

**AGENDA FOR NOVEMBER 14, 2023 – 9:30 A.M.**  
**WOOD COUNTY BOARD OF SUPERVISORS**  
**WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Hokamp

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS

Ethics Committee – 3 year term: Robert Whitrock, Jeff Conradt  
Civil Service Commission – 5 year term: Robert Levendoske  
Veterans Service Commission – 3 year term: Thomas Heiser  
South Central Library Board of Trustees – 3 year term: Susan Feith

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS

Wisconsin Child Support Enforcement Association Legislator of the Year Award Presentation

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, December 19, 2023

ADJOURN

---

**Join by phone**

+1-408-418-9388 United States Toll  
Meeting number (access code): 2481 661 9510

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=ma9449d412d1c1af76bc818d85c70ca43>

Meeting number (access code): 2481 661 9510  
Meeting password: 111423

PROCEEDINGS OF THE WOOD COUNTY BOARD OF SUPERVISORS

October 17, 2023 – 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened in the Wood County Boardroom at the Courthouse in Wisconsin Rapids, Wisconsin on Tuesday, October 17, 2023.

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 Zurfluh gave the invocation and led the Pledge of Allegiance.

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

There were no public comments.

Referrals were noted.

Committee minutes presented: Operations

**RESOLUTION 23-10-1**

Introduced by: Operations Committee

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

FISCAL NOTE:	Offered Amount	\$164,700.00
	R.E. Taxes	(18,744.85)
	Special Charges	(3,640.80)
	Special Assessments	(1,980.00)
	Publication Fees	(485.56)
	<u>Tax Deed Expense</u>	<u>(490.00)</u>
	GAIN	\$139,358.79

Motion by Rozar/Breu to adopt Resolution 23-10-1. Motion carried unanimously.

Committee minutes presented: Health & Human Services, North Central Community Action Plan Board, Public Safety, Local Emergency Planning, Conservation, Education, & Economic Development, North Central ITBEC.

**RESOLUTION 23-10-2**

Introduced by: Conservation, Education, & Economic Development Committee

INTENT & SYNOPSIS: To seek County Board approval to request the State of Wisconsin to revise its policy of Foreign Ownership of Farmland.

FISCAL NOTE: None

Motion by Fischer/LaFontaine to adopt Resolution 23-10-2. Motion carried unanimously.

Committee minutes presented: Judicial & Legislative, Residential Options, Highway Infrastructure & Recreation, State Wildlife Advisory.

### **RESOLUTION 23-10-3**

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To create two (2.0 FTE) Truck Operator Positions for the Highway Department.

FISCAL NOTE: Anticipated 2023 wages and benefits based on Grade F Step 6, to be funded via available appropriations in existing Highway maintenance budget of \$41,621.47

Motion by Buttke/Clendenning to adopt Resolution 23-10-3. Motion carried. Voting no were Wagner and Winch.

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

### **SPECIAL ORDER OF BUSINESS**

#### **Bug Tussel Update**

Scott Feldt from Bug Tussel provided both written and oral updates in regards to where Bug Tussel is currently standing in their progress and goal for wireless and fiber optic broadband in rural Wood County and the use of their conduit bonding from the county. Questions & answers followed.

Without objection, Chairman Pliml adjourned the meeting at 10:06 a.m. Next scheduled county board meeting is November 14, 2023.

Trent Miner  
County Clerk

## **REFERRALS FOR NOVEMBER 14, 2023 – COUNTY BOARD**

- Resolution from Outagamie County requesting the state revise statutes to grant counties authority in siting utility-scale solar installations. Referred to Judicial & Legislative Committee and Planning & Zoning Director Grueneberg.



## **MINUTES OPERATIONS COMMITTEE**

**DATE:** Tuesday, October 17, 2023

**TIME:** 9:00 AM

**PLACE:** Courthouse – Room 114

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

**MEMBERS EXCUSED:** Laura Valenstein, Donna Rozar

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

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. Supervisor LaFontaine, under public comment, expressed disappointment in the way both the Economic Development and Highway Dept. had to cut their expenditures.
3. Finance Director Newton provided an overview of the 2024 budget to date. He reviewed the changes made to the Economic Development budgets and the cuts the CEED Committee made, as well as those of the Highway Dept. in their CIP borrowing. Both came in within the guidelines set. CEED Committee Chair Leichtnam, in conjunction with the CEED Committee, is working on parameters for future grant applications and determining what “economic development” is. They request a firm number going into the process so they are able to better prioritize projects. HIRC Chair Hahn expressed the need for more highway borrowing in the future due to grant applications being sought by the highway commissioner.
4. Motion by Pliml/Fischer to approve the proposed 2024 Wood County budget as presented. Motion carried unanimously.
5. The chair declared the meeting adjourned at 9:17 AM.

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

**Operations Committee**  
**October 17, 2023**

[illegible]

## **MINUTES OPERATIONS COMMITTEE**

**DATE:** Tuesday, November 7, 2023

**TIME:** 9:00 AM

**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Ed Wagner, Lance Pliml, Laura Valenstein, Adam Fischer (via WebEx), Donna Rozar

**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 Rozar/Pliml to approve the consent agenda. Motion carried unanimously.
4. Pliml stated there is nothing new as far as an ARPA update. Once the budget is completed, work will continue to identify & fund projects, including the Courthouse heating system.
5. Finance Director Newton provided a Finance Dept. update. The budget is completed and posted. It was noted that all county board supervisors and department heads received the parameter letter and, for the most part, did a good job of staying within those limits spelled out. The two resolutions (levy and budget) were included in the packet and be acted on at the public hearing. Once the budget is done, year-end procedures will commence.
6. Edgewater Haven Administrator Cieslewicz, presented information regarding the wages for Certified Nursing Assistants. He informed the committee of the research done in comparing those wages with other nursing homes in this area of the state. The recommendation, which passed the Health & Human Services Committee, was to increase the mid-point of the CNA wages by \$1.10, which would be offset in part by increased Medicaid reimbursements. Motion by Rozar/Valenstein to approve the proposal as presented. Motion carried unanimously.
7. McGrath outlined a health insurance policy revision that is needed in order to not have issues with our stop loss carriers. The new policy would state: Employees who are on an approved leave of absence must make arrangements for their insurance premiums to be paid during the duration of the leave in order to continue coverage. Employees who are on a paid leave (such as using their accrued benefit time) will continue to have their regular bi-weekly insurance premiums deducted. Employee who are on an unpaid leave of absence may continue their insurance coverage provided they pay their regular employee share of the premium(s) to the Human Resources Department, by the first of each month, with a thirty (30) day grace period. If payment is not made for the

employee portion of benefit premiums by the 30th day of the month, benefits will be terminated and back-dated to the last day of paid premiums and the employee will be offered COBRA. Motion by Pliml/Valenstein to approve the policy revision as presented. Motion carried unanimously.

8. The budget hearing will be held on Tuesday, November 14<sup>th</sup> and the next regular meeting will be held on Tuesday, December 5<sup>th</sup> at 9:00 AM.
9. Motion by Valenstein/Pliml to move into closed session pursuant to Wis. Stats. 19.85(1)(c), to conduct performance reviews of department heads they oversee. Motion carried unanimously.
10. Motion by Valenstein/Rozar to come back into open session. Motion carried unanimously.
11. Motion by Pliml/Valenstein to adjourn the meeting. Motion carried unanimously at 9:54 AM.

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

# Operations Committee

November 7, 2023

NAME	REPRESENTING
JUSTIN CIESLEWICZ	EDGEWATER
JOSE PEREZ	WEB #11
Kim McGrath	HR
Ed Newton	Finance
DENNIS POLACH	WEB #14
Katie Miloch	HSD
Heather Gehl	Treasurer
Roland Hawk	Highway
Kim Stimac	C.O.C.
Tara Jensen	Probate
Erica Sherman	Health Dept
Amy Kamp WebEx	IT
Nick Hugaur WebEx	HR
Melissa Schuerman WebEx	HR
Victoria Wilson WebEx	P+3
Quentin Ellis WebEx	Sheriff's Dept
Kristie Fgge WebEx	Health Dept
Reuben Van Tassel WebEx	Mtnce



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

---

### Letter of Comments – November 2023

- By the time of the meeting, I will have completed all of the various trainings for Chief Inspector and Municipal Clerk Core that I signed up to do. The last one was Saturday, November 4<sup>th</sup> in the Town of Marathon in Marathon County. At one of my trainings I did, a clerk drove over 2 hours on a Saturday morning in order to attend an in-person training as none have been provided near her location. She came from Sheboygan Falls in Sheboygan County.
- I have compiled and published the annual statistical report of Property Values for Wood County. I have a hard copy in my office and posted it online on the County Clerk webpage. As you know, I was town chair for the Town of Hiles for 29 years before retiring in 2021 and in all my years of conducting Boards of Review and following assessed and equalized values, I cannot recall a time when so many municipalities were out of compliance and by so far. It does stand to reason, however, as the equalized values have gone up by double digits for 2 straight years. There will definitely have to be some revaluations coming up for most of the municipalities if the equalized numbers do not level out or subside.
- Election season is quickly approaching and the Deputy County Clerk/Program Assistant (Katie) and I have been busy getting forms updated and packets prepared for candidates for the Spring Election. The county board will have their packets on their desks in November. This is serving as great training for Katie as she familiarizes herself with the forms and processes required for candidates to get on the ballot. In addition to the county board, we also have the multi-jurisdictional judge for the Towns of Grand Rapids and Saratoga on the ballot in the spring, which I am the filing officer for as well.
- It has been a few months since I started taking minutes for the standing committee meetings, and during that time, I also worked on developing a guide, of sorts, for how I take minutes and how, in my mind, they should be compiled. You will notice my minutes tend to be more general in nature. I am attaching the guide, for your information. Corporation Counsel has also reviewed the document. If you know of anyone that takes minutes for the county and you think would benefit from this guide, please let me know. I cannot force anyone, other than my staff, to take minutes in the way I recommend, but I hope this will help in some way.
- We have started on our recertification for passport acceptance. There is required training and testing that all of us in the office needs to complete to be able to be passport acceptance agents for the following year. It take a few hours for each of us to complete the training and complete the testing.

# How to Structure & Take Minutes

## Trent Miner, County Clerk

There are a number of rules, laws, and resources in how meeting minutes should be structured.

One resource would be the most current version of *Roberts Rules of Order*, and to that end, County Board Rule #1 states: *Except as provided by these rules, the rules of parliamentary practice in the current edition of Robert's Rules of Order shall govern in all cases where they are applicable. The Wood County Code of Ethics is incorporated into these rules.*

In addition, the county board rules also have some requirements/suggestions. For example, County Board Rule #29 states:

### Committee Minutes and Reports

*All recommendations and reports by a committee to the County Board on matters referred to it by the County Board shall be presented in writing. The appointment of an employee to assist any committee in gathering data for that committee shall be allowed only with approval of the committee which oversees the employee.*

*Minutes shall be kept for all subunits (committees) of the Wood County Board, with the official minutes (those reflecting evidence of approval) kept at the County Clerk's office. The committee minutes shall be submitted to the Wood County Board for review. The committee minutes shall contain all motions made at the committee meetings, a statement as to who made the motion, who seconded the motion, whether the motion passed or failed, and who voted against the motion.*

*The committee minutes should reflect the major reasons for and against motions made at the meeting so as to enable the County Board Supervisors to understand the pending issues and to take positions with respect to them.*

In addition, the Wisconsin Statutes dictate what needs to be included in the minutes in §19.88(3) and the format in which those minutes are kept is spelled out in Wisconsin Statutes §59.23(2)(a); “...keep and record true minutes of all the proceedings of the board in a format chosen by the clerk”.

The preceding resources are what guide the following recommended procedures and practices.

What to include in minutes

1. Name and kind of meeting. Is it a county board meeting, a committee meeting, or a Adhoc committee meeting.
2. Date, place, and time that the meeting began and ended.
3. Names of voting members attending.

4. Names of guests and who they represent. It is recommended to circulate a sign-in sheet and attach it to the minutes. Include those participants that join via audio visual means, as ascertainable.
5. Whether minutes from the previous meeting were approved or corrected.
6. Motions made. You must record:
  - the exact wording of the motion
  - who made the motion and seconded it
  - the result of the vote (*Motion carried unanimously –or- Motion carried 4-1. Supervisor “X” voted no.*)
7. Reports. Record the name of the report, the name of the member presenting it, and any action taken on the report. If the report was in writing, attach it, or tell where it may be found. An oral report may be summarized briefly.
8. Other actions, assignments and deadlines, resolutions, and recommendations can be briefly recorded.
9. On the bottom of the minutes, type you name and the following disclaimer: *Minutes are in draft form until approved at the next meeting.*

### **Summarizing Discussion**

Some boards may opt to go beyond the basics and include additional items. For example, a summary of a discussion can give a more complete picture of the meeting. This can be helpful to members who could not attend the meeting and to those looking back at the historical record of the organization. Summaries, if included in the minutes, should be balanced and include major opposing viewpoints, even if they are not adopted.

### **What to Leave Out**

The minutes are a factual record of business. Do not include:

- Opinions or judgments: Leave out statements like "a well done report" or "a heated discussion."
- Criticism or accolades: Criticism of members, good or bad, should not be included unless it takes the form of an official motion. Thanks or expressions of appreciation should only be included if there was a clear consensus of meeting participants. (For example, by



applause.)

- Discussion: If the organization has opted to include discussion summaries, do not personalize it by recording the views of individuals.
- Extended rehashing of reports: Just hit the highlights or key facts, particularly if a written report is attached.

### **Approving the Minutes**

Minutes do not become official until they are read and approved by formal vote. They could be read by the Clerk/Secretary at the next regular meeting however we usually skip reading the minutes aloud since the minutes are included in the respective meeting packets and members have had enough advance time to read and review them.

### **Closed Session Item**

Occasionally a meeting calls for confidentiality, such as when sensitive personnel matters are being handled. In that case, the board may vote to go into closed session, restricting participation to members and invited guests only. Wis. Stats. Chapter 19 has very specific exemptions for business that can be held in a closed meeting. Please consult the statutes, or reach out to Corp Counsel or the County Clerk for further discussion on whether a subject can be discussed in closed session or not. Only actions taken in closed session (motions, etc.) are to be documented in minutes. Those minutes are kept separate from open session minutes. They are to be sealed in an envelope with the committee name and date of meeting and are kept on file in the County Clerk's office.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

October 31, 2023

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – October 2023

---

### Human Resources Activity

	October 2023	2023 Year-to-Date
Applications Received	156	1,236
Positions Filled	16	156
Promotions/Transfers	5	46
New Hire Orientations	13	113
Terminations, Voluntary	11	85
Terminations, Involuntary	1	19
Retirements	2	17
Exit Interviews	5	40

### Human Resources Narrative

#### General Highlights

1. We are currently in the annual Open Enrollment window for 2024 benefit elections. All benefit-eligible employees are required to complete the Benefit Election process, with the majority of employees completing the process electronically through Employee Self Service (ESS). Open Enrollment meetings were held the week of October 9<sup>th</sup> with in-person and virtual attendance options, with a recorded session available for those who missed a live meeting. Throughout the month, numerous enrollment forms were approved and processed. All benefit eligible-employees must complete and return an enrollment form by November 10<sup>th</sup>.
2. Introduced and rolled out a new benefit offering: 529 College Savings Plan. Together with Finance, met with representatives from EdVest on October 3<sup>rd</sup> to discuss implementation. Employees were provided an overview of the benefit during Open Enrollment meetings. All applicable materials are also available on the HR Intranet.
3. Continued preparations for the 2023 Leadership Retreat to be held at Mid-State Technical College on November 29<sup>th</sup>. The leadership topics to be presented this year are Emotional Intelligence (EQ) and Team Building. We are anticipating approximately 50 attendees (all Wood County Department Heads and departmental supervisors have been invited and encouraged to attend). Registered attendees will be completing the CliftonStrengths Assessment electronically ahead of the event.
4. Continued discussions and planning related to the upcoming implementation of Act 4 in January. This act provides the opportunity for Corrections Officers (Jailers) to opt-in to WRS Protective

Status. We are scheduled to hold in-person informational sessions with all impacted jail staff on November 7<sup>th</sup>, 14<sup>th</sup>, and December 5<sup>th</sup>.

### **Meetings & Trainings**

1. Attended the Operations Committee on October 3<sup>rd</sup>.
2. Attended the HIRC meeting on October 5<sup>th</sup>.
3. Attended WCA's webinar titled "Act 4 and Jailer Classification Under WRS" on October 10<sup>th</sup>.
4. Attended SHRM's Healthy Workplaces Virtual Retreat on October 10<sup>th</sup>. The focus of the retreat was on supporting healthy minds in the workplace in honor of World Mental Health Day.
5. Attended County Board on October 17<sup>th</sup>.
6. Held the monthly conference call with The Horton Group on October 24<sup>th</sup> to discuss various benefit topics.
7. Attended von Briesen's September Breakfast Briefing webinar on September 25<sup>th</sup> titled "Wage and Hour Issues" on October 26<sup>th</sup>.
8. Held individual staff and team meetings to discuss and provide updates on the department's identified 2023 goals.
9. Staff attended various webinars related to benefits, employment law, and compliance including the Q4 Cyber Recruiter User Group Meeting October 16<sup>th</sup> to learn new/improved features in our Applicant Tracking System.

### **Benefits**

1. Submitted 2024 premiums for COBRA rates to EBC.
2. Mailed Open Enrollment packets to COBRA enrollees and Retirees.
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. Reported new hires with the Wisconsin New Hire Reporting Center.
3. 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.
4. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
5. Assisted the District Attorney and Emergency Management Director with interviews for their current vacancies.
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>
Replacements/ Eligibility List	Dispatch	Dispatchers (4 vacancies), Establish eligibility list	Two positions filled, 10/16 & 10/23/23. Third and fourth position to be filled 1/2024.
Replacement	District Attorney /Victim Witness	Program Assistant	Deadline 10/23/2023, applications being reviewed.
Replacement	District Attorney /Victim Witness	VW Coordinator	Position posted, applications reviewed, interviews scheduled on 10/31/2023.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 1/22/2024.
Replacement	Emergency Management	Deputy Director	Position posted, applications reviewed, interviews scheduled on 11/1 & 11/3/2023.
New positions (2)	Highway	Truck Operators	Positions filled through eligibility list previously established. References/DL checks, offers extended and accepted. Filled 11/16 & 12/4/2023.
Replacement	Human Services	Bus Driver-Casual	Position posted, deadline 11/6/2023.
Replacement	Human Services	AODA Counselor	Position posted, deadline 11/6/2023.
Replacement	Human Services	Crisis Interventionist (7 pm to 7 am)	Position posted, interviews conducted, references/background completed, offer extended and accepted. Filled 11/6/2023.
Replacement	Human Services	Crisis Interventionist (50%)	Position posted, interviews conducted, filled by an internal candidate, 10/29/2023.
Replacement	Human Services	Crisis Interventionist (7 am to 7 pm)	Position posted, interviews conducted, filled by an internal candidate 10/23/2023.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 10/30/2023.
Replacement	Human Services	FSET Case Manager	Position posted, interviews conducted, references/background completed, offer extended and accepted. Filled 10/2/2023.
Replacement	Human Services	Crisis Interventionists – Casual (2)	Position posted, one position filled, deadline for 2 <sup>nd</sup> position 10/30/2023.
Replacement	Human Services	Economic Support Specialist	Position posted, interviews conducted, references/background completed, offer extended and accepted. Filled 10/23/2023.
Replacement	Human Services	Youth Mentor Case Manager	Position posted, interviews conducted, references/background completed, offer extended and accepted. Filled 12/4/2023.
New Position	Human Services	Support & Service Coordinator (WR)	Position posted, deadline 11/6/2023.
Replacement	Human Services	Deputy Director	Position posted, deadline 11/6/2023.
Replacement	Human Services	Case Manager/Social Work – Initial Assessment	Position posted, deadline 11/6/2023.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Parks	Program Assistant	Position posted, interviews conducted, filled by an internal candidate, 10/29/2023.

Replacement	Planning & Zoning	Code Administrator	Position posted, deadline 11/6/2023.
Replacement	Sheriff	Correction Officers	Position posted, deadline 11/27/2023. Full-time Corrections Officer hired 10/2/2023.
Replacement	Sheriff	PT Deputies	Position posted, deadline 10/31/2023.

### **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 Highway Safety Committee meeting on 10/2/23 and Norwood Safety Committee meeting on 10/10/23.
5. Conducted N95 fit testing for 7 MSTC Nursing students at Edgewater Haven on 10/6/23, and 4 MSTC student CNAs on 10/24/23.
6. Met with Emergency Management and IT on various dates to discuss internal messaging and the Everbridge System.
7. Attended County LEPC meeting on 10/18/23.
8. Beginning process of moving American Heart Association (AHA) affiliation to a new Training Center after current TC informed Wood County that it would no longer be supporting community-based CPR courses.
9. Attended Stewardship meeting with County Mutual and Wisconsin Department of Workforce Development for the County's ODIP on the Jail project on 10/24/23.
10. Attended Heart of Wisconsin Safety Professional Meeting on 10/25/23.

### **NEW Workers' Compensation Claims (5)**

1. 10/1/23 – Sheriff's (Corrections) – Employee injured L thumb while restraining combative inmate
2. 10/3/23 – Norwood – Employee had accidental needlestick while receiving flu vaccination
3. 10/9/23 – Sheriff's – Employee was bitten on L elbow while attempting to restrain combative subject at Riverview ER (restitution will be requested)
4. 10/17/23 – Norwood – Employee burned L hand while moving hot food in the kitchen
5. 10/20/23 – Highway – Employee struck R hand with hammer while mounting tire at shop

### **OPEN Workers' Compensation Claims (3)**

1. 8/8/23 – Human Services – Employee suffered head injury when hit on top of head by bus speaker that became dislodged
2. 9/7/23 – Edgewater – Employee injured L ankle walking in kitchen
3. 9/11/23 – Norwood – Employee was involved in MVC in County vehicle in the City of Marshfield

### **CLOSED Workers' Compensation Claims (3)**

1. 4/29/23 – Sheriff's (Corrections) – Clipper disinfectant splashed into R eye of employee while performing cleaning duties (late report)
2. 6/9/23 – Sheriff's (Corrections) – Employee injured R thumb while restraining combative inmate
3. 9/20/23 – Norwood – Employee was bitten on R upper arm while restraining patient

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

1. 10/23/23 – Sheriff's – Squad 34 was damaged by hail while parked at private residence (est. damage \$6,338.70)
2. The claim for the 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 8/30/23, a total of

\$65,003.34 in damages and business losses has been submitted. Less the County's deductible, we received a settlement payment of \$39,589.09. The claim will be reopened when permanent restoration work is completed and invoiced. Timeframe for this is unknown at this time.

3. 9/25/23 – River Block – Claimant alleges damage to vending machines as a result of power surge (est. damage \$970.63) – DENIED due to no negligence on County's part.

#### Liability Claims (2)

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. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
2. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
3. Reconciled and processed the September Unemployment Insurance payment.
4. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
5. Facilitated New Hire Orientation on October 2<sup>nd</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>.
6. Conducted exit interviews on October 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup>, and 24<sup>th</sup>.
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.



# Wood County WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

---

## LETTER OF COMMENTS—NOVEMBER 2023

1. Attended Wisconsin Counties Association weekly calls on Mondays in October.
2. Attended the Operations Committee meeting on October 3.
3. Attended Wisconsin Counties Association Personnel, Finance and County Organization Steering Committee meeting in Wisconsin Dells on October 11.
4. Attended County Board meeting on October 17.
5. The office sent letters out to successful bidders on the tax deed properties with amounts owed and timeline to come and pay for properties.
6. Completed required IT Training: How to Become a Human Firewall on October 23.
7. Attended the Wisconsin County Treasurers Association Fall Conference held in Door County, October 24-27.
8. Worked with WI Investment Series Co-Op (WISC) for bonding coming in and additional jail funds.
9. There was a Tax Incremental District (TID) that refunded from the City of Pittsville giving the county an additional unanticipated revenue of \$225,493. This is held in my budget and will be returned to the general fund at the end of the year.
10. Sales tax tends to be declining over the last few months however for year over year we are still trending ahead. I would expect us to finish ahead of where we were at the end of last year with the remaining 3 months to go.
11. The office is busy entering special assessments and special charges on certain parcels for tax bill creation received from the municipalities.



# Wood County

## WISCONSIN

### Employee Wellness

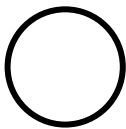
*Ryan Boeshaar*

---

#### Letter of Comments – October 2023

- The 2023 flu shot clinics are in full swing as three of the four dates have been completed. The last remaining day for flu shots will be Friday, November 17 held at Riverblock. There have been no major issues regarding the process. I am very appreciative of the nursing staff that were able and willing to help. Any leftover vaccines will be brought to Edgewater to be used. I plan to touch base with the staff afterwards to see if there is anything that may need improvements for future flu shot clinics.
- Follow-up health coaching has started and will run until the end of the year. I have 20 dates available and more than two-thirds of them are already filled up. The conversations I have had thus far have been going very well, and it is great to hear some improvements or progress being made with participants' goals. Additional dates/time may be added if necessary.
- Registration for the Quarter 4 Wellness Challenge "*Beat the Winter Fitness Blues*" officially opened on October 30. This will be the last challenge of the 2023 program year and is worth up to 300 wellness points. Due to the time of the year, the challenge will be shortened to 4 weeks in length and will run from November 12 – December 9. The emphasis of the challenge is to maintain our physical activity throughout the changing of the weather and the busy holiday season. Each week will focus on a specific area of physical fitness (ex: strength training), and helpful tips/resources will be provided to participants.
- The InBody body composition testing wrapped up in October and went smoothly. These assessments were completed at the Courthouse, Riverblock, Steinle Plaza, and Norwood. The plan is to bring back this service in March 2024 and encouraged those who participated to keep their assessment to compare results for next time.
- I had a meeting with Kim McGrath, HR Director, and Kelli Francis, Assistant HR Director, to review and implement a couple items regarding the wellness program. Our discussion included clarification on employees enrolling in the county's insurance during open enrollment and participation in the wellness program as it relates to the health insurance premium discount, evaluating a current employee appeal towards the program, and creating a contact authorization form for employees who I have a more challenging time getting in contact with (Highway dept. & parks dept.).





RESOLUTION#

Introduced by Operations Committee  
Page 1 of 1

ITEM#  
DATE November 14, 2023  
Effective Date Upon passage and publication

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:  

☒ Majority

☐ Two-thirds

Reviewed by: PAK, Corp Counsel

Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To establish Wood County’s Tax Levy for 2023 collectable in 2024. EN

FISCAL NOTE: This resolution establishes the tax levy for the 2023 Wood County Budget. The total levy is \$33,955,608, the components of which are the following:

Operating	\$23,566,583
Debt service	9,218,492
Aid to libraries*	1,170,533
Total Levy	<u>\$33,955,608</u>

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

WHEREAS, the Wisconsin Department of Revenue has established the Equalized value of Wood County properties for the 2023 apportionment at \$7,241,394,800 (TID values removed); and

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

WHEREAS, to operate the County a levy of \$33,955,608 is needed with associated levy rates per \$1,000 of: general operating: \$3.2544, debt service: \$1.2730, library aid: \$0.1616; and

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

WHEREAS, pursuant to Wisconsin Statutes § 65.90, a formal publication of a summary of the proposed budget and announcement of the public hearing were published as a class 1 notice on Monday, October 30, 2023 in the Wisconsin Rapids Daily Tribune and Marshfield News Herald; and

NOW THEREFORE, BE IT RESOLVED BY THE WOOD COUNTY BOARD OF SUPERVISORS that a property tax levy of \$33,955,608 is hereby authorized in support of the 2024 budget.

{ }

ED WAGNER (CHAIR)

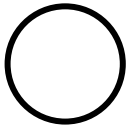
ADAM FISCHER

DONNA ROZAR

LAURA VALENSTEIN

LANCE PLIML

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



RESOLUTION#

Introduced by Operations Committee  
Page 1 of 1

ITEM#  
DATE November 14, 2023  
Effective Date Upon passage and publication

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:  

☒ Majority

☐ Two-thirds

Reviewed by: PAK, Corp Counsel

Reviewed by: EN, Finance Dir.

		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			

INTENT & SYNOPSIS: ADOPTION OF THE 2024 WOOD COUNTY BUDGET. EN

FISCAL NOTE: This resolution adopts the 2024 Wood County Budget of \$164,151,705 including the appropriations, revenues and use of fund balances proposed by the Operations Committee as outlined in the 2024 Wood County Proposed Budget document.

WHEREAS, the Operations Committee has conducted various budget meetings in formulating the 2024 County budget; and

WHEREAS, the Chair of the Operations Committee has presented a detailed budget to the County Board of Supervisor’s this day, and

WHEREAS, pursuant to Wisconsin Statutes § 65.90, a formal publication of a summary of the proposed budget and announcement of the public hearing were published as a class 1 notice on Monday, October 30, 2023 in the Wisconsin Rapids Daily Tribune and Marshfield News Herald; and

WHEREAS, a public hearing on the proposed 2024 Wood County Budget was held, as required by law; and

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE WOOD COUNTY BOARD OF SUPERVISORS that the year 2024 budget of \$164,151,705 is adopted for the fiscal period beginning January 1, 2024.

{ }

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

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

County Clerk County Board Chairman

## **MINUTES**

### **HEALTH & HUMAN SERVICES COMMITTEE**

**DATE:** Thursday, October 26, 2023  
**TIME:** 5:00 PM  
**PLACE:** River Block – Auditorium Room 2026

**MEMBERS PRESENT:** Adam Fischer, Donna Rozar (arrived 5:09 PM), Tom Buttke, John Hokamp, Lee Thao (WebEx), Kristin Iniguez, Rebecca Spiros, Mary Jo Wheeler-Schueller (WebEx), Lori Nordman

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

1. Chairman Fischer called the meeting to order at 5:00 PM and declared a quorum present.
2. Chairman Fischer opened the floor to public comments, with a 3-minute limit. Thirteen county residents made comments supporting the resolution being proposed in regards to personal liberty during a pandemic. Personal stories were shared with the committee in regards to the pandemic. Chair Fischer closed the public comment portion of the meeting.
3. Without objection, Chair Fischer brought forward the aforementioned resolution item on the agenda and opened committee discussion. Motion by Buttke/Rozar to approve the resolution and forward to the county board for their consideration. Lengthy discussion was held by the committee. Motion by Spiros/Hokamp to amend the resolution to include it being forwarded to Governor Evers as well as those listed. Motion carried 8-1. Voting no was Iniguez. The amended motion carried 7-2. Voting no were Iniguez and Thao.
4. Chair Fischer called a recess at 6:10 PM and reconvened at 6:21 PM. Wheeler-Schueller left the meeting.
5. The consent agenda was presented for approval. Motion by Rozar/Buttke to approve the consent agenda. Motion carried unanimously.
6. Health Director Smith presented the out of state travel request to attend the American Public Health Association Annual Meeting and Conference being held in Atlanta, GA in November. All expenses are to be paid by the Wisconsin Public Health Association. Motion by Buttke/Spiros to approve the request. Motion carried unanimously.
7. Administrator Kornack reviewed the Norwood/Edgewater corporate compliance program policy and highlighted the changes made to make it compliant with CMS. Motion by Rozar/Iniguez to approve the policy as presented. Motion carried unanimously.

8. Director Vruwink and Administrator Cieslewicz updated the committee from last month's discussion of CNA wages. After consultation with HR Director McGrath, it was determined that the original increase in the midpoint (\$0.75) was not high enough and it was recommended to raise that to a \$1.10 increase. Motion by Hokamp/Spiros to approve the proposal as presented. Motion carried unanimously.
9. Future meetings:
  - a. Thursday, November 16<sup>th</sup> at 5:00 PM – Norwood Classroom
10. Motion by Buttke/Hokamp to move into closed session pursuant to 19.85(1)(f) Wis. Stats. to consider leave of absence request. Motion carried unanimously at 6:33 PM. *(Closed session minutes kept separately and are on file in the Office of County Clerk)*
11. Motion by Spiros/Rozar to return into open session. Motion carried unanimously at 6:39 PM.
12. Chairman Fischer declared the meeting adjourned at 6:39 PM.

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

# Health & Human Services Committee

October 26, 2023

NAME	REPRESENTING
Glee Smith	Heaven Def +
<del>Mike Deme</del>	
Mr & Mrs. Grolis	
MIKE O'REILLY	SELF
Jean Kelley	Self
Tim Brown	Self
Bonnie J Little	
<del>Mike Deme</del>	
<del>Rob Mann</del>	
Jeff Solberg	Self
Graun Mary Maguer	Self
Beth Dankemeyer	Self
Cindy Coley	Self
Nancy Mangel	Self
Jusced Longendorfer	Self
Michael Wallach	Self
Theodore Lyons	Self
Margaret Lyons	Self
Darrin Steinbach	HSB
Martha Mann	Self
Anita Jacisin	Self
Jay Gnode	Self
Hope Clendenniny	Self
Gavin Clendenniny	Self
Ray A Kalpurishi	SELF
Dr. Jean Borel	Self
BLAKE SCHULTZ	SELF
JUDY SCHULTZ	SELF

# Health & Human Services Committee

October 26, 2023

NAME	REPRESENTING
Sue Savage -	Self
Rodney & Brenda Hale	Both Here
RALPH TOTZKE	ME
Katie Miloch	HSD
Aedra Jones	Self
Beth Schayer	Self
Janet Porter	Self
William P. J.	Self
Jerry Marvel	Self
Charlotte K. Daff	Self
Dary C. Daff	Self
Samuel K.	Self
Pat Korycki	Self
Tricia Della	Self
Roy Farkey	River Cities Christian Church
Colleen Farkey	" " " "
Theresa Klemm	Light of Christ Church
Andy Klemm	" " " "
Roger Neuman	Self
ROBERT HOLTZ	Light of Christ Church
Pam Johnson	Highland
Kristine Leach	Self
Frank Cammarata	Self
Key De	Self
Joseph D.	Self
Plunkhunk	Self
Don Tom	Self
Cheryl Barnouille	Self

# Health & Human Services Committee

October 26, 2023

NAME	REPRESENTING
Mauro Patino	<del>Olympic</del> Olympian
Cheri Resheske	Self
Carrey Koran	self
Ron Koran	self
Sharon Cammarata	Self
John Smith	Self
Pam Manzo	Self
Wendy Lange	Self
Kathy Ross	Self
Karen Timmerman	Self
Danij	Self
Kimberly Carlson	Self
Marie Whitmarsh	Self
Eileen Toppin	Self
Bob O'Conner	Self
Brad Wolsel	Self
David Williams RN.	Self
R. H. Belanger MSN ISRN	Self
Bill Clendenen	WCB #15 X C Haring WE
Ed Newton - WebEx	Finance
Justin Ciplewicz - WebEx	Edgewater
Mary Jo Wheeler - Shueller	WebEx HHS Committee

H&HS Committee Meeting 10-26-23

Name	Representing
1 <i>Lynette Miller</i>	
2 <i>Joan Smidowicz</i>	<i>SP/F</i>
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	



**Edgewater Haven Donation Ad Hoc Committee**  
**Thursday, October 26, 2023, 4:00 pm**  
**River Block Auditorium, Room 206**  
**111 West Jackson Street, Wisconsin Rapids, WI**

**Attendees:** Tom Buttke, John Hokamp, Kathy Zellner, Tracey Daper, Justin Cieslewicz, Rebecca Spiros

**Not present:** Matt Passineau

1. Call to order – 4:06pm
2. Declaration of quorum – quorum met
3. Public comments – no public comments
4. Review minutes from August 24 meeting – edit of water foundations to fountains. All in favor- motion carries.
5. Update on donation balance – Kathy shared \$37,184.52. Items paid for include: 5 water fountains, patio furniture, family room furniture, hip chairs, and bench and composite materials. Approved from prior meeting, but not paid for is the 500 wing nursing station counters for \$6000 and \$5500 glass removal so roughly \$11,500 outstanding that needs to come out of total still (\$25,684.52).
6. Review any new quotes – Tovertafel quote from company: \$12800. Intention to have a little extra proposed in case there are additional fees. Resident engagement with the demo was outstanding- will help with the quality of life for residents. Can play games with the machine and also have relaxing lights for down time and night time- location would be 500-wing, but could also move to the activity room. Comes with 2-year subscription- \$99 a month after subscription ends. Discussed the mission of the donation fund and if the fish tank and subscription should be part of the activity/facility/operating budget or stay in the donation fund. Will keep things how they are for now. Motion for \$14,000 maximum for Tovertafel table. All in favor- motion carries.
7. Review other requests and outstanding items – Tovertafel, compost area- Edgewater Haven will expense the removal of the compost area from their own budget.
8. Future Agenda Items – go to Edgewater and play with the table when it comes in.
9. Set next meeting date – call a meeting if something else comes up. Will invite everyone to EW soon.
10. Adjourn – 4:23pm

Minutes recorded by Tiffany Koeshall, HSD EAA

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

## **ADMINISTRATIVE REPORT – SUE SMITH, RN, MSN**

### Child Care Access

We have received the \$75,000 from the Dream Up grant. We sent that along to Childcaring, Inc. to begin work on the goals and objectives identified in that grant.

In addition, Governor Evers has announced that he's directing \$170 million in emergency funding to the Wisconsin Department of Children and Families (DCF) to continue the Child Care Counts Stabilization Payment Program through June 2025. While this emergency stopgap measure does not meet the same funding levels Child Care Counts has received previously, it does respond to the clear messages from providers, parents, and community leaders across the state that child care providers need relief so they can continue to serve children and allow parents to participate in the workforce.

Finally, on October 18, the Wisconsin Senate held a Public Hearing on six bills related to child care:

- SB 422/AB 389 creates a new regulation category of large family child care
- SB 423/AB 391 increases staff-to-child ratios and maximum group sizes in group centers
- SB 424/AB 390 lowers the minimum age for assistant child care teachers and school age group leaders and changes rules for when and how long they can provide sole supervision to children
- SB 425/AB 392 modifies the number of children a certified family child care provider can serve
- SB 426/AB 387 creates a child care reimbursement account program
- SB 421/AB 388 creates a loan fund for child care program renovations

### New Public Health Infrastructure Grant

We received our contract for a new PHI grant, totaling \$255,520. This funding can be used between now and November 30, 2027. This is our share of a \$53.5 million allocation to support public health infrastructure and capacity nationwide. The key expected outcomes of this funding include: (1) the hiring, retention, and training of diverse staff with improved wages and protections, ideally in positions that directly support the Foundational Capabilities; and (2) the increased capacity of public health agencies to implement the Foundational Capabilities.

### WCA Opioid Task Force Update – last meeting Sept 5, 2023

We discussed the issue of approved uses of the OS funds.

- Some communities looking for reassurances that their ideas are allowable.
- Andy Phillips has received many questions.
- There's really no entity in WI to officially approve things.
- We have the appendix document to reference, and also to try to have folks somewhat on the same page and to open lines of communication about how the state is spending funds, Andy suggested a session on approved uses and asking DHS and DOJ to be a part of a discussion at the next opioid summit to talk about their future plans for utilization of the funds.

At our last meeting we also discussed ways to collaborate with community partners to maximize resources and make the most efficient use of OS funds within Counties

- We talked about some ways for counties to utilize resources that are currently at their disposal by connecting with different departments and groups in their communities. Some included: local health departments, law enforcement agencies, health care/EMS, faith communities, schools, human services departments, parks and highways, the treatment/recovery community, and nonprofits. The group discussed and shared opportunities and approaches to collaboration.
- For example in Wood County, I shared that we have a number of things already happening – a strong coalition of partners working together, a new syringe services program, new vending machines, a new transitional housing/sober living apartment complex that is beautiful, our HS department is providing services, our jail is providing medication assisted treatment – there's a lot happening and we haven't had to spend a single dollar of our OS funds yet.
- There's work like this going on in many communities across WI.
- So while we might feel like we aren't moving fast enough or things aren't getting done, we should try to take a moment to celebrate the great things that are happening.

Chelsea and Michelle Thompson from WCA provided an update on the status of the opioid abatement website and asked the committee to begin to send content to populate the website.

- Categories: Prevention, Harm Reduction, Recovery, Treatment, and Stigma Reduction.

- Intent is to share broadly what communities are doing in order to generate ideas for other communities in the process of deciding how to use their OS funds.
- Clearinghouse of ideas

Fourth Opioid Summit and what we'd like to see covered:

- Department of Justice and Department of Health Services Update and discussion
- Collaboration discussion/panel with individuals from different sectors to talk about successful partnerships that are occurring
- Website tools that the task force is providing

We will likely set a date for the next opioid summit at that meeting...likely March-ish.

Task force is meeting again on January 30, 2024,

#### PFAS Student Project

In response to concerns expressed by members of the CEED Committee, I'm working with a group of UW Eau Claire senior nursing students on a PFAS project. Here is a synopsis of their upcoming efforts this semester:

1. Conduct a literature review to learn about the risks of human and animal exposure to PFAs, most common sources of PFAs contamination in water supplies, and remediation options and costs when PFAs are found in drinking water.
2. Write up a case study per student about one community/area that experienced PFAs contamination – include things like how was it discovered, what were the consequences to human or animal health, what was the response from the community and policy makers, how was it remedied, could it have been prevented, suggestions for other communities to avoid a similar situation (Eric Lindman from Wausau, Eau Claire, and La Crosse).
3. Interview three leaders from municipal water departments in Wood County (Marshfield, Wisconsin Rapids, and Pittsville). They can develop interview questions...things like: do you monitor PFAs levels in water, how often is this testing done, have you ever had results that exceeded recommendations, if so, how were customers notified and how was it remedied, how much did it cost, do you have any plans for any new action surrounding PFAs, like more frequent testing, filtration systems, etc..
4. Compile publically available PFAs data from locations in Wood County, including municipalities, TNCs, DNR testing, and other sources. Students will do the leg work to find this data, pull it together, and develop a document or documents to display the data in a way the public will understand.
5. Develop a series infographics for the public to include education about PFAs, testing recommendations and how to access testing, what to do if levels are elevated, how to access water quality data.

#### **COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH**

##### AmeriCorps

Bailey Slark started her service as an AmeriCorps member serving at the Wood County Health Department. Bailey will be serving ½ time through August 2024.

##### Performance Management

In regards to the work of Performance Management, staff have created a SMART Goal setting sheet for each program area to use. The sheet assists in setting annual goals for 2024 around their Performance Management work.

##### Communication/Branding

Staff, along with our AmeriCorps member, updated the HPWC logo and the National Observances and Awareness Months calendar and created a plan for additional communication strategies.

##### Community Health Assessment (CHA)

Staff continue to disseminate the CHA Survey via multiple distribution methods. There are currently 1003 responses; with a goal of 3000 by the end of November. Staff is reaching out to numerous partners to help promote the survey and attending community events such as farmers markets, health fairs, etc. to promote the survey. Staff attended the WPHA Public Health in Practice Conference in Oshkosh where information from other health departments was shared and will apply in Wood County's CHA & Community Health Improvement Plan (CHIP) work. Two staff attended the first of 3 sessions in a facilitation skills training through UW Madison. A presentation was given to WI Department of Health Services leadership about our Qualitative Data Grant work. A presentation was given to UWEC Nursing students on the CHA, CHIP, and health equity.

Staff have set up bi-weekly CHA team meetings to discuss the progress of the CHA and the data that will help inform it. The first meeting was in September and served as a time for everyone to get on the same page and to start planning the course forward to writing the draft of the CHA. In addition to the team meetings, staff has been working with a UW-Madison student who will be volunteering time to work with the team to help with the analysis and visualization of the secondary data.

### Healthy Equity

Staff have been working on an employee engagement survey to update the WCHD Workforce Development Plan and updating the health equity staff survey to circulate among WCHD staff in January. Staff completed a project with a small workgroup of WPHA Policy & Advocacy Committee members to update WPHA's Advocacy page on their website. Staff are serving as the community liaison for projects with students from the UniverCity program through UW Madison. The projects are focused on incorporating equity into the health department's workforce development plan, developing a tool to evaluate program impact on health equity, creating an evaluation plan for Electronic Monitoring Program (EMP), and supporting Parents as Teachers sustainability planning.

### Transportation

A meeting was held with Catch-a-Ride from Foenix Mobility Rising to discuss the possibility of starting up a program in Wood County. Additional discussions and research will be conducted.

### Housing

Staff are co-facilitating the Mary's Place Program Support workgroup and have created a shared spreadsheet for volunteers to cover office hours not covered by Mary's Place staff. Staff also helped to change the policy regarding the hours that participants have to be outside of the facility during the day. The original policy said that Genesis participants needed to leave between 10am- 2pm to search for a job. This has been removed and there is no required time period to leave the building. This updated policy is more equitable and meets the unique individuals' needs by allowing them time to still apply for jobs and also receive case management, participate in programming, volunteer for organizations, and focus on their recovery.

### Incarceration

The Electronic Monitoring Program (EMP) workgroup is meeting with UniverCity students to create an evaluation plan for EMP and working with the UW-Population Health Fellow to analyze EMP data from the past 3 years.

### IMPACT

#### • *THC Committee:*

- PATCH Teen Educators brainstormed ways to utilize the *Stay True to You* campaign to effectively promote the campaign to their peers. PATCH will work on creating materials through September and will meet again in October to finalize their projects for the campaign.
- Health Department staff were invited to present to the Wisconsin Public Health Association (WPHA) on the process by which Wood County passed the hemp-derived cannabinoid ordinance. Resources for conducting environmental scans and sharing the data were shared with attendees. The presentation was recorded and shared with other members of WPHA.

#### • *Rx Committee:* The Rx committee focused efforts on promoting the October 28 Drug Take Back Events in and around Wood County. There will also be an increased focus on ways to promote and increase utilization of the permanent medication disposal kiosks.

#### • *LifePoint:* The LifePoint program directly served 5 individuals and indirectly served an additional 13 individuals in September. Staff considered how to keep more anonymity with the program and will consider excluding vaccines from the program and encouraging interested individuals to attend a vaccine clinic.

#### • *Narcan Direct Program:*

- Wood County law enforcement reported administering Narcan to two individuals. One individual survived and one did not. The individual who survived was reported to have snorted a white powder. There is a common misconception in the substance-using community that you cannot overdose if you smoke or snort substances, but this is not the case with the powerful opioids that are in the drug supply.
- Two presentations were given to community residents on Overdose Prevention and Narcan Administration. Through a partnership between Marshfield Area Coalition for Youth, Marshfield School District, and the Everett Roehl Marshfield Public Library, a parent and caregiver series called Let's Keep Talking is happening through the end of the year. Wood County Health Department was invited to present alongside the Marshfield Police Department to discuss Drug Trends. Eleven individuals attended in person, and the Narcan Training was recorded and livestreamed. The second presentation was for the monthly Adult Day Treatment group where four individuals received Narcan training and STI education. In addition, the Nalox-ZONE Box at the River Block Building was accessed 7 times with 11 Narcan kits taken.
- Wood County Health Department applied for the Narcan Direct Program through the Wisconsin Department of Health Services to continue distributing nasal naloxone spray (NARCAN®), as well as an option to offer intramuscular (IM) naloxone. If awarded, the option of IM naloxone would only be offered to LifePoint participants.

#### • *Radio Interview:* WFHR invited health department staff to discuss the WI Wins and PATCH programs. The opportunity to share about our programs is important to share with the public so that they are aware of the great work that is happening to mitigate the youth vaping epidemic, as well as empower youth to advocate for themselves and their peers.

### WI Substance Use Prevention Conference

Staff and several community partners attended the Wisconsin Substance Prevention Conference on September 13 and 14. Over 400 professionals from around the state participated in the conference. It was nice to see so many Wood County partners who ranged from school staff to healthcare workers attend to learn and share about prevention efforts and strategies.

### Partner Substance Use Initiatives

- *Central Wisconsin Partnership for Recovery (CWPR)*: CWPR held a recognition ceremony for community partners who came alongside them in their efforts to address substance use across the continuum of care. The Rural Communities Opioid Response Program (RCORP) grant provided funding for:
  - Targeted Youth Intervention
  - Jail Discharge Planning
  - Safe and Sober Housing
  - Peer Recovery SupportWood County Health Department was one of 36 partners in Wood and Clark counties to come alongside this work. As the grant ends, the work will continue through the HOPE Consortium, Central Region.
- *Three Bridges Recovery Wisconsin*: Three Bridges Recovery hired a part-time Office Manager. The first year of the SAMHSA Building Communities of Recovery (BCOR) grant is complete, and the organization continues to support individuals with a substance use disorder.

### Mental Health Matters

Staff attended the monthly Clubhouse Board meeting to discuss the happenings of the clubhouses and to promote the transition of the Storytelling work from Healthy People Wood County to the clubhouses. It has been the intention to have the clubhouses facilitate the Storytelling efforts since the workgroup consists solely of clubhouse members and staff wants the Storytellers to have ownership of the group. As part of this transition process, staff have been meeting with the Storyteller group, the Certified Peer Specialists from the clubhouses, and the manager of the Peer Specialists to discuss how best to make this transition happen. The group had its first meeting during September to debrief on the past Storytelling efforts. This group will meet again in October to continue to discuss the transition.

### Farmers Market

Wisconsin Rapids Downtown Farmers' Market is coming to an end. The last day of the market will be Saturday, October 14, 2023. In September, a total of 52 market vendors and community businesses set up at the market and the management booth processed:

- \$2,252 in Debit/Credit
- \$1,127 in Food Share EBT
- \$240 in Aspirus Fruit and Veggies RX
- \$48,920 in sales was reported by market vendors.

Staff have completed data collection at all five farmers' markets for the USDA grant. Staff organized the data for the Farm2Facts team and is now setting sights on overall reports for market improvement. These reports will be shared with markets in a fall data analysis review meeting. Staff helped organize and execute the Waupaca Farmers Market's Farm to Table Dinner, which could be used as a model for other markets to fundraise. Staff is also continuing the conversation for a pilot EBT booth at the Stevens Point Farmers Market for 2024, including writing a grant to employ a market director and provide nutrition incentive funding.

### Recreation and Transportation

River Riders and Marshfield Community Bike Share season is coming to a close as we approach the end of October. With another successful year for both programs, we are excited to spend the off-season planning for the future and continue to explore additional ways to sustain the program. On Wednesday, October 11 staff hosted our annual fall community bike ride with Sheriff Becker and Chief Pedersen at Lake Wazeecha; an event that we always look forward to rounding out the season with! We are also excited to share that we have received funding from the Wood County Economic Development Grant for 2024 to go towards the bike share program for \$5,000.

### Safe Kids Wood and Clark Counties

Staff entered three Child Death Review cases into the Case Reporting System from the last meeting. Staff had a Safe Kids Booth at the Wisconsin Rapids Downtown Farmers Market on gun safety and home safety and completed the quarterly annual report (listing of events & attendance, etc.)

## **ENVIRONMENTAL HEALTH REPORT – BEN JEFFREY, R.S.**

### Lead Water Testing

Environmental Health staff partnered with WI DHS to test multiple childcare facilities' drinking water throughout Adams, Juneau, and Wood counties. These water samples were analyzed for unsafe lead levels. Three childcare facilities in Wood County detected unsafe lead levels in drinking water outlets and have completed the remediation process. Final samples

have been collected and will be analyzed to confirm remediation efforts were successful at these drinking water outlets. A fourth facility is in the remediation process and final samples will be collected once work has been complete.

#### Staff Trainings

Staff attended the 2023 Wisconsin Environmental Health Association Educational Conference in Appleton last month. Topics covered at the conference included: "Wisconsin State Lab of Hygiene's Chemical Response & Preparedness Capabilities," "Salmonella Outbreak Investigation Case Study, You've Gotta 'Brie' Kidding Me! Pathogen Control/Inhibition in Cheeses," "DATCP - How well do you know your codes," and "Food Safety and Defense."

#### New Businesses and Consultations

A pre-licensing inspection was completed for a retail establishment not serving meals in Wisconsin Rapids due to change of ownership. A pre-licensing inspection was completed for an establishment with a prepackaged food license due to change of ownership in Wisconsin Rapids. Staff completed three different consultations last month with restaurants in both the Rapids and Marshfield areas. These consultations were both food safety trainings and as well as guidance on remodels taking place.

#### Complaint Investigations

Seven complaint investigations were received in the month of September.

- A complaint was received regarding a rental complex and a lack of cleaning supplies available for the complex. Staff provided information to the caller, as no public health ordinance violations were described.
- A caller reported a terrible smell coming from inside a home. Staff were onsite for investigation, but did not observe any smells at the time of visit. Staff were able to enter the home with permission, but no public health violations were noted at the time of the visit.
- A caller reported a non-functioning septic system on a property. This complaint was referred to the proper local municipality for enforcement.
- A complaint was received about a licensed food establishment. Staff conducted a complaint inspection. No violations related to the complaint were noted at the time of inspection.
- A caller reported smoking inside an apartment complex. Staff provided information on this subject and recommended reaching out to the landlord for information on the lease agreement.
- A complaint was received regarding poor living conditions inside a home. Staff referred this complaint to the local ordinance officer for possible enforcement.
- A caller reported poor living conditions inside a rental home. Staff were onsite and completed an investigation. Information and resources were provided to the tenant and a follow-up visit is planned.

### **HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS**

#### Oral Health Program – Nicole Burlingame, RDH

Healthy Smiles staff attended the Wisconsin Seal-A-Smile Kick Off meeting in September. Initial screenings and fluoride varnishes have been completed for all Head Start Centers. Sealant visits are in progress for the schools with the highest free and reduced meal plans.

### **COMMUNICABLE DISEASE & FAMILY HEALTH AND INJURY PREVENTION REPORTS – ERICA SHERMAN, MSN, RN, IBCLC**

#### Parents as Teachers

Staff are working with a group of UW-Madison Masters level students on a sustainability and program growth plan. Almost half of our currently enrolled clients are Spanish-speaking individuals making it very challenging to reach our full caseload capacity due to the extra time spent on translation, arranging interpreters, and finding appropriate resources.

#### Communicable Disease

As of November 1, 2023, reporting of COVID-19 cases to public health is no longer required in Wisconsin, unless a confirmed or probable case is associated with a hospitalization or pediatric death. The latest COVID vaccine is recommended for everyone 6 months and older. It is available at our regularly scheduled immunization clinics for eligible individuals (uninsured and underinsured) through the Bridge Access Program (DHS). Those with health insurance that covers COVID vaccine must see their healthcare provider or pharmacy.

See quarterly communicable disease summary. Of note, syphilis cases are on the rise in Wisconsin and Wood County. In Wisconsin, cases of syphilis increased 19% from 2021 to 2022. Wood County had 4 cases in 2021, 7 in 2022, and 12 so far in 2023.

#### Emergency Preparedness

Our emergency preparedness coordinator participated in the ERCO hazmat exercise with Emergency Management this month. During the exercise, we were able to test Emergency Operations Center capabilities, model public health emergency messaging to the community, and evaluate potential patient surge plans. Staff also attended the National Incident Management System Overview for Senior Officials (Executives, Elected, & Appointed) course at MSTC.

### Maternal Child Health (MCH)

We are currently in negotiation stages of our MCH state contract objectives. For 2024, our MCH objectives will focus on improving rates of developmental screening and improving screening and follow-up for perinatal mood and anxiety disorders.

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

- WIC started hybrid appointments on August 10 under the new ARPA waiver that allows remote appointment options through September 2026. Under this waiver, WIC needs to gather height, weight, and hemoglobin results either from referral data from a provider or in the WIC office. So far, we have 1-5 families coming for an in person appointment each clinic day.
- Due to the continuation of remote appointments, and a new noninvasive anemia testing method in WIC, lead testing will continue to be reduced at WIC offices. If a blood lead test is completed at WIC, the result will continue to be uploaded to the Wisconsin Blood Lead Registry. Blood lead testing at WIC offices is not required by USDA and is not a WIC allowable expense. The WIC Program's role is to assess and refer participants to health care providers for blood lead testing. WIC offices that are not providing blood lead testing will be encouraged to refer participants who have children at ages 1 and 2 for a blood lead test, as well as participants who have children between 3 and 5 years of age with no record of a previous blood lead test.

#### Caseload for 2023 (Contracted caseload 1417)

	<b>Dec 2022</b>	<b>Jan 2023</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Active (initial)</b>	1313	1320	1366	1353	1369	1367	1387	1388	1437	1434			
<b>Active (final)</b>	<b>1334</b>	<b>1329</b>	<b>1367</b>	<b>1363</b>	<b>1382</b>	<b>1373</b>	<b>1395</b>	<b>1402</b>	<b>1446</b>				
<b>Participating</b>	1326	1327	1366	1363	1377	1373	1395	1402	1441	1436			

**WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT**  
**October 2023**

**Director's Report by Brandon Vruwink**

I plan to attend the Wisconsin Counties Association's County Ambassador Program's Day at the capital on October 18. I and other Department Heads and County Board Supervisors have scheduled meetings with our local legislators to discuss a few key issues. The critical topics for human services include Kinship Care legislation and Mental Health needs. The Kinship legislation is drafted (LRB 4019/1) and awaiting further action. The legislation aims to allow for more flexibility for Kinship Care payments.

LRB 4019/1 defines "like-kin" for the purposes of such a placement to be an individual who has a significant emotional relationship with a child or the child's family that is similar to a familial relationship and, for an Indian child, includes an individual who is identified by the child's tribe as kin or like-kin according to tribal tradition, custom or resolution, code, or law.

The bill also includes first cousins once removed and like-kin persons as those who may receive kinship care payments and changes the term used to refer to these persons from "kinship care relatives" to "kinship care providers." Without these kinship benefits, many of these providers are not able to afford placement, and children will end up with strangers and/or informal out-of-home placements instead of voluntary kinship placements.

Deputy Director Solheim's last day was on October 11. Since her departure, I have taken on the supervision of several additional staff. While this will stretch my time, I look forward to working with the respective teams. The recruitment for the Deputy Director position is now underway. I plan to find the right candidate for this critical position.

A few months ago, the committee discussed Crisis Line services. The discussion centered around the need to offer incentive pay so we could fill the scheduling gaps from vacancies. This change has helped us make it through periods of being short-staffed. Stephanie Gudmunsen, Marissa Kornack, and I have begun discussing the future of the Crisis and Bridgeway units. Currently, the units are co-located on the Bridgeway unit. The Crisis Team has offices but continues to support the Bridgeway program. To ensure long-term success, we are reviewing the Bridgeway and Crisis programs to determine if we need to make any changes. We plan to update the H&HS Committee with future options.

On September 25, the River Block Building experienced a power outage; as a result, the building was closed for most of the day. Fortunately, because of the IT, Maintenance, and HR Teams' work, we became mostly operational the next day. I appreciated all of their efforts. I bring this to your attention to commend the partners who assisted but also to share my perspective on the importance of keeping our buildings open whenever possible. While many departments can operate remotely without skipping a beat, the Human Services Department cannot. We provide many services that people walk in to receive. Closing our building can harm the well-being of our residents, particularly those in need of mental health care. As the potential for future disruptions to service exists, i.e., power outages, storm damage, etc., we remain committed to finding ways to continue serving residents, however possible.

Last month, I reported the Maintenance Team was preparing to begin construction on a few new offices in the River Block building. I am pleased that the team has been working diligently and made



good progress. The offices are framed out; work continues on electrical, HVAC, and sprinkler modifications. The project is on target for completion by 12-31-23.

### **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. Performance Evaluations for team members. All team members worked together to cover shortages in immediate needs due to absences and vacancies.
- Currently no vacancies in this division
- Additional accomplishments: Preparation and Presentation of 2024 Budget to Health & Human Services Committee, promoted approved budget to Operations Committee, Ongoing EHR Smartcare learning, workflows and processes.
- In September the Patient Accounts Manager, along with two other agency Smartcare Administrators, attended an approved out of State training for Smartcare- our Electronic Health Services (EHR) software. This team came back with insight and learned skills and techniques to better enhance this software. Connections were made with other Wisconsin Counties utilizing now or in the near future this same EHR software, creating a stronger support system.
- September 25<sup>th</sup> the Riverblock experienced power outage which closed the building. The Administrative Services team went into action, moving the reception duties to back up locations and team members. This allowed our consumers continual services with a very brief interruption to the services we provide. The Outpatient Clinic reception team moved to the Courthouse training room, reaching out to this group of consumers, connecting them to our virtual appointment options or setting new appointments as requested. Many team members were able to do their work remotely due to back up plans and technology put into place.

#### *Accounting and Accounts Payable Team*

- Met w/finance reviewed Assets / AHA Guidelines
- EW chart of accounts updated for Cost Reporting Efficiencies for 2023
  - Identified additional changes for 2024 to make as well
- WIPFLI growth in Managed Care webinar
- Reviewed VA revenue/contractual recordings as VA contract / billing process still not perfectly clear
- NIMC Financial Managers meeting
- Webex with VA nursing manager to help resolve outstanding VA questions
- WHA survey completed for Norwood
- Kinship budget and case review with family services
- Met with FRC's and supervisors. Discussed time studies for UAs and TSSF
- Updated tracking for TSSF, new time studies, reallocated expenses, reported them to the state as requested.
- Annual contract process started. Existing contract list to supervisors/admins
- Accounting Clerk hands on training
  - Voucher training provided by NHC staff member

- Worked with MFLD reception to manage requests into shared mailbox (gas cards, credit card etc.)
- Jail discharge planner contract ended with Family Health Services 8/30/23, last invoice sent 9/15
- SP award changes / updates reviewed. Engaged Leading Age with questions.
- EW postage machine lease reviewed, not up until 2025 for possible cost savings

#### *Support Services Team*

- 1 staff on intermittent FMLA
- *Behavioral Health Clinic* service note: As of 10/11/2023 majority of notes entered w/in 14 days from dictation. Due to staffing and coverage needs of the 107 notes pending dictation, 19 notes are in the 14-20 day from dictation range. Action taken to get back to less than under 14 days by Nov 10. Dictations in August completed: OPC 146, Other BH programs: 12
- *August release statistics: Behavioral Health 108, Family Services 28*
- Monitor 2023 Administration Budget based on projected 2023 needs presented to H&HS
- HIPAA:
  - 0 FS Confidentially/HIPAA breach in September
- Attend monthly Admin Services Managers' meeting
- Work with Unit Support team to assist/or correct EHR errors, weekly signing of EHR service notes
- Attend SmartCare meetings, provide support and training to Support team
- Working with Support Service Staff and OPC Manager to develop outline for interim program assistant duties for upcoming FMLA.
- OPC Reviewers/Transcribers were provided productivity reports weekly.
- Worked with CLTS program manager on Program Assistant job duty updates.
- Work with Unit Support Services and OPC Clinic staff assist w/fixing & monitoring errors/weekly signing of OPC service notes
- Work on destruction of RB- FS in locked File Room, completion estimate by 2023 Year End
- Met with 13 support services staff for scheduled one on one progress update; by phone and/or in person; Ensure reception areas and all essential duties have coverage

#### *Claims & Accounts Receivable, Client Interactions*

- Ongoing Smartcare meeting, testing, progress and workflows
- PPS Smartcare Submission entered through September 2022 backlog, progress moving steadily
- Attended Smartcare/Streamline training, received valuable software knowledge and insight.
- BCBS Norwood contract in progress.
- Working on Narrow Network SHP contract for NHC and Community services
- Continued research on additional payer sources for all locations.

#### *Insurance Claims created and Submitted for current reporting*

- Norwood: 233 Claims submitted in the Amount of \$916,010
- Edgewater: 64 Claims submitted in the Amount of \$334,867
- Community: 5,947 Claims submitted in the amount of \$604,748
- Community: Accounts Receivable receipts: \$125,758

#### *Service Admission Intakes - by Location*

- NHC Admissions: 30, SNF 2
- Bridgeway: 12

- Edgewater: 9
- Community
  - 47 intakes conducted, 49 updates and 15 walk in
  - 1,405 Appointments Scheduled, 816 Attended (58%) (September)

*2023 TRIP Monies received YTD:*

- Norwood: \$21,282
- Community: \$36,275

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

*Truancy Meeting:* The countywide truancy meeting was held on September 11, 2023. The meeting is a requirement by statute and held every four years. Wisconsin Rapids School District Superintendent Craig Broeren facilitated the meeting with representatives from the following school districts present: Wisconsin Rapids, Marshfield, Pittsville, Auburndale, Nekoosa as well as representatives from Wood County Sheriff's Department, Wisconsin Rapids Police Department, Marshfield Municipal Court Judge, Wisconsin Rapids Municipal Court Judge, Wood County Circuit Court Judge, and Human Services.

Prior to September's countywide truancy meeting, a truancy workgroup was created as a result of the need being identified through the Youth Justice Advisory Council (YJAC). This workgroup consisted of a multidisciplinary team led by Human Services. The team came together regularly to work through the concerns regarding truancy in the community. It was reported during September's countywide truancy meeting that this workgroup experienced a decline in participation due to a redundancy of conversation and no action steps created to address the concern. As an attempt to assist in addressing the community wide concern of truancy and in response to the Marshfield Municipal Judge's request, a Youth Justice Social Worker has been attending municipal hearings in Marshfield since March 2023. As a result of the countywide meeting held in September 2023, a Youth Justice Social Worker representative has been identified to attend the municipal hearings in Wisconsin Rapids as well.

Currently, truancy referrals are processed by the Youth Justice team. The truancy referral packet and circuit court form JD-1702 are completed by a school staff person and submitted to the Juvenile Court Intake Supervisor. The referral packet is based on State Statute requirements and is necessary to legally proceed. If the statutory requirements are met, the referral is assigned to a Youth Justice Social Worker and an Intake Inquiry is scheduled. The Youth Justice team has 40 days to process the truancy referral and make an intake decision. During this 40-day timeframe, the social worker schedules and holds an Intake Inquiry, gathers relevant information from the youth and family to determine needs, and connects with the youth's school to gather additional information. If a youth and family attend the Intake Inquiry and are willing to engage in services, the youth may be opened voluntarily or under a Deferred Prosecution Agreement (DPA). If the youth and family do not attend the Intake Inquiry or are not willing to engage in services, a Juvenile In Need of Protection or Services (JIPS) petition is filed with the Court. Our teams work diligently to build relationships with families, engage them in the process, and partner with them in the least restrictive way.

Some community partners have expressed uncertainty regarding the completion of the truancy referral packet; therefore, the packet was added to the agenda for the next truancy workgroup meeting, which is scheduled in November 2023. Truancy continues to be an area of community interest; therefore, community partners will need to continue to collaborate to address the concern.

*Kids at Hope:* Kids at Hope was brought to Wood County in 2020 through the Youth Innovation Grant received in 2019. Kids at Hope is an international organization devoted to the study, research, and application of hope. Kids at Hope offers the tools necessary to shift cultural framework and view kids and families differently; through the lens of hope rather than through the lens of risk. The Kids at Hope vision is that every child is afforded the belief, guidance, and encouragement that creates a sense of hope and optimism, supported by a course of action needed to experience success at life's four major destinations: Home & Family; Education & Career; Community & Service; and Hobbies & Recreation. Two trainings were held internally in September for new staff to learn more about Kids at Hope and how to incorporate the philosophy, concepts and tools into their daily practice. Offering presentations for new staff as well as community partners and local child serving agencies is a goal for the Kids at Hope Collaborative team as a means to continue to spread the cultural framework.

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

*Transportation:* In September, we provided 589 bus rides. Of these rides, 174 were for employment, and 64 were for medical. This is a decrease from September 2022 with 914 bus rides. This is largely due to our full-time driver being out for an extended period of time with sporadic driver coverage. We are currently in the process of applying for the 85.21 grant for 2024.

*WHEAP:* Through the end of September, we have received 970 Energy Assistance applications. The 2024 season begins October 1<sup>st</sup>.

*Child Care/Volunteer:* The Community Elves program has kicked off and we are taking referrals for families through November 1<sup>st</sup>. We have already received many community donations and requests to sponsor families. We added one in-home child care provider in September.

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

*Census Updates:* In the month of September we had 9 admissions and 5 readmissions. Current Memory Care census is 16 residents. Census comparison to last year:  
September 2022 – 47.07 average census with 3.83 rehab  
September 2023 – 45.80 average census with 8.40 rehab

Admissions/Discharges Comparison:

September 2022 – Admissions 9/Discharges 6/Readmissions 2/Deaths 3

September 2023 – Admissions 9/Discharges 8/Readmissions 5/Deaths 0

*Personnel Updates:* Open positions as of writing this: Nursing – CNAs: .97 CNA, .97 CNA, .50 CNA. LPNs: .60 LPN.

*Physician Services and QAPI Update:* Oak Medical has been providing physician and medical direction to Edgewater Haven for a period of three months after the retirement of long time physician and medical director Dr. Clasen. Through the transition, the nursing team and clinical leadership have been adjusting to new processes with a having a new provider. To ensure that adequate flow of communication an Adhoc QAPI meeting was held on September 13, 2023. Leadership from both Oak Medical and Edgewater met to discuss the transition and identify areas for process improvement to ensure the best quality of care for our residents. The meeting was beneficial to both Edgewater Haven and Oak Medical, and the Oak Medical transition will be an ongoing topic at the next full QAPI meeting.

*CMS Staffing Mandate Update:* CMS is accepting public comments on the staffing mandate through November 6, 2023. LeadingAge WI held an informational meeting regarding the staffing mandate as well as topics to assist members in making public comments. In addition the LeadingAge's advocacy and support, all other nursing home provider associations have been speaking and directing members to make public comments regarding the proposed mandate. With the information and tools that have been provided, Edgewater Haven will be submitting comments on the staffing mandate to CMS.

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

The criminal investigation of a former employee and their alleged misappropriation/exploitation of funds is open and ongoing. Charges are still not filed and the Department of Safety and Professional Services (DPS) has still not taken action on the former employee's license. This means they are free and clear to obtain another job working with vulnerable individuals. Related to the citations received due to this former employee's actions, we have still not received the letter notifying us of the amount our civil money penalties (CMP) fine we will be required to pay. While waiting for this notification, we needed to file the next level of appeal, which is pending. We are able to withdraw that appeal request should we be notified of our fine amount. Our attorney remains in contact with Marshfield PD, DPS, and the CMS regional office in Chicago to keep the case moving along.

In consultation with risk management/HR, claims were filed with the liability insurance company to reimburse residents who had confirmed financial loss related to the former employee's actions. All of those residents have been made whole. Additionally, our general liability insurance assigned counsel who specializes in data privacy and breaches. With that said, residents who resided on the long term care units during the former employee's tenure have received a breach letter via mail. The letter outlines the details of the breach, our mitigating actions, and offers a code for complimentary credit monitoring.

With the October 1 update to the CMS Care Compare website, the citations we received related to the abovementioned incident became active, which dropped our long standing five-star rating to a three-star rating.

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

We are currently utilizing four agency CNAs to fill our vacancies. The nursing department has 6.0 CNA FTEs vacant, a 1.00 LPN FTE vacant, along with five .20 casual CNA positions. To assist in recruiting CNAs over the past couple of months, we have advertised walk-in interview days, utilized social media, and have sponsored job postings on Indeed to increase awareness. As a result of these efforts, the applicants received either were not licensed as CNAs, did not contact us back to schedule the interview, or no-call-no-showed to the interview. We have not had any luck in hiring any full time CNAs, but have two candidates whom have accepted offers for the casual CNA position.

Reporting of symptoms and illness protocol has not changed. Symptoms still are reported to Liz prior to reporting to work for all staff. We have seen a slight increase in both COVID-19 exposure and positivity in the staff recently. The increase in positive cases among staff leads to outbreak testing and masking for individuals identified as close contacts. No residents or patients have been positive.

*Admissions Unit:* The average census for the month of September was 5.63 with an average census of 6.83 year to date. There were thirty admissions and twenty-six discharges, with three 30-day readmissions. The average length of stay year to date is 7.9 days, with it being 5.31 in September. Census picked up in September, which mirrors the trend we see annually in the fall.

Average length of stay has continually decreased since the new providers took over in March, which was in alignment with industry standards, but was starting to trend shorter than industry standard for July and August. For that reason, we met with Dr. Gouthro (our treatment director) to discuss the length of stay decrease and the need to adjust when we complete our treatment plans, since the previous practice of completing them on day four was not capturing the majority of the patients. Initial treatment plans are now completed on day two for all patients.

*Long Term Care:* The long-term care unit had two admissions and three discharges in September, with an average census of 12.14 on Crossroads and 13.22 on Pathways year to date.

Head Nurse, Amanda, has finished her wound care training and scheduling her wound care certification exam. We have flu and COVID-19 vaccines scheduled for October. We have been coordinating with our contracted pharmacy to host a COVID-19 vaccine clinic for residents and staff since we are not Medicare certified on the long term care unit and unable to bill for the cost of the vaccine. They are able to bill on our behalf due to administering it, which means we will not be liable for that cost.

The vacated client services assistant position has been filled internally and onboarding is underway.

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

Congregate meals for the month of September were 5,393 with revenue of \$39,091. Meals for the year are 52,925 with revenue of \$383,527.

As of writing this, we have 1.50 dietary aide FTEs open. Since last month, we were able to fill a .5 dietary aide FTE and the 1.00 cook FTE, which has made a big difference in helping to cover the schedule.

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

*Building Security projects-* The floor plans for the Lobby security project have been created and some final corrections are being made. Next steps will be submitting these plans to DHS for approval.

##### *Capital Improvement Updates:*

- Pathways Renovation- I have the same to report as last month, progress continues with installing the replacement doors for Pathways.
- HVAC Renovations- As I last reported, I consulted Focus on Energy earlier this year to request having this project considered for potential energy-saving incentives. We have been struggling to get a proper response so I will continue to pursue.
- Air Handler Rebuild (Phase 1). No updates to give on this project, supplies are on order.

##### *Other Maintenance:*

- There have been some illusive trouble alarms on the fire alarm panel this month, though none that negatively affect its safety functions. This will occasionally happen with electronic systems such as this when a single component fails, a wire touches ground, or even a dirty

sensor. So far we have been successful tracking down and correcting the issues, though they do take some time to troubleshoot the issues.

- An unexpectedly strong thunderstorm came through Marshfield, on the Saturday morning of September 30<sup>th</sup>, producing some very close lighting strikes. As a result, several electronic components were damaged in the facility including a few residents' personal TVs and DVD players. There is also a power supply for the front entrance door card reader and a communication link for the chiller that have been damaged. We are working on correcting these issues.

### **Employment & Training Programs Update by Lacey Piekarski**

*\*\* Serving Wood, Portage, Adams, Marathon, Lincoln, Langlade, Vilas, Oneida & Forest counties*

**FSET Program:** Beginning October 1, some FoodShare household members may have to follow FoodShare basic work rules or meet the FoodShare work requirement to continue receiving FoodShare benefits. FSET is one way to meet the work requirement, which has increased referrals from the IM Consortium for those with this requirement. To enroll in FSET for employment and training support, FoodShare-eligible individuals age 16+ can schedule individual appointments or attend group enrollment opportunities, available in every NorthCentral FSET office throughout the region, offered multiple days of the week. Our regional MyFSET.net website details additional information: [www.myfset.net/ABAWD](http://www.myfset.net/ABAWD)

In September 2023, the FSET team completed our annual Customer Satisfaction Survey.

#### Summary of Results:

Survey period: 9/11/23 – 9/22/23

Total surveys completed: 164

99% of customers *get to see their case manager as often as needed.*

100% of customers *have a job-related goal in FSET.*

99% of customers *feel FSET is helping reach their goals.*

96% of customers *are very happy with the FSET program.*

"I'm really happy with the FSET program. It helps me with the right tools I need to help me find a job, continue with my education and giving me resources when I need them. My caseworker is always helping me when I have questions and is really supportive and helpful. She has made me feel like I'm not a failure especially in this time of need. I hate asking for help but she made me realize that it is okay to ask for assistance when I need it. She is giving me my confidence back." –  
*Anonymous FSET Customer Survey Response*

**Personnel Updates:** The Wood County HSD FSET team welcomed a new Case Manager on 10/2/23 to fulfill a vacancy, now with 4 total full-time FSET Case Managers supporting the Wood County – Wisconsin Rapids customer caseload.

Continuing our relationship with UW-Stevens Point, the Independent Living Program welcomed a new student intern this semester, providing IL Program support September through May 2024.

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

**Personnel:** Two new UW-Stevens Point Social Work interns joined the ADP team in late August and completed training in September. Both interns will provide direct case management services to two youth throughout their internship. Interns receive support and guidance from our full time ADP case

managers and supervisor. Additionally, one of our youth mentors gave their resignation notice in September. Their last day was 10/13/23, and we are currently recruiting to fill their position.

*Projects:* Our youth programming team (ADP, Youth Mentor, and 4Sight Teams) began work on a second mural at Edgewater Haven in September. This mural is special, as it was designed by an ADP youth. The image depicts a forest with gnomes. Youth and case managers work on the mural while discussing their day and practicing social emotional learning skills. It's been a delight for youth to chat with Edgewater residents as they work on the mural in the sun room.

*Youth Justice Advisory Council:* Our quarterly Youth Justice Advisory Council Meeting was held on 9/21/23. Our meeting featured the Wood County Foster Care program and included a perspective taking activity. Participants formed small groups and reviewed a fictional scenario related to two youth engaging in a physical fight at school. Each small group member played the role of a school resource officer, social worker, youth mentor, parent, or school administrator. The activity required members to take a perspective different from their typical role. We plan to complete a youth justice simulation activity in a future meeting to continue perspective taking work.



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

### **Meeting Date: October 26, 2023**

September 2023 Activity: During the month of September we completed/submitted 362 federal forms include:

- 30 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)
- 27 New claims for disability compensation
- 2 New claims for veterans pension
- 3 New claims for surviving spouse benefits (DIC or surviving spouse pension)
- 15 New applications for VA Healthcare
- 30 Appointments of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 6 Burial and marker applications

### **Activities:**

1. Completed as of October 19, 2023:
  - a. September 21 - Wisconsin Department of Veterans Affairs monthly training (virtual).
  - b. October 6 – Marshfield Senior Fair, table with the Tomah VA Medical Center.
  - c. October 9-13 CVSO fall training conference Kenosha WI.
  - d. October 17 - Milwaukee VA Regional Office Director's VSO Call in.
  - e. October 18 – Wisconsin Counties Association's County Ambassador Day at the Capital.
  - f. October 19 – Wisconsin Department of Veterans Affairs monthly training (virtual).
2. Near Future:
  - a. October 21 – Interview of Military Academy Applicants for Senator Baldwin's nomination committee.
  - b. October 26 – North Central Continuity of Care committee meeting (homeless).
  - c. October 31 – WFHR Radio session.
  - d. November 6 - Presentation on VA Health Care to UW Eau Claire nursing class.
  - e. November 14 – Tomah VA Medical Center CVSO/Legislative Liaison quarterly update.

### **Office updates:**

1. State Supplemental Grant (\$19,178 to be used 2023-2024)update:
  - Marketing/Advertising. Second payment made for local television (WAOW) and targeted Wood County Digital advertising (collaborating with Portage County) \$7,250.00 initial budget. In progress. See Veterans video conference/meeting room estimated original estimate of \$7,000 was high and is now \$5,658. Equipment is on order
  - Software change/upgrade small investment in tablets for digital signatures. Implementing- 90 day free trial begins September 21.
  - Digital lobby displays (estimate not received to date. IT has talked with facilities (Courthouse and Annex and measured for size). IT has this project on hold.
  - Vertical Monitors either as additional or replacement of a current screen at each workstation. Changes in Federal VA programing creates viewing issues of veteran's files. Two monitors on hand could be configured to vertical. Two additional upgraded ones are planned (one has been installed the other is awaiting fielding of new laptop system).. Sustainment of these initiatives will be covered by annual grant (and its increase in 2024 budget).

2. Individual impact- Recently a veteran moved to Wood County where his wife was raised. He wanted a Veteran identifier put on his Wisconsin drivers license. We could have told him to apply with the Wisconsin Department of Veterans Affairs online but we had him come in to the office.

He came in with his discharge where we saw he was in the Navy just after Vietnam. He was asked if he was in the Pacific and if he stopped at Guam or America Samoa (new locations for Agent Orange exposure). His ship put in at Guam several times. He was given the Agent Orange presumptive disability list and asked if he currently has any of them. He is just starting his second bout of prostate cancer which has spread to his spine, diabetes mellitus, coronary artery disease and hypertension. Veteran is being treated by the Marshfield Clinic.

When he left he had:

- the paper work to get his Veteran Status on his drivers license.
- Instructions for him to contact the VA medical Center to get them to contract (pay for) his Cancer treatment at Marshfield.
- A claim filed for service connected disabilities that will be 100% temporary disability providing over \$3,800 per month while in treatment (then rated on the residuals of the cancer). The residuals and the other issues should rate him at least 60% (most likely higher) which is \$1,440 per month.



# State and Local Authority to Control Communicable Diseases

Prepared by: Margit Kelley, Principal Attorney

This issue brief outlines the authority of the Governor and other state and local officials to address the control and suppression of communicable diseases.

## THE GOVERNOR

The Governor may issue an executive order declaring a state of emergency related to public health. All of the following apply to this authority:

- An order may not exceed 60 days. [s. 323.10, Stats.]
- The Legislature may revoke or extend a state of emergency by joint resolution. [*Id.*]
- The Governor may designate the Department of Health Services (DHS) as the lead state agency to respond to an emergency. [*Id.*]
- The Governor lacks statutory authority to issue multiple declarations of emergency based on the same condition that enabled the initial declaration. [*Fabick v. Evers*, 2021 WI 28.<sup>1</sup>]
- During a state of emergency, the Governor may take a number of actions, including activating the National Guard, and suspending an administrative rule if strict compliance would prevent, hinder, or delay response. [ss. 321.39(1)(a) 3. and 323.12(3) and (4), Stats.]

## THE DEPARTMENT OF HEALTH SERVICES

DHS has general authority to control communicable diseases, regardless of whether a state of emergency has been declared.<sup>2</sup> DHS may exercise its authority in accordance with all of the following:

- DHS may authorize and implement all emergency measures necessary to control communicable diseases. [s. 252.02(6), Stats.]
- To control outbreaks and epidemics, DHS may close schools and forbid public gatherings. [s. 252.02(3), Stats.]
- DHS may issue orders for the control and suppression of communicable diseases. An order supersedes conflicting or less stringent local regulations. [s. 252.02(4), Stats.]
- To be valid, a general order of general application must be promulgated as an administrative rule, except with respect to a provision to close schools. The authority to implement “all emergency measures” is not an open-ended grant of powers. [*Legislature v. Palm*, 2020 WI 42.<sup>3</sup>] Likewise, a building capacity limit must be promulgated as an administrative rule. [*Tavern League v. Palm*, 2021 WI 33.<sup>4</sup>]
- During a declared state of emergency, DHS may isolate a patient or quarantine individual contacts. Also, during a declared state of emergency, DHS may order an individual to receive a vaccination, unless the vaccination is reasonably likely to lead to serious harm to the individual or the individual refuses the vaccination for reasons of religion or conscience. [ss. 252.041 and 252.06, Stats.; and s. DHS 145.06, Wis. Adm. Code.]

## LOCAL UNIT OF GOVERNMENT

A city, village, town, or county may declare an emergency by ordinance or resolution, in accordance with all of the following:

- The period of the emergency is limited to the time during which the emergency conditions exist or are likely to exist. [s. 323.11, Stats.]
- During a period of emergency, the local governmental unit may take a number of actions, including ordering, by ordinance or resolution, whatever is necessary and expedient for health, safety, protection, and welfare. [s. 323.14 (3) and (4), Stats.]

## LOCAL HEALTH OFFICER

A local health officer has general authority to control communicable diseases, regardless of whether a state of emergency has been declared. A local health officer may exercise authority in accordance with all of the following:

- A local health officer must promptly take all measures necessary to prevent, suppress, and control communicable diseases. [s. 252.03 (1), Stats.]
- A local health officer may do what is reasonable and necessary for the prevention and suppression of disease and may forbid public gatherings when necessary to control outbreaks or epidemics. [s. 252.03 (2), Stats.]
- A local health officer may take the actions in the two previous bullet points by issuing a public health order. [*Becker v. Dane County*, 2022 WI 63.]
- A mandate to close any businesses may not exceed 30 days and may not distinguish between essential and nonessential businesses. The governing body of a city, village, town, or county may extend the order by up to 30 days. [s. 252.03 (2j), created by 2023 Wisconsin Act 12.]
- A local health officer may not close schools or restrict or prohibit in-person instruction. [*James v. Heinrich*, 2021 WI 58.]
- A local health officer must immediately quarantine, isolate, require restrictions, or take other measures to control a communicable disease in the manner specified by DHS by rule. [s. 252.06 (3), Stats.; and s. DHS 145.06, Wis. Adm. Code.]
- A local health officer must follow the methods of control set out in official reports of the American Public Health Association and the American Academy of Pediatrics, unless specified otherwise by the state epidemiologist. The methods of control typically adhere to Centers for Disease Control and Prevention (CDC) recommendations. [s. DHS 145.05 (2), Wis. Adm. Code.]

## SCHOOL BOARD

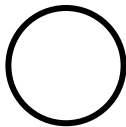
A school board has broad authority to manage the affairs of schools within the district and may set policies for the health and safety of students and staff on school property. For example, a school board may establish a policy regarding the use of face coverings or masks and a protocol in the event of disease exposure. A policy or protocol would be subject to any state orders or administrative rules or local orders as outlined above. [ss. 118.001, 120.12 (1) and (2), and 120.13 (1)(a), Stats.]

<sup>1</sup> For a brief discussion of the decision, see Legislative Council, *Fabick v. Evers*, Issue Brief (April 2021).

<sup>2</sup> In addition to the actions outlined above, DHS is statutorily obligated to oversee a student immunization program as part of the state's efforts to eliminate certain diseases. For a brief description of those requirements, see Legislative Council, *Student Immunization Program*, Issue Brief (January 2022).

<sup>3</sup> For a brief discussion of the decision, see Legislative Council, *Wisconsin Legislature v. Palm*, Issue Brief (May 2020).

<sup>4</sup> For a brief discussion of the decision, see Legislative Council, *Capacity Limits After Tavern League v. Palm*, Issue Brief (April 2021).



RESOLUTION#

Introduced by Health and Human Services Committee  
Page 1 of 1

ITEM# 2-  
DATE November 14, 2023  
Effective Date November 14, 2023

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:  
☒ Majority ☐ Two-thirds

Reviewed by: , Corp Counsel

Reviewed by: , Finance Dir.

INTENT & SYNOPSIS: To express the County Board's desire to prioritize the civil liberties of its citizens when the county is dealing with a public health crisis.

FISCAL NOTE: Nothing direct to the county.

		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			

WHEREAS, the Wood County Board of Supervisors supports the health care rights and freedoms of its residents, and

WHEREAS, during the COVID-19 pandemic, public health emergency orders issued statewide and nationwide included masking mandates applicable to businesses, schools, and public buildings, and

WHEREAS, the Wood County Board of Supervisors is aware of studies that have shown that face masking may not have had a demonstrable effect on the transmission of airborne viruses such as COVID-19. Additionally, face coverings may impact the intake of carbon dioxide which may increase blood pressure, reduce cognitive ability, cause respiratory distress, and cause reproductive concerns, and

WHEREAS, Wisconsin Statute Section 252.041 permits individuals, for reasons of religion or conscience, to refuse vaccination during a public health emergency, and

WHEREAS, The Wood County Board of Supervisors finds that forced masking, vaccination, and isolation mandates may have caused harm to adults and children by contributing to isolation and increasing mental health crisis and social anxieties. These mandates may also have affected verbal, motor, and overall development of children born during the pandemic, and

WHEREAS, as of August 2023, masking mandates have been renewed in areas of the country where COVID-19 transmission increases have been identified, and

WHEREAS, the Wood County Board of Supervisors finds it is essential that the Board express its position that, unless required by law, Wood County residents should not have their civil liberties jeopardized by mandates pertaining to face coverings or masking, vaccine requirements, or forced isolation, and should be free to make their own choices regarding whether to, and where to, utilize face coverings, vaccinate, or isolate.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to express its position that, unless required by law, Wood County residents should not have to have their civil liberties jeopardized by mandates pertaining to face coverings or masking, vaccine requirements, or forced isolation, and should be free to make their own choices regarding whether to, and where to, utilize face coverings, vaccinate, or isolate.

BE IT FURTHER RESOLVED that this resolution shall be directed to Governor Evers, the State of Wisconsin Department of Health Services and appropriate members of the Wisconsin Legislature.

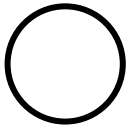
{ }

ADAM FISCHER (Chair)  
DONNA ROZAR  
JOHN HOKAMP  
LEE THAO  
TOM BUTTKE

REBECCA SPIROS  
MARY JO WHEELER-SCHUELLER  
KRISTIN INIQUEZ  
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

Public Safety Committee

ITEM# 3-  
DATE November 14, 2023  
Effective Date November 14, 2023

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

TDM

INTENT & SYNOPSIS: To authorize Wood County to enter into an agreement and seek funding under §165.90 for Law Enforcement Services on Restricted Tribal Lands.

FISCAL NOTE: \$22,826.00

Source of Money: 2024 Budget

		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			

WHEREAS, Wood County has restricted Tribal Lands within its borders, and

WHEREAS, the State of Wisconsin has set aside 1/20<sup>th</sup> of the penalty assessment funds for Tribal Law Enforcement Grants, and

WHEREAS, the State of Wisconsin and the County of Wood have joint responsibility for providing law enforcement on Tribal Lands in Wood County under Section 165.90 of the Wisconsin Statutes, and

THEREFORE BE IT RESOLVED, the Wood County Board of Supervisors authorize that an application be made by the Wood County Sheriff’s Department to the State of Wisconsin/Department of Justice under the provisions of Section 165.90 of the Wisconsin Statutes for and up to

\$22,826.00, but not to exceed the total revenue available to assist in providing law enforcement services on restricted Trial Lands in the County of Wood.

{ }


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

County Clerk County Board Chairman

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

**DATE:** Wednesday, November 1, 2023

**TIME:** 9:00 AM

**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Bill Leichtnam, Dave LaFontaine, Laura Valenstein, Jake Hahn, Tom Buttke

**MEMBERS EXCUSED:** Carmen Good

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

1. Chairman Leichtnam called the meeting to order at 9:00 AM and declared a quorum present.
2. There was no public comment.
3. Motion by LaFontaine/Buttke to approve the minutes of the previous meetings. Motion carried unanimously.
4. Motion by LaFontaine/Hahn to approve the vouchers and monthly department reports. Motion carried unanimously.
5. Wucherpennig presented the bids for one part of the Keuffer livestock watering system, this being the drilled well. There were no bids for the other components. Motion by Buttke/LaFontaine to accept the bid from Bertram Junemann Well Drilling for \$8,800 as a basis for cost share dollars. Motion carried unanimously.
6. Joe Behlen introduced himself to the committee and vice versa, and is interested in serving as the ag producer member. The timeline for appointment will be finalized in December. Due to a state law change, the citizen member of this committee has to be an ag producer and not a Farm Service Agency representative.
7. Chair Leichtnam reviewed the process for conducting the evaluations of the Planning & Zoning Director and Land Conservationist. The department heads were instructed to complete a self-evaluation and narrative and to return those to Chair Leichtnam by December 1st.
8. Gruenberg informed the committee of the resignation of the Code Administrator. Recruitment continues and the use of contracted help to sign off on certain plans, etc. is in place.
9. Grueneberg updated the committee on the funds remaining (approximately \$11,000) for economic development and an opportunity for broadband expansion in the Town of

Lincoln. Country Wireless is looking to apply for a \$7M broadband grant to bring fiber to that section of the county. A matching fund donation may help with the scoring of this grant. Motion by Leichtnam/Valenstein to release \$500 in economic development grant funding for a cost share in the Country Wireless grant application, with the funds being released only if the grant request is successful. Motion carried 3-2, Voting no were Buttke and LaFontaine.

10. Grueneberg & Arndt presented a resolution approving a zoning amendment for the Town of Saratoga. The amendments do not conflict with any Wood County zoning ordinance. Motion by LaFontaine/Buttke to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
11. Solin provided an Extension office update, stating they are fully staffed at this point.
12. Solin reported that due to additional funding from both the state and federal government, we still have a 50% educator position available. In working with NRCS, there is funding to make a full 100% position using the county's 50% funding and NRCS' 50% funding to fund a full time Groundwater Regional Educator. This would be a 2 year pilot program. Motion by LaFontaine/Valenstein to approve the creation of this educator position using the funding mechanism described above. Motion carried unanimously.
13. Solin presented the 2024 Extension contract that was handed out at the last meeting. Motion by LaFontaine/Buttke to approve the 2024 Extension contract as presented. Motion carried unanimously.
14. Grueneberg & Rombalski presented the Rural Economic Development Initiative dashboard website. While it is not public yet, it soon will be. It shares the information from the various workgroups and their membership as well as their meeting minutes. A link was sent to the committee members.
15. The next regular meeting will be held on Wednesday, December 6<sup>th</sup> at 9:00 AM and will include department head evaluations.
16. Motion by Buttke/LaFontaine to adjourn. Motion carried at 10:55 AM.

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



## Conservation, Education, & Economic Development Committee

**November 1, 2023**

[illegible]

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**September 21st, 2023**  
**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); Reesa Evans (Member-at-Large); Shane Wucherpennig (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff). Bill Clendenning (Wood) was also present.

**CALL TO ORDER:** Hernandez called the meeting to order at 9:03 a.m.

**INTRODUCTIONS:** No introductions were made. All familiar.

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

**Into Closed Session:** A motion was made by Evans, which was seconded by Walker, to go into closed session. Motion carried unanimously. Closed session started at 9:04 a.m.

**Out of Closed Session:** A motion was made by Evans, which was seconded by Walker, to leave closed session. Motion carried unanimously. Closed session ended at 9:20 a.m. Clendenning entered the room.

**TREASURER'S REPORT:** The most recent financial reports were sent out prior to the meeting. Hilgart noted that most expenditures were routine for this time of year. The contingency fund was used to cover a short-term shortfall for expenses for the first time. The fund has already been reimbursed. She reported on the amounts for all open accounts and the second quarter value of the Endowment Fund. A motion was made by Wucherpennig, which was seconded by Walker, to forward to the full council. Motion carried unanimously.

**STAFF AND MEMBERSHIP:**

**Hiring Updates and Open Positions:** Thorstenson reported that interviews will be held next week to fill a position in the Madison NRCS office. Soil Conservation positions are currently open in both the Westfield and Green Lake NRCS offices. Thorstenson noted that the search pool may need to be expanded to fill the positions. Colton Wolosek left his position at Golden Sands RC&D to take a position in the Adams County Land & Water Conservation Office.

**Outagamie County:** Outagamie County recently sent an email indicating that it will be withdrawing from Golden Sands RC&D and returning to Glacierland RC&D. No reason was provided.

**Tribute to Al Barden:** Evans agreed to assist Thorstenson in finalizing plans for a tribute to Al Barden.

**PR & COMMUNICATIONS:**

**Newsletter:** Thorstenson reported that no newsletter went out in August or September, but she is hoping to have one available in October.

**OTHER BUSINESS:** None

**ADJOURNMENT:** The meeting was adjourned at 9:32 a.m. upon a motion made by Beasom, which was seconded by Walker.

Respectfully submitted,

Reesa Evans  
Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Forestry/Agriculture/Wildlife Committee Meeting Minutes**  
**September 21st, 2023**  
**Wood County River Block/Online**

**Attendees:** Brent Tessmer (Taylor); Bill Clendenning (Wood); Jacob Fluor (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Rick Nitz (Golden Sands RC&D Staff); Nichole Rayome (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Amanda Gurklis (Golden Sands RC&D Staff); Robert Bauer (Golden Sands RC&D Staff); Al Drabek (Marathon); Garrett Klepitsch (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 10:15 a.m.

**INTRODUCTIONS:** Everyone introduced themselves.

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

**PROJECT UPDATES:**

**Central Wisconsin Invasives Partnership (CWIP)/Northeast Wisconsin Invasives Partnership (NEWIP):** Fluor reported that field work is being wrapped up on invasives removal projects as well as restoration work. Final reporting is being prepared. NEWIP participated in an event held at the Green Bay Botanical Gardens. Grant funding has been secured for CWIP and NEWIP projects for next year.

**Natural Resources Conservation Service (NRCS) Cooperative Agreements:** Bauer and Rayome discussed their respective recent and upcoming activities, including reporting and landowner contacts regarding cost-sharing programs.

**Tree Shelters:** Gurklis reported that the profit/loss statement for 2023 reflects a \$130.12 loss for the program.

**Stevens Point Area Neighborhood Gardens (SPANG):** Thorstenson reported on a collaborative grant that will allow for expansion of the program (see new projects for details).

**Waupaca County Conservation Field Day (WCCFD):** Gurklis reported that planning is underway and that this year's event will be held on September 29th.

**NACD Technical Assistance Project/Managed Grazing:** Patrick reported on an event that was held on August 12th, which attracted 77 participants. A pasture walk is being planned for later this year and work with landowners continues.

**NEW PROJECTS:** Thorstenson presented a new project, which will be sponsored by the NRCS and FRAME Presbyterian. This project will allow for the hiring of a full-time person to assist in neighborhood garden projects, a simple drilled well at one of the current sites, and potentially other enhancements for the program. A motion was made by Clendenning, which was seconded by Walker, to recommend full board approval of the project. Motion carried.

**MEMBER REPORTS:** None

**OTHER BUSINESS:** Gurklis reported a donation of \$1,563.00 was received in support of the 2024 Water Appreciation Day.

**ADJOURNMENT:** A motion was made by Clendenning, which was seconded by Drabek, to adjourn. Meeting adjourned at 10:57 a.m.

Respectfully submitted,

Bob Walker  
Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Waters Committee Meeting Minutes**  
**September 21st, 2023**  
**Wood County River Block/Online**

**Attendees:** Ed Hernandez (Waushara); Joe Tomandl (Taylor); Denise Hilgart (Golden Sands RC&D Staff); Dave Benson (Marquette); Reesa Evans (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff); Chris Hamerla (Golden Sands RC&D Staff); Shane Wucherpennig (Member-at-Large); Kendra Kundinger (Wood).

**CALL TO ORDER:** Tomandl called the meeting to order at 10:16 a.m.

**INTRODUCTIONS:** No introductions. All familiar.

**APPROVAL OF MINUTES:** The July 2023 Minutes were approved unanimously upon a motion that was made by Benson and seconded by Hernandez.

**NEW PROJECTS:** The 12 County Regional AIS Program, and a required resolution, is the only project. Since Wood County hired its own AIS Coordinator, the number of counties involved was amended from 13 counties to 12 counties. A motion was made by Wucherpennig, which was seconded by Hernandez, to approve the amended project and send it to the full council. Motion carried unanimously.

**COUNTY AND STAFF UPDATES:**

**Hamerla/Thorstenson:** Work is being done for the planning of AIS contracts with counties for next year. AIS grants for this year are being wrapped up now that the field season has ended. Since Wood County has its own AIS employee, there will be one less county contract for next year. Hamerla said the AIS staff have done more educational events this year than in previous years. He will be attending the waterfowl convention this weekend. AIS staff participated in the Snapshot WI day. The event was covered by Channel 9 from Wausau. The CBCW season has also ended. The invasive flowering rush was found above Petenwell Lake, which is the farthest north it has been found. Colton Wolosek left his position at Golden Sands RC&D to take a position in the Adams County Land & Water Conservation Office. Hamerla reported that the boat that was purchased last year has been used for at least six projects this year. The WDNR has now added Golden Sands RC&D to its list of companies that conduct point intercept aquatic plant surveys.

**Adams:** Evans reported that the first round of private well testing was completed. Next year, additional towns will be added for testing. In the last year, the Tri-Lakes Management District received permits for at least two rounds of killing Canadian geese. Now there is a proposal to kill the deer in the area as well. Evans did a point intercept aquatic plant survey on Peppermill lake two years ago and found very little of the invasive Eurasian Watermilfoil. She recently took field samples from several points in the lake and found that all the samples were native milfoil. The Adams County Fire District hosted a three-day water rescue event for the volunteer firefighters in the county, which was led by specialists from Oklahoma.

**Marathon:** The Athens Fair is a big event in the county. This was its 119th year.

**Marquette:** Benson reported that the county is expanding its testing of private wells for nitrates. An e-waste collection effort was held last weekend; 39,700 pounds of such waste was

collected. The county got a grant from the WDNR that covered most of the costs. The company that took the waste also paid some funds to the county, so there was overall little cost to the county. Due to the drought, the third hay cropping was light. It is also expected that corn and soybean production will be substantially less than prior years, even if a farm is using irrigation.

**Taylor:** Tomandl reported that the county, like many Wisconsin counties, is having a very dry year. It started affecting the crops in the fields and streams have dried up in some areas. The county is continuing its popular private well testing program. About 100 private landowners participated this year. About half of them added testing for metals to the basic homeowner testing kit. A conservation tech was hired for the LWCD office and will start next week.

**Waushara:** Hernandez reported that a long-standing manure storage violation was finally settled. The landowner removed the storage facility instead of upgrading it to comply with the requirements. Some private landowners were chosen to be a part of a five-year study to see how nitrate levels may change. A drone is being used to review several no-wake lakes. His department has requested that the county use some of its pandemic funding to purchase a no-till drill for \$50,000.

**Wood** Wucherpennig reported that the LWCD wrapped up its private well testing, but will still be offering private well testing for nitrates if requested. The county is hoping to coordinate with the other counties in the multi-county groundwater organization, to develop a standard testing protocol that will provide statistics and develop plans to move forward with nitrate issues. Pandemic funds have been used recently, but these will not be available again, so alternative funding may be needed. Manure storage plans are required for farms having 1000 head, but those with less than 1000 have not been developing appropriate methods for safe storage. However, if such farms are found to be improperly storing manure, owners can be required to develop a plan. Funding for Stage 2 of the Mill Creek 9 Key Element Plan has been approved for \$600,000. There is an active producer-led group. An innovation grant has been applied for. The LWCD has requested that some of the county's pandemic funds be used for items like a drone, installation of reverse osmosis systems for wells high in nitrates, etc., but the county board has not responded.

**OTHER BUSINESS:** None.

**ADJOURNMENT:** A motion was made by Hernandez, which was seconded by Wucherpennig, to adjourn the meeting. The meeting was adjourned at 11:04 a.m.

Respectfully submitted,

Reesa Evans  
Recording Secretary

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**  
**September 21st, 2023**  
**Wood County River Block/Online**

**Attendees:** Ed Hernandez (Waushara); Gary Beastro (Member-at-Large); Bill Clendenning (Wood); Kendra Kunding (Wood); Bill Leichtnam (Wood); Brent Tessmer (Taylor); Denise Hilgart (Golden Sands RC&D Staff); Amanda Gurklis (Golden Sands RC&D Staff); Steve Bradley (Portage); Bob Walker (Member-at-Large); Joe Tomandl (Taylor); Dave Benson (Marquette); Al Drabek (Marathon); Reesa Evans (Member-at-Large); Amy Thorstenson (Golden Sands RC&D); Shane Wucherpfennig (Member-at-Large).

**CALL TO ORDER:** The meeting was called to order by President Hernandez at 11:04 a.m.

**INTRODUCTIONS:** Everyone introduced themselves.

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

**TREASURER'S REPORT:** The treasurer's report was emailed prior to this meeting. According to Hilgart, dispersals and receipts were routine. The balance in the Associated Bank checking account was \$18,526.68. The Associated Bank Money Market account had a balance of \$19,434.34. The Associated Bank Savings account balance was \$56,360.82. The Simplicity Money Market account's ending balance was \$150,420.74. The Simplicity Savings account remained at \$100.00. Hilgart also reported that the 2nd quarter ending amount for the Natural Resources Endowment Fund account, as of June 30th, was \$27,269.08. A motion was made by Wucherpfennig, which was seconded by Tomandl, to accept and file the treasurer's report. Motion carried unanimously.

**OLD BUSINESS:**

**Groundwater Legislation:** Leichtnam indicated that he heard that a representative and state senator are looking into maybe reviving some of the 13 water bills.

**NEW BUSINESS:**

**Executive Director Position:** A finalized offer for the open Executive Director position will be sent after this meeting.

**Change in Administrative % and Hourly Contract Rate:** It was reported that the Personnel/Finance Committee approved an increase in the administrative cost amount from 24.3% to 25.0%. The committee also approved raising the contracted hourly rate from \$50 per hour to \$55 per hour. A motion was made by Evans, which was seconded by Clendenning, to approve those changes. Motion carried unanimously.



**Outagamie County:** Outagamie County recently sent an email indicating that it will be withdrawing from Golden Sands RC&D and returning to Glacierland RC&D. No reason was provided. After discussion, the council approved by consensus that Outagamie County should submit a letter, from an Outagamie County delegate or official, on county letterhead to verify the withdrawal.

### **COMMITTEE REPORTS:**

**Personnel/Finance Committee Report:** Evans reported on the meeting. Hilgart indicated that the contingency fund was used to cover a short-term shortfall for expenses for the first time. The fund has already been reimbursed. The treasurer's report was voted to be sent on to the full council. Thorstenson reported that interviews will be held next week to fill a position in the Madison NRCS office. Soil Conservation positions are currently open in both the Westfield and Green Lake NRCS offices. Thorstenson noted that the search pool may need to be expanded to fill the positions. Colton Wolosek left his position at Golden Sands RC&D to take a position in the Adams County Land & Water Conservation Office. Evans agreed to assist Thorstenson in finalizing plans for a tribute to Al Barden. Newsletters have not gone out in the last few months, but there is a plan for one to be distributed in October.

**Forestry/Agriculture/Wildlife Committee Report:** Walker reported on the meeting. There is a Demonstration Day coming up. New grant funding for both CWIP and NEWIP was obtained. Grant reimbursements are being completed. An event about terrestrial invasives was held at the Green Bay Botanical Gardens. There was a \$130.12 loss for tree shelter sales this year. A NRCS Collaborative Grant was obtained that will help with the Neighborhood Gardens project. A Waupaca County Field Day will be held on September 29th. The August Grazing Conference had 77 people attend. Dr. Temple Grandin was the keynote speaker. She toured Hilgart's farm after the conference. Grazing plans are being finished for next year. Plans for a Water Appreciation Day (formerly the Little Plover River Appreciation Day) are being formed. The committee approved a new project for the full council to consider.

**Water Committee Report:** Evans reported on the meeting. Hamerla, Thorstenson, and other AIS staff are working on planning for AIS contracts with counties for next year. AIS grants for this year are being wrapped up now that the field season has ended. Since Wood County has its own AIS employee, there will be one less county contract for next year. Hamerla said the AIS staff have done more educational events this year than in the previous years. He will be attending the waterfowl convention this weekend. AIS staff participated in the Snapshot WI day. The event was covered by Channel 9 from Wausau. The CBCW season has also ended. The invasive flowering rush was found above Petenwell Lake, which is the farthest north it has been found. County updates were given. The committee approved a new project for the full council to consider.

### **NEW PROJECTS:**

The new project from the Forestry, Agriculture, and Wildlife Committee is the Community Agriculture Collaborative of Central WI. The funds for this project will support a full-time Field Manager position, a UWSP intern during the growing season, plus the installation of a well to supply water for one of the Stevens Point gardens.

The project from the Waters Committee is for the 12 County Regional AIS Program and a required resolution. Since Wood County hired its own AIS Coordinator, the number of counties involved was amended from 13 counties to 12 counties.

A motion was made by Wucherpfennig, which was seconded by Benson, to approve both projects and the required resolution. 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:** Walker announced that Lumberjack RC&D is creating a video about the RC&D program. The State RC&D will be meeting with the National RC&D, on September 28th, at the Stevens Point office. Walker reported that there seems to be renewed interest in reactivating the national RC&D. He recommended that Golden Sands RC&D should consider rejoining the national organization if things become more active.

President Hernandez expressed his thanks to Thorstenson, Hilgart, and Gurklis for all the work they did to hire a new Executive Director.

Clendenning reported that Wood County recently held an e-waste day where people could turn in unwanted mechanical items. Although it was only supposed to happen for a few hours on a Saturday, people continued to dump unwanted items for six days. Ultimately, 17 semi-trucks full of e-waste accumulated.

**ADJOURNMENT:** The meeting was adjourned at 11:45 p.m. upon a motion that was made by Benson and seconded by Beaström.

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, 4-H Associate Educator (Marathon & Wood Counties)*

*Malina Carattini, 4-H Americorps member*

- An active activity for youth in Wood County to help them interact with Teen Leaders, work with a partner that they may not know, and play corn hole. *(Pictured right.)*
- A hands-on educational activity where Wood County youth in a local 4-H club learned about Hispanic Heritage Month where the goal was to make and try Mexican snacks and play a traditional Mexican game, Lotería. *(Pictured below.)*
- A radio interview on local radio (WFHR) where the listeners learn about 4-H's positive youth development programs. These interviews help reach new audiences and help garner support for overall 4-H efforts.
- An orientation for youth and adults who will be attending 4-H Fall Forum to share information about the event to help ensure everyone understands the event. The goal of the orientation is to help prepare everyone and to help ensure their success at the event.
- Meetings and discussions with potential partners where we discussed ways in which the new AmeriCorps member serving Wood County 4-H could help build capacity in their organization. The goal is to better serve the youth of Wood County.



## AGRICULTURE

*Matt Lippert, Agriculture Educator*

- A field study data collection in collaboration with Colorado State University to better understand the practices and challenges associated with transportation of pre-weaned dairy heifer, dairy bull, and beef x dairy calves from the source (dairy farms), hauler, and receiver (calf raiser). Results from this study will help dairy farmers, managers, haulers, calf raisers, and the dairy community in adopting practices and improving transportation welfare to improve farm business viability and food safety.
- A research-based educational article for dairy producers and agri-business professionals, where participants will learn about sire selection index's and methods for selecting sires. The goal of this effort is to increase knowledge of dairy genetic proof terminology, and empower dairy herd managers to make selection decisions for their herds.



- Participated in pasture walks held in various locations around the state through the 2022 growing season. The goal of these events is to highlight specific methods and solutions that farmers can implement to improve their success in grazing.
- Planning for development of factsheets/articles, longer publications, and videos on nutrition, genetics, & reproduction topics. The goal of this effort is to increase farmer, nutritionist, veterinarian, and other agribusiness professionals understanding of management of these topics to help improve farm sustainability and economic viability.

## COMMUNITY DEVELOPMENT

*Kayla Rombalski, Community Development Educator*

- A series of meetings with a small group [Wood County Child Care Task Force Core Team] of Wood County representatives to draft and submit funding proposals for the Wood County Child Care Access Plan. The goal of this effort is to increase access and affordability of child care for Wood County families.
- A strategic planning process [Community Economic Analysis for Rural Wisconsin Communities CEA-RWC] in which key stakeholders from the Pittsville School District conducted a SWOT (strengths, weaknesses, opportunities, challenges) analysis of their community and identified 3-5 strategic priorities to advance the Pittsville School District area. The purpose of this program is to develop an action plan to address issues identified by the community and expand working relationships with partners in the Pittsville School District area.

## CRANBERRIES

*Allison Jonjak, Cranberry Educator*

- Small plot field research exploring the use of a new class of fungicides in concert with familiar registered fungicides, allowing cranberry growers to control disease while preventing fungicide resistance by using multiple modes of action, was developed.
- A large scale field research project studying the efficacy of registered and experimental chemistries against cranberry flea beetle in cranberry marshes was developed. This will enable growers to control the pest while maintaining crop health and safety.
- A research project studying the efficacy of registered and experimental chemistries against blunt-nosed leafhopper adults (the vector of an incurable disease), in cranberry marshes was developed. This will enable growers to control the pest and prevent transmission of the disease.
- A research project studying the efficacy of registered and experimental chemistries against blunt-nosed leafhopper nymphs (the vector of an incurable disease), in cranberry marshes was developed. This will enable growers to control the pest and prevent transmission of the disease.



## FOODWISE

*Hannah Wendels, FoodWise Nutrition Educator*

*Mallory McGivern, FoodWise Administrator*

- 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.
- A 12-week series of strength training sessions (StrongBodies) in Wood County (Nekoosa), for where older adults learn best practices and learn nutrition and health education. Participants engage in regular strength training exercises to improve strength, balance, and flexibility so they can stay healthy and socially connected.
- A 5-week nutrition education series for fifth grade classrooms at Howe Elementary School, where students will learn about MyPlate, making healthy food and beverage choices, and about being physically active to help them to be healthier in school and at home.
- A partnership with ADRC, United Way, 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 at least 10 pounds of pantry staples and nutritious foods. The goal of this partnership is to promote the boxes with community partners with the overall goal to improve food security.
- Monthly educational sessions and training (Adulting 101) for teens at River Cities Alternative High School. The goal of this effort is to empower teens to adopt healthier coping skills to handle stress and anxiety along with life skills such as budgeting, purchasing a car, tenant rights in WI to help prepare and ease the transition into adult life and independent living.

## HORTICULTURE

*Janell Wehr, Horticulture Educator*

- An in person horticulture course where Wood County residents and potential Master Gardener Trainees learn the fundamental principles of IPM based gardening to increase awareness and knowledge of resources to address environmental contamination and pollution due to overuse of horticulture chemicals in urban and suburban environments.
- A community of practice for horticulture educators where we explore strategies and resources to expand horticulture education and outreach to underrepresented audiences. The goal of participating in this group is to dig into ways we can locally continue to grow and enhance our horticulture programs to reach more diverse audiences.
- Planning for the creation of a repository of existing horticultural resources in multiple languages for home/community gardeners of all abilities. The goal of this effort is to make this repository accessible on the Horticulture Topic Hub.
- 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 bolster educational outreach efforts in support of addressing the Horticulture Program objectives.

*An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements.*



## HUMAN DEVELOPMENT AND RELATIONSHIPS

*Jackie Carattini, Human Development and Relationships Educator*

- 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.
- Monthly planning meetings to address mental health outreach with in the Hmong communities in WI. The goal is to collaborate to provide Mental Health First aid and QPR trainings to increase awareness of mental health challenges and prevention efforts.
- Monthly educational sessions and training (Adulting 101) for teens at River Cities Alternative High School. The goal of this effort is to empower teens to adopt healthier coping skills to handle stress and anxiety along with life skills such as budgeting, purchasing a car, tenant rights in WI to help prepare and ease the transition into adult life and independent living.
- A 2 hour (A Question, Persuade, and Refer, QPR, suicide prevention training for high school teachers and staff where they learned to recognize the warning signs of suicide, how to offer help, and how to get help and save a life. This effort was designed to save lives and reduce suicidal behaviors by providing innovative, practical and proven suicide prevention training.
- A 7-session course 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.
- Two online workshops ("Rent Smart" in the Wood County Jail) per month where participants gain knowledge and skills essential for a successful renting experience. This effort is designed to encourage safe and sober housing stability.
- Financial coaching sessions with residents where we support them in setting and developing financial goals, designed to assist clients in developing the skills to meet basic needs.
- A series of monthly, in-person workshops (Rent Smart) for renters where participants gain knowledge and skills essential for a successful renting experience. This effort is to encourage safe and sober housing stability. An online program (Money Matters) for participants who want to improve their financial knowledge, where they complete 1-12 modules on different financial topics. The goal of the Money Matters modules is to increase participants' knowledge on topics such as credit scores and reports, making a spending plan, what to do when you can't pay your bills, and identifying financial strengths so that participants can apply these skills in the future.
- An online 6-session course for renters where participants learn how to find and apply for rental housing, understand their responsibilities as a renter, how to communicate effectively with their landlords, and manage housing expenses. Through this, homeless populations and those who have negative rental records are able to increase their ability to find and keep safe affordable housing, thereby increasing their stability and decreasing their reliance on public supports.





## NATURAL RESOURCES

*Anna James, Natural Resources Educator*

- Participation in the advisory panel of a local producer-led watershed group for farmers, conservationists and community members of the Big Eau Pleine watershed, by assisting with planning and facilitating activities geared toward increasing the awareness and adoption of conservation and ultimately water quality of the Big Eau Pleine and Wisconsin River watersheds.
- A station at conservation field day for fifth grade students, where they learned about where water comes from and how society utilizes water. The goal of this station was for students to become more aware of the water cycle while also recognizing individual impact on water and simple ways to improve water usage and water quality.
  - Waushara County Land and Water Conservation were in need of an educator to lead the groundwater station at their 16th annual Conservation Field Day. The field day brings together all fifth-grade students in Waushara County to learn about natural resources from an array of conservation professionals. While at the groundwater station, students engaged in hands on learning experiences that taught them about the water cycle, how groundwater moves, and ways to recognize individual impact on water quality. Students utilized what they learned at the station to develop a take home challenge where they pledged to select one way to start improving and protecting their water resources. An evaluation conducted by Waushara County Land and Water Conservation showed that all fifth-grade teachers and group leaders (20 individuals) ranked the groundwater station as being “excellent” or “very good”. The groundwater station impacted over 200 fifth-grade students by teaching them how water moves through systems and simple ways to protect and enhance water quality. Teaching students about this topic at an early stage can develop good water stewardship practices that can last a lifetime.
- 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.
  - Wisconsin DNR and DATCP expressed an interest in learning more about the effectiveness of the Producer-Led Watershed Protection Program and how farmer-led watershed groups engaged with partner organizations, including state and local agencies, non-governmental organizations, and Extension. They contracted with the Regional Natural Resources Educator Program about conducting a survey of partner organizations. The Extension team developed a survey to be distributed to partner organization representatives. Forty individuals responded to the survey. Survey results are still being analyzed but a final report will be provided to WDNR and DATCP summarizing survey responses. It is anticipated that the survey results will influence both agencies' strategies for supporting farmer-led watershed groups.
- A social indicator survey for producers in the 10-Mile and 14-Mile Watersheds where producers participate in one on one interviews to share perspectives on water quality, details of production systems, and implemented conservation practices. The goal of this effort is to gain information about awareness, attitudes, constraints, capacity, and behaviors that are expected to lead to water quality improvement and protection.



## Wood County, Wisconsin LAND AND WATER CONSERVATION DEPARTMENT

---

### Activities Report for Barb Peeters - October 2023

- Answered phones, replied to emails and processed incoming and outgoing LWCD mail.
- The control box for my sit/stand desk was “fried” during the Riverblock power surge on 9/25/23. Submitted work order for maintenance to repair sit/stand desk; then located original paperwork so Director could determine where replacement part could be ordered from.
- Compiled LWCD payroll percentages and forwarded to Finance prior to Oct. 5 & 19 payroll.
- Reviewed payroll reports and payroll registers.
- Responded to numerous customer inquiries about the upcoming tree/shrub/seeds sale.
- Assisted with third quarter Wildlife Damage and Abatement program reimbursement report; assembled all invoices/attachments and ran required reports.
- Verified our department had no products in stock regarding a safety recall notice from Rust-Oleum.
- Attended October 4<sup>th</sup> CEED meeting via WebEx.
- Worked with Human Services staff to update all 3 Riverblock Wellness boards with 4<sup>th</sup> quarter info.
- Completed Marti Farms soybean appraisals for the Wildlife Damage & Abatement program (170 acres)
- Completed mandatory annual employee I.T. training.
- Processed no-till drill payments & requests for use of the no-till drill.
- Scheduled, attended and typed minutes for Oct. 9 & 19 staff meetings. Rescheduled Oct. 26<sup>th</sup> staff meeting at director’s request.
- Attended Wood County Wellness Committee meeting on October 10<sup>th</sup>.
- Processed wildflower seed orders through Pheasants Forever and processed payments.
- Attended Human Resources Benefits meeting on October 11<sup>th</sup>. Completed 2024 benefit elections.
- Ordered office supplies and processed invoice(s).
- Processed journal entry for third quarter well water testing (for nitrates) by the Health Dept.
- Reviewed DATCP’s monthly report for October 2023.
- Verified wildflower/seed mixes and prices with Pheasants Forever for 2024 Tree/shrub/seed sale.
- Finalized 2024 tree/shrub/wildflower seed order forms and species descriptions.
- Finalized 2024 LWCD Newsletter.
- Added new customers to the tree/shrub sale customer mailing list.
- Updated tree program with 2024 tree/shrub/wildflower seed species, inventory and pricing.
- Emailed Land Conservation Poster Contest information & forms to teachers in Wood County (public & private – 28 schools & 384 teachers). Updated poster contest email list.
- Invoiced Northcentral Technical College for Wood County’s 1/5 split of the surplus from the 2023 Nutrient Management Farmer Education (NMFE) class tuition and deposited check received.
- Generated bid letters for pump house & solar panel project.
- Submitted 3 cost-share reimbursement requests to DATCP for completed projects totaling \$15,140.00 (manure storage closure, streambank & shoreland protection and well decommissioning.
- Updated tree shelter/tree gel information sheets & replaced revised documents on LWCD website.
- Processed five (5) DATCP cost-share reimbursement payments totaling \$73,833.20.
- 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

*-October 2023-*

---

- **Monday, October 2.** Looked up no flow streamflow data that we entered into SWIMS in the past, that didn't show up in files because there was no data from streamflow monitor.
- **Tuesday, October 3.** Pooled stats together for Dept. of Ag Trade Consumer Protection nutrient management survey that goes to all counties, using GIS. Had to make edits to shapefile and added a large farm to GIS.
- **Wednesday, October 4.** Stopped at 6 streamflow locations in southeast Wood Co, took measurements at 2 of the 6. Added results to files and into DNR's Surface Water Integrated Monitoring System (SWIMS).
- **Thursday, October 12.** Prepped materials for Mill Creek phosphorus sampling. Added fields to contracts.
- **Friday, October 13.** Worked on 6 contracts to cost-share cover crops. Made map visual of contracts. Added fields in contracts to GIS. Calculated reductions using SnapPlus. Added results from SnapPlus to spreadsheets and GIS.
- **Thursday, October 19.** Attended staff meeting. Met with farmer to talk about nutrient management. Prepared more nutrient management information for next meeting.
- **Friday, October 20.** Organized and filled in pages of soil test submission forms for farmer. Prepared field maps for each form.
- **Tuesday, October 24.** Met with farmer to go over Snapplus nutrient management planning software. Made cost-share contract for cover crops for another farmer.
- **Wednesday, October 25.** Received final Mill Creek phosphorus results. Added to files and started pooling stats and averages for the year. Met with farmer to check cover crop and get contract signed.

### Activities Report for Kyle Andreae – October, 2023

- October 2 – Pankratz design
- October 3 – Soybean Crop Damage
- October 4 – Weiler Construction Inspections
- October 5 – Gorst Plan Review
- October 6 – Weiler Construction Inspections, Bauer Design
- October 9 – Staff Meeting, Weiler Construction Inspections/ As-Built
- October 10 – CREP Database Update to New System
- October 11 – Weiler As-Built
- October 12 – Weiler As-Built finalized, Bauer design
- October 13 – Bauer design/ location change, Partial day off
- October 16 – NMM Inspections, Gorst Plan Review, Liquid Coin Plan Review
- October 17 – Liquid Coin Plan Review, Gorst Plan Review/ AWO Permit
- October 18 – Liquid Coin Plan Review, CREP 5 Year Aerial Monitoring
- October 19 – NMM Inspections, Liquid Coin Plan Review, Gorst Plan Update Review
- October 20 – Gorst Plan Update Review, CREP 5 Year Monument Monitoring, Weiler Site Visit, Schill Site Visit
- October 23 – CREP Monitoring Reports, Liquid Coin Plan Review, Gorst Plan Review
- October 24 – Gorst Plan Review, NMM Inspection, Rokus Site Visit
- October 25 – Liquid Coin Plan Review
- October 26 – Liquid Coin Plan Review
- October 27 – Liquid Coin Plan Review
- October 30 – Gorst Construction Inspections
- October 31 – Keuffer Bid Opening, Gorst Construction Inspections



---

### Activities Report for Kendra Kunding – October 2023

- Participated in the 2023 CEED Tour.
- Read and reviewed Wisconsin Legislature Chapter NR 153: Targeted Runoff Management and Notice of Discharge Grant Programs.
- Read and reviewed Wisconsin Legislature Chapter NR 154: Best Management Practices and Cost-Share Conditions.
- Read and reviewed Wisconsin Legislature Chapter NR 140: Groundwater Quality and its proposed rule changes.
- Completed Knuth and Raikowski soybean appraisals for the wildlife damage and abatement program.
- Transported no-till drill to Armagost's.
- Completed Marti Farms soybean appraisals for the wildlife damage and abatement program.
- Verified cover crops at Knuth's for cost-share contract purposes.
- Verified cover crops at Roth's Golden Acres for cost-share contract purposes.
- Participated in the October 9<sup>th</sup> staff meeting.
- Attended the Wood County open enrollment meeting.
- Created new informational publications for our pollinator seed mixes.
  - New publications will be added to our website.
- Met with Jeff Wiernik to assist with nutrient management planning.
- Took Mill Creek water quality samples.
- Transported no-till drill to Roth's Golden Acres for planting of vegetative buffers and cover crops.
- Checked a site with potential non-native phragmites.
  - Only native phragmites was found.
- CREP research and training.
- Began the process to become a certified pesticide applicator.
  - Began reading the Right of Ways & Natural Areas guide for Wisconsin pesticide applicators.
- Assisted Rod with various non-metallic mine inspections on multiple days throughout October.
- Participated in the October 19<sup>th</sup> staff meeting to discuss cost-sharing practices.
- Verified a location of non-native Japanese knotweed.
  - Location information was input into the SWIMS database.
- Attended the joint Nutrient Management Farmer Education fall all-team meeting at the Spencer NTC campus.

## ***Activities Report for Rod Mayer – OCTOBER 2023***

- Corn appraisal staff training – direction correspondence.
- *SURGERY RECOVERY – part time remote week of Oct 2 – Oct 6.*
- Review catch up on emails.
- Called all operators/mine owners for non-metallic mine sites (approx. 52 mine sites) – info on activities in past year – notes taken on all mine sites – inspection binder updates. (Approx. week to complete)
- Completed – updated new inspection spreadsheets (3) for mine sites.
- Printed pond exemption correspondence – to landowner.
- Worked with IT for lap top hard drive replacement.
- Wellness meeting – enrollment.
- Sent plan info, requirements, records request, multiple calls, correspondence to MSA engineer – for new NMM reclamation plan on mine site.
- Completed NMM inspections (approx. 52 mine sites – walk and evaluate each mine site, GPS all new active areas, GPS all reclaimed areas, complete notes on activity, update inspection spreadsheets. (Approx. 2 weeks to complete)
- Sent correspondence to DNR for mine operator with newly active permit for pumping – prior to being cleared with DNR storm water permitting.
- Sent correspondence to DNR storm water for other concerns on sites – including expansion into areas of concern.
- Completed vegetative transect field reviews on two mine sites that have been reclaimed. Including vegetation documentation survey, pictures, etc.
- Attended staff meetings on October 9th & 19th.



LAND AND WATER CONSERVATION  
DEPARTMENT

---

*Activities Report for Shane Wucherpennig - October 2023*

- October 2 – Tracking, project updates, landowner correspondence
- October 3 – Field visit, 2024 Multi-County Nutrient Management Farmer Education and Training
- October 4 – CEED committee meeting
- October 5 – Field visits, emails, phone correspondence, Database updates
- October 6 – Virtual meeting and schedule field visits with landowners
- October 9 – Roth Cover Crop checks, Farmland Preservation Plan Discussion with P&Z
- October 10 – Virtual meeting, Field visits, design work, Pond exemption request with Ryan Gruber
- October 11 – Roth Cover crop inspections, Ron Knuth Cover crop inspections
- October 12 – HC Committee meeting – WI Land & Water
- October 13 – Field visit, emails, phone correspondence
- October 16 – Virtual discussion with Golden Sands RC&D, Positions
- October 17 – County Board
- October 18 – Grazing Plan review/follow up with Luke Kueffer & Rick Armagost and Paul Daigle, Water & Land Solutions, LLC
- October 19 – Staff meeting – NM and cost-share
- October 20 – 2023 Fall Legislative Breakfast, PACRS Meeting
- October 23 – Database updates, planning virtual meeting, correspondence with DNR
- October 24 - Field visit, emails, phone correspondence
- October 25 – Zoom meeting with UW Extension- Jeromy Solin, Field Visits
- October 26 – Staff meeting
- October 27 - Field visits, Pond Exemption, NMFE meeting – Spencer
- October 30 – Field visits, CSGCC Mtg.
- October 31 – Keuffer Bid Opening

## CITIZENS WATER GROUP (OF WOOD COUNTY) MEETING

DATE: Monday October 17, 2023

TIME: 2:00 p.m.

LOCATION: Teleconference via WebEx

Present (In person or via WebEx): Bill Leichtnam, Ben Jeffrey, Tim Wuebben, Dave Joosten, Rhonda Carrell, Tamas Houlihan, Lance Pliml, Ken Winters, Shane Wucherpennig, Gordy Gottbeheit, Scott Provost, Sandy Cain, and Bill Clendenning

1. Chair Leichtnam called the meeting to order at 2:04 p.m.
2. There was no public comment.
3. Motion by Carrell/Gottbeheit to approve the minutes from September 25<sup>th</sup>, 2023 meeting. Motion carried unanimously.
4. Correspondence/Updates/Handouts/Reports on Meetings Attended
  - Leichtnam shared informational handouts. Discussion took place. Follow this link <https://www.stcroix360.com/2023/10/forum-focuses-on-western-wisconsin-water-worries/> for a very informative article.
5. Review & possibly approve design for CWG logo (Gordy)
  - Review of logos and approval of logo. The logo choice was narrowed down from 19 logos to 3. Voting from the group was to choose logo 3a.
6. "WCCGG Next Steps"
  - Creation of "Events Subcommittee"- Bruce Dimick, Rhonda Carrell, Gordy Gottbeheit, Cecile Stelzer-Johnson, Ken Winters and Bill Leichtnam will be on the subcommittee. Selection of the chair for this committee will be tabled until all members are available.
7. Plans for Off-site, Large Group Presentation (11 bullets prioritized)
  - KEYNOTE SPEAKER & PANEL-Kevin Masarik?
  - CONTENT/MESSAGE/TITLE OF PRESENTATION-"Threats to Drinking Water"; "Who knows what can be done?"; "Citizen's Role"; "Living Downstream...Threats to Drinking Water" were all ideas for the title.
  - BREAKOUT SESSIONS THAT EVENING (nitrates, PFAS, other)-Events Subcommittee will meet November 6<sup>th</sup>. Discussion on breakout sessions took place.
  - LOCATION-McMillan Library will be contacted to see if the meeting can be held there. A suggestion to reach out to Mid-State Technical College was also made.
  - Other bullets to be addressed, time permitting-when, moderator, outcome, suggested action by attendees, (get contact info.), structure & time of Q/A, follow-up, other. When, March or April? Moderator-Peter Manley?
8. Upcoming local & regional events to be aware of - None
9. Agenda items for next meeting (next agenda comes out on week prior)- None
10. Next meeting – November 13, 2023 & schedule "Events" subcommittee mtg.
  - Events Subcommittee will meet in the McCourt room at McMillan Library on Monday November 6<sup>th</sup> at 2:00 p.m.

11. Adjourn – Clendenning/Winters made a motion to adjourn. Meeting was adjourned at 3:47 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  
Jeff Brewbaker, Code Administrator  
Brad Cook, Code Technician  
Victoria Wilson, Program Assistant  
Kayla Rautio, Program Assistant

RE: Staff Report for November 1, 2023

### 1. Economic Development (Jason Grueneberg)

- a. **Central Wisconsin Housing Region** – On October 5<sup>th</sup> I participated in the public hearing for the Central Wisconsin Housing Region home repair program. The hearing was held to provide a status of past funding cycles by County usage, provide information on anticipated future funding, and an opportunity for public to provide input.
- b. **University of Wisconsin Extension (UWEX) Broadband Workshop** – On October 9<sup>th</sup> and 10<sup>th</sup> I attended a UWEX broadband workshop in Fond du Lac. The workshop was held to prepare participants for upcoming grant opportunities including the Public Service Commission Capital Projects Fund grant program, and the Broadband Equity Access and Deployment grant program.
- c. **Central Wisconsin Surge Entrepreneurial Event** – On October 12<sup>th</sup> I served as a judge for the Central Wisconsin Surge event. At the event 8 regional entrepreneurs pitched their ideas to the audience and panel of judges. The top prize was \$10,000 in addition to a \$2000 people's choice award. The event was facilitated by the Small Business Development Center (SBDC) of Wisconsin and Create Portage County.
- d. **Central Wisconsin Economic Development (CWED) Fund Loan Committee** – On October 13<sup>th</sup> I participated in a CWED Loan Committee meeting to review a gap-financing loan application for a grocery store purchase in the region. CWED continues to work with the bank that is a part of this proposal before a recommendation for approval is sent to the CWED board of directors.
- e. **Digital Equity Solutions Team (DEST)** – On October 19<sup>th</sup> I participated in the Wood County DEST meeting. Some of the items covered in the meeting include an update on Enhanced Alternative Connect America Cost Model (E-ACAM) that was awarded for the area that TDS covers in the County, the role of Bug Tussel providing high-speed internet and their involvement in the Local/Community Area Network(CAN), and supporting a PSC grant application for Country Wireless for the area covering the town of Lincoln.



- f. **Wood County Towns Association** – On October 20<sup>th</sup> I attended the Wood County Unit of the Towns Association meeting to talk about solar arrays, their impact on land use, and the role that towns have in permitting/regulating them.
- g. **Wisconsin Economic Development Corporation (WEDC) Summit** – On October 23<sup>rd</sup> and 24<sup>th</sup> I attended the WEDC annual summit in Appleton. The conference covered a wide variety of current economic development issues the state is facing including community infrastructure, workforce, financial stability, and innovative sustainability and energy solutions.
- h. **North Central Wisconsin Regional Plan Commission** – On October 25<sup>th</sup> I participated in the NCWRPC meeting. At the meeting the 2024 budget was adopted, authorization to submit the TAP grants approved, the 2024 DOT Work Program approved, and there was a presentation on the Regional Entrepreneurial Study and Portal.

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

- a. Attended the Heart of Wisconsin Leadership Program Retreat
- b. Created a SOP with Kayla and Victoria for map review
- c. Continued correspondence with Town of Cameron and Town of Rock
- d. Continued planning the organization of future Comprehensive Plans
- e. I have been working with other staff to ensure that questions are answered in an efficient and accurate manner

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

- a. Updating Parks Maps
- b. Attending Wisconsin Land Information Association (WLIA) Fall Regional Conference
- c. Parcel Mapping
- d. NG911 data preparation
- e. Downloading Fonts

## 4. **Code Technician (Brad Cook); Code Administrator (Jeff Brewbaker)**

09-27-2023- (1) mound inspections TN: 19; <24, plow, abs. cell, tanks, plan reviewd, soils review, issued sanitary permit for mound system, study for POWTS exam

09-28-2023- (1) mound inspection TN: 18; >24,plow, abs. cell, (1) HT plan reviewed, issued, (1) mound inspection TN: 18; <24, plow, abs. cell, tanks, (1) conventional insp TN: 18

09-29-2023- CEED tour.

10-02-2023- (1) mound inspection TN: 15, abs. cell, (1) shoreland insp TN 01, (1) mound

inspection TN:18; <24, plow, abs.cell, tanks

10-03-2023- (3) well permits issued TN: 15,18,13, (1) Reviewed soils, plan review, issued sanitary permit for A+0 mound TN :11, (1) rep. conventional inspection TN: 18

10-04-2023- (1) <24 mound inspection TN: 15; tanks, abs. cell, (1) >24 mound inspection TN: 16; plow

10-05-2023- (2) <24 mound inspections TN: 15, 22; piping, tanks, study for POWTS exam

10-06-2023- (1) Reviewed soils, hydrograph, plan review, issued permit for new conventional TN: 18, (4) well permit plans reviewed, study for POWTS exam

10-09-2023- (1) replacement conventional inspection TN: 07, study for POWTS exam

10-10-2023- (1) mound inspection TN: 22; tanks, (1) HT inspection TN: 16, (1) A+0 mound inspection TN: 06, plow, abs. cell, tanks

10-11-2023- (2) well permits issued TN: 07, 17, (2) HT inspections TN: 15, (1) >24 mound inspection TN: 15; plow, abs.cell

10-12-2023- (1) <24 mound inspection TN: 07; plow, abs.cell, tanks, (1) conventional inspection TN: 18

10-13-2023- Study for POWTS exam

10-16-2023- (1) <24 mound plan reviewed TN: 18, study for POWTS exam

10-17-2023- (1) <24 mound inspection TN: 07; plow, abs. cell, tanks, (1) HT inspection TN: 01

10-18-2023- (1) <24 mound inspection TN: 16; plow, abs. cell, tanks, (1) new conventional inspection TN: 07

10-19-2023- (2) mound inspections TN: 12, 06; plow and piping, study for POWTS exam

10-20-2023- (1) mound inspection TN: 06; abs.cell, tanks, (1) system-in-fill inspection TN 07

10-23-2023- (1) <24 mound inspection TN: 22; plow, abs. cell, tanks, study for POWTS exam

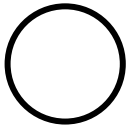
10-24-2023- (2) Reviewed soils, hydrograph, plan review, issued permit for new conventional TN: 13, 18, (2) conventional inspections TN: 18

10-25-2023- Study for POWTS exam and take POWTS exam in Weston, WI

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

- a. Monthly Sanitary and Well Permit Activity – There were 11 sanitary permits, 1 shoreland and 6 well permits issued in October 2023.

- 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. Triennial Program Fee – On October 16, 2023, 4718 triennial program fee notices were mailed out with a due date of November 17, 2023 to pay the fee. As of Tuesday October 24, Kayla and Victoria have process 1135 payments vial mail, Point & Pay and in person.
- d. Attended the following meetings/trainings & activities:
  - i. October 4,2023 CEED meeting (VW)
  - ii. October 16<sup>th</sup>, 2023 Citizen's Water Group (KW & VW)



RESOLUTION#

Introduced by  
Page 1 of 1

Conservation, Education, and Economic Development

ITEM#  
DATE November 14, 2023  
Effective Date November 14, 2023

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

Two-thirds

Reviewed by: , Corp Counsel

Reviewed by: , Finance Dir.

ERA

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

FISCAL NOTE: No cost to Wood County. The Town of Saratoga is responsible for any costs associated with administering their town zoning ordinance.

**WHEREAS**, the Town of Saratoga adopted and administers a zoning ordinance to promote the health, safety, aesthetics, comfort, prosperity, and general welfare of the town; and

**WHEREAS**, pursuant to § 60.62(3)(a) Wis Stats., in counties having a county zoning ordinance, no town zoning ordinance or amendment of a zoning ordinance may be adopted unless approved by the County Board of Supervisors; and

**WHEREAS**, on October 5, 2023 the Town of Saratoga submitted a zoning ordinance amendment to the Wood County Department of Planning and Zoning for review and approval pursuant to the Wis. Stats.; and

**WHEREAS**, county review and decision concerning approval or disapproval of a town zoning amendment is limited to cases of abuse of discretion, excess of power, or error of law; and

**WHEREAS**, the Wood County Department of Planning and Zoning reviewed the information submitted by the Town of Saratoga and finds the town adhered to the process for zoning amendments as outlined in the Wis. Stats.; and

**WHEREAS**, the Wood County Department of Planning and Zoning finds no conflict with any county planning and zoning programs and ordinances; and

**WHEREAS**, on November 1, 2023 the Conservation, Education, and Economic Development Committee (CEED) reviewed the request and recommended approval; and

**THEREFORE BE IT RESOLVED**, that the Wood County Board of Supervisors, pursuant to § 60.62(3)(a) Wis. Stats., hereby approves the following amendments to the Town of Saratoga Official Zoning Ordinance:

- 1) *Amendments were made to the entirety of the Town of Saratoga Zoning Ordinance including changes to definitions, permitted uses, conditional uses, clarifications of language, and updated standards for development.*

**BE IT FURTHER RESOLVED**, that the Wood County Department of Planning and Zoning forward a certified copy of this resolution to the Clerk of the Town of Saratoga for inclusion in their records.

{ }

Bill Leichtnam (Chair)

Dave LaFontaine

Laura Valenstein

Jake Hahn

Tom Buttke

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

County Clerk

County Board Chairman

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

**DATE:** Thursday, November 2, 2023

**TIME:** 1:00 PM

**PLACE:** Courthouse – Room 114

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

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

1. Chairman Clendenning called the meeting to order at 2:00 PM.
2. There was no public comment.
3. The minutes of the October 5, 2023 meeting were reviewed. Motion by Leichtnam/Zurfluh to approve them as presented. Motion carried unanimously.
4. The claim of Van Beck Vending was reviewed and will be forwarded to the county board. Questions on the agreement the county has in place with the current vending contractor. County Clerk Miner & Facility Manager Van Tassel will review and investigate.
5. The vouchers and reports from the departments the committee oversees were reviewed. Motion by Voight/Wagner to approve them as presented. Motion carried unanimously.
6. Supervisor Leichtnam provided an update on the Citizens Water meeting held recently.
7. A resolution from Outagamie County relating to county authority in solar siting was reviewed. No action was taken by the committee.
8. Criminal Justice Coordinator Saylor updated the committee on the hiring of a case manager for the MAT Grant. The grant funding ends in September 2024.
9. The next meeting will be held on Thursday, December 7th at 9:30 AM.
10. Motion by Leichtnam/Wagner to go into closed session pursuant to Wis. Stat. s. 19.85(1)(f), to discuss a leave of absence without pay. Motion carried unanimously.  
*(Closed session minutes kept separately in the office of County Clerk)*
11. Motion by Voight/Leichtnam to come back into open session. Motion carried unanimously.

12. Motion by Voight/Zurfluh to go into closed session Pursuant to Wis. Stat. s. 19.85(1)(c), to conduct performance reviews of department heads they oversee. Motion carried unanimously.
13. Motion by Clendenning/Wagner to come back into open session. Motion carried unanimously.
14. Chairman Clendenning declared the meeting adjourned at 2:12 PM.

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

**November 2, 2023**

83

## **MINUTES**

### **CRIMINAL JUSTICE TASK FORCE**

**DATE:** Wednesday, October 18, 2023

**TIME:** 12:00 PM

**PLACE:** Courthouse – Rm. 114

**MEMBERS PRESENT:** See attached sign in sheet

**OTHERS PRESENT:** Trent Miner, County Clerk

1. Judge Gregory Potter called the meeting to order at 12:00 PM.
2. The minutes were presented with Stimac providing clarity to the Chief Deputy Clerk of Courts position. Motion by Nolan-Plulchak/Zima to approve the minutes as presented. Motion carried unanimously.
3. There was no public comment.
4. Saylor informed the group that the county is on the third of the 5-year TAD grant and informs the committee she will be reapplying for the grant. She reviewed the grant amounts, participation and the funding uses going forward. Motion by Zima/Nolan-Plulchak to support the reapplication of the TAD grant. Motion carried unanimously.
5. Saylor reviewed the activities of the COSSAP MAT Grant and it serves the jail population. The grant was extended through September 2024 with an additional grant funding of just under \$250,000. The state was not successful in getting this federal grant after 2024, so the program will end in September 2024.
6. Agency Updates:
  - a. Judge Potter expressed concern about how the Victim Witness office will be understaffed after this week. Zima stated the ADAs will be filling in until a new coordinator and program assistant is hired. Potter also expressed concern on how Human Services presents paperwork for judicial signatures.
  - b. Stimac stated her office is fully staffed at this point and appreciated everyone who stepped up during the periods when they were understaffed.
  - c. Zima stated that ADA McElroy was appointed at Price County DA which leaves them down 2 ADAs in the office.
  - d. Chief Pederson stated he had a recent officer resignation that he is recruiting for and that the 48<sup>th</sup> St. roundabout is open to traffic.
  - e. Stublaski stated they have 4 vacancies in the DOC office in Wisconsin Rapids, however the Marshfield office is fully staffed at this point.



- f. Normington informed the group the Community Health Assessment Survey is out now and encouraged participation in it.
- g. Chief Woods hired an additional patrol position recently, and also had the biggest drug bust in the city's history recently.
- h. Becker stated the jail will be substantially completed in a year with occupancy occurring in about January of 2025.
- i. Nolan-Plulchak stated 2 new attorneys were hired in the Public Defenders Office since the last meeting. A new secretary will be starting this coming Monday to fill a position empty since July.
- j. Bastien informed the group that Next Gen 911 is coming. Text capability in Dispatch is being worked on. He is down 4 dispatchers right now but is hiring and will be full staffed soon.
- k. Clendenning stated the budgets for his committees were done and passed onto the Operations Committee for review. His committee will be doing evaluations of their department heads at the next meeting.
- l. Mengel stated grad students are evaluating the EMP program at this time.
- m. Potter also informed the group that Branch 4 is up and running with all training completed by Judge Gebert.

7. Judge Potter declared the meeting adjourned at 12:38 PM.

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

# Criminal Justice Task Force

October 18, 2023

NAME	REPRESENTING
Cassandra Adney	Criminal Justice Department
Adam Stobinski	WI DOC
Bill Corderman	WCB #15
Ashley Normington	WC Health
Shawn Woods	Nekoosa PD
Melvin Pedersen	Grand Rapids PD
James Tepp	Branch 1
Greg Potter	Box 1
Jenny Zima	DA's Office
Shawn Becker	WCSO
Emily Nuhn-Plutzhack	Public Defender
Kim Stimac	COC
Tony Bastien	Dispatch
Caitlin Saylor	Web Ex
Andrea Kukla	Web Ex
Kayleigh Mengel	Web Ex
Travis Esser	Web Ex
Lance Pliml	Web Ex

NOTICE OF INJURY AND CLAIM  
(APPENDIX Q)

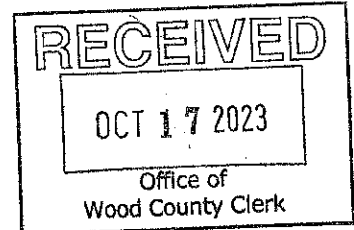
To: Wood County Clerk  
400 Market Street  
Wisconsin Rapids, WI 54494

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage against Wood County.

THE INCIDENT

Date: 9/25/23  
Time: 8:45 am  
Place: Riverblock

cc: Corp Counsel  
HR  
Mtnce



The circumstances giving rise to my claim are as follows:

Because of the power surge I had to purchase 2 new  
boards for the vending machine on first floor and replace  
the bill acceptor and coin mech on the machine on the  
second floor.

The names of county personnel involved are: NA

The names of other witnesses are: employees at Riverblock

THE CLAIM

I request the following relief: 2 control boards and a bill acceptor  
and coin mech

Date: 10/17/23

Signature: Donald J. Waters  
Print Name: Don Waters, VanBeck Vending  
Address: 82 Love St. P.O. Box 815  
Wis. Rapids, WI. 54495-0815



AVS Companies

AVS Companies  
262-457-6030  
1667 Independence Ave.  
Hartford WI 53027  
United States

EFFECTIVE 10/15/22,  
NEW REMIT TO ADDRESS:  
AMERICAN VENDING SALES INC  
DBA AVS  
PO BOX 7319  
CAROL STREAM, IL 60197-7319

# Invoice

#INV98430

9/28/2023

**Bill To**

Account#: 1638  
VAN BECK VENDING CO.  
82 LOVE STREET, PO BOX 815  
WISCONSIN RAPIDS WI 54495-0815  
United States

**Ship To**

VAN BECK VENDING CO.  
82 LOVE STREET, PO BOX 815  
WISCONSIN RAPIDS WI 54495-0815  
United States

Terms	Due Date	PO #	Sales Rep	Parts Rep	Shipping Method	Sales Order #	Ship Date
NET30	10/26/2023		Chris M Skow	Jim Murray	UPS Ground	SO94747	9/26/2023
Qty	Item ID / Description	Inv. Detail	Rate / Unit	Amount			
1	26952	KIT, OFFSET S3 CONTROL BOARD	\$416.50 Ea	\$416.50			
1	21431	DISPLAY, 2 LINE SENSIT 2/3	\$245.65 Ea	\$245.65			

Subtotal \$862.15

Discount Total

Freight \$20.91

Tax Total (%) \$37.57

Total \$720.63

Remaining Balance \$720.63

**Memo:**

AMS CPU & Display

**Tracking #**

1ZR3184W0348872435

used bill acceptor - \$150.00  
used coin changer - \$100.00

\$ 970.63



# Wood County WISCONSIN

CHILD SUPPORT  
AGENCY

**NOVEMBER 2023**

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

Prepared by Child Support Director Brent Vruwink

- I completed the annual County FTE Survey and sent it into the state. The state will submit it to the Federal Office of Child Support Enforcement.
- I attended the WCSEA Fall Conference on October 11<sup>th</sup> and 12<sup>th</sup>. State Representative Donna Rozar and State Senator Patrick Testin were both awarded the WCSEA Legislator of the Year Award. They both were instrumental in securing increased funding for the Wisconsin Child Support Program in the State Budget.
- I was appointed to the State Policy Advisory Committee. The Policy Advisory Committee consists of ten Child Support Directors from across the state. This will allow me to advocate for policies that will be beneficial to Wood County and the families we serve.
- The Federal Fiscal Year has concluded and the agency met all of the Federal Performance measures. Agency staff worked very hard to meet and exceed all the measures.
- The current IV-D case count is 3,596.



# Wood County

## WISCONSIN

*Kimberly A. Stimac*

CLERK OF  
CIRCUIT COURT

---

November 2023

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

Meetings Attended:

October 3<sup>th</sup> – Operations Committee Meeting

October 5<sup>th</sup> – Judicial and Legislative Committee Meeting

October 11<sup>th</sup> - October 13<sup>th</sup> – Wisconsin Clerks of Circuit Court Association (WCCCA) Fall Conference in Eau Claire.

October 17<sup>th</sup> – Operations Committee Meeting and County Board Meeting

October 18<sup>th</sup> – Criminal Justice Task Force Meeting and met with Sam Heckendorf with Probation and Parole to discuss improvements to operations between our departments and resume Probation and Parole being at the courthouse on Friday's for final pre-trial days. Defendant's who are sentenced to probation have the benefit of getting their paperwork from the Clerk of Courts office, setting up a payment plan and then meeting with probation to get an agent assigned to them without having to drive to the Probation and Parole office.

October 30<sup>th</sup> – I will be providing training at the Personal Development Center (PDC) in Marshfield. This training will be for eFiling for Restraining Orders. We have not had much luck with receiving faxes from PDC and the statutes do not allow for documents to be filed by email. These documents are very important and are often time sensitive.



# Wood County WISCONSIN

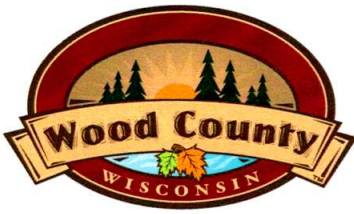
**CORPORATION  
COUNSEL OFFICE**

*Peter A. Kastenholtz*  
CORPORATION COUNSEL

---

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
November 2023

1. Mental Commitments. Last month I mentioned how new commitments were down recently and I attributed that to the new group of psychiatrists at Norwood. Another change with respect to the mental commitments is the significant increase in what are called recommitments. The mental commitment process works such that a law enforcement officer, with the approval of Crisis Intervention or an Adult Protective Service Worker, will detain a person at a mental health facility for up to 72 hours, excluding weekends and holidays. This happens when a person appears to be presenting a danger to themselves or others because of a perceived mental illness. If the inpatient treatment team believes that further inpatient treatment is needed, then a probable cause hearing must be held within that 72-hour period. If the County is successful at the probable cause hearing, the court will typically order the person to be under commitment to the County for 14 days, dating back to the date of the original detention. If the treatment team thinks either further inpatient treatment is needed or mandated outpatient treatment is needed, then a so-called final hearing is held. If successful at the final hearing, a court will usually order a 6-month commitment of the subject to the County. Often the subject will start this 6-month commitment by continuing with inpatient treatment followed by outpatient treatment overseen by an outpatient treatment team. If the subject needs further commitment to the County such that the County can continue to exercise a level of control and supervision of the subject, then a recommitment hearing is sought. At a recommitment hearing, the court can extend out the commitment for a 1-year period. Technically, there are no legal limits to how many recommitments can be pursued, but in practice, we often end up getting a guardianship done after a while if the mental illness is that disabling to the subject. For many years we averaged about 5 - 10 recommitments a year. Now, we frequently have that many a month. Although the corporation counsel shows up in court for all of these hearings, the real work and the time it takes to do it are handled by the legal secretaries. They work directly with the mental health facilities, the inpatient and outpatient treatment staff, the courts and opposing counsel to arrange for the hearings. They also prepare proper notices and draft the court orders.



# Wood County WISCONSIN

## REGISTER IN PROBATE

*Hon. Gregory J. Potter*  
Circuit Court Branch I

*Hon. Nicholas J. Brazeau, Jr.*  
Circuit Court Branch II

*Hon. Todd P. Wolf*  
Circuit Court Branch III

**November 2023**

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

Prepared by Register in Probate, Tara Jensen

- Our office continues to work with the IT Department in developing a web page for the Probate Office on the County website. We hope to have this go live within the next couple of weeks.
- In anticipation of the upcoming move of the probate office we have been working on a better system to catalog old probate files. By statute original wills must be maintained for 100 years. Cataloging these files will enable us to assist the public in a timelier manner when request for records are made.

#### Meetings Attended:

- 10/02 - WI Counties Association County Leadership virtual weekly meeting
- 10/03 - Operation Committee meeting
- 10/04-10/06 - Wisconsin Register in Probate Association Fall Educational Conference held in Hayward
- 10/09 - WI Counties Association County Leadership virtual weekly meeting
- 10/16 - WI Counties Association County Leadership virtual weekly meeting
- 10/17 - Operation Committee meeting
- 10/17 - Monthly Judges Meeting
- 10/23 - WI Counties Association County Leadership virtual weekly meeting
- 10/30- WI Counties Association County Leadership virtual weekly meeting

Tara Jensen

Karrie Moore

Register in Probate  
Probate Registrar

Deputy Register in Probate  
Juvenile Clerk



## **VICTIM WITNESS SERVICES REPORT**

Michele Newman, Coordinator

August 22 to October 18, 2023

### **Victims/Witnesses Served:**

**613 total contacts // 516** Victims or Witnesses made contact with via phone

**86** Victims or Witnesses met with in person

2 Victims assisted with preparation of Crime Victim Compensation Application

**204** Initial contact packet information sent

**73** No contact order information

**54** No prosecutions notification

**122** Victims or Witnesses were notified of all hearings

**37** Victims or Witnesses were notified of plea agreement/sentencing / disposition

**0** Victims or Witnesses notified of sentencing after revocation

**35** Victims with restitution requested

**33** Victim Impact Statements

**12** Victims registered Vine service.

**0** Victims notified of appeals court proceedings

Total services/events // Total unique parties = **1066 /502**

It has been a great honor and pleasure working in the victim witness services department. My last day is October 20<sup>th</sup>. I look forward to continue working as a Wood County employee in the Crisis intervention department. Sincerely, Michele

## Wood County State Wildlife Area Advisory Committee Meeting Minutes

**DATE:** July 10, 2023

**Present:** Dennis Polach, Ryan Haffele, Dale Weis, Mike Wipfli, Curt Pluke, Scott McAuley, Dawn Schmutzer, Fritz Schubert, Larry Isensee.

1. Call to order at 5:30pm by Chair Weis.
2. Quorum.
3. Curt motion to approve minutes from April 10, 2023, Scott 2<sup>nd</sup>, all ayes. Motion carried.
4. No correspondence.
5. No public comment.
6. Sandhill-Meadow Valley-Wood County Updates:
  - Meggin done with her job with DNR as of June 16. Ryan now in her place. Property supervisor position will be posted soon. Vacant technician still awaiting approval. State budget approval removed one wildlife position, so not sure which position will be eliminated yet.
  - Sandhill deer hunts scheduled for Sep and Oct. Applications open now. Learn to hunt still taking place Nov 4. Late season hunt Dec 9 & 10 and number of tags will depend on how many archery tags are filled. Plan is to cut the herd by 50%. All deer harvested will be tested for CWD.
  - Fence certificate expires this year. Fence inspection will be done soon to renew for 10 years.
  - Habitat projects: continuing buckthorn removal, draw downs are ongoing, millet seeding will be done on 3<sup>rd</sup> impoundment, controlled burns continue.
  - State grant for enhancing barrens areas to expand prescribed burn opportunities. Looking for letters of support for the project. Possibly commit the 2025 Allotment for the matching grant opportunity; have this stated in letter. **MOTION:** Curt motion to create the letter of support including the intent to commit the allotment funds for 2025 contingent on Wood County HIRC and CB approval. Scott 2<sup>nd</sup>. All ayes. Motion passed. Dawn will draft letter and get back to Ryan by 7/19.
  - Darrin Ladwig was named Biologist of the year for 2022.
7. 2024 Allotment: 1<sup>st</sup> impoundment tree removal that was not completed this year, so that would be first option. Restoration of Stewart Marsh dike. Potter Road repair for middle portion of the road. Decision on which will be decided at next meeting. **MOTION:** Scott makes a motion to have Fritz ask to increase the allotment to \$6000. Curt 2<sup>nd</sup>. All ayes. Motion passed.
8. Member Matters: Parking lot at Horseshoe Ditch on Ball Road is under water most of the time. This area needs to be raised to recreate the actual parking area. Sandy Green is retiring July 17. She was a great asset for our committee. Thank You Sandy!
9. Election of officers: Secretary- Dale nominated Dawn Schmutzer, Scott 2<sup>nd</sup>; all ayes. Vice Chair- Curt nominate Jim Winkler, Dale 2<sup>nd</sup>, all ayes. Chair – Curt nominated Dale Weis, Mike 2<sup>nd</sup>, all ayes.
10. October 9, 2023 530pm at Sandhill Outdoor Skills Center. **MOTION:** Dale proposed to move meetings to Mondays. Mike 2<sup>nd</sup>, all ayes. Motion passed.
11. Mike moved to adjourn, Curt 2<sup>nd</sup>, all ayes, motion passed. Adjourn at 6:32pm.

## **Accounting Supervisor Report**

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

### Revenues

Revenues are as anticipated.

In October, we received the final GTA payment. With county construction projects winding down, State and Local charges are picking up. We have done a number of Road and Bridge Aid projects that bump up revenues as the invoices are approved and sent.

### Expenses

Expenses are as anticipated.

Expenses to local governments are picking up as we have completed our County projects and moved on to municipals. Snow removal expense is an area we will monitor as the next few months pass but the fund appears to be in good shape.

### Expenses

My staff and I attended accounting and CHEMSPRO cost accounting software training this month.

County of Wood  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 Highway Departmentwide  
 Tuesday, October 31, 2023

	Actual	2023 Budget	Variance	Variance %
<b>REVENUES</b>				
Intergovernmental Revenues				
43300 Federal Grants-American Recovery & Reinvest Act	\$600,000.00	\$2,600,000.00	(\$2,000,000.00)	(76.92%)
43531 State Aid-Transportation	2,312,331.96	2,497,341.00	(185,009.04)	(7.41%)
43534 State Aid-LRIP		995,000.00	(995,000.00)	(100.00%)
Total Intergovernmental	2,912,331.96	6,092,341.00	(3,180,009.04)	(52.20%)
Licenses and Permits				
44101 Utility Permits	39,782.71	16,000.00	23,782.71	148.64%
Total Licenses and Permits	39,782.71	16,000.00	23,782.71	148.64%
Public Charges for Services				
46813 County Forest Revenue	28,540.85		28,540.85	0.00%
Total Public Charges for Services	28,540.85		28,540.85	0.00%
Intergovernmental Charges for Services				
47230 State Charges	972,857.49	1,029,390.00	(56,532.51)	(5.49%)
47231 State Charges-Highway	216,731.11	288,990.00	(72,258.89)	(25.00%)
47232 State Charges-Machinery	16,976.93		16,976.93	0.00%
47233 State Charges-Performance Based Maintenance	119,236.84		119,236.84	0.00%
47300 Local Gov Chgs	573,637.70	521,679.00	51,958.70	9.96%
47330 Local Gov Chgs-Transp	1,253,108.96	1,121,957.00	131,151.96	11.69%
47332 Local Gov Chgs-Roads	61,528.14	424,793.00	(363,264.86)	(85.52%)
47333 Local Gov Chgs-Bridges		84,227.00	(84,227.00)	(100.00%)
Total Charges to Other Governments	3,214,077.17	3,471,036.00	(256,958.83)	(7.40%)
Interdepartmental Charges for Services				
47470 Dept Charges-Highway	3,013,872.17	2,224,867.00	789,005.17	35.46%
Total Interdepartmental Charges	3,013,872.17	2,224,867.00	789,005.17	35.46%
Total Intergovernmental Charges for Services	6,227,949.34	5,695,903.00	532,046.34	9.34%
Miscellaneous				
48340 Gain/Loss-Sale of Salvage and Waste	10,540.05	6,700.00	3,840.05	57.31%
48520 Grants/Contribution-ATV Route Signage		20,000.00	(20,000.00)	(100.00%)
Total Miscellaneous	10,540.05	26,700.00	(16,159.95)	(60.52%)
Other Financing Sources				
49110 Proceeds from Long-Term Debt	2,140,000.00	1,189,403.00	950,597.00	79.92%
Total Other Financing Sources	2,140,000.00	1,189,403.00	950,597.00	79.92%
<b>TOTAL REVENUES</b>	<b>11,359,144.91</b>	<b>13,020,347.00</b>	<b>(1,661,202.09)</b>	<b>(12.76%)</b>
<b>EXPENDITURES</b>				
Public Works-Highway				
53110 Hwy-Administration	327,523.75	386,321.12	58,797.37	15.22%
53120 Hwy-Engineer	96,054.31	266,622.56	170,568.25	63.97%
53191 Hwy-Other Administration	315,468.05	344,381.70	28,913.65	8.40%
53210 Hwy-Employee Taxes & Benefits	(926,957.02)	0.39	926,957.41	#####
53220 Hwy-Field Tools	(43,938.44)	58.61	43,997.05	75,067.48%
53230 Hwy-Shop Operations	307,278.35	323,926.73	16,648.38	5.14%
53232 Hwy-Fuel Handling	(12,467.85)	(23,105.00)	(10,637.15)	46.04%
53240 Hwy-Machinery Operations	(1,366,645.97)	(514,120.38)	852,525.59	(165.82%)
53250 Hwy-Crushing Operations	36,320.14		(36,320.14)	0.00%
53251 Hwy-Crushing Operations Production	192,670.50		(192,670.50)	0.00%
53260 Hwy-Bituminous Ops	132,123.43	231,275.79	99,152.36	42.87%
53262 Hwy-Bituminous Ops		42,745.47	42,745.47	100.00%
53266 Hwy-Bituminous Ops	2,274,774.47	1,951,426.62	(323,347.85)	(16.57%)
53270 Hwy-Buildings & Grounds	215,901.94	269,410.81	53,508.87	19.86%
53290 Hwy-Salt Brine Operations	(5,528.07)	(0.35)	5,527.72	#####
53291 Hwy-Salt Brine Operations	12,601.91	(0.35)	(12,602.26)	3,600,645.71%
53281 Hwy-Acquisition of Capital Assets	651,053.64	600,000.00	(51,053.64)	(8.51%)
53310 Hwy-Maintenance CTHS		22,884.11	22,884.11	100.00%
53311 Hwy-Maint CTHS Patrol Sectn	1,647,100.75	2,958,691.62	1,311,590.87	44.33%
53312 Hwy-Snow Remov	802,125.27	907,384.45	105,259.18	11.60%
53313 Hwy-Maintenance Gang	156,288.28	111,393.31	(44,894.97)	(40.30%)
53314 Hwy-Maint Gang-Materials	2,412.87	3,160.00	747.13	23.64%
53320 Hwy-Maint STHS	1,017,265.27	1,029,389.85	12,124.58	1.18%
53323 Hwy-Maint STHS PBM	80,114.92		(80,114.92)	0.00%
53330 Hwy-Local Roads	1,762,964.59	1,121,957.41	(641,007.18)	(57.13%)
53340 Hwy-County-Aid Road Construction	558,774.67	478,363.90	(80,410.77)	(16.81%)
53341 Hwy-County-Aid Bridge Construction	83,986.79	134,226.51	50,239.72	37.43%

County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Highway Departmentwide  
 Tuesday, October 31, 2023

		2023			
		Actual	Budget	Variance	Variance %
53490	Hwy-State & Local Other Services	609,820.85	521,678.94	(88,141.91)	(16.90%)
53491	Hwy-ATV Route Signage	188.75	39,999.78	39,811.03	99.53%
	Total Public Works-Highway	8,927,276.15	11,208,073.60	2,280,797.45	20.35%
	Capital Outlay				
57310	Highway Capital Projects	3,793,884.76	3,164,881.67	(629,003.09)	(19.87%)
	Total Capital Outlay	3,793,884.76	3,164,881.67	(629,003.09)	(19.87%)
	TOTAL EXPENDITURES	12,721,160.91	14,372,955.27	1,651,794.36	11.49%
	NET INCOME (LOSS) *	(1,362,016.00)	(1,352,608.27)	(9,407.73)	0.70%



## Parks & Forestry Department Reports

November 10, 2023

### Director Report, by Chad Schooley

- Assisted in hiring process for Program Assistant. After 21 years of service, Sue Potocki retired on 10-13-23. She will definitely be missed! Monica Anderson was hired and began her employment on 10-23-23.
- Continue assisting with South Park storm shelter project. Worked with design company on changes for rebid.
- Finalized 3 yr contract for garbage/recycling pickup in parks with Waste Management
- Working with Friends of Powers Bluff in drafting a maintenance agreement for the trail system at Powers Bluff. Also working with group on signage for trail system.
- Working with Rock Solid on bike trail completion at Powers Bluff
- Started planning for Parks, Recreation and Open Spaces plan update. Last update was completed in 2018. Will be discussing with Emily Arndt, County Planner, on 10/31.
- Completed 2025 fee recommendations. Summary will be in packet.
- **Special Use Permits**
  - South Wood County Humane Society fundraiser walk, South Park, September 27-28, 2024.

### Maintenance Program Supervisor Report, by Dan Vollert

#### **Construction Projects**

- South Park Shop Bay upgrade is completed. Old wood stove is disassembled and ready for auction with a few other interior items in progress.
- South Park Storm Shelter-site is prepped for contractor to take over once bid process is complete.
- South Park Loop #2 vault toilet interior ceiling complete with tongue and groove pine.
- Dexter Park's 2nd wood storage building is complete. Approach and landscaping in progress.
- Dexter Dam Electrical upgrade completed by ECON Electric and Oakdale Electric Co. New pole, outside and inside dam house electrical redone.
- North Park Suspension Bridge repair updates. Engineer getting quote together for I beams to support western section of bridge. Highway Dept. prepping for installation.
- Powers Bluff-multipurpose walk trail is complete roadbase and shouldering.
- Prepping Bluff for winter operations: servicing towlines, signage, safety fencing, etc.

#### **Maintenance Operations**

- New South Park 1-ton plow truck ordered from Wheelers. November completion time.
- Park buildings, dump stations, etc. are winterized and closed for season in all parks. **\*(Except Dexter Loop #2 Showerhouse, for hunting)**
- Dexter Park-Pine Point park road overlayed with roadbase is completed.
- North Park- Hawthorne Hill, 50 amp electrical pedestal upgrade in progress (Trenching, pedestal placement, and wiring). H-panel and transformer locations are set with Alliant Energy and Contractor

- Tube run berm upgrades to bottom of Powers Bluff tube hill area completed. Towlines serviced and new safety shutoff buttons are installed. New signage to be put out soon.
- Mulching leaves in all parks.
- Docks at boat landings: NEPCO, South Park, & Dexter Park taken out for season.
- Woodsheds being filled at all three campground locations for the offseason.

### **Employee Matters**

- Both First Responders, from last year, Chris Boll & Christina Klein are coming back for upcoming winter season at PB.
- Prepping Powers Bluff work schedule for FTEs, LTEs, & First Responders
- Annual safety training set with Safety Coordinator, for FTEs to go along with Open Enrollment for Insurance.

### **Snowmobile/ATV**

- Attended AWSC meetings on Oct 2 & Nov. 6. Preparing for upcoming 2023-24 Snowmobile Season.
- Snowmobile Grants have been awarded for Auburndale (DH) bridge and Rudolph-Plum Road Culvert Project. Working with Jewell Engineering on bidding out projects.
- Installing culverts on Hay Creek ATV Trail and upgrading forestry road, mowing back trail with Highway's brush trimmer, and prepping for road base. Bridge bidding being performed by Jewell Engineering.
- Preparing 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.

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

- Program Assistant Sue Potocki retired on October 13<sup>th</sup> after almost 22 years with the Wood County Parks & Forestry Department. She will be greatly missed in the department and we wish her and her husband all the best as they transition into retirement together.
- Monica Anderson joined our department on October 23<sup>rd</sup> as our new Program Assistant. Monica transferred to us from Victim/Witness Services and we are excited to have her as part of our office team.
- Working on updating and organizing "How-To" documents and files.
- Training Monica and working on job lists to designate primary and back up duties and record completed trainings.
- Met with representative from reservation system to get an in-depth look at the back end of the reservation system. Created and organized calendar schedules and pricing structures.
- Took over accounts payable with Sue's retirement. Creating internal process to streamline workflow.
- Looking at website to find all linked documents and make sure they are up to date currently and ready for transition to next years' fees and policies.

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

- Timber Sales: Nine active timber sales in October. Excellent ground conditions most of the month have resulted in a large increase in wood volume being hauled to mills, as well as a large jump in timber revenue. Recent heavy rain will likely slow harvest activities down. However, still lots of

wood on landings and expect December numbers to look good as well (providing markets hang in there).

- Tentative timber bid opening date December 1, 2023. Currently finishing up a couple last minute details/paperwork. Bid opening will be held in River Block at 9:00 AM.
- Continued oversight and work on ditch cleaning project. The ditch south of Batterman Road has now been cleaned. They will be doing final grading and leveling of both ditchbanks in the near future.
- Cleaned Shooting Range. Shooting activity has increased this past month and will likely continue until deer season.
- Forestry Technician: Recon, cleaned shooting range, Powers Bluff Multi-use trail construction, grading, and improvements. Mowing roads and trails in county forest. Machinery maintenance/repair activities associated with JCB skid steer.



FEES	2020	2021	2022	2023	2024	2025
Non-Electric Camp	\$18	\$18	\$20	\$20	\$21	\$21
Electric 30/50 amp Camp	\$23	\$23	\$25	\$25	\$26	\$26
Waterfront ELEC	\$26	\$26	\$28	\$28	\$29	\$29
Water / Sewer / Electric- Full Hookup	\$30	\$33	\$35	\$35	\$36	\$36
OFF SEASON - NON-E	\$15	\$15	\$17	\$17	\$18	\$18
OFF SEASON - ELEC	\$20	\$20	\$22	\$22	\$23	\$23
OFF SEASON - Full Hookup	\$30	\$30	\$32	\$32	\$33	\$33
GROUP 1 - Dexter	\$125	\$125	\$125	\$125	\$130	\$130
GROUP 2 - Dexter	\$100	\$100	\$100	\$100	\$105	\$105
GROUP 3 - Dexter	\$125	\$125	\$125	\$125	\$130	\$130
GROUP - NORTH	\$100	\$100	\$100	\$100	\$105	\$105
RESERVATION FEE	\$10	\$10	\$10	\$10	\$10	\$10
SKI SHOW - RESER - ELEC	\$200	\$200	\$245/wk	\$35/nt	\$40/nt	\$40/nt
SKI SHOW - RESERVE - NON-E	\$170	\$170	\$210/wk	\$30/nt	\$35/nt	\$35/nt
SKI SHOW - WATERFRONT ELEC				\$38/nt	\$43/nt	\$43/nt
Dump Station	\$7	\$12	\$12	\$20	\$20	\$20
Firewood	\$6	\$6	\$7	\$7	\$7	\$7
ICE - 5# Cubes	\$3	\$3	\$4	\$4	\$4	\$4
ICE - 16# Cubes	\$6	\$6	\$7	\$7	\$7	\$7
Washer/Dryer (\$4) / Pod (\$1)	\$5	\$5	\$5	\$5	\$5	\$5
Camper Storage Weekly	\$15	\$15	\$15	\$15	\$20	\$20
Camper Storage ONSITE DP/November	N/A	N/A	N/A	300/month	300/month	\$300/month
Trail Pass- Daily (Bike OR Ski)	\$5	\$5	\$5	\$8	\$8	\$8
Trail Pass- Annual (Bike OR Ski)	\$15	\$15	\$20	\$30	\$30	\$30
Trail Pass - Family (Bike OR Ski)	\$40	\$40	\$50	\$60	\$60	\$60
PB 1st Session Tube	\$10	\$10	\$12	\$12	\$13	\$13
PB 2nd Session Tube	\$10	\$10	\$12	\$12	\$13	\$13
PB TUBING ALL DAY PASS (2019)	\$15	15 - Aug 4 - \$20	\$20	\$20	\$22	\$22
Tube/Ski Parties (1T = 1 TUBE HILL / 2T = 2 TUBE HILLS / 1S = 1 SKI HILL / 1TS = 1 TUBE HILL & 1 SKI HILL) / 2TS = 2 TUBE HILLS AND 1 SKI HILL)	\$350/ \$450/ \$250/\$450/ \$500	\$350/ \$450/\$250/ \$450/\$500	\$400/\$550/\$300/ \$500/ \$600	\$400/\$550/\$300/ \$500/ \$600	\$515/\$655/\$515/ \$725/\$865	\$515/\$655/\$515/ \$725/\$865
Shelter - DX ENC	\$100	\$100	\$100/\$125	\$100/\$125	\$100/\$125	\$100/\$125
*Holiday Rate	\$150	\$150	\$150	\$150	\$150	\$150
Shelter - DX - OPEN	\$50	\$50	\$50	\$50	\$50	\$50
*Holiday Rate	\$75	\$75	\$75	\$75	\$75	\$75
Shelter - SPO	\$100	\$100	\$125	\$125	\$125	\$175
*Holiday Rate	\$150	\$150	\$150	\$150	\$150	\$200
Shelter - SP Storm	X	X	X	X	X	\$200/\$250
*Holiday Rate	X	X	X	X	X	\$300
Shelter - RSBP	\$150	\$150	\$200	\$200	\$200	\$200

\*  
\*  
\*  
\*

*Holiday Rate	\$200	\$200	\$225	\$225	\$225	\$225	
Shelter - WSBO	\$75	\$75	\$100	\$100	\$100	\$100	
*Holiday Rate	\$100	\$100	\$125	\$125	\$125	\$125	
Shelter - WSBP w/Kitchen	\$100	\$100	\$125	\$125	\$125	\$125	
*Holiday Rate	\$125	\$125	\$150	\$150	\$150	\$150	
Shelter - SPE	\$200	\$200	\$200/\$250	\$200/\$250	\$200/\$250	\$200/\$250	
*Holiday Rate	\$250	\$250	\$300	\$300	\$300	\$300	
Shelter - NPE	\$200	\$200	\$200/\$250	\$200/\$250	\$200/\$250	\$200/\$250	
*Holiday Rate	\$250	\$250	\$300	\$300	\$300	\$300	
Shelter - NEPCO	\$250	\$250	\$250/\$300	\$250/\$300	\$250/\$300	\$250/\$300	
*Holiday Rate	\$300	\$300	\$350	\$350	\$350	\$350	
Shelter - PB	\$125	\$125	\$125/\$150	\$125/\$150	\$125/\$150	\$125/\$150	
*Holiday Rate	\$175	\$175	\$175	\$175	\$175	\$200	*
ATV Shelter (Hwy. 54)	\$75	\$75	\$100	\$100	\$100	\$100	
*Holiday Rate	\$100	\$100	\$125	\$125	\$125	\$125	
Boat Launch - Daily	\$5	\$5	\$7	\$7	\$7	\$7	
Boat Launch - Annual	\$20	\$20	\$25	\$25	\$25	\$25	
Disc Golf - Daily	\$4	\$4	\$4	\$4	\$5	\$5	
Disc Golf - Daily CAMPER	\$2	\$2	\$2	\$2	\$3	\$3	
Disc Golf - Annual	\$20	\$20	\$20	\$20	\$25	\$25	
Disc Golf - Family	\$40	\$40	\$40	\$40	\$50	\$50	
General Park User Fee	\$50	\$50	\$50	\$50	\$75	\$75	
Violations	\$50	\$50	\$50	\$50	\$50	\$50	
FEES	2020	2021	2022	2023	2024	2025	

\*

Price Change

**WOOD COUNTY PARKS & FORESTRY DEPARTMENT  
REVENUE SUMMARY 2023**

**OCTOBER REVENUE - NOVEMBER HIRC**

BUDGETED REVENUES	46721 SOURCE	FEES	YTD REVENUE 2023	YTD REVENUE 2022	OCT REV 2023	OCT REV 2022	ACTUAL REV 2022
\$ 570,000.00	Camping Reservations	\$10 Resv. Fee+/\$20/\$25/\$28/\$35	\$532,060.22	\$ 494,490.72	\$31,526.18	\$20,305.66	\$ 530,122.88
\$ 40,000.00	Campground Firewood Sales	\$7 per rack	\$42,711.76	\$ 42,001.89	\$4,566.27	\$ 3,744.06	\$ 42,160.18
\$ 7,500.00	Ice	\$4 (7 lbs.) /\$7 (20 lbs.)	\$9,891.33	\$ 7,488.14	\$204.78	\$ 64.45	\$ 7,509.00
\$ 3,500.00	Non-Camper Dump Station	\$20	\$3,441.21	\$ 3,432.24	\$492.22	\$ 751.66	\$ 3,432.24
\$ 250.00	Camper Storage	\$15/wk - \$60/mo	\$304.91	\$ 284.36	\$109.71	\$ 142.18	\$ 284.36
\$ 600.00	Washer/Dryer/Showers	\$2 wash / \$2 dry/\$1 Laundry Pods	\$811.85	\$ 535.55	\$188.63	\$ 104.50	\$ 560.19
\$ 53,000.00	Shelters Enclosed	Various Fees based on 4 or 8 hrs or all day.	\$45,727.17	\$ 43,032.94	\$5,404.29	\$ 3,459.72	\$ 51,682.24
\$ 12,000.00	Shelters - Open	Various Fees based on location of shelter.	\$11,000.70	\$ 9,928.90	\$365.71	\$ -	\$ 10,876.77
\$ 3,000.00	General Park User Fees (Use of open areas within parks)	\$50 / \$10 per picnic table	\$47.39	\$ 2,302.36	\$0.00	\$ -	\$ 2,984.83
\$ 20,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$12/\$20/\$300/\$400/\$500/\$550/\$600	\$33,687.24	\$ 27,061.85	\$0.00	\$ -	\$ 27,061.85
\$ 5,000.00	Trail Passes (Ski/Snowshoe/Multi-Use)	\$8/daily; \$30/annual; \$60/family	\$3,853.69	\$ 2,059.01	\$220.96	\$ -	\$ 2,424.90
\$ 4,000.00	Disc Golf	\$2 / \$4 / \$20 / \$40	\$7,616.62	\$ 3,781.07	\$245.92	\$ 235.08	\$ 3,896.07
\$ 500.00	Parks Pulpwood	Market Price	\$0.00	\$ -	\$0.00	\$ -	\$ -
\$ 23,000.00	Boat Launch	\$25/annual; \$7/daily	\$22,430.98	\$ 22,571.30	\$497.40	\$ 250.05	\$ 22,910.64
\$ 27,150.00	Miscellaneous*		\$5,104.82	\$ 11,674.38	\$85.96	\$ 5,486.31	\$ 28,943.81
\$ 5,000.00	Gift Certificates	Gift Certificates	\$231.93	\$ 100.00	\$137.14	\$ -	\$ 4,942.00
\$ 774,500.00			\$718,921.82	\$670,744.71	\$44,045.17	\$34,543.67	\$739,791.96
Misc. *PB Land Rental, General Donations, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc.							
\$ 500.00	48500 - Powers Bluff Project Donations Non-Lapsing	Informational purposes only.	\$0.00	\$ -		\$ -	\$ -
\$ 350,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships) Monthly totals = NET Revenue	CONTRACTED	\$420,040.75	\$ 375,229.67	\$173,916.70	\$ 16,324.84	\$ 378,720.19
\$ 6,500.00	48300 - Auctions - Non-Lapsing	WI Surplus	\$27,010.50	\$ 19,104.88		\$ 19,104.88	\$ 19,104.88
\$ 500.00	45123 - Violations (non-tax)	\$50.00	\$800.00	\$ 1,247.00		\$ 100.00	\$ 1,247.00
		<b>TOTAL REVENUE:</b>	<b>\$1,166,773.07</b>	<b>\$1,066,326.26</b>	<b>\$217,961.87</b>	<b>\$70,073.39</b>	<b>\$1,138,864.03</b>

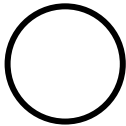
WOOD COUNTY, PARKS & FORESTRY - FOREST ADMINISTRATOR  
REVENUE REPORT & TIMBER SALE BALANCES

**November (October Revenue) 2023**

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	BALANCE
748	5-16	FUTUREWOOD	\$18,522.10	10/6/2016	12/31/2023		\$0.00	\$0.00	\$0.00
749	6-16	FUTUREWOOD	\$33,638.00	10/6/2016	12/31/2023		\$0.00	\$0.00	\$0.00
758	13-16	FUTUREWOOD	\$37,074.50	11/14/2017	12/31/2023		\$0.00	\$0.00	\$0.00
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	12/3/2023		\$0.00	\$0.00	\$0.00
789	3-21	KOERNER	\$10,570.00	11/24/2021	12/3/2023	\$850.42	\$927.30	\$850.42	-\$76.88
790	4-21	SCHREINER	\$15,600.00	11/24/2021	12/3/2023		\$0.00	\$0.00	\$0.00
793	7-21	NW HARDWOODS	\$163,302.00	11/24/2021	12/3/2023	\$87,034.71	\$201,416.21	\$121,551.69	-\$79,864.52
794	8-21	SCHREINER	\$28,965.00	11/24/2021	12/3/2023	\$1,452.38	\$31,958.88	\$31,100.51	-\$858.37
795	1-22	LAMBERT	\$46,070.00	5/27/2022	6/30/2024	\$8,793.20	\$64,937.27	\$65,890.77	\$953.50
796	2-22	KOERNER	\$110,780.80	5/27/2022	6/30/2024		\$100,338.14	\$100,338.14	\$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	\$49,939.04	\$134,808.22	\$131,548.65	-\$3,259.57
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		\$3,352.42	\$3,352.42	\$0.00
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		\$0.00	\$0.00	\$0.00
807	13-22	FLINK	\$9,450.00	12/31/2022	12/31/2025		\$2,274.03	\$2,274.03	\$0.00
808	1-23	BIEWER	\$86,633.00	6/1/2023	6/1/2025		\$18,460.99	\$0.00	-\$18,460.99
809	2-23	KOERNER	\$66,089.00	6/1/2023	6/1/2025		\$0.00	\$0.00	\$0.00
810	3-23	KOERNER	\$36,615.00	6/1/2023	6/1/2025		\$0.00	\$0.00	\$0.00
812	4-23	FLINK	\$11,813.85	6/1/2023	6/1/2025	\$495.29	\$5,079.10	\$5,079.10	\$0.00
813	5-23	MEDDA ENT.	\$127,000.50	6/1/2023	6/1/2025	\$44,615.74	\$66,849.68	\$64,489.14	-\$2,360.54
814	6-23	YODER	\$21,055.00	6/1/2023	6/1/2025		\$0.00	\$0.00	\$0.00
755		FIREWOOD				\$60.00	\$0.00	\$0.00	

Payments Received This Month: **\$193,240.78**      AMOUNT BILLED TO DATE      AMOUNT RCVD TO DATE      **(103,927.37)**

					\$ RECEIVED CURRENT MONTH				
<b>2023 Budgeted Total Revenues</b>					<b>\$350,000</b>	<b>Jobs Finished</b>			
<b>2023 Total County Forestry Revenues this month (90%)</b>					<b>\$173,916.70</b>	<b>Jobs Started</b>			
<b>2023 Total Township Revenues this month (10%):</b>					<b>\$19,324.08</b>	<b>Jobs Continuing/Reactivated</b>			
						<b>Jobs Gone Inactive</b>			
<b>2023 TOTAL NET FORESTRY REVENUE TO DATE:</b>					<b>\$420,042.94</b>				



RESOLUTION#

Introduced by  
Page 1 of 1

HIGHWAY INFRASTRUCTURE AND RECREATION

ITEM#  
DATE November 14, 2023  
Effective Date November 14, 2023

Committee

RK

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

Two-thirds

Reviewed by: PK, Corp Counsel

Reviewed by:, Finance Dir.

INTENT & SYNOPSIS: To retain the current holiday schedule for the Highway Department of holidays scheduled during 10 hour shifts being paid at 10 hours (Memorial Day and Independence Day)

FISCAL NOTE: None

Source of Money: N/A

WHEREAS, the Highway Department, prior to 2010 when the union contract was dissolved from Act 10, observed a holiday schedule to include: New Year’s Day (8 hrs), Friday before Easter (8 hrs), Memorial Day (10 hrs), Independence Day (10 hrs), Labor Day (8 hrs), Thanksgiving Day (8 hrs), day after Thanksgiving (8 hrs), Christmas Eve (afternoon 4 hrs), Christmas Day (8 hrs), New Year’s Eve (afternoon 4 hrs) and 1 floating holiday (8 hrs).

WHEREAS, the HIRC approved the continued observance of this Pre-Act 10 Holiday Schedule in 2010.

WHEREAS, in 2022 the Highway Department received approval from the HIRC to eliminate the floating holiday and observe Christmas Eve (8 hrs) and New Year’s Eve (8 hrs),

WHEREAS, the Highway Department works a 4-10 hour day schedule from mid-April to the week prior to Labor Day, as approved by the HIRC who approved the Highway Department to continue this practice of charging 10 hours each for Memorial Day and Independence Day.

WHEREAS, since this past practice has been in effect since 2010, the Highway Department budget has accounted for the holiday charges and there will be no increase to the Highway budget,

WHEREAS, the Highway Department uses RTVision as the program of record for time keeping and no adjustments will need to be made within the RTVison program since the schedule has been in effect from 2010.

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors adopt the holiday schedule approved by the Highway Infrastructure and Recreation Committee in 2022 as the Highway Department’s 2024 and future holiday schedules.

{ }

Jake Hahn (Chairman)

Al Breu

Lee Thao

David LaFontaine

John Hokamp

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

County Clerk

County Board Chairman

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

**DATE:** Monday, November 6, 2023

**TIME:** 9:00 a.m.

**PLACE:** Courthouse – Room 114

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

**OTHERS PRESENT:** Katie DeKleyn, Program Assistant; See attached sign-in list

1. Chairman Breu called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the October 2, 2023 meeting were reviewed. Motion by Hamilton/Penzkover to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed with explanations given. Motion by Hamilton/Polach to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed with explanation given.
6. The Maintenance vouchers were reviewed with explanations given. Motion by Winch/Hamilton to approve as presented. Motion carried unanimously.
7. The Maintenance Report and project updates were reviewed.
8. VanTassel provided a report for the Jail Solar Design Services proposal. Two proposals were presented: Northwind Solar's proposal was \$24,800, IMEG's proposal was \$13,300. Motion by Hamilton/Penzkover to send proposals to the Jail Construction Adhoc Committee. Motion carried 3-2. Voting no were Winch and Breu.
9. The next meeting will be held on Monday, November December 4, 2023 at 9:00 AM.
10. Motion by Hamilton/Penzkover to go into closed session pursuant to Wis Stats 19.85(1)(f) to discuss a leave of absence. Motion carried unanimously.
11. Motion by Hamilton/Penzkover to return to open session. Motion carried unanimously.

12. Motion by Hamilton/Breu 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.
13. Motion by Penzkover/Hamilton to return to open session. Motion carried unanimously.
14. Chairman Breu declared the meeting adjourned at 10:32 AM.

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

**Property & Information Technology Committee**  
**November 6, 2023**

[illegible]





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

---

**September 2023**

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed. Extensive web updates for the Health Department continue as WCHD staff work to keep their information current.
2. An issue with the Dependent Life insurance in the new hire enrollment was identified. The issue was resolved and staff notified HR. HR followed up with the affected employees.
3. 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.
4. Staff work to refine and provide employee work-only contact information to a new mass communication system, Everbridge. This system will notify employees of critical events and enhance safety.
5. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Review of tablet request for Edgewater is complete and research and selection of equipment to protect existing laptops begins in order to meet sanitation needs.
6. Custom reports for SmartCare, Human Services Electronic Health Record System, are being created.
7. Training on O365 and SharePoint continues.
8. Began work on selecting the best eSignature solution for Human Services for 2024.
9. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
10. Staff is working with Highway and Veterans departments to determine needs for video conferencing and digital signage.
11. Programming staff work to review, improve and support systems and train the new analyst.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
12. 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.
  13. IT staff continue working to organize and relocate the Information Technology network drive shared data. This is an ongoing and sizable project.
  14. 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.
  15. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
  16. The TimeStar, electronic time card and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities.
  17. Technicians are finishing the deployment of the 32 new squad computers for deputies. The final deployments are scheduled for completion on November 6th. With this wrapping up, the final PC order for 2023 has been received, and imaging and deployment of these computers will begin in the coming weeks. A new Windows 11 image will be created so that we can move to the latest operating system and ensure security patching continues for all Wood County devices.
  18. 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. ROD server replacements will be scheduled for 2023
  19. 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.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

---

20. Technicians spent time replacing cell phones as requested by departments. This includes ensuring that the phones are enrolled on mobile device management, email and other functions setup properly, and Wi-Fi access to the network.
21. The network team has worked with the State of Wisconsin, Communication Center employees, and Corrections staff to roll out Portals XL. It is used by departments for DOJ/DOT queries on license, license plate and criminal history. This replaces the legacy system that was built to work with Internet Explorer and became increasingly more difficult to get running on newer PCs.
22. Time has also 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.
23. 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 and new hire enrollment.
24. The IT Security Team continues the Security Awareness Program. With October being recognized as Cybersecurity Awareness Month, there has been a lot of focus on keeping the network safe. 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.
25. For the month of September, 521 helpdesk requests were created, with staff completing 537 tickets and leaving 96 open requests. In addition, there are currently 71 project requests.
26. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
27. The Lead Technician has resigned. Her last day with Wood County will be Friday November 17<sup>th</sup>. Recruitment to fill this position will begin soon.



# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

---

### Letter of Comments November 2023

#### Ongoing Projects and Planning

**Jail Project** – Temporary heat has been set up in the new jail; contractors have continued making great progress on the interior during the recent stretch of cooler/rainy weather.

**Courthouse** – Next year we will receive proposals for design and engineering of a new heating system for our Courthouse. This is with good reason; the two boilers serving the Courthouse were manufactured in 1954. While there can be some great conversation about how things aren't made the way they used to be, the fact is that our heating system is beyond its useful life and is now becoming a greater risk than the benefit it provides. The heating system update will be a significant expense, but it is unavoidable and must be done in order to keep our historic facility operational and able to serve the public.

**River Block** – Heating and ventilation equipment that was damaged by a power surge late in September has been operating with limited control; parts are on order and repairs will be completed as soon as possible. Although we do not have full control of the HVAC system yet, we have been able to keep the building operational.

Roof replacement at River Block will be completed in two phases with the first section scheduled to be complete in 2024 and the remaining work scheduled in 2025.

The contractor responsible for updating the elevator controls at River Block has started some of the preparation for this work. New controls should be installed and operational by the end of the year.

#### Miscellaneous

Attended PIT, Operations, H&HS, County Board, and numerous project meetings.

Working with the Highway Commissioner to improve access control at the Wisconsin Rapids office.

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

**9/28/2023, 12:15 p.m.**

**Meeting held via BlueJeans & in person**

**Action Items:**

**Approved the 2024 Organizational Chart**

**Approved the 2024 Wage Grid**

**Approved the System Director 2024 Salary**

**Approved the 2024 Budget and Notes**

**Approved the 2024 System Plan**

**Present:** D. Berland, B. Clendenning, P. Cox, S. Feith, N. Foth, M. Furgal, E. Galanter, J. Honl, M. Nelson, G. Poulson, L. Ross, T. Walske, J. Wright

**Absent:**

**Excused:** T. Teelin

**Recorder:** H. Moe

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

**Guest:** D. Flanigan, Keller

**Call to Order:** 12:22 p.m. G. Poulson, President

- a. Introduction of guests/visitors: Devin Flanigan, Keller, Inc.
- b. Requests to address the Board: None

**Approval of previous meeting minutes:** 8/24/2023

- a. Motion: E. Galanter moved approved of the 8/24/2023 minutes. J. Wright seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.

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

**Bills for Payments:** The payment amount is \$1,206,253.27

- a. Motion: N. Foth, (with the assistance of S. Feith), reviewed the bills for payment and moved approval. S. Feith seconded.
- b. Discussion: None
- c. Vote: Motion carried.

**Presentation:**

- a. 2024 Annual Budget – M. Nelson noted the committee met to review the 2024 budget, wage grid, organizational chart, and system director salary recommendations.
- b. 2024 System Plan - M. Van Pelt provided a brief overview of the system plan. J. Wright inquired about purchasing delivery vans. K. Goeden noted there is a protocol in place for fleet purchases. J. Honl inquired about Drupal 10 software. It is a website software provided for the member libraries.
- c. Pankratz Building update – D. Flanigan provided a tour of the building and communicated the progress of the project. Construction should be finished January 2024.

**Committee Reports:**

- a. Advocacy: No report.

- b. Personnel and Budget/Finance: Recommended approval of the 2024 Budget and Notes, wage grid, organizational chart, and system director salary.
- c. Bylaws – a meeting will be scheduled immediately before the board meeting in October.

**Action Items:**

- a. Approve 2024 Organizational Chart
- b. Approve 2024 Wage Grid
- c. Approve System Director 2024 Salary
- d. Approve 2024 Budget and Notes
  - i. Motion: On behalf of the Budget/Finance/Personnel committee, M. Nelson moved approval of the 2024 Organizational Chart, 2024 Wage Grid, 2024 System Director Salary, and the 2024 Budget & Notes. N. Foth Seconded.
  - ii. Discussion: None
  - iii. Vote: Motion carried.
- e. Approve 2024 System Plan
  - i. Motion: J. Wright moved approval of the 2024 System Plan. J. Honl seconded.
  - ii. Discussion: None
  - iii. Vote: Motion carried.

**SCLS Foundation Report:** M. Van Pelt noted the Cornerstone will be held at the Waunakee Public Library October 12, 5:30 p.m. – 7:30 p.m.

**System Director's Report:** You may view the System Director report online. Two applications for Dane County representatives to the SCLS Board were received and we are waiting to hear whether they have been appointed.

**Discussion:**

- a. Becky Spratford training: M. Van Pelt encouraged all board members to advocate for the system.
- b. Director search: M. Van Pelt will be retiring in 2024. The Personnel Committee will begin the process of searching for a new director. M. Nelson requested that M. Van Pelt continue as System Director until a new director has been hired.

**Administrative Council (AC) Report:** Met 9/17/2023. You may view the minutes online.

**Other Business:**

- a. Appoint Nomination Committee for 2024 Board Officers: G. Poulson will recruit folks for the nomination committee.

**Information sharing:** The October 26 Board Meeting will be 100% virtual due to switching the new building power from its temporary source to its permanent equipment. The building may not have power for several days that week. The Foundation meeting would also be virtual. We will be migrating from Bluejeans to Zoom for virtual access to the board meeting in November.

**Adjournment:** 1:43 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt  
BOT/Minutes/9/28/2023