 2026, without having to take a day off of work.
- I had to go to one more session of training to remain as a state certified trainer for chief election inspector baseline training and municipal clerk core training. This process was more involved than in the past in that I had to attend additional trainings that were not required in the past. Fortunately, I was able to do 2 of them via Zoom, but I did have to truck up to River Falls to attend one of them, as it was not offered via Zoom.



Wood County

WISCONSIN

Office of
Finance Director

PaNyia Yang
Finance Director

Date: 9/30/2025
To: Operations Committee
From: PaNyia Yang
Subject: Monthly Letter of Comments

Departmental Activities

Finance Department Updates

a. ARPA Funds

As of August 31st, we have about \$4.46 million yet to spend – the majority being \$3.28 million of park improvements/building. The smaller amounts consist of \$545,000 for the radio system update, Land & Water Conservation of \$221,000 for various projects, Highway of \$232,000 for the Marshfield fuel system, Planning & Zoning of \$145,000 for LiDAR, and Sheriff of \$60,000 for the rescue truck.

b. 2024 Single Audit Report

Wipfli has finished auditing and finalized our 2024 Single Audit report on federal awards. We submitted the report to the Federal Audit Clearinghouse on September 30th.

**A nonprofit or governmental organization with federal expenditures in excess of \$750,000 must prepare a Schedule of Expenditures of Federal Awards and arrange for an audit of their federal assistance to be conducted by an independent auditor. This audit is known as the Single Audit. A Single Audit includes an audit of both the financial statements and the federal awards, and reviews how an organization managed the grant to ensure that applicable rules for dollars associated with the grant or award were followed.*

c. Debt Funding

Our debt funding process for the year is coming to a close as we prepare to receive our funds on October 2nd. The final true interest rate came in at 3.34% vs the 4.00% Baird originally presented. This is a cost savings of \$187,885!

Agenda Items

Discuss 2026 Budget Updates

After all department budget figures came in, we ended up coming in at a (\$5.37) million-dollar deficit. A budget meeting was held on September 24th to discuss department budgets that had a higher increase in levy or additional FTEs added. It was the consensus of the Operations Committee to direct all departments and oversight committees to go back, sharpen their pencils, and re-review their budgets and make reductions where they are able, with emphasis on departments with increased FTEs. I notified Department Heads to let me know if they come up with additional savings or cuts so that I can provide that list for the Operations Committee's review at the October 14th meeting. The final decisions for cuts will have to be made at this meeting as Darrin and I will need to work on the proposed budget summary for Trent to post by October 28th.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

September 30, 2025

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	September 2025	2025 Year-to-Date
Applications Received	113	1363
Positions Filled	10	138
Promotions/Transfers	3	36
New Hire Orientations	8	107
Terminations, Voluntary	5*	64
Terminations, Involuntary	1	7
Retirements	0	10
Turnover Rate	.80%	.89%
Exit Interviews	5	31

*None of these are casual

Human Resources Narrative

General Highlights

1. Began the Open Enrollment process for 2026 benefit elections including finalizing the Benefits Guide, the Open Enrollment presentation slides, and premium amounts. Again this year we are pleased to offer an electronic benefit election form through Employee Self Service (ESS). Open enrollment meetings are scheduled to take place the week of September 29th with both in-person and virtual attendance options. All benefit-eligible employees are encouraged to attend a meeting or view a recorded session (when available) as there are some important changes being announced, including:
 - Health Insurance premiums are increasing by 5% for 2026
 - Out-of-Pocket maximums on the Traditional PPO plan are increasing slightly: Deductible & Coinsurance: \$1,500 Individual, \$4,500 Family
 - A specialty medication tier (Tier 4) is being added to the Traditional PPO plan at a \$150 copay
 - OptiMed Specialty Pharmacy benefit is being added that provides free specialty medications to plan members
 - Dependent Care FSA contribution limit is increasing to \$7,500 per family

Employees may earn Wellness points for their attendance by logging into the ManageWell portal and completing the required information. All benefit eligible employees must complete and return an enrollment form by November 7th.

2. Earlier this month, we were notified by The Horton Group and Anthem that negotiations with Aspirus Health System are ongoing but have not yet resulted in an agreement. We are hopeful that an agreement will be reached, allowing continued access to these local facilities, however if an agreement is not reached towards the end of the year, we will evaluate all available options due to the significant disruption this will cause our members. We will continue to monitor the negotiations and share any new information when it becomes available.
3. Continued engagement with Mid-State Technical College on both our annual Leadership Retreat and the Employee Engagement Survey.
 - The Leadership Retreat will take place on Thursday, November 13th and will focus on Building High Functioning Teams, Team Problem Solving, and AI Leadership. All Wood County managers and supervisors are invited and encouraged to attend!
 - The survey questions have been finalized and MSTC is currently building our survey in an electronic platform. A January 2026 launch date is anticipated. The survey will be optional and intended for all Wood County employees.

Meetings & Trainings

1. Attended the Operations Committee meeting on September 2nd.
2. Attended the Public Safety Committee meeting on September 8th.
3. Attended County Board on September 16th.
4. Attended the CWSHRM/SPAHR Conference in Rothschild on September 11th. Topics presented included Servant Leadership, Succession Planning, and Critical Thinking.
5. Attended the WACPD Fall Conference on September 18-19th in Elkhart Lake. Topics presented included Behavioral Health Solutions, the WI Retirement System, the Arbitration and IHO Process Preparation, Best Practices in Workers' Compensation, Conducting Investigations, and Navigating HR Landmines.
6. Attended the monthly conference call with The Horton Group on September 23rd to discuss various benefit topics, including the 2026 renewal process.
7. Attended the WPELRA Member Roundtable on September 24th.
8. Held individual staff and team meetings to discuss and provide updates on the department's identified 2025 goals.
9. Team members attended various webinars related to benefits, employment law, and compliance.

Benefits

1. Receipt of annual Open Enrollment election forms as they are completed and submitted by eligible employees.
2. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
3. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
4. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
5. Processed COBRA notifications for dependents on the health plan reaching age 26.

Recruitment

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily.
2. Assisted multiple departments with interviews and selection process.
3. Reported new hires with the Wisconsin New Hire Reporting Center.

4. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Continue to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Continually looking into different options to ensure we are reaching out to interested candidates in a timely manner.
7. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacements	Clerk of Courts	Court Clerk (2)	Position posted: deadline 10/6/2025
Replacement	District Attorney	Legal Administrative Assistant	Position posted, deadline 10/6/2025
Replacement	District Attorney	Victim Witness Advocate	Position posted; deadline 10/6/2025
Replacements	Edgewater	CNA, RN, LPN, and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 12/8/2025
Replacement	Human Services	Family Interaction Worker	Position posted; deadline 10/6/2025
Replacement	Human Services	Case Mgr/SW-IA	Position posted; interviews conducted, references/background completed, offer extended and accepted, filled 9/22/2025
Replacement	Human Services	Children’s Waiver Case Mgrs (Support & Service Case Mgr) 1-Mfld, 1-WR	Position posted, deadline 10/20/2025
Replacement	Human Services	Case Worker/SW – Ongoing	Position posted; deadline 10/20/2025
Replacements	Human Services	Mental Hlth Case Mgr (CCS Service Facilitator) – 2 - WR	Position posted; deadline 10/20/2025
Replacement	Human Services	Community Resources Receptionist	Position posted; deadline 10/6/2025
Replacement	Human Services	Youth Mentor Case Mgr	Position posted; deadline 10/20/2025
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, and LPN	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding; deadline 10/27/2025
Replacement	Norwood	Casual Receptionist	Position posted; deadline 10/13/2025
Replacement	Planning & Zoning	County Planner	Position posted, deadline 9/15/2025
Replacement	Sheriff	Corrections Officers – Establish Eligibility List	Position extended; applications being reviewed, interviews being conducted. Deadline 10/27/2025
New Position – Resolution 25-8-1	Sheriff	Coordinated Response Specialist	Position posted, closed 9/22/2025, applications being reviewed, interviews to be conducted

Safety/Risk Management

1. Managed open claims with Aegis/Charles Taylor throughout the month.
2. Corresponded with various insurers regarding claims and pending litigation.
3. Attended PRIMA Wisconsin quarterly meeting virtually on September 11th.
4. Attended Norwood Safety Committee on September 16th.
5. Met with Emergency Management, Dispatch, Edgewater, Norwood, and IT staff on various dates to discuss messaging in the Everbridge System.

NEW Workers' Compensation Claims (1)

1. 7/7/25 – Highway – Employee strained R knee while entering truck (late report)

OPEN Workers' Compensation Claims (1)

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

First Aid Injuries (3)

1. 9/12/25 – Highway – Employee was struck on top of head by asphalt chunk while unclogging machine at asphalt plant
2. 9/14/25 – Norwood – Employee hit head on sharps container while removing paper from waste basket
3. 9/25/25 – Norwood – Employee cut R thumb while reaching for dish rack in dish room

Property/Vehicle Damage Claims (2)

1. 9/2/25 – Sheriff's – Jail Transport van windshield cracked and required replacement (actual damage \$498.49)
2. 9/2/25 – Sheriff's – Squads contacted each other while responding emergently from Courthouse parking lot (est. damage unknown).

OPEN EEOC/ERD Claims (3)

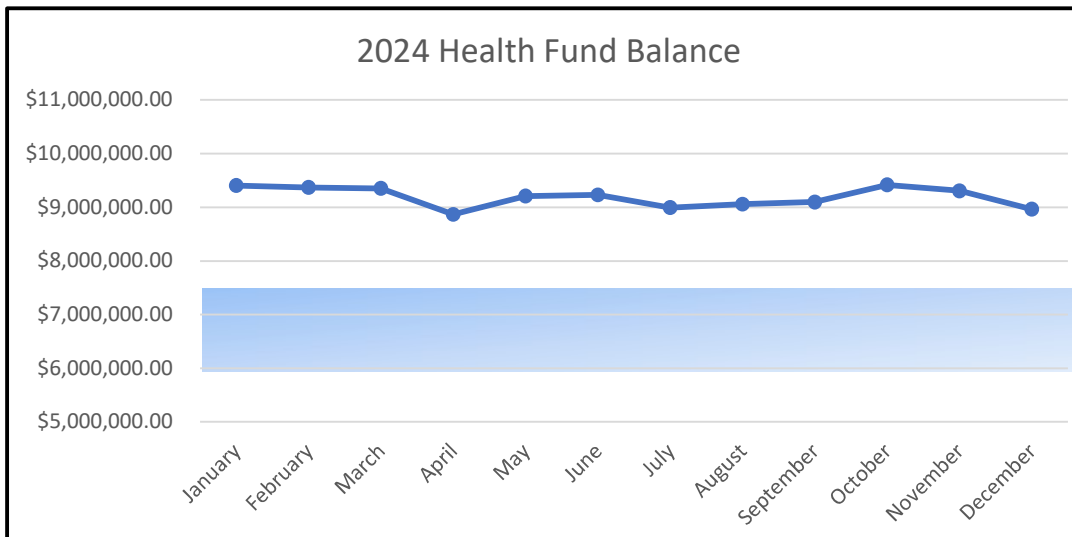
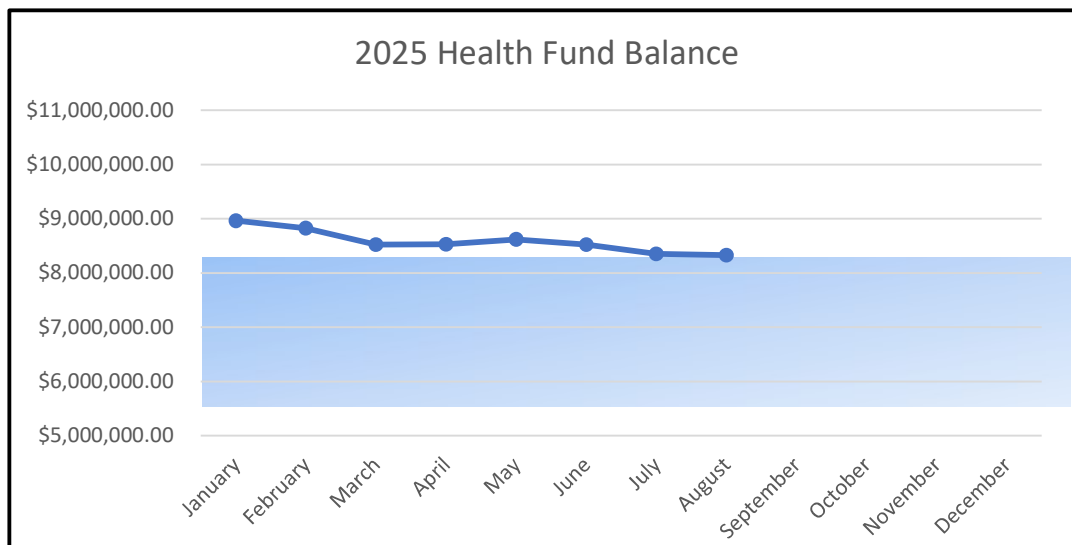
1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Equal Employment Opportunity Act (EEO), experiencing discrimination based on creed/religion. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.
2. 12/13/24- Former Clerk of Courts employee submitted a claim alleging violation of the Equal Employment Opportunity Act (EEO), experiencing discrimination based on national origin and sex. County Mutual assigned external counsel to Lindner Marsack. Our position statement was drafted, finalized, and submitted to the EEOC on January 21, 2025. No recent activity.
3. 6/4/25- Former Human Services employee submitted a claim alleging violation of the Equal Employment Opportunity Act (EEO), experiencing discrimination based on pregnancy and sex. County Mutual assigned external counsel to Lindner Marsack. Our position statement was drafted, finalized, and submitted to the EEOC on June 18, 2025.

Other

1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community-focused announcements.
2. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
3. Quarter 3 Random DOT selections completed.
4. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.

5. Facilitated New Hire Orientation on September 2nd and 22nd.
6. Conducted exit interviews on September 5th, 8th, 10th, 26th, and 30th.
7. Responded to multiple verifications of employment.
8. Replied to requests from surrounding counties with varied information.
9. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.
10. Created quarterly employee newsletter and distributed to all employees

	2025	2024
	Health Fund Balance	Health Fund Balance
January	\$ 8,964,253.00	\$ 9,404,475.83
February	\$ 8,825,436.93	\$ 9,368,060.10
March	\$ 8,523,449.03	\$ 9,354,191.44
April	\$ 8,528,653.07	\$ 8,866,367.03
May	\$ 8,616,729.58	\$ 9,207,982.91
June	\$ 8,518,696.37	\$ 9,229,652.09
July	\$ 8,352,009.13	\$ 8,995,993.17
August	\$ 8,328,467.11	\$ 9,058,713.98
September		\$ 9,096,993.36
October		\$ 9,413,428.70
November		\$ 9,304,884.87
December		\$ 8,964,742.67



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

COUNTY BOARD CLAIMS
Aug-25

District #		MONTH	PER DIEM	MILEAGE	Other Expenses
1	Wayne Schulz Jr	August-25	\$ 350.00	\$ 153.30	\$ -
2	Donna Rozar	July-Aug 25	\$ 795.00	\$ 272.30	\$ -
3	Thomas Buttke	August-25	\$ 415.00	\$ 134.40	\$ -
4	Russell Perlock	August-25	\$ 350.00	\$ 196.00	\$ -
5	Timothy Hovendick	August-25	\$ 350.00	\$ 196.00	\$ -
6	Allen Breu	August-25	\$ 415.00	\$ 133.00	\$ -
7	William Voight	August-25	\$ 300.00	\$ 96.60	\$ -
8	Jake Hahn	August-25	\$ 365.00	\$ 75.60	\$ -
9	Scott Brehm	August-25	\$ 300.00	\$ 44.80	
10	Lee Thao	April-July 25	\$ 1,200.00	\$ 107.80	\$ -
11	Jeff Penzkover	August-25	\$ 300.00	\$ 51.80	\$ -
12	Laura Valenstein	August-25	\$ 445.00	\$ 117.60	\$ -
13	John Hokamp	August-25	\$ 300.00	\$ 51.80	\$ -
14	Dennis Polach	August-25	\$ 300.00	\$ -	\$ -
15	William Clendenning	August-25	\$ 680.00	\$ 222.60	\$ -
16	Lance Pliml	August-25	\$ 1,100.00	\$ 186.20	\$ -
17	Joseph Zurfluh	August-25	\$ 265.00	\$ 15.40	\$ -
18	Brad Hamilton	August-25	\$ 400.00	\$ 89.60	
19	Bill Leichtnam	August-25	\$ 560.00	\$ 117.60	\$ -
	Lee Garrels	August-25	\$ 150.00	\$ 88.20	\$ -
	Leslie Kronstedt	April-Aug 25	\$ 200.00	\$ 138.60	
	David Laude	August-25	\$ 150.00		\$ -
	Robert Levendoske	August-25	\$ 150.00	\$ 147.00	\$ -
	Thomas Mancuso	August-25	\$ 150.00	\$ 14.70	\$ -
	Michael Meyers	August-25	\$ 195.00	\$ 147.00	\$ -
			\$ 10,185.00	\$ 2,797.90	\$ -

Chair

TOTAL	
\$	503.30
\$	1,067.30
\$	549.40
\$	546.00
\$	546.00
\$	548.00
\$	396.60
\$	440.60
\$	344.80
\$	1,307.80
\$	351.80
\$	562.60
\$	351.80
\$	300.00
\$	902.60
\$	1,286.20
\$	280.40
\$	489.60
\$	677.60
\$	238.20
\$	338.60
\$	150.00
\$	297.00
\$	164.70
\$	342.00
\$	12,982.90

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: September 2025

For the range of vouchers: 06250104 - 06250143

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06250104	AMAZON CAPITAL SERVICES	Bags for Tag Distribution	09/02/2025	\$21.12	P
06250105	ELECTION SYSTEMS & SOFTWARE	ExpressVote Licence/Mtnce	09/10/2025	\$189.00	P
06250106	UNITED MAILING SERVICE	Monthly Mail Fees	09/10/2025	\$1,163.05	P
06250107	GANNETT WISCONSIN LOCALIQ	Various Ads	09/16/2025	\$451.63	P
06250108	AMAZON CAPITAL SERVICES	Office Supplies	09/15/2025	\$107.41	P
06250109	AMAZON CAPITAL SERVICES	Credit Memo	09/17/2025	(\$107.41)	
06250110	AMAZON CAPITAL SERVICES	Office Supplies	09/17/2025	\$6.74	
06250111	BOUMA KARMEN M	2025 Dog Lister	09/18/2025	\$50.50	
06250112	GOTZ TAYLOR	2025 Dog Lister	09/18/2025	\$48.00	
06250113	IMMERFALL SHARI L	2025 Dog Lister	09/18/2025	\$26.00	
06250114	TOWN OF CARY	2025 Dog Lister	09/18/2025	\$22.00	
06250115	DETLEFSEN ROBERT	2025 Dog Lister	09/18/2025	\$9.50	
06250116	SCHEVE JOAN E	2025 Dog Lister	09/18/2025	\$48.50	
06250117	TOWN OF GRAND RAPIDS	2025 Dog Lister	09/18/2025	\$558.00	
06250118	MARTINSON PAMELA	2025 Dog Lister	09/18/2025	\$42.00	
06250119	KROSTAG SORAYA YASMEEN	2025 Dog Lister	09/18/2025	\$12.00	
06250120	BELL JANET	2025 Dog Lister	09/18/2025	\$65.50	
06250121	WUNROW SCOTT M	2025 Dog Lister	09/18/2025	\$44.50	
06250122	GRASSEL THERESA	2025 Dog Lister	09/18/2025	\$41.50	
06250123	DRAPER TRACEY	2025 Dog Lister	09/18/2025	\$56.00	
06250124	MALLORY JODY	2025 Dog Lister	09/18/2025	\$23.00	
06250125	DICKINSON JOHNATHAN	2025 Dog Lister	09/18/2025	\$83.50	
06250126	KESTER BILLIE JO M	2025 Dog Lister	09/18/2025	\$394.00	
06250127	GROSSKREUTZ SHEILA M	2025 Dog Lister	09/18/2025	\$67.50	
06250128	HAAS LINDA M	2025 Dog Lister	09/18/2025	\$43.50	
06250129	LARSON DAWN M	2025 Dog Lister	09/18/2025	\$91.50	
06250130	RICHARDSON JILL	2025 Dog Lister	09/18/2025	\$20.50	
06250131	DAUGHERTY SAMANTHA	2025 Dog Lister	09/18/2025	\$40.00	
06250132	VILLAGE OF PORT EDWARDS TREAS	2025 Dog Lister	09/18/2025	\$46.50	
06250133	MACK JOANNA M	2025 Dog Lister	09/18/2025	\$17.00	
06250134	CITY OF MARSHFIELD TREASURER	2025 Dog Lister	09/18/2025	\$425.50	
06250135	CITY OF NEKOOSA TREASURER	2025 Dog Lister	09/18/2025	\$68.50	
06250136	CITY OF WIS RAPIDS TREASURER	2025 Dog Lister	09/18/2025	\$306.00	
06250137	KING MICHAEL J	2025 Dog Lister	09/18/2025	\$13.50	

Committee Report - County of Wood

County Clerk - September 2025

06250104 - 06250143

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06250138	ANDERSON LISA	2025 Dog Lister	09/19/2025	\$42.00	
06250139	AMAZON CAPITAL SERVICES	Office Supplies	09/19/2025	\$43.98	
06250140	UNITED PARCEL SERVICE	Replenish UPS Account	09/20/2025	\$150.00	
06250141	MANCL TYLER	2025 Dog lister	09/23/2025	\$24.50	
06250142	NATIONAL ASSN OF COUNTIES	2026 Membership Dues	08/18/2025	\$1,484.00	
06250143	US BANK	VISA Charges	09/24/2025	\$829.80	
Grand Total:				\$7,070.32	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: SEPTEMBER 2025

For the range of vouchers: 14250161 - 14250183

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14250161	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	09/04/2025	\$761.54	P
14250162	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	09/04/2025	\$145.28	P
14250163	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	09/04/2025	\$6,561.86	P
14250164	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	09/04/2025	\$3,468.91	P
14250165	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	09/04/2025	\$4,210.19	P
14250166	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	09/04/2025	\$355.85	P
14250167	CITY OF MARSHFIELD	2025 PILOT PAYMENT	09/01/2025	\$35,269.62	P
14250168	CITY OF MARSHFIELD	2025 PILOT PAYMENT	09/01/2025	\$28,329.77	P
14250169	PORT EDWARDS SCHOOL DISTRICT	2025 PILOT PAYMENT	09/01/2025	\$4,964.33	P
14250170	TOWN OF GRAND RAPIDS	2025 PILOT PAYMENT	09/01/2025	\$899.91	P
14250171	VILLAGE OF PORT EDWARDS TREAS	2025 PILOT PAYMENT	09/01/2025	\$4,442.21	P
14250172	WISCONSIN RAPIDS SCHOOL DISTRICT (Peach St)	2025 PILOT PAYMENT	09/01/2025	\$3,438.39	P
14250173	AMAZON CAPITAL SERVICES	BINDERS	09/08/2025	\$20.98	P
14250174	QUESTICA LTD	2026 QUESTICA MAINTENANCE	09/08/2025	\$10,995.32	P
14250175	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	09/18/2025	\$761.54	P
14250176	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	09/18/2025	\$145.28	P
14250177	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	09/18/2025	\$6,615.14	P
14250178	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	09/18/2025	\$3,540.67	P
14250179	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	09/18/2025	\$4,216.11	P
14250180	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	09/18/2025	\$355.85	P
14250181	US BANK	MEAL EXPENSE	09/17/2025	\$77.09	
14250182	TACKES CHRISTINE	9/18/25 DIRECT DEPOSIT	09/18/2025	\$2,160.36	P
14250183	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/19/2025	\$56.76	
Grand Total:				\$121,792.96	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: SEPTEMBER 2025

For the range of vouchers: 17250098 - 17250105 23250044 - 23250049

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17250098	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	09/03/2025	\$40.00	P
17250099	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	09/02/2025	\$4,527.50	P
17250100	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	08/20/2025	\$530.00	P
17250101	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	09/02/2025	\$53.00	P
17250102	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	09/02/2025	\$524.00	P
17250103	US BANK	P-Card Charges	09/17/2025	\$605.65	P
17250104	WELD RILEY SC	Legal Fees	09/18/2025	\$1,280.00	P
17250105	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	09/10/2025	\$92.00	P
23250044	WI COUNTY MUTUAL INS CORP	ODIP Workers Comp Prem	09/02/2025	\$6,837.00	P
23250045	SAFELITE FULFILLMENT INC	Jail Transport Van	09/02/2025	\$498.49	P
23250046	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	09/02/2025	\$1,120.00	P
23250047	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	09/02/2025	\$4,999.00	P
23250048	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	09/02/2025	\$811.00	P
23250049	TJ'S AUTO & COLLISION REPAIR	Squad #5	09/17/2025	\$115.80	P
Grand Total:				\$22,033.44	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: SEPTEMBER 2025

For the range of vouchers: 28250187 - 28250203

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28250187	CITY OF NEKOOSA TREASURER	AUGUST SPECIAL CHARGES	09/03/2025	\$774.98	P
28250188	CITY OF PITTSVILLE TREASURER	AUGUST SPECIAL CHARGES	09/03/2025	\$162.53	P
28250189	CITY OF WISCONSIN RAPIDS	AUGUST SPECIAL CHARGES	09/03/2025	\$2,672.20	P
28250190	MARKWARDT DEAN	TAX OVERPAYMENT REFUND	09/03/2025	\$25.69	P
28250191	TOWN OF PORT EDWARDS	AUGUST SPECIAL CHARGES	09/03/2025	\$197.48	P
28250192	TOWN OF REMINGTON	AUGUST SPECIAL CHARGES	09/03/2025	\$97.77	P
28250193	TOWN OF SARATOGA	AUGUST SPECIAL CHARGES	09/03/2025	\$1,258.22	P
28250194	TOWN OF HANSEN	AUGUST SPECIAL CHARGES	09/03/2025	\$230.00	P
28250195	TOWN OF RICHFIELD	AUGUST SPECIAL CHARGES	09/03/2025	\$304.20	P
28250196	TRITZ BERNARD	TAX OVERPAYMENT REFUND	09/03/2025	\$1,881.13	P
28250197	VILLAGE OF ARPIN TREASURER	AUGUST SPECIAL CHARGES	09/03/2025	\$865.10	P
28250198	VILLAGE OF PORT EDWARDS TREAS	AUGUST SPECIAL CHARGES	09/03/2025	\$573.86	P
28250199	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	09/03/2025	\$27.80	P
28250200	WI DEPT OF ADMINISTRATION	AUGUST WI LAND INFO	09/03/2025	\$7,544.00	P
28250201	PALLET SERVICE CORPORATION	TAX OVERPAYMENT REFUND	09/17/2025	\$5,731.31	P
28250202	STATE OF WISCONSIN TREASURER	AUGUST CLERK OF COURT REVENUE	09/17/2025	\$176,905.46	P
28250203	VILLAGE OF AUBURNDALE TR D MARTH	NSF CHECK REFUND	09/17/2025	\$1,916.47	P
Grand Total:				\$201,168.20	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

**RESOLUTION#**DATE October 21, 2025Effective
DateOctober 21, 2025

Page 1 of 1

Introduced by Operations Committee

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

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

FISCAL NOTE:	Offered Amount	\$250.00
	R.E. Taxes	(10.55)
	R.E. Tax Interest	(2.68)
	Publication Fees	(49.00)
	Tax Deed Expense	(125.00)
	GAIN	\$62.77

WHEREAS, during the sealed bid process no offer was received on the below mentioned property; and**WHEREAS**, an open bid process was held and this was the best offer received on the below mentioned property; and**WHEREAS**, proceeds will be distributed in accordance with Act 216; and**WHEREAS**, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll.**NOW THEREFORE BE IT RESOLVED**, that the following offer be accepted:**City of Wisconsin Rapids**

34-14461 Outlot 2 of Wood County Certified Survey Map No. 7887 recorded in the office of the Register of Deeds for Wood County, Wisconsin, in Volume 27 of Certified Survey Maps on Page 87 as

Document No. 2004R00560; being part of the NE ¼ of the SE ¼ of Section 29, Township 22 North, Range 6 East, in the City of Wisconsin Rapids, Wood County, Wisconsin. Property is the entrance to Rosewood Estates on 16th St. South, City of Wisconsin Rapids.**OFFERED AMOUNT**

\$250.00

APPRAISED AMOUNT

\$700.00

Adopted by the County Board of Wood County, October 21, 2025

County Clerk

County Board Chairman



RESOLUTION#

DATE October 21, 2025
Effective
Date October 21, 2025

Page 1 of 2

Introduced by Operations Committee

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

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

FISCAL NOTE: Offered Amount	\$77,513.00
R.E. Taxes	(3,035.73)
Publication Fees	(413.20)
Tax Deed Expense	(405.00)
GAIN	\$73,659.07

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

WHEREAS, a sealed bid process was held and these were the best offers received on the below mentioned properties, and,

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

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

NOW THEREFORE BE IT RESOLVED, that the following offers be accepted.

Town of Port Edwards

1300672J The South 231 feet of the North 538 feet of the West 66 feet of the East 360 feet of the SE ¼ of the SW ¼ of Section 33, Township 22

North, Range 5 East, Town of Port Edwards, Wood County, Wisconsin.

MINIMUM BID
\$850.00

OFFER
\$10,603.00

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

Adopted by the County Board of Wood County, October 21, 2025

County Clerk

County Board Chairman

Town of Sigel

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

MINIMUM BID

\$59,300.00

OFFER

\$60,100.00

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

Village of Arpin

32-00024C Outlot 2 of Wood County Certified Survey Map No. 10390 recorded in the office of the Register of Deeds for Wood County, Wisconsin, in Volume 39 of Certified Survey Maps at page 90 as Document No. 2018R05092; being part of the SW ¼ of the SE ¼ of Section 21, Township 24 North, Range 4 East, in the Village of Arpin, Wood County, Wisconsin.

MINIMUM BID

\$810.00

OFFER

\$810.00

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

City of Wisconsin Rapids

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

MINIMUM BID

\$5,800.00

OFFER

\$6,000.00

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



RESOLUTION#

DATE October 21, 2025

Effective
Date

October 21, 2025

Page 1 of 2

Introduced by Operations Committee

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

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

FISCAL NOTE: Paid Amount \$2,342.42

WHEREAS, by Resolution No. 25-7-4, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 18-00565DA, more particularly described as:

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

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

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 30, 2025 will compensate the County in full for the amounts due and owing,

Adopted by the County Board of Wood County, October 21, 2025

County Clerk

County Board Chairman

NOW THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.



RESOLUTION#

DATE

October 21, 2025

Effective

Date

Upon passage & posting

Page 1 of 2

Introduced by

Public Safety Committee & Operations Committee

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

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

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

Account	Account Name	Debit	Credit
52140	Sheriff Traffic		\$4,600.80
43521	State Traffic Aids	\$4,600.80	

WHEREAS, it is a benefit to the citizens of Wood County to provide additional traffic patrol within the boundaries of Wood County over the 2025 operational year, and

WHEREAS, the Wood County Sheriff's Department overtime budget is restricted in nature and would be compensated \$4,600.80 for additional patrol for seat belt enforcement through December 2025, and

WHEREAS, Wood County will be the fiduciary of the Bureau of Traffic Safety (BOTS) Grant and the Sheriff's Department will be responsible for all programmatic reporting requirements outlined in the grant award and seeing that grant funds are administered according to the approved application materials and certifications, and

WHEREAS, Wood County Sheriff's Department will allocate a portion of the \$4,600.80 awarded grant funds to Marshfield Police Department, Grand Rapids Police Department, Nekoosa Police Department, Port Edwards Police Department and Pittsville Police Department to assist with the additional traffic patrol within the boundaries of Wood County, and

Adopted by the County Board of Wood County, October 21, 2025

County Clerk

County Board Chairman

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

THEREFORE BE IT RESOLVED, to amend the Wood County Sheriff Traffic (52140) Budget for 2025 to add \$4,600.80 of unanticipated revenue from the Bureau of Traffic Safety into the traffic revenue account (43521) known as State Traffic Aids.

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.



ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGY USE **DRAFT**

POLICY STATEMENT

The Wood County Artificial Intelligence (AI) Technology Use (Policy) outlines fundamental practices and procedures that are required to provide the highest level of protection of the Wood County network, infrastructure and information.

As Wood County Government embraces technological advancements to streamline operations and enhance productivity, the use of Artificial Intelligence (AI) and Generative Artificial Intelligence (Gen AI) has become increasingly prevalent. AI technologies, including Gen AI, offer powerful capabilities for automating tasks, generating content, and improving decision-making processes. However, to ensure the responsible and ethical use of these technologies, Wood County has established this policy to regulate their application within its operations

PURPOSE

This policy aims to regulate the use of Artificial Intelligence (AI) within Wood County Government, ensuring its application adheres to data security, privacy, and ethical standards while enhancing operational efficiency.

SCOPE

This policy applies to all employees, contractors, elected officials, and any person or organization accessing Gen AI technologies or AI platforms within Wood County Government facilities or while conducting official Wood County business.

Departments are encouraged to develop internal policies that align with these standards and address the use of AI within their specific operations.

POLICY

1. Definitions:

- a) Artificial Intelligence (AI) refers to computer systems and software designed to perform tasks that typically require human intelligence. These tasks include problem-solving, decision-making, learning from experience, understanding language, and recognizing patterns.
- b) AI Platform refers to any system or application specifically designed to utilize Generative Artificial Intelligence to automate tasks or generate information.
- c) AI Technology refers to functionality embedded in a software package or system that utilizes Artificial Intelligence to perform tasks specific to the purpose or function of that system or software package.
- d) Generative Artificial Intelligence (Gen AI) refers to Artificial Intelligence systems capable of generating human-like text, images, or other content based on input data.

2. Appropriate Use: Any use of AI authorized under this policy must comply with all applicable laws, regulations, and Wood County policies. Users are expected to limit their use of GenAI systems to official, work-related purposes. Users should only access and use AI systems for which they have received proper authorization and training. AI-generated content should be treated as an informational tool, not a replacement for human judgment or decision-making, and should never be represented as the user's own original work. AI-generated content is considered draft material and must be thoroughly reviewed before use.

Before relying on AI-generated content, users are advised to:



ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGY USE **DRAFT**

- a) Obtain independent sources to verify the accuracy and reliability of the information provided by AI.
- b) Review prompts and outputs for signs of bias or discrimination and take reasonable steps to mitigate these issues when feasible.
- c) Include a clear statement as needed regarding the use of AI-generated content.

3. Prohibited Use: Users are responsible for ensuring that their use of AI conforms to applicable laws and County policies, including the appropriate use guidelines found in the Technology Use Policy. In addition, users shall not:

- a) Create accounts in their capacity as County users on any publicly available AI platform or technology unless such use has been approved by their Department Head and the IT Department.
- b) Input content that is copyrighted or otherwise protected by law.
- c) Use AI in a manner that does not comply with established regulations and ethical guidelines established for AI.
- d) Generate content intended to be deceptive or misleading.
- e) Use AI to sway public opinion or disrupt internal decision-making.
- f) Use AI to bypass security controls or create vulnerabilities within critical infrastructure.

4. Restricted Use:

- a) Confidential data, including sensitive personal information, proprietary business data, and data considered protected, is not to be processed or generated using AI systems unless the system to be used has been approved for such use by Wood County and the appropriate data security agreements are in place.
- b) Use of Gen AI and AI platforms must comply with all applicable policies and standards established by Wood County.

5. Data Classification and Protection:

- a) Users must verify that no confidential information will be accessed before utilizing Gen AI technologies.
- b) In accordance with item 2 above, users utilizing Gen AI technologies within Wood County Government must ensure that any input data provided to the system does not contain confidential information.
- c) Precautions must be taken to avoid accidental exposure of sensitive data during the input process.



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6. Department Head Approval:

- a) Users intending to use Gen AI technologies or platforms other than those provided by Wood County, must obtain approval from their Department Head prior to initiating any Gen AI project or task.

7. Identification of AI-generated Content:

- a) Users are required to disclose content created using Gen AI as such when disseminating or presenting it outside of the systems that have generated it, ensuring transparency regarding its origin.

8. Responsibility for Content:

- a) The author of AI-generated documents is responsible for verifying the accuracy and appropriateness of the content generated by Gen AI and is accountable for any consequences arising from the use of such content.

9. Use of Wood County Sanctioned AI Platforms:

- a) Only systems provided, or AI platforms sanctioned, by Wood County may be used for Gen AI projects or tasks within Wood County Government.
- b) The IT Department will maintain a list of approved platforms on the IT section of the County Intranet site.
- c) User accounts created and used for access to AI must be assigned by the County or created using a Wood County email address.

10. Training:

- a) All users who are granted access to Gen AI technologies within Wood County Government must undergo training on the proper use of these tools and the importance of data security and confidentiality. This training will be assigned by the IT Department.

11. Records Retention and Disclosure:

- a) Information prepared, produced, collected, received, owned, or retained by County staff in the course of their work is subject to data retention requirements.
- b) Data provided to third-party AI systems for processing must be retrievable for public disclosure or audit purposes.
- c) Staff have an obligation to maintain data entered into AI tools according to applicable data retention schedules.
- d) Records generated, used, or stored by Generative AI solutions may be considered public records and must be disclosed upon request.



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12. Review and Update:

- a) This policy will be reviewed periodically to ensure its effectiveness and relevance in safeguarding confidential information while allowing for the responsible use of Gen AI technologies within the organization.

13. Compliance:

- a) Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contract.

14. Approval:

- a) This policy is effective upon approval by the Wood County Board and will be communicated to all users and relevant stakeholders.

Portions of this policy were created using Generative AI technology based on the author's input.



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APPENDIX A: EMPLOYEE ACKNOWLEDGMENT FORM

Acknowledgment of Receipt and Review

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of Wood County's Artificial Intelligence (AI) Technology Use policy dated [VERSION DATE] and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help Wood County's employees to work together effectively to manage information security risks as part of their assigned job responsibilities. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature

Printed Name

Department/Location

Date